



WORKERS HEALTH AND SAFETY INDUCTION FOR VOLUNTEERS

Dear Parishioners,

Thank you for all your efforts and contributions to Holy Family Parish in the past and recently. Workers Health and Safety (WH&S) is very important to all of us working voluntarily at the parish. It is my duty as the Parish Priest to ensure that all of you know and understand your rights and responsibilities when it comes to keeping yourself and others safe within our parish. Mostly, this is a matter of using common sense, great care and charity towards others of our Parish Community. This induction will also inform you of what to do in the event of an accident/incident.

Please keep this handout handy and use it to maintain your familiarity with our recommended procedures.

I want you to feel free to ask or raise any matter with myself, or the Parish Secretary, if you are ever concerned about a health or safety matter.

I know that you will always envisage to keep our parish safe while providing this parish community a wonderful service. Thank you again for the time taken to attend this induction.

God bless

Fr Allan Casquejo
Parish Priest

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The Catholic Archdiocese of Sydney and Holy Family Parish, Maroubra are committed to providing safe and healthy places of worship and work for parishioners, employees, contractors, volunteers and visitors. The Archdiocese has put in place a WHS Management System for Parishes. The WHS Management System has at its core the identification and assessment of risks, thereby allowing the Archdiocese and its Parishes to eliminate or control those risks.

According to the WHS Act, a **Volunteer** is classified as a worker in the Parish, and the **Parish Priest** is the employer. The **workplace** is where you are volunteering.

The Parish Priest and the Volunteers have an obligation to ensure the health and safety of others and themselves.

Responsibility of The Parish Priest (employer). It is his responsibility to:

- Comply with WHS laws.
- Provide a work place that is safe.
- Reduce foreseeable risks to safety (take reasonable precautions).
- Ensure workers are informed.
- Ensure procedures to respond to and manage safety issues are in place.

Responsibility of Volunteers (workers) It is your responsibility to:

- Take reasonable care for your own health and safety and that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by the Parish Priest, or his delegate, to allow him to comply with WHS legislation.
- Co-operate with any reasonable policy or procedure of the Parish Priest's relating to health or safety at the church that has been notified to you.
- Identify hazards, rectify, remove, block access, and or label as is appropriate. Report to the Parish Priest, Assistant Priest or Parish Secretary or your group representative as soon as possible.
- Take reasonable care of the injured by considering appropriate first aid, seeking assistance as appropriate and calling 000 if needed.
- Report any serious incident/accident to the Parish Priest or Assistant Priest or Parish Secretary and complete an incident report ASAP.
- Act respectfully.
- Provide a current WWCC and sign the Code of Conduct for Working with Children.
- Comply with relevant "Working with Children" NSW laws if the volunteer role includes work with persons under the age of 18 years.
- Complete the Volunteer Registration Acceptance form.
- Notify the Parish Priest or Secretary if no longer able to assist as a volunteer.

Managing Risks / Preventing Accidents

Volunteers should be aware of any potential risks within your workplace. Accidents can happen at any time. Early intervention and risk assessment will lessen the chance of or prevent most accidents.

Examples of some of the risks include ergonomics; slips, trips and falls; electrical safety; manual handling; stress and fatigue; and cash handling.

Each volunteer group within the parish may have particular safety issues dependent on the activity. These can be identified in your group. Add to the list of Safety Procedures if needed.

Hazards can be reported formally – the Parish Priest has the appropriate form.

If you are not happy with the response to an issue raised with the Parish Priest – contact the Archdiocesan Parish Support & Development Team - Ph 9390 5908.

Holy Family Whs Induction

Safety and Emergency Procedures

- Emergency Procedures – be familiar with exits; follow directions; assist others; know where fire extinguishers, fire blanket and first aid kits are located
- Repairs & Maintenance – notify the Parish Priest, Assistant Priest or the Parish Secretary
- Emergency Contacts
 - Parish Office 9349 1198
 - Dial 000
- Chancery Contacts
 - Property Officer – Office: 9390 5329 (Emergency Only 0418425993)
 - Facilities Manager – Office: 9390 5316 (Emergency Only 0425 272 555)
 - Parish Support & Development Team - parish.support@sydneycatholic.org - Office: 9390 5908

First Aid Kit

CHURCH	HALL	PARISH CENTRE
SACRISTY	KITCHEN	KITCHEN

The First Aid kit may be removed to transport with a patient but must be immediately returned.

Fire Extinguishers

CHURCH	HALL	PARISH CENTRE
SACRISTY near toilet door	Both kitchens CO2 + Fire blanket Beside exit doors & storeroom (4)	Near front door.

