



## **HEALTH AND SAFETY PLAN**

These health and safety guidelines and procedures are considered the minimum standards expected to be observed by users of the Otari Catholic Parish facilities whether permanent, temporary or rental/lease.

These minimum standards shall be maintained by all employees, any contractors undertaking work on the premises and all users of the parish facilities.

All employees and users of church facilities have the following responsibilities:

- A duty to take all practicable steps to protect themselves and those under their care.
- To comply with all specific and general safety procedures
- Not to willingly interfere with or misuse items or facilities provided in the interests of health and safety and welfare.
- To report the following conditions to the Parish Administrator/Office or Priest (as a representative of the Health and Safety Officer).
  1. Any hazardous condition or situation
  2. Any sub-standard/dangerous behavior or conditions
  3. Any accidents, injuries and near misses experienced
  4. And/or take all reasonable action to reduce or eliminate possibility of recurrence.

### **Specific Safe Practices**

When undertaking any maintenance/construction activities on parish property, appropriate personal protective clothing and equipment shall be used for the task being taken. eg: gloves, eye protection, ear muffs etc.

### **Accident Reporting:**

Every accident/incident occurring at a parish facility is to be reported to the Parish Office as soon as possible. *An accident form must be completed (filed in Health and Safety folder in parish office).*

**First Aid:**

First Aid kits will be provided in the robing room at St Teresas Church, the Parish Office, the Hall kitchen and at the St Thomas More Church kitchen. These kits will be kept fully supplied and clean.

In the event of an injury occurring, the following steps shall be taken:

If the injury is minor, it should be cleaned and dressed at the scene and the injured person seen by a medical practitioner as soon as possible.

If a serious injury occurs or the extent of the injury is unknown, the injured person shall not be moved unless it is necessary to do so to prevent further injury. Keep the patient warm and calm and seek medical assistance immediately.

When applying first aid, protective gloves should be worn if contact with blood or other body fluids are possible.

**Reporting Safety Hazards:**

All hazards that may affect the health and safety of users of the parish facilities shall be reported to the Parish Office as soon as possible. This includes unsafe work practices. The Parish Administrator will periodically request parishioners and users to alert the office of any new hazards on the properties.

**Personal Behaviour**

All users of the parish facilities shall comply with all safety rules, policies and procedures. No one shall engage in any activity that could lead to dangerous situations.

**Tidy Areas**

Good housekeeping is a fundamental necessity in preventing injuries.

Keep all areas clean and tidy to eliminate hazards. Trip, slip and fall accidents are directly related to poor housekeeping.

Access to fire fighting equipment, emergency exits, first aid kits and electrical switchboards shall be clear at all times.

**Electrical Safety**

Avoid using electrical equipment in wet conditions.

Avoid laying leads across floors and walkways where they may become tripping hazards or in conditions where they may become damaged.

All damaged leads, wiring and equipment shall be removed from service until they are repaired by a qualified person.

### **Manual lifting, shifting and handling**

Care shall be taken when lifting, shifting and handling loads. Where it is necessary to lift objects that could cause strain, get some assistance or do not attempt.

When lifting, proper posture and techniques are most important. Stand as close as possible to the object to be lifted. Keep your back straight. Lift with your legs, not your back. Do not attempt to lift a load that is too heavy -get help.

### **Portable ladders**

Use only ladders in good condition equipped with rubber feet and placed in the proper position with the base one forth its length from the wall.

### **Vehicles**

Drive safely to suit road conditions. Drivers of any vehicles used for parish purposes (eg transporting parishioners) shall have a current driver's license for the specific vehicle class being driven and the vehicle shall have a current warrant of fitness. Ensure all passengers have safety belts fitted correctly.

### **Fire prevention**

Fire prevention is the responsibility of everyone. Become familiar with the fire and emergency procedures applicable to the parish facility. Know the location of the fire extinguishers and only use the them for the purpose intended. Notify the parish office as soon as possible after using a fire extinguisher.

### **Summary**

You have a responsibility to take care of and to ensure your own safety and that of those around you.

The above guidelines are intended to assist you.

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