



**Deniliquin
Baptist
Church**

WHS Action Tool/Audit Tool

Creation Date: 27_7_2020

Modification Date:2/10/2020

No	Element	Tasks/Questions	Person to action	Target completion date	Date completed	Review Date.
1	WHS Policy	<input type="checkbox"/> Review policy on a regular (annual??) basis. <input type="checkbox"/> Ensure Policy is signed and dated by church representative <input type="checkbox"/> Circulate Policy to church leaders <input type="checkbox"/> Update website document to latest version <input type="checkbox"/> Display on Safe Church board				
2	Housekeeping	<input type="checkbox"/> Complete <i>Housekeeping & Risk Assessment Checklist</i> on regular basis <input type="checkbox"/> Document corrective action <input type="checkbox"/> Hold copies of completed checklist on file.				
3	Hazard Management	<input type="checkbox"/> Complete Hazard Identification List on at least an annual basis. <input type="checkbox"/> Rank hazards identifies and correct them in accordance with the Hierarchy of Control.				
4	First Aid	<input type="checkbox"/> Check that First Aid kits are up-to-date and complete as per regulations. <input type="checkbox"/> Register of 1st Aid trained personnel up-to-date?				

5	Emergency Response training	<input type="checkbox"/> Check currency & relevance of evacuation procedures – including Evacuation Plan <input type="checkbox"/> Hold evacuation drill at least annually <input type="checkbox"/> Explain use of firefighting equipment to voluntary workers.				
6	Incident reporting & investigation	<input type="checkbox"/> Review Incident/Hazard Report Form <input type="checkbox"/> Determine if adjustments are required. <input type="checkbox"/> Ensure Report Forms are readily available. <input type="checkbox"/> Encourage completion of all accidents and 'near mis' incidents.				
7	Control of hazardous substances	<input type="checkbox"/> Regularly complete Hazardous materials inventory. <input type="checkbox"/> Obtain SDS/MSDS for all identifies substances. <input type="checkbox"/> Ensure copies of SDS's are publicly available. <input type="checkbox"/> Maintain up-to-date copies of SDS/MSDS				
8	Electrical	<input type="checkbox"/> Annual Tag & Test been conducted? <input type="checkbox"/> Are T & T records up-to-date?				
9	Documentation	<input type="checkbox"/> Establish & maintain a WHS file <input type="checkbox"/> Keep details of WHS initiatives, training records and WHS meeting minutes <input type="checkbox"/> Annually complete a new copy of this audit tool. <input type="checkbox"/> Ensure WHS information and records on church website are up-to-date.				