Some safety procedures in place at Holy Family:

- Stack chairs no higher than 8.
- Stack chairs facing the back wall.
- Set up and take down a large hall table with another person.
- Keep all passages and exits clear at all times.
- Keep electrical cords clear of walkways or other areas where people could trip over them.
- Wear suitable footwear.
- Keep hot food and drinks away from children
- Clean up any spills on the floor as soon as possible.
- Remove, and label any faulty cords or equipment, and notify Parish Priest.
- Only use a step ladder when safe to do so, and in the presence of another person.

Reportable Incidents are those that:

- Result in death
- Result in serious illness or injury
- Dangerous incident

The first priority is the care of the individual/s e.g. Call for medical attention.

Parish Priest must be advised immediately.

Advise the Chancery if unable to contact the Parish Priest.

Respect in the Workplace

Everyone has a responsibility to identify and discourage any behaviour which:

- May embarrass
- Make people feel uncomfortable or unfairly treated
- May put a person's mental and physical health at risk

The following conduct will not be tolerated:

- Discrimination
- Sexual harassment
- Victimisation
- Bullying

If you have any concerns please speak to the Parish Priest or alternatively Parish Support & Development Team - Ph 9390 5908.

What does the law say about harassment?

Anti-discrimination law defines harassment as any form of behaviour that:

you do not want; offends, humiliates or intimidates you; and creates a hostile environment.

In NSW, it is against the law to harass, or be harassed, based on sex; pregnancy; breastfeeding; race (including colour, nationality, descent, ethnic or ethno-religious background); age; marital or domestic status; homosexuality (actual or perceived); disability (actual or perceived, past, present or future); transgender status (actual or perceived); or carers' responsibilities (actual or presumed).

It is also against the law for you to be harassed because of the sex, pregnancy etc of any of your relatives, friends, work colleagues or associates.

Volunteer Group Representative

A group representative will assist our Parish Priest to comply with his legal duties, by conveying to new volunteers an induction which includes the information about the WHS of the Parish outlined in this document.

Volunteers have the responsibility to talk to their group representative, Parish Secretary, Parish Priest or Assistant Priest if they are ever concerned about health and safety within the Parish of Holy Family Maroubra.

Safeguarding and Child Protection

The Sydney Archdiocese and Holy Family Maroubra are wholly committed to ensuring the safety, well-being and dignity of all children, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children.

In fulfilling this responsibility, the Archdiocese has developed a variety of protocols and procedures that work together to protect children from harm and respond swiftly.

All persons within the Parish who have contact with children are responsible for helping ensure the safety, well-being and dignity of those children.

Key responsibilities of persons who have contact with children in the parish include:

- being caring, respectful and compassionate towards children;
- complying with all legal requirements relating to child protection; including:
 - complying with any relevant screening obligations;
 - reporting matters of concern relating to the safety, well-being and dignity of children to the appropriate person, including the NSW Police, where appropriate;

- complying with the Archdiocese's child protection policy, protocols and procedures;
- cooperating with any internal or external investigation regarding the safety, wellbeing and dignity of a child or children; and
- signing and complying with the Code of conduct for working with children.

The Parish will notify those who need to undergo training in the Safeguarding of Children. The Sydney Archdiocese provides these training workshops.

- Special Religious Education Teachers such as Catechists are not required to attend Safeguarding Induction Training in the Parish as they receive training through CCD. Catechists also sign the Code of Conduct via CCD and are not required to sign the Code again.

Volunteer Registration Form

Please complete the form and return it to the Parish or Assistant Priest, your group representative or the Parish Secretary as soon as possible. The form includes the **Code of Conduct for Working with Children** and the **Parish Collection Notice** and needs your **WWCC number**.

The form can be handed in without the WWCC number, if you are waiting for your application to be processed. Provide your Working With Children Check number to the Parish Secretary at your earliest convenience.

If you need assistance with applying online, please contact the Parish Secretary.

Working With Children Check (WWCC)

It is now a requirement for **ALL** Parish volunteers in the Archdiocese of Sydney to provide a current WWCC to the Parish Priest.



To apply for a Working With Children Check

- Fill out an online application form at <https://wwccheck.cyp.nsw.gov.au/Applicants/Application>
- When you have completed the application form, you will receive an Application number (APP) by email or by mail.
- Take this Application number and proof of your identity to a NSW motor registry or Service
- There is NO FEE for Volunteers
- Once your application has been processed and you are cleared, you will receive your Working With Children Check number (WWCC)
- Submit your Working With Children Check number to the parish.

There are NO PAPER FORMS.

Parish Volunteers who need assistance completing the online application can contact the Parish Office 9349 1198 and you will be put in contact with a volunteer to assist you.

Details required to complete the application.

- Name
- Gender
- Contact Details (phone or email)
- Current Address
- Date of birth
- NSW Driver's Licence no (current or expired within the last 2 years)