



ABC Church of Christ

777 Sample Street
Sampletown Tasmania 7777

**Records of Inspections and Maintenance
for
Essential Safety Measures and Duty of Care**



This Risk Management Redbook contains customised reports and records required to manage Duty of Care tasks and Essential Safety Measures maintenance for the church. Maintenance and inspections of these measures are required to meet building and safety regulations, work, health and safety requirements, and best practice in ministry.

Contents

- Section 1 Property**
Details of the Property
- Section 2 Register of Essential Safety & Duty of Care measures**
Details safety measures requiring scheduled maintenance or inspections
- Section 3 Contacts**
Details of staff, volunteers and contractors
- Section 4 Schedule of Maintenance & Inspections**
Schedule of completion of inspection records
- Section 5 Inspection Records**
To be completed by the staff, volunteer or contractor performing the task

Please contact us if you have any questions or need any help.

The Properties Corporation of the Churches of Christ
Phone: 03 9488 8800 Fax: 03 9481 8543
Email: redbook@churchesofchrist.org.au

PO Box 5302
South Melbourne Victoria 3205

Building Details

Building: ABC Church of Christ
777 Sample Street
Sampletown Tasmania 7777

Description:

Section 2

Essential Safety & DOC Measures

ABC Church of Christ

DUTY OF CARE

DOC: Asbestos

1 Throughout DOC: Asbestos

DOC: Emergency Management

1 Throughout DOC: Emergency Management

DOC: Financial

1 Throughout DOC: Financial

DOC: First Aid

1 Throughout DOC: First Aid

DOC: Food Safety

1 Throughout DOC: Food Safety

DOC: Grounds Maintenance

1 Throughout DOC: Grounds Maintenance

DOC: Hazardous Substances

1 Throughout DOC: Hazardous Substances

DOC: Heating & Cooling

1 Throughout DOC: Heating & Cooling

DOC: Housekeeping

1 Throughout DOC: Internal Housekeeping

DOC: Insurance

1 Throughout DOC: Insurance

DOC: Ladders

1 Throughout DOC: Ladders

DOC: Ministry - Children & Families

1 Throughout DOC: Ministry - Children

DOC: Ministry - Pastoral Care/Prayer

1 Throughout DOC: Pastoral Care Boundaries

DOC: Ministry - Seniors

1 Throughout DOC: Seniors Ministry

DOC: Ministry - Youth

1 Throughout DOC: Ministry - Youth

DOC: Playground & Equipment

1 Throughout DOC: Playground & Equipment

DOC: Privacy

1 Throughout DOC: Privacy

DOC: Risk Management

1 Throughout DOC: Risk Management

DOC: Screening and Recruitment

1 Throughout DOC: Screening and Selection

DOC: Smoke Alarms (domestic)

1 Throughout Smoke Alarm (domestic)

DOC: Staff Reviews

1 Throughout DOC: Staff Reviews

DOC: Test & Tag

1 Throughout DOC: Test & Tag

DOC: Vehicles

1 Throughout DOC: Vehicles

ESM 2012

Fire Equipment = Fire Extinguishers

1 Throughout Fire Equipment = Fire Extinguishers

Lighting = Emergency Lighting

1 Throughout Lighting = Emergency Lighting

Essential Safety Measures

EGRESS - Discharge From Exits

1 Throughout EGRESS - Discharge From Exits

EGRESS - Doors

1 Throughout

EGRESS - Doors

EGRESS - Paths Of Travel

1 Throughout

EGRESS - Paths Of Travel

Section 3

Staff, Volunteer & Contractor Details

ABC Church of Christ

Children & Families Coordinator

Contact:

Address:

Phone:

Mobile:

Email:

Church Board

Contact:

Address:

Phone:

Mobile:

Email:

Complete Fire Safety

Contact: Scott Shaw

Address: 111 Howard Rd

Goodwood

Phone:

Mobile: 0403 108 591

Email:

Electrician

Contact:

Address:

Phone:

Mobile:

Email:

Pastoral Care/Prayer Coordinator

Contact:

Address:

Phone:

Mobile:

Email:

Property Maintenance

Contact:

Address:

Phone:

Mobile:

Email:

Safety Officer

Contact:

Address:

Phone:

Mobile:

Email:

Seniors Ministry Coordinator

Contact:

Address:

Phone:

Mobile:

Email:

Test and Tag

Contact:

Address:

Phone:

Mobile:

Email:

Treasurer

Contact:

Address:

Phone:

Mobile:

Email:

Youth Ministry Coordinator

Contact:

Address:

Phone:

Mobile:

Email:

Section 4

Maintenance & Inspection Schedule

ABC Church of Christ

January 2023

DOC: Ministry - Children & Families

Annual

Initial:..... Date:/...../..... Completed

DOC: Ministry - Pastoral Care/Prayer

Annual

Initial:..... Date:/...../..... Completed

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

DOC: Ministry - Seniors

Annual

Initial:..... Date:/...../..... Completed

DOC: Ministry - Youth

Annual

Initial:..... Date:/...../..... Completed

February 2023

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

EGRESS - Discharge From Exits

Quarterly

Initial:..... Date:/...../..... Completed

EGRESS - Doors

Quarterly

Initial:..... Date:/...../..... Completed

EGRESS - Paths Of Travel

Quarterly

Initial:..... Date:/...../..... Completed

March 2023

Fire Equipment = Fire Extinguishers

Yearly

Initial:..... Date:/...../..... Completed

DOC: Housekeeping

Quarterly

Initial:..... Date:/...../..... Completed

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

DOC: Insurance

Annual

Initial:..... Date:/...../..... Completed

April 2023

DOC: Staff Reviews

Annual

Initial:..... Date:/...../..... Completed

Lighting = Emergency Lighting

Yearly

Initial:..... Date:/...../..... Completed

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

DOC: Smoke Alarms (domestic)

