

16.19 WHS INDUCTION & MANAGEMENT OF WORKERS

16.19.1 INTRODUCTION

The Diocese acknowledges the important roles and work of all workers undertaken within the Diocesan community.

Volunteers perform services or functions for the Diocese for no financial reward. Without them a parish could not function effectively.

The Diocese recognises that the importance of ensuring WHS safety risks associated with these roles and work must be proactively managed for all workers.

16.19.2 PURPOSE

The Diocese aims to ensure all workers and volunteers are appropriately inducted and trained, relative to the health and safety risks of the work they undertake on behalf of the Diocese.

Workers at Diocesan sites are, but not limited to:

- Persons directly employed by the Diocese or the Parish
- Parish priests/Incumbents
- Contractors
- Volunteers

Volunteers include, but not limited to, persons involved in:

- Running parish programs; discipleship, Mothers' Union, study groups, woodwork groups etc.
- Specific worship/parish related roles; Churchwarden, organ playing, choir
- Working in an Op Shop or op shop function
- Working to maintain parish property or grounds, brass polishing, cleaning, mowing etc

16.19.3 LEGISLATIVE REQUIREMENTS

- WHS Act 2011 (NSW)
- WHS Regulations 2011 (NSW)
- National standards for involving volunteers in not for profit organisations – Volunteering Australia

16.19.4 PROCEDURE

Stage 1 Worker begins working at the Parish

Step 1 Worker completes the Parish Induction Checklist.

This induction will be provided by the relevant Parish Council Safety Delegate. The induction process shall cover the topics such as general health and safety requirements and key Parish information such as emergency preparedness, first aid and incident management.

Step 2 Parish Council Safety delegate to return the completed checklist to the Diocesan office within 1 month.

Stage 2 Worker profile developed

Step 3 The Parish will forward relevant details about the role that the worker will undertake which will be maintained electronically at the Diocesan Office and will include:

- Worker/volunteer Name
- Induction form completed
- Competencies, tickets/licenses
- Specific training requirements
- Role within Parish
- Days working with Parish

Stage 3 Provision of job specific training

Step 4 Specific job training will be provided for work that has been identified as having a WHS risk.

Such work includes:

- Hazardous manual tasks
- Working with plant
- Cash handling
- Working at heights
- Driving

Step 5 Evidence of training records are to be retained by the Parish and centrally at the Diocesan office.