

Audit Tool and Action Plan

Date completed: 21 June 2016 by Jade Badcock



ST. PAUL'S
ANGLICAN CHURCH
WAIWHETU

NO	ELEMENT	TASKS & QUESTIONS	PERSON TO ACTION	TARGET DATE	DATE COMPLETED	REVIEW DATE
1	HSWA Statement	Complete a HSWA statement	Jade Badcock	23 June 2016		1 July 2017
		Have signed and dated by Church representatives	Karl Dickson Maggie Davies	12 July 2016		12 July 2016
		Display publicly for all to see	Josephine Lewis	22 July 2016		24 July 2016
		Review policy on a regular basis	H&S Sub committee	1 June 2017		1 July 2017
2	Documentation	Establish an HSWA file and keep in it details of all HSWA initiatives, training records, and HSWA meeting minutes	Jade Badcock/ Josephine Lewis	31 July 2017		1 July 2017
		Annually complete a new copy of this audit tool	H&S Sub committee	23 June 2016		1 July 2017
		All HSWA documentation should be reviewed at regular intervals in consultation with interested parties and re-issued	H&S Sub committee	23 June 2016		
3	Risk Management	Complete an Annual Hazard and Risk Management Register	H&S Sub committee	15 June 2016	16 June 2016	1 July 2017
		Rank hazards identified and correct them in accordance with hierarchy of controls	H&S Sub committee	23 June 2016		Monthly
		Make available incident/hazard review forms to report hazards	H&S Sub committee	26 June 2016		Monthly

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		identified on Church property				
4	Control of hazardous substances	Compile a list of hazardous substances that may be kept on the premises	Jade Badcock/ Niell Hamilton	21 July 2016		Quarterly
		Obtain material data sheets information from the suppliers for any hazardous substances identified (i.e. photocopier and printer toner, cleaning chemicals)	Josephine Lewis	31 July 2016		When new hazardous substances are purchased
5	Electrical installations and equipment	Ensure electrical contractors comply with contractor's equipment requirements	Niell Hamilton	Part of the contracting process		Every time an electrician comes onto premises
		Check that property is fitted with a Residual Current Device (RCD) at the switchboard	Niell Hamilton/ Jade Badcock	1 July 2016		1 July 2017
		Where there is no RCD ensure portable electrical equipment is protected by a RCD at the power socket	Josephine Lewis/ Amanda	1 July 2016		1 July 2017
		Tag test electrical lines if required	Niell Hamilton			
6	Emergency response training	Develop a simple emergency response procedure and plan	Derek Keatley	1 July 2016		Quarterly
		Hold an evacuation drill at least annually – complete	Niell Hamilton/ Jade Badcock	31 July 2016		31 July 2017

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		register				
		Explain use of fire fighting equipment to employees and voluntary workers or send on fire training course	Derek Keatley	31 July 2016		31 July 2017
7	Incident reporting and investigation	Adopt the Incident/Hazard Report Forms – WorkSafe NZ forms. Instigate corrective action following a report.	Jade Badcock	18 May 2016	19 May 2016	30 June 2016
		Ensure incident/hazard report forms are readily available and encourage reporting of all incidents and “near miss” incidents	Jade Badcock	18 May 2016	19 May 2016	30 June 2016
8	Occupational health controls	If there is any likelihood of persons sustaining prolonged exposure to noise or dust, seek professional advice	Niell Hamilton			
		Establish if it is likely that asbestos is present within Church property. If not, no further action is needed.	Niell Hamilton	30 June 2016		Before earthquake strengthening work starts
9	First Aid	Ensure First Aid equipment available or notices to ring emergency services.	Jade Badcock	18 May 2016	19 May 2016	30 June 2016
10	Contractors	Establish a Register of Contractors that lists all the contractors used by St Pauls	Niell Hamilton/ Josephine Lewis	31 July 2016		1 July 2017

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		Provide a copy of the HSWA Policy document and Safety Rules to all contractors performing work on Church property	Niell Hamilton/ Maggie Davies	As contractors are appointed		
		Show contractors the asbestos register, if applicable				
		Highlight hazards	Niell Hamilton/ Contractors	As contractors are appointed		As they arise
		Ask what hazards they have that need to be advised to staff	Niell Hamilton/ Contractors	As contractors are appointed		
11	Housekeeping	Develop a housekeeping checklist				
		Complete checklist monthly				Monthly
		Document corrective action				
		Hold copies of completed checklist on file				
12	Consultation and participation	Consult with employees/ voluntary workers/ Interested parties on a regular basis				Quarterly
		Leaders/members meetings provide an opportunity for consultation; place HSWA on agenda	Vestry	19 April 2016	19 April 2016	Monthly
13	Purchasing	Ensure staff are trained and supervised correctly for the use of purchases				

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		Ensure suppliers demonstrate proper use of equipment	Josephine Lewis/ Niell Hamilton			
14	Notifications	Advise Diocese of Wellington immediately and report worker injuries and the existence of dangerous occurrences to WorkSafe NZ		As soon as practicable		
		Advise Ministry of Education immediately of incidents, accidents, and near misses that occur at Playgroup	Amanda Caro Willis	As soon as practicable		