Half Yearly

Initial:..... Date:/...../..... Completed

DOC: Test & Tag

Annual

Initial:..... Date:/...../..... Completed

May 2023

DOC: Grounds Maintenance

6 Monthly

Initial:..... Date:/...../..... Completed

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

EGRESS - Discharge From Exits

Quarterly

Initial:..... Date:/...../..... Completed

EGRESS - Doors

Quarterly

Initial:..... Date:/...../..... Completed

EGRESS - Paths Of Travel

Quarterly

Initial:..... Date:/...../..... Completed

June 2023

DOC: Risk Management

Annual

Initial:..... Date:/...../..... Completed

DOC: Housekeeping

Quarterly

Initial:..... Date:/...../..... Completed

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

DOC: Vehicles

Annual

Initial:..... Date:/...../..... Completed

DOC: Screening and Recruitment

Annual

Initial:..... Date:/...../..... Completed

July 2023

DOC: Asbestos

Annual

Initial:..... Date:/...../..... Completed

DOC: Hazardous Substances

Annual

Initial:..... Date:/...../..... Completed

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

DOC: Financial

Annual

Initial:..... Date:/...../..... Completed

August 2023

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

DOC: First Aid

Annual

Initial:..... Date:/...../..... Completed

EGRESS - Discharge From Exits

Quarterly

Initial:..... Date:/...../..... Completed

EGRESS - Doors

Quarterly

Initial:..... Date:/...../..... Completed

EGRESS - Paths Of Travel

Quarterly

Initial:..... Date:/...../..... Completed

September 2023

Fire Equipment = Fire Extinguishers

Half Yearly

Initial:..... Date:/...../..... Completed

DOC: Heating & Cooling

Annual

Initial:..... Date:/...../..... Completed

DOC: Housekeeping

Quarterly

Initial:..... Date:/...../..... Completed

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

DOC: Food Safety

Annual

Initial:..... Date:/...../..... Completed

October 2023

DOC: Privacy

Annual

Initial:..... Date:/...../..... Completed

Lighting = Emergency Lighting

Half Yearly

Initial:..... Date:/...../..... Completed

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

DOC: Smoke Alarms (domestic)

Half Yearly

Initial:..... Date:/...../..... Completed

DOC: Emergency Management

Annual

Initial:..... Date:/...../..... Completed

November 2023

DOC: Grounds Maintenance

6 Monthly

Initial:..... Date:/...../..... Completed

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

EGRESS - Discharge From Exits

Quarterly

Initial:..... Date:/...../..... Completed

EGRESS - Doors

Quarterly

Initial:..... Date:/...../..... Completed

EGRESS - Paths Of Travel

Quarterly

Initial:..... Date:/...../..... Completed

December 2023

DOC: Housekeeping

Quarterly

Initial:..... Date:/...../..... Completed

DOC: Ladders

Annual

Initial:..... Date:/...../..... Completed

DOC: Playground & Equipment

Monthly

Initial:..... Date:/...../..... Completed

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Children & Families Coordinator**Equipment: **DOC: Ministry - Children & Families**Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

This Inspection Record is designed to assist in creating a culture of safety in churches running ministries for children aged 0-12yo, as well as meeting duty of care and WHS obligations.

You may use this as a single check of all groups collectively, or complete a separate copy of the Inspection Record for each program.

EMERGENCIES:

- Does your Children's Ministry have access to a telephone in case of an emergency?
- Does the Children's Ministry have access to a properly maintained First Aid Kit?
- Is at least one of your Children's Ministry leaders properly trained in First Aid?
- Is the area to be used for the Children's Ministry activities fitted with fire extinguishers?
- Is there an emergency evacuation procedure that all leaders & children are aware of?
- Are the leaders aware of the procedure for the Children's Ministry in case of accidents/emergencies?

SAFETY:

- Are there appropriate safeguards in place for electrical appliances, heaters & power outlets?
- Does the kitchen have access restricted by a 'low gate' or secure door?
- Are there appropriate toilet facilities available for children?
- Are there safeguards in place to ensure the hot water in bathrooms does not scald/burn children?

RISK MANAGMENT:

- Are risk assessments conducted for all activities?
- Is a sign in/sign out process used at all children's activities?

OUTDOORS:

- Does any outside play area have a fence (min height 1.5 mt) with a childproof self-closing

gate?

- Is the playing space (outside & inside) appropriate for the number of children?
- Are there any dangers, gully traps, unprotected steps?
- Are there appropriate surfaces for play; impact absorbing under play equipment, paved areas?
- If there is a sand pit, is it well drained, does it have safe surrounds & shade?
- Does the Children's Ministry have a sun policy & is shade provided in outside play areas?

LEADERS:

- Does the church have a policy regarding the recruitment of leaders for this Ministry?
- Does the church have a policy regarding the ongoing suitability of leaders for this Ministry?
- Have all leaders and volunteers obtained a Working with Vulnerable People Check?
- Have all leaders undergone a Police Record Check prior to commencing?
- Does your church comply with obligations to keep employee & volunteer information confidential?
- Are there sufficient leaders so that more than one leader is present with children at all times?
- Are leader/child ratios observed for Children's Ministry activities?
- Have all leaders and volunteers signed a Code of Conduct?
- Have leaders had training in identifying indicators & responding to child abuse?
- Have leaders had basic training in the reporting procedures for suspected child abuse?

NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS:

- Has the church conducted the Introductory self-assessment tool for organisations?
- Has the church created a Charter of Commitment, in the form of a poster communicating what the organisation commits to do to ensure the safety and wellbeing of children and young people?
- Has the church developed a Child Safety and Wellbeing Policy that addresses the ten National Principles for Child Safe organisations?
- Has the church developed a Code of Conduct that sets out the behaviours that are expected when interacting with children and young people?
- Has the church completed the checklist for online safety?

To access the above tools and resources go to:

<https://childsafe.humanrights.gov.au/tools-resources/practical-tools>

For more information contact Department of Communities Tasmania at 1300 135 513 or www.communities.tas.gov.au/children

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout DOC: Ministry - Children | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Pastoral Care/Prayer Coordinator**

777 Sample Street

Equipment: **DOC: Ministry - Pastoral Care/Prayer**

Sampletown Tasmania 7777

Inspection: **Annual**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

- [] Has an Approval for Ministry form been completed for this year?
- [] Has this ministry been approved by church leadership so that it has insurance cover?
- [] Are there appropriate physical locations for pastoral care or prayer ministry to take place?
- [] Is the ministry always undertaken at these designated locations?
- [] Have all leaders and volunteers been trained in how to provide healthy pastoral care/prayer ministry?
- [] Have all leaders and volunteers been trained in identifying indicators of abuse and how to respond?
- [] Do leaders and volunteers know how to access forms to report their concerns and who to give it to?
- [] Are records stored in an appropriate manner and in line with the church privacy policy?
- [] Does the church have a policy regarding the recruitment of leaders and volunteers for this ministry?
- [] Have all leaders and volunteers completed a Safe Ministry Check (Screening Questionnaire)?
- [] Have all leaders and volunteers signed a Code of Conduct?
- [] Do all staff and volunteers have a Working with Vulnerable People Check (where required) & Police Check?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Pastoral Care Boundaries | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Playground & Equipment**

