

# Work Health and Safety Action Plan / Audit Tool

To assist in compliance with WHS Legislation and ensure a safe environment for all staff, volunteers, and visitors at Generocity Church.

Date Completed:	___/___/___	WHS Coordinator:	
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Instructions: For each element, indicate the person responsible for action, target completion date, and actual completion date. Use the "Comments" column for any additional notes or follow-up required.

No.	Element	Tasks/Questions	Person to Action	Target Completion Date	Date Completed	Comments
A	WHS Policy	? Develop and implement WHS Policy ? Have policy signed by church leadership ? Display policy and communicate to all staff/volunteers ? Schedule regular policy reviews				

No.	Element	Tasks/Questions	Person to Action	Target Completion Date	Date Completed	Comments
B	Health and Safety Rules	? Develop written Health and Safety Rules ? Display Health and Safety Rules in prominent locations				
C	Hazard Management	? Conduct Annual Hazard Review ? Implement hazard controls using Hierarchy of Controls				
D	Consultation and Participation	? Establish regular WHS consultation meetings ? Include WHS as agenda item in staff/leadership meetings				
E	Training	? Develop WHS induction package for staff/volunteers ? Conduct and document WHS inductions ? Identify and schedule ongoing WHS training needs				

No.	Element	Tasks/Questions	Person to Action	Target Completion Date	Date Completed	Comments
F	Emergency Procedures	<ul style="list-style-type: none"> <li>? Develop emergency response procedures</li> <li>? Conduct and document regular emergency drills</li> <li>? Ensure fire equipment is maintained and accessible</li> </ul>				
G	First Aid	<ul style="list-style-type: none"> <li>? Assess first aid requirements</li> <li>? Appoint and train first aid officers</li> <li>? Maintain first aid kits and facilities</li> </ul>				
H	Incident Reporting and Investigation	<ul style="list-style-type: none"> <li>? Implement incident reporting system</li> <li>? Investigate all reported incidents</li> <li>? Document and follow up on corrective actions</li> </ul>				

No.	Element	Tasks/Questions	Person to Action	Target Completion Date	Date Completed	Comments
I	Contractor Management	? Establish contractor management procedures ? Maintain register of approved contractors ? Ensure contractors are inducted in church WHS requirements				
J	Chemical Management	? Create and maintain hazardous substances register ? Obtain and make accessible Safety Data Sheets (SDS) ? Ensure proper storage and handling of chemicals				
K	Plant and Equipment	? Maintain register of plant and equipment ? Implement regular inspection and maintenance schedule ? Ensure operators are trained and competent				

No.	Element	Tasks/Questions	Person to Action	Target Completion Date	Date Completed	Comments
L	Manual Handling	? Identify and assess manual handling risks ? Implement controls to reduce manual handling risks ? Provide training on safe manual handling techniques				
M	Electrical Safety	? Implement electrical equipment register ? Ensure regular testing and tagging of electrical equipment ? Address any identified electrical hazards				
N	Working at Heights	? Identify tasks involving work at heights ? Implement safe work procedures for height work ? Provide appropriate equipment and training				

No.	Element	Tasks/Questions	Person to Action	Target Completion Date	Date Completed	Comments
O	Noise Management	? Assess noise levels in church activities ? Implement noise control measures where necessary ? Provide hearing protection if required				
P	Communicable Disease Protocols	? Assess compliance with Communicable Disease Protocols as found in the GC Handbook				

Action Plan Review

Action Plan Review Date:	____/____/____	Signature of WHS Coordinator:	
Signature of Senior Pastor:			

Revision #2

Created 4 September 2025 19:52:21 by Nathan Keenan

Updated 4 September 2025 20:18:41 by Nathan Keenan