

# Uniting Church Working Bee Checklist

**Instruction for Use:**

1. Complete this checklist annually.
2. For 'NO' response note the issues.
3. Church Council to action identified hazards/risks.
4. File the completed checklist in the Safety Folder.

Working Bees		Yes	No	N/A	Actions Required/Persons Responsible
Has someone been appointed to oversee the working bee and workers?		✓			ALL WORK IS MONITORED
Has an hazard identification been completed with all staff and volunteers to identify any hazards unique to the environment or activity? e.g. slippery or uneven surfaces, proximity to traffic or moving plant, slip or trip hazards.		✓			AS EACH VOLUNTEER COMMENCES THEY ARE GUIDED + INSTRUCTED
Has a risk assessment been completed for identified risks and adequate controls agreed with workers?		✓			PROPERTY COMMITTEE IDENTIFY ALL RISKS
Do volunteers have the required skills or qualifications to complete the tasks safely?		✓			VOLUNTEERS ARE ALLOCATED TASKS WITHIN THEIR SKILL SETS.
Have volunteers been provided with Personal Protective Equipment relevant for the task (i.e. gloves, work shoes, safety glasses, earplugs)?		✓			
Is the necessary equipment for the Bee (e.g. ladders, safety signs, gardening equipment) in good condition, safe, and available for use?		✓			
Are appropriate mechanical aids such as trolleys, wheelbarrows, vehicles, etc available to move heavy loads?		✓			
Have power sources, RCD's, power boards and power leads been tested and tagged? Is a safety switch in use?		✓			ENTIRE COMPLEX PROTECTORS BY SANITY SWITCHEE.
Are walkways, benches and areas containing water clear of cables and leads?		✓			TAGGING ANNUAL SCHEDULES + AS REQUIRED
Is there a well-stocked First Aid Kit available and easily accessible?		✓			MAINTAINED BY ST. JOHNS AMBULANCE
Is there an agreed process to manage a medical emergency or provide First Aid? e.g. Emergency Contact numbers, closest Medical Centre, first aid trained staff.		✓			
If working outside is there a traffic management plan to manage moving vehicles and pedestrians e.g. Designated personnel directing traffic wearing high visibility clothing; designated walkways; exclusion zones; rope/tape barricades, etc		✓			
Is there provision for sun safety e.g. hats, sunscreen, shade and provision of water		✓			
Will ladders be used? Ensure staff are trained in safe use of ladders (refer Fact Sheet)		✓			VOLUNTEERS ARE ASKED TO BRING OWN HATS/CHASSES DUE TO HEIGHTS

## Working Bee Occupational Health & Safety Guide

The table below contains information and guidance that may be useful in considering the risks associated with working bees.

This guide can be used to review existing safety practices to identify if all risks are being managed appropriately.

1. General OHS Induction	OHS Considerations	Relevant Safety documents
<b>Hazard &amp; Incident Reporting</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Are all employees and volunteers aware of the requirement to report all identified hazards and/or incidents to the Workplace Manager, Management OHS Nominee or person responsible for oversight of working bees?</li> </ul>	Hazard/Incident Reporting and Investigation Procedure  Notifiable Incidents to Safety Flowchart
<b>Hazards in the immediate work environment</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Have all employees and volunteers been made aware of, or identified any potential hazards in the immediate work area (e.g. steep slippery surfaces, large divots in the ground, hazardous drain pit covers, presence of asbestos-containing materials, plant and equipment)?</li> </ul>	Safety Manual  Hazard/Incident Reporting and Investigation Procedure
<b>First Aid requirements</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Have the contents of First Aid Kits been reviewed and updated?</li> <li><input checked="" type="checkbox"/> Have employees and volunteers been provided with first aid information including the location of First Aid Offices on site?</li> </ul>	First Aid Procedure  First Aid Summary Sheet
<b>Emergency requirements</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Have employees and volunteers been briefed on the location of the nearest medical centre?</li> <li><input checked="" type="checkbox"/> Are contact details for the local ambulance, fire brigade and police easily accessible?</li> </ul>	Safety Manual  First Aid Summary Sheet
<b>Evacuation procedures</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Have employees and volunteers been briefed on the location of the assembly areas in case an evacuation?</li> <li><input checked="" type="checkbox"/> Are employees and volunteers aware of the sound of the evacuation alarm?</li> <li><input checked="" type="checkbox"/> Who is responsible for ensuring everyone has been accounted for at the assembly point?</li> </ul>	Safety Manual
<b>Location of amenities</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Are employees and volunteers familiar with the location of the amenities?</li> </ul>	First Aid and Infection Control Procedure
<b>Personal Protective Equipment (PPE)</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Is appropriate Personal Protective Equipment (PPE) available and in sound condition?</li> <li><input checked="" type="checkbox"/> Will 'one size fit all' and how many will be required?</li> </ul>	Safety Manual

	Safety Manual
<p><b>2. Task Specific Induction</b></p> <p><b>Technology and Maintenance Equipment:</b> Ride on mowers, Hand held power tools etc.</p>	<p>Is the PPE designed in accordance with Australian Standards? Have the users of the equipment been consulted to ensure its suitability?</p> <p>Have tasks been allocated to appropriately experienced persons (e.g. someone with landscaping experience doing the mowing and whipper snipping)? Have users of the equipment been consulted to ensure its suitability? Have instruction manuals and/or information about safe use been provided? What are the hazards associated with using the equipment? Has the equipment received periodic inspections and maintenance? Is a Safe Work Procedure (SWP) available? Is PPE required for the use of the equipment? Do users require training and instruction in the SWP for the correct use of the equipment? Does all electrical equipment have current testing and tagging? Will the item create fume/vapours, dust, noise, heat/cold?</p>
<p><b>Chemicals</b></p>	<p>Electrical Equipment Procedure Risk Management Forms (various) Risk Management Forms (Various) Safety Manual Safe Work Procedure Template</p> <p>Safety Manual Chemical Management Procedure Safe Work Procedure Template</p>
<p><b>Manual Handling</b></p>	<p>Have Material Safety Data Sheets (MSDS) been provided and reviewed? Have the hazards of the chemical/s been identified and the risk assessed? Does the workplace have appropriate storage facilities for the chemical/s? Has the chemical/s been included on the Chemical Register? Have the users of the chemical/s been consulted to ensure its suitability? Is a Safe Work Procedure (SWP) required for the use of the chemical/s? Have tasks been allocated to appropriately experienced persons? Do users require training and instruction in the safe use of the chemical/s? Is PPE required for the use of the chemical/s?</p> <p>Have tasks been allocated to appropriately experienced persons? Have all hazardous manual handling tasks been identified and the risk assessed? Have all employees and volunteers been briefed in appropriate manual handling techniques such as: - breaking up the load - Using more than one person to carry heavy or bulky items - Using mechanical aids such as trolleys to move items</p> <p>Manual Handling Procedure Chemical Hazard Management Form Chemical Hazard Management Form</p>