Sampletown Tasmania 7777

Inspection: **Monthly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- Is the area checked regularly for rubbish/vandalism prior to use?
- Are there no missing or broken parts?
- Are there no broken welds or missing/exposed bolts?
- Are moving parts adequately lubricated?
- Are there no dangerous protrusions/sharp edges?
- Is there no flaking paint, flaking metal, visible rust, or corrosion?
- Is timber not splitting or splintering?
- Are the guard rails/handrails secure?
- Are the child safe gates and locks operating properly?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Are shade sails securely fastened?
- Is any signage still securely in place?
- Are sandpits draining properly?
- Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Seniors Ministry Coordinator**

Equipment: **DOC: Ministry - Seniors**

Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

- Has an Approval for Ministry form been completed for this year?
- Has this ministry been approved by church leadership so that it has insurance cover?
- Are there appropriate physical locations for the ministry to take place?
- Is the ministry always undertaken at these designated locations?
- Does your ministry have access to a telephone in case of an emergency?
- Does the ministry have access to a properly maintained First Aid Kit?
- Is at least one of the leaders properly trained in first aid?
- Have all leaders and volunteers been trained?
- Have all leaders and volunteers been trained in identifying indicators of abuse and how to respond?
- Do leaders and volunteers know how to access forms to report their concerns and who to give it to?
- Are records stored in an appropriate manner and in line with the church privacy policy?
- Does the church have a policy regarding the recruitment of leaders and volunteers for this ministry?
- Have all leaders and volunteers completed a Safe Ministry Check (Screening Questionnaire)?
- Have all leaders and volunteers signed a Code of Conduct?
- Do all leaders and volunteers have a Working with Vulnerable People Check (where required) & Police Check?

For more information contact Advocacy Tasmania at 1800 005 131 or <https://www.advocacytasmania.org.au>

| Item | Service | Problem/Action | Check OK |
|------|-------------------------------------|----------------|----------|
| 1 | Throughout DOC: Seniors Ministry | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Youth Ministry Coordinator**

Equipment: **DOC: Ministry - Youth**

Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Does your Youth Group have access to a telephone in case of an emergency?

Does the Youth Group have access to a properly maintained First Aid Kit?

Is at least one of your Youth Group leaders properly trained in first aid?

Is the area to be used for the Youth Group activities fitted with fire extinguishers?

Are the leaders aware of procedures in case of accidents or emergencies?

Are risk assessments conducted for all activities?

Is all equipment that is to be used during the activity safe and in good working order?

Is the area to be used suitable to the activities planned?

If activities are at all unusual is the program sufficiently covered by insurance?

Is there an appropriate level of adult (18+) supervision for the activities planned?

Are there sufficient leaders so that more than one leader is present with children at all times?

Does the church have a policy regarding the recruitment of leaders for this Ministry?

Does the church have a policy regarding the ongoing suitability of leaders for this Ministry?

Have all leaders undergone a Police Record Check prior to commencing?

Have all leaders obtained a Working with Vulnerable People Check?

Have all leaders signed a Code of Conduct?

Have leaders had basic training in identifying & responding to abuse?

Have leaders had basic training in identifying & responding to youth with mental health issues?

Have leaders had basic training in identifying & responding to drug and substance abuse issues?

For more information contact Department of Communities Tasmania at 1300 135 513 or www.communities.tas.gov.au/children

| Item | Service | Problem/Action | Check OK |
|------|---------|----------------|----------|
|------|---------|----------------|----------|

| | | | |
|---|-------------------------------------|--|--|
| 1 | Throughout DOC: Ministry - Youth | | |
|---|-------------------------------------|--|--|

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Playground & Equipment**

Sampletown Tasmania 7777

Inspection: **Monthly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- Is the area checked regularly for rubbish/vandalism prior to use?
- Are there no missing or broken parts?
- Are there no broken welds or missing/exposed bolts?
- Are moving parts adequately lubricated?
- Are there no dangerous protrusions/sharp edges?
- Is there no flaking paint, flaking metal, visible rust, or corrosion?
- Is timber not splitting or splintering?
- Are the guard rails/handrails secure?
- Are the child safe gates and locks operating properly?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Are shade sails securely fastened?
- Is any signage still securely in place?
- Are sandpits draining properly?
- Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Safety Officer**

777 Sample Street

Equipment: **EGRESS - Doors**

Sampletown Tasmania 7777

Inspection: **Quarterly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Doors in a required exit, forming part of a required exit or in a path of travel to a required exit, and associated self-closing, automatic closing and latching mechanisms.

Check the following:

- 1.The exit door is intact.
- 2.The exit door is readily openable without a key, from the side facing a person seeking their way out.
3. The door is operational. Opening action should be by a single handed downward or pushing action on a single device located between 900mm and 1200mm from the floor.
- 4.The door hardware is operational and functions properly.

| Item | Service | Problem/Action | Check OK |
|------|------------------------------|----------------|--------------------------|
| 1 | Throughout EGRESS - Doors | | <input type="checkbox"/> |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Safety Officer**

Equipment: **EGRESS - Paths Of Travel**

Inspection: **Quarterly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Paths of travel to exits are to provide an unobstructed pathway for occupants travelling to an exit.

Check the following:

- 1) Ensure that paths of travel to exits are not blocked and are clear from any obstructions or impediments
- 2) Check that no unauthorised changes have been made to these sections

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|--------------------------|
| 1 | Throughout EGRESS - Paths Of Travel | | <input type="checkbox"/> |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Safety Officer**

777 Sample Street

Equipment: **EGRESS - Discharge From Exits**

Sampletown Tasmania 7777

Inspection: **Quarterly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Discharge from exits is to provide an unobstructed pathway for occupants travelling to a road or open space.

Check the following:

- 1) Ensure that discharge from exits are not blocked and are clear from any obstructions or impediments
- 2) Check that no unauthorised changes have been made to these sections

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout EGRESS - Discharge From Exits | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Complete Fire Safety**

777 Sample Street

Equipment: **Fire Equipment = Fire Extinguishers**

Sampletown Tasmania 7777

Inspection: **Yearly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

BCA Table I1.5

ESSENTIAL SAFETY MEASURES - FIRE FIGHTING SERVICES AND EQUIPMENT

Portable fire extinguishers

BCA provisions for determining standard of performance - E1.6.

Perform the inspection, test & preventative maintenance, survey & records schedu

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout Fire Equipment = Fire Extinguishers | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**Equipment: **DOC: Housekeeping**Inspection: **Quarterly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

FLOORS, AISLES, STAIRS AND LANDINGS

- Are all floors, aisles, stairs & landings clean and free of slip,trip & fall hazards?
- Are stairs free of worn or broken treads, and non-skid strips in good condition?
- Are all handrails in good, sturdy condition?

STORAGE

- Are all items being stored clear of traffic areas?
- Where items are stacked for storage, are the stacks stable with a good solid base?
- Are shelves and racks in good condition and not overloaded?
- Is storage designed to minimise lifting problems, i.e. between knee and shoulder height?
- Are storage areas clear of rubbish and unwanted material?

ELECTRICAL

- Are all electrical plugs, sockets and switches in good working order?
- Are all appliances free of frayed or otherwise defective leads?
- Are powerboards, extension cords & double adapters in good condition?
- Are powerboards & adapters used correctly i.e. not overloaded, piggybacking or permanent?
- Are rooms adequately lit for their purpose?

KITCHENS

- Do you have a written process or procedure for maintaining good hygiene in the kitchen?
- Have bins and lids been cleaned and disinfected in the last 3 months?
- Are microwaves, ovens and stovetops clean and free of food spills?
- Are rangehoods, ducts and filters clean and operating properly?
- Are benches and other surfaces clean and in good condition?
- If provided, are sponges, teatowels and handtowels clean?
- Are all detergents and other chemicals clearly labelled and stored out of reach of children?
- Is the fridge/freezer clean, running at correct temperature and empty of old/out of date

food?
 Is the walk-in fridge/freezer door and bell operating properly?
 Is hand sanitiser supplied and promoted?

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout DOC: Internal Housekeeping | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Playground & Equipment**

Sampletown Tasmania 7777

Inspection: **Monthly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- Is the area checked regularly for rubbish/vandalism prior to use?
- Are there no missing or broken parts?
- Are there no broken welds or missing/exposed bolts?
- Are moving parts adequately lubricated?
- Are there no dangerous protrusions/sharp edges?
- Is there no flaking paint, flaking metal, visible rust, or corrosion?
- Is timber not splitting or splintering?
- Are the guard rails/handrails secure?
- Are the child safe gates and locks operating properly?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Are shade sails securely fastened?
- Is any signage still securely in place?
- Are sandpits draining properly?
- Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Treasurer**Equipment: **DOC: Insurance**Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

PROPERTY:

- Has the church had valuations detailing the replacement value of buildings within the last 5 years?
- Does the latest insurance renewal reflect that valuation?
- Does the church regularly review the value of contents insured to take account of new equipment?
- Are musical instruments belonging to individuals stored at church that are not included in the renewal?
- Does the church have a procedure whereby equipment such as microphones and portable speakers are securely stowed away as soon after the completion of a service or other activity as possible?
- Is there an Equipment Inventory List and it is up to date?
- Has the condition of existing equipment been checked?

RISK MANAGEMENT:

- Does the church have a Risk Management plan and is it updated on a regular basis?
- Are inspections conducted prior to activities to ensure equipment is in safe working order?
- Does the church have a plan of action in the event of an emergency, injury or disaster?
- Does the church have a definitive list of ministries and activities run in the name of the church?
- Does the church check insurance details for all contractors and hall hirers?

WORK HEALTH AND SAFETY:

- Does the church have a WHS policy and safety rules in place?
- Are leaders provided with training in the church's WHS Policy?
- Is there a person qualified in first aid in attendance at all church events?
- Is there a defined procedure to report a hazard or an incident?
- Does the church have a register to record work performed by external contractors?
- Are 'working bees' supervised to ensure people do not perform work they are not qualified

to do?

[] Is all work carried out at heights carried out by properly qualified personnel?

[] Does the church have WorkCover insurance? Organise this directly with a WorkCover Agent as this is NOT available through Churches of Christ.

Go to www.workcover.tas.gov.au/insurance

For more information contact Churches of Christ Insurance: www.cofcinsurance.org.au

| Item | Service | Problem/Action | Check OK |
|------|------------------------------|----------------|----------|
| 1 | Throughout DOC: Insurance | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Church Board**

777 Sample Street

Equipment: **DOC: Staff Reviews**

Sampletown Tasmania 7777

Inspection: **Annual**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

- [] Are general Staff Policies and Procedures in place and current?
- [] Does each staff member have a current position description?
- [] Has each staff member signed a Code of Conduct?
- [] Has a performance review been conducted for each staff member in the last 12 months?
- [] Have Police Record Checks and WWVPs been completed for all staff?
- [] Are all Ministers up to date with their CCVT Accreditation requirements?
- [] Have all staff undertaken some professional development in the last 12 months?
- [] Have all staff attended a Safe Church Awareness Workshop?

| Item | Service | Problem/Action | Check OK |
|------|----------------------------------|----------------|----------|
| 1 | Throughout DOC: Staff Reviews | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Electrician**

777 Sample Street

Equipment: **Lighting = Emergency Lighting**

Sampletown Tasmania 7777

Inspection: **Yearly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

BCA Table I1.4

ESSENTIAL SAFETY MEASURES - LIGHTING

Emergency lighting

BCA provisions for determining standard of performance - E4.2, E4.4.

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout Lighting = Emergency Lighting | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Smoke Alarms (domestic)**

Sampletown Tasmania 7777

Inspection: **Half Yearly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

- Vacuum dust from alarms
- Replace battery if required
- Test operation
- Replace entire unit if faulty or older than 10 years

The Tasmania Fire Service recommends the following testing & cleaning schedule:

- Test alarms monthly
- Vacuum dust from alarms every six months
- Replace batteries once a year (some alarms have 10 year lithium batteries that do not need replacing every year)

Mains powered smoke alarms also have back-up batteries - check with the manufacturer if your model has batteries that need to be replaced regularly, or whether it has a re-chargeable battery.

All alarms have a use by date of 10 years, after this time, the entire alarm must be replaced.

For further information please visit www.fire.tas.gov.au

| Item | Service | Problem/Action | Check OK |
|------|--------------------------------------|----------------|----------|
| 1 | Throughout Smoke Alarm (domestic) | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Playground & Equipment**

Sampletown Tasmania 7777

Inspection: **Monthly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- [] Is the area checked regularly for rubbish/vandalism prior to use?
- [] Are there no missing or broken parts?
- [] Are there no broken welds or missing/exposed bolts?
- [] Are moving parts adequately lubricated?
- [] Are there no dangerous protrusions/sharp edges?
- [] Is there no flaking paint, flaking metal, visible rust, or corrosion?
- [] Is timber not splitting or splintering?
- [] Are the guard rails/handrails secure?
- [] Are the child safe gates and locks operating properly?
- [] Are shackles/bearings/wire ropes operating smoothly?
- [] Are ropes/nets sound & attachment points sound?
- [] Are concrete footings covered, not exposed?
- [] Is the under surface (softfall substance) loose and of an average 20cm cover?
- [] Is padding in good condition?
- [] Are shade sails securely fastened?
- [] Is any signage still securely in place?
- [] Are sandpits draining properly?
- [] Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Test and Tag**Equipment: **DOC: Test & Tag**Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

WHY TEST AND TAG?

The church has a duty of care to ensure that all equipment used on its premises and as part of its ministries and activities are safe. Churches are generally considered to be lower-risk workplaces and free of conditions that are likely to result in damage to electrical equipment. Regular visual inspection can identify obvious damage but regular testing and tagging can detect electrical faults and deterioration.

IS TESTING AND TAGGING REQUIRED BY LAW?

There is no legislation that states testing and tagging is compulsory in Tas, but the WH&S regulations state 'an employer so far as reasonably practicable must provide and maintain a working environment that is safe and without risk to health'. WorkSafe promotes testing and tagging to ensure safety, and should there be an incident in your church, WorkSafe will default to Australian Standard best practices which specify the testing, inspection and retest frequencies of portable electrical appliances to ensure safety in all workplaces.

WHAT EQUIPMENT NEEDS TO BE TESTED?

Common examples of appliances that should be tested include computers, monitors, printers, copiers, fax machines, kitchen appliances, amplifiers and other electrical musical equipment, data projectors, power tools, extension cords, power boards, audio/visual equipment, lamps, vacuum cleaners and RCDs (Safety Switches).

WHO IS QUALIFIED TO TEST & TAG?

The checking and tagging of equipment must be done by a 'competent person' - this means someone who has the necessary practical and theoretical skills, acquired through training, qualification, experience or a combination of these, to correctly undertake the required tasks. The person does not need to be a qualified electrician, but an electrician or someone who has successfully completed an approved course would be deemed to be competent. There are many electrical contractors who specialise in testing and tagging equipment - but always make sure they are properly qualified and fully insured. For more information contact:

www.safeworkaustralia.gov.au.

[] Testing & Tagging of electrical equipment has been carried out in the last 12 months

| Item | Service | Problem/Action | Check OK |
|------|-------------------------------|----------------|----------|
| 1 | Throughout DOC: Test & Tag | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**

Equipment: **DOC: Grounds Maintenance**

Inspection: **6 Monthly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

[] Are paths, car parks and paved areas in good condition and free from tripping hazards?

[] Are car parks and outdoor areas free of grease and oil patches?

[] Are car parks and outdoor areas kept clean and free of rubbish?

[] Are steps safe, especially treads and handrails, in both wet and dry weather?

[] Is all outdoor equipment used by the church in good repair?

[] Are signs securely in place without overhanging dangerous edges?

[] Have grease traps been cleaned and inspected?

[] Are paths and car parks adequately lit after dark?

[] Are shade sails securely fastened?

[] Is personal protection equipment always used by those undertaking grounds maintenance i.e. eye wear, ear protection, gloves, aprons, face masks etc?

[] Do gutters require cleaning or maintenance? If yes, engage a suitably qualified and fully insured tradesperson who has the correct equipment for working at heights.

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout DOC: Grounds Maintenance | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Playground & Equipment**

Sampletown Tasmania 7777

Inspection: **Monthly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- Is the area checked regularly for rubbish/vandalism prior to use?
- Are there no missing or broken parts?
- Are there no broken welds or missing/exposed bolts?
- Are moving parts adequately lubricated?
- Are there no dangerous protrusions/sharp edges?
- Is there no flaking paint, flaking metal, visible rust, or corrosion?
- Is timber not splitting or splintering?
- Are the guard rails/handrails secure?
- Are the child safe gates and locks operating properly?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Are shade sails securely fastened?
- Is any signage still securely in place?
- Are sandpits draining properly?
- Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Safety Officer**

777 Sample Street

Equipment: **EGRESS - Doors**

Sampletown Tasmania 7777

Inspection: **Quarterly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Doors in a required exit, forming part of a required exit or in a path of travel to a required exit, and associated self-closing, automatic closing and latching mechanisms.

Check the following:

- 1.The exit door is intact.
- 2.The exit door is readily openable without a key, from the side facing a person seeking their way out.
- 3. The door is operational. Opening action should be by a single handed downward or pushing action on a single device located between 900mm and 1200mm from the floor.
- 4.The door hardware is operational and functions properly.

| Item | Service | Problem/Action | Check OK |
|------|------------------------------|----------------|----------|
| 1 | Throughout EGRESS - Doors | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Safety Officer**

Equipment: **EGRESS - Paths Of Travel**

Inspection: **Quarterly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Paths of travel to exits are to provide an unobstructed pathway for occupants travelling to an exit.

Check the following:

- 1) Ensure that paths of travel to exits are not blocked and are clear from any obstructions or impediments
- 2) Check that no unauthorised changes have been made to these sections

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout EGRESS - Paths Of Travel | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Safety Officer**

Equipment: **EGRESS - Discharge From Exits**

Inspection: **Quarterly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Discharge from exits is to provide an unobstructed pathway for occupants travelling to a road or open space.

Check the following:

- 1) Ensure that discharge from exits are not blocked and are clear from any obstructions or impediments
- 2) Check that no unauthorised changes have been made to these sections

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout EGRESS - Discharge From Exits | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Church Board**Equipment: **DOC: Risk Management**Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

GENERAL

- Have you appointed a Safety Officer/Team?
- Has the Safety Officer/Team been trained for the role?
- Does your church provide frequent opportunities for people to address Health & Safety concerns (including both physical AND psychological safety)?
- Is Risk Management a standing agenda item for Board/Leadership Team meetings?
- Are all chemicals and detergents stored appropriately and out of reach of children?
- Are chemical and detergent containers labelled correctly?
- Is there an up to date SDS for each hazardous substance on the property?
- Is there a clearly identified place to store Safety Data Sheets?
- Is all work carried out at heights carried out by properly qualified personnel?

RISK ASSESSMENTS

- Are risk assessments carried out prior to major activities within the church to ensure the property and equipment is in safe working order?
- Are regular 'housekeeping' inspections made of the property to identify risks & hazards?

If the Church has 'working bees', are these adequately supervised so that people do not attempt to perform work they are not qualified to do?

Has an independent risk assessment of buildings been completed in the last 12 months?
(Tip: swap with another local church and do a walk-through of each other's properties!)

Is a central register of known hazards maintained?

Is there a defined procedure to report a hazard or an incident?

Is there a Hazard Report Form available? Where is this located?

Are leaders aware of the Hazard Report Form and encouraged to use it?

Is there a budget allocation for risk reduction?

Are records maintained of risk reduction work?

For more information on risk management as well as sample forms and online training go to www.cofcinsurance.org.au or call 03 9488 8800.

More info available at www.worksafe.tas.gov.au

| Item | Service | Problem/Action | Check OK |
|------|------------------------------------|----------------|----------|
| 1 | Throughout DOC: Risk Management | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**Equipment: **DOC: Housekeeping**Inspection: **Quarterly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

FLOORS, AISLES, STAIRS AND LANDINGS

- Are all floors, aisles, stairs & landings clean and free of slip,trip & fall hazards?
- Are stairs free of worn or broken treads, and non-skid strips in good condition?
- Are all handrails in good, sturdy condition?

STORAGE

- Are all items being stored clear of traffic areas?
- Where items are stacked for storage, are the stacks stable with a good solid base?
- Are shelves and racks in good condition and not overloaded?
- Is storage designed to minimise lifting problems, i.e. between knee and shoulder height?
- Are storage areas clear of rubbish and unwanted material?

ELECTRICAL

- Are all electrical plugs, sockets and switches in good working order?
- Are all appliances free of frayed or otherwise defective leads?
- Are powerboards, extension cords & double adapters in good condition?
- Are powerboards & adapters used correctly i.e. not overloaded, piggybacking or permanent?
- Are rooms adequately lit for their purpose?

KITCHENS

- Do you have a written process or procedure for maintaining good hygiene in the kitchen?
- Have bins and lids been cleaned and disinfected in the last 3 months?
- Are microwaves, ovens and stovetops clean and free of food spills?
- Are rangehoods, ducts and filters clean and operating properly?
- Are benches and other surfaces clean and in good condition?
- If provided, are sponges, teatowels and handtowels clean?
- Are all detergents and other chemicals clearly labelled and stored out of reach of children?
- Is the fridge/freezer clean, running at correct temperature and empty of old/out of date

food?
 [] Is the walk-in fridge/freezer door and bell operating properly?
 [] Is hand sanitiser supplied and promoted?

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout DOC: Internal Housekeeping | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Vehicles**

Sampletown Tasmania 7777

Inspection: **Annual**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

[] Is the vehicle currently registered and insured?
 [] Does the vehicle only carry the licensed number of passengers?
 [] Does the vehicle have seatbelts for all passengers?
 [] Do all lights and indicators work?
 [] Is there water in the radiator?
 [] Is there brake fluid in the reservoir?
 [] Is there enough oil?
 [] Is the vehicle regularly serviced by a qualified person?
 [] Do the tyres have correct pressure?
 [] Are all those who drive this vehicle currently licensed to drive this type of vehicle?
 [] Have all drivers filled out a driver information form and police record check?

NOTE: IF YOU HAVE ANSWERED 'NO' TO ANY OF THE ABOVE, DO NOT DRIVE VEHICLE.

For more information go to www.transport.tas.gov.au

| Item | Service | Problem/Action | Check OK |
|------|-----------------------------|----------------|----------|
| 1 | Throughout DOC: Vehicles | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**

Equipment: **DOC: Playground & Equipment**

Inspection: **Monthly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- Is the area checked regularly for rubbish/vandalism prior to use?
- Are there no missing or broken parts?
- Are there no broken welds or missing/exposed bolts?
- Are moving parts adequately lubricated?
- Are there no dangerous protrusions/sharp edges?
- Is there no flaking paint, flaking metal, visible rust, or corrosion?
- Is timber not splitting or splintering?
- Are the guard rails/handrails secure?
- Are the child safe gates and locks operating properly?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Are shade sails securely fastened?
- Is any signage still securely in place?
- Are sandpits draining properly?
- Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Safety Officer**

777 Sample Street

Equipment: **DOC: Screening and Recruitment**

Sampletown Tasmania 7777

Inspection: **Annual**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

POLICY

Does your church have a policy for recruitment of leaders that includes:

- A commitment to the safety of children and vulnerable people
- A minimum attendance requirement of 6 months or longer
- Screening methods
- Referee Checks
- Endorsement by Senior Pastor or Board
- Position Interview
- Induction
- Annual Ministry review

SCREENING

CCVT recommends churches screen all people who wish to be in leadership. In most cases, there will also be a legal/insurance requirement to test a person's eligibility to serve in some ministries.

By law, all adults (paid or voluntary) working with children (under 18) must have a WWVP (or equivalent).

- Have all leaders and staff completed a Safe Ministry Check?
- Have all leaders and staff obtained a Police Record Check in the last 12 months?
- Is your Police Check Register up to date?
- Is your church registered on the WWVP Employer Portal?
- Do all adults (paid or voluntary) working with children (under 18) have a WWVP (or equivalent)?
- Is your church linked to all the WWVP registration of all who are engaged by your church?
- Is your WWVP Register up to date?
- Does your church have a written policy on what procedure will be followed if an employee or volunteer WWVP registration is suspended or cancelled?

CONDUCT AND SUPERVISION

- Does your church have a Code of Conduct for all leaders?
- Does your church provide supervision and support for all leaders?
- Does your church have a written grievance policy for dealing with conflicts and allegations?

TRAINING

- Have all leaders attended a Safe Church Awareness Workshop or recognised child abuse prevention and reporting training?
- Have all leaders have done further training in their specific area of ministry in the last year?
- Has your church budgeted for leadership support and development?

Please note: some roles within church ministry have specific training requirements under the CCVT Safe Places Policy.

For more information and resources to assist you with recruitment, supervision and leadership training please go to www.churchesofchrist.org.au/safeplaces

For more information on Working with Vulnerable People Checks go to www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout DOC: Screening and Selection | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**Equipment: **DOC: Hazardous Substances**Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

It is uncommon for churches to have significant amounts of Hazardous Substances but occasionally they do show up via building projects, working bees, tool sheds, or the need for strong cleaning products.

Examples of substances that may be hazardous include acids, caustic substances, fumigants, disinfectants, and solvents/thinners (turpentine, paint, glue). They may be solids, liquids or gases; they may be pure substances or mixtures. When used, these substances often generate vapours, fumes, dusts and mists.

These substances have the potential to harm human health. They can be inhaled, ingested, injected or absorbed through the skin and can cause both immediate and long-term health problems, including poisoning, irritation, chemical burns, cancer, birth defects, diseases of certain organs such as the skin, lungs, liver, kidneys and nervous system.

The best risk management response is to properly dispose of them and eliminate the risk. If you decide to keep these substances, please use this Inspection Record to assist you in keeping people safe.

- Are they stored appropriately?
- Are containers labelled correctly?
- Does their area of use have adequate ventilation/exhaust systems?
- Has protective clothing/equipment been provided, and is there a culture of use?
- Are any personal hygiene issues addressed?
- Are there waste disposal procedures in place?
- Where required, are Material Safety Data Sheets available?
- Are chemical handling procedures understood and followed?
- Has a chemical register been developed?
- Is appropriate emergency/first aid equipment provided i.e. eye bath, extinguishers?
- Is Hazchem signing displayed?

For more information contact the Poisons Information Centre on 131 126 or contact WorkSafe Tasmania at www.worksafe.tas.gov.au

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Hazardous Substances | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Samletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**

Equipment: **DOC: Playground & Equipment**

Inspection: **Monthly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- [] Is the area checked regularly for rubbish/vandalism prior to use?
- [] Are there no missing or broken parts?
- [] Are there no broken welds or missing/exposed bolts?
- [] Are moving parts adequately lubricated?
- [] Are there no dangerous protrusions/sharp edges?
- [] Is there no flaking paint, flaking metal, visible rust, or corrosion?
- [] Is timber not splitting or splintering?
- [] Are the guard rails/handrails secure?
- [] Are the child safe gates and locks operating properly?
- [] Are shackles/bearings/wire ropes operating smoothly?
- [] Are ropes/nets sound & attachment points sound?
- [] Are concrete footings covered, not exposed?
- [] Is the under surface (softfall substance) loose and of an average 20cm cover?
- [] Is padding in good condition?
- [] Are shade sails securely fastened?
- [] Is any signage still securely in place?
- [] Are sandpits draining properly?
- [] Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**

Equipment: **DOC: Asbestos**

Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If your building was built or renovated before the 1990s, it probably contains some form of asbestos.

Asbestos was added to over 3,000 products, including (but not limited to) those used in commonly renovated or repaired bathrooms, kitchens, under vinyl floors, behind tiles and in carpet underlay, carports, sheds and outbuildings, guttering, downpipes, and roof sheeting.

Asbestos is a known carcinogen, and inhaling asbestos fibres can be associated with increased incidences of diseases such as lung cancer and mesothelioma. Even limited or short-term exposure to asbestos fibres can be dangerous.

The Work, Health and Safety Act requires churches to ensure, so far as is reasonably practicable, that people are not put at risk of exposure to asbestos containing materials.

CHECKLIST:

- [] An inspection to identify any asbestos in the church or its property has been conducted.
- [] The CCVT has been notified of any asbestos found and the property has been listed on the CCVT asbestos register for our churches.

For more information on asbestos or to search for a licensed asbestos removalist or a licensed asbestos assessor go to www.worksafe.tas.gov.au

| Item | Service | Problem/Action | Check OK |
|------|-----------------------------|----------------|----------|
| 1 | Throughout DOC: Asbestos | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Treasurer**Equipment: **DOC: Financial**Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

BANK AND CARD ACCOUNTS:

- Do all church bank accounts require two signatories to operate the bank account?
- Are bank statements reconciled to bank records (accounting transactions) on a monthly basis?
- Do credit card holders submit acquittals (with receipts) for each card billing cycle?
- Have appropriate transaction limits been set for all cards and bank accounts?

CASH HANDLING AND RECEIPTS:

- Do at least two people count and record cash offerings together?
- Is the record of cash offerings reconciled to bank deposit slips?
- Is cash offerings banked at the earliest opportunity after receipt?
- Is the church petty cash (if any) stored in a secure place?

PAYMENTS OR DISBURSEMENTS:

- Does the church have a manual of financial authorities, listing the people authorised to approve expenses, the types of expenses, and dollar limits by type?
- Are all church expenses approved by people authorised to do so?

PAYROLL AND STAFF RECORDS:

- Are payslips issued to all employees after each pay cycle?
- Are up to date records for all leave categories (including Long Service Leave) kept for all employees?
- Are employees provided with Annual Leave and Long Service Leave Provision?
- Are all superannuation and PAYG tax payments made on-time, as required by law?
- Is a process in place to pay tax exempt benefits for 'ministers of religion'?
(i.e. a debit/credit card in the name of the church used by the minister of religion)
- Does the Treasurer have a current Police Record Check?

FINANCIAL REPORTING:

- Are regular financial reports made to the church leadership team?
- Is an annual financial report prepared, audited (or verified by an independent accountant), and presented to church members?
- Does the church prepare an annual budget that is approved by the church members' meeting?
- Are Business Activity Statements (BAS) lodged with the ATO by required due dates?
- Have you recorded all your material value assets on a fixed asset register?
- Is your church registered with the ACNC?
- Have you completed the latest Annual Information Statement required by the ACNC?

For more information on the Australian Charities and Not-for-Profits Commission (ACNC) go to www.acnc.gov.au

| Item | Service | Problem/Action | Check OK |
|------|------------------------------|----------------|----------|
| 1 | Throughout DOC: Financial | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Playground & Equipment**

Sampletown Tasmania 7777

Inspection: **Monthly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- Is the area checked regularly for rubbish/vandalism prior to use?
- Are there no missing or broken parts?
- Are there no broken welds or missing/exposed bolts?
- Are moving parts adequately lubricated?
- Are there no dangerous protrusions/sharp edges?
- Is there no flaking paint, flaking metal, visible rust, or corrosion?
- Is timber not splitting or splintering?
- Are the guard rails/handrails secure?
- Are the child safe gates and locks operating properly?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Are shade sails securely fastened?
- Is any signage still securely in place?
- Are sandpits draining properly?
- Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Safety Officer**

Equipment: **DOC: First Aid**

Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

First Aid is the emergency care of injured or sick persons. It aims to preserve life, promote recovery, and prevent the injury or illness becoming worse.

FIRST AID TRAINING:

Every church must ensure that there are an adequate number of people trained to administer first aid at all church services, events and activities. At minimum there should be 1 first aid officer for every 50 people in attendance.

FIRST AID KITS:

All staff and volunteers at churches must be able to access a first aid kit. This will require at least one clearly signed and recognisable first aid kit to be provided at every church/ offsite program. Your kit should be appropriate for the size and type of activities being run. Kits should be restocked immediately after use and regularly maintained (check contents at least once every 12 months).

Please note that analgesics or other medication is not permitted to be part of a first aid kit.

CHECKLIST:

- Are all First Aid kits clearly identified using correct signage?
- Are the First Aid kits properly stocked & maintained?
- Is there an adequate number of people trained in first aid at all church services and activities?
- Are the names of qualified First Aiders & phone numbers for emergency services clearly displayed?
- Are all staff and leaders aware of the locations of First Aid kits?
- Is a report completed and given to the Safety officer every time First Aid is provided?

For more information regarding buying kits, restocking contents and getting First Aid Training contact www.stjohntas.org.au or call 1300 360 455.

| Item | Service | Problem/Action | Check OK |
|------|------------------------------|----------------|----------|
| 1 | Throughout DOC: First Aid | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Safety Officer**

777 Sample Street

Equipment: **EGRESS - Doors**

Sampletown Tasmania 7777

Inspection: **Quarterly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Doors in a required exit, forming part of a required exit or in a path of travel to a required exit, and associated self-closing, automatic closing and latching mechanisms.

Check the following:

- 1.The exit door is intact.
- 2.The exit door is readily openable without a key, from the side facing a person seeking their way out.
- 3. The door is operational. Opening action should be by a single handed downward or pushing action on a single device located between 900mm and 1200mm from the floor.
- 4.The door hardware is operational and functions properly.

| Item | Service | Problem/Action | Check OK |
|------|------------------------------|----------------|----------|
| 1 | Throughout EGRESS - Doors | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Safety Officer**

Equipment: **EGRESS - Paths Of Travel**

Inspection: **Quarterly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Paths of travel to exits are to provide an unobstructed pathway for occupants travelling to an exit.

Check the following:

- 1) Ensure that paths of travel to exits are not blocked and are clear from any obstructions or impediments
- 2) Check that no unauthorised changes have been made to these sections

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout EGRESS - Paths Of Travel | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Safety Officer**

777 Sample Street

Equipment: **EGRESS - Discharge From Exits**

Sampletown Tasmania 7777

Inspection: **Quarterly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Discharge from exits is to provide an unobstructed pathway for occupants travelling to a road or open space.

Check the following:

- 1) Ensure that discharge from exits are not blocked and are clear from any obstructions or impediments
- 2) Check that no unauthorised changes have been made to these sections

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout EGRESS - Discharge From Exits | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Complete Fire Safety**

777 Sample Street

Equipment: **Fire Equipment = Fire Extinguishers**

Sampletown Tasmania 7777

Inspection: **Half Yearly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

BCA Table I1.5

ESSENTIAL SAFETY MEASURES - FIRE FIGHTING SERVICES AND EQUIPMENT

Portable fire extinguishers

BCA provisions for determining standard of performance - E1.6.

Perform the inspection, test & preventative maintenance, survey & records schedu

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout Fire Equipment = Fire Extinguishers | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**Equipment: **DOC: Housekeeping**Inspection: **Quarterly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

FLOORS, AISLES, STAIRS AND LANDINGS

- Are all floors, aisles, stairs & landings clean and free of slip,trip & fall hazards?
- Are stairs free of worn or broken treads, and non-skid strips in good condition?
- Are all handrails in good, sturdy condition?

STORAGE

- Are all items being stored clear of traffic areas?
- Where items are stacked for storage, are the stacks stable with a good solid base?
- Are shelves and racks in good condition and not overloaded?
- Is storage designed to minimise lifting problems, i.e. between knee and shoulder height?
- Are storage areas clear of rubbish and unwanted material?

ELECTRICAL

- Are all electrical plugs, sockets and switches in good working order?
- Are all appliances free of frayed or otherwise defective leads?
- Are powerboards, extension cords & double adapters in good condition?
- Are powerboards & adapters used correctly i.e. not overloaded, piggybacking or permanent?
- Are rooms adequately lit for their purpose?

KITCHENS

- Do you have a written process or procedure for maintaining good hygiene in the kitchen?
- Have bins and lids been cleaned and disinfected in the last 3 months?
- Are microwaves, ovens and stovetops clean and free of food spills?
- Are rangehoods, ducts and filters clean and operating properly?
- Are benches and other surfaces clean and in good condition?
- If provided, are sponges, teatowels and handtowels clean?
- Are all detergents and other chemicals clearly labelled and stored out of reach of children?
- Is the fridge/freezer clean, running at correct temperature and empty of old/out of date

food?
 [] Is the walk-in fridge/freezer door and bell operating properly?
 [] Is hand sanitiser supplied and promoted?

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout DOC: Internal Housekeeping | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Playground & Equipment**

Sampletown Tasmania 7777

Inspection: **Monthly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- Is the area checked regularly for rubbish/vandalism prior to use?
- Are there no missing or broken parts?
- Are there no broken welds or missing/exposed bolts?
- Are moving parts adequately lubricated?
- Are there no dangerous protrusions/sharp edges?
- Is there no flaking paint, flaking metal, visible rust, or corrosion?
- Is timber not splitting or splintering?
- Are the guard rails/handrails secure?
- Are the child safe gates and locks operating properly?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Are shade sails securely fastened?
- Is any signage still securely in place?
- Are sandpits draining properly?
- Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**Equipment: **DOC: Heating & Cooling**Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Periodic maintenance & servicing is important for ensuring your heaters, air conditioners and evaporative coolers are safe and running efficiently. If in doubt about how to maintain each unit, please engage a reputable service provider to carry out a service of your units. Only use licensed and comprehensively insured service providers.

GAS HEATERS

Professional servicing, including inspection of the flue or chimney, is recommended. Get heaters serviced immediately if there is any sign of trouble and as recommended by the appliance manufacturer's instructions. Manufacturers and suppliers usually have recommended service agents or you can enquire with your gas company or check the Yellow Pages (under 'h' for heating). Make sure that they are a licensed gasfitter endorsed for gas appliance servicing. Beyond regularly having the heater serviced by a service agent, limited cleaning of the heater can be done by the owner to reduce odours or fumes, including vacuuming out any duct registers as necessary (the register is the central heating duct opening in each room which can be seen when the cover grill is lifted). Leave the cleaning of filters and fans on gas heaters to licensed gasfitters.

ELECTRIC HEATERS

Electric heaters should be checked as part of the church's annual Testing & Tagging program. Never use an ageing or faulty electrical appliance, appliances with frayed cords, cracked or broken plugs, or any appliance that has given someone any kind of shock. Do not attempt to repair faulty electrical appliances yourself - only qualified repairers or a licensed electrician can repair appliances.

AIR CONDITIONERS / EVAPORATIVE COOLERS

Due to the variety in makes and models, please refer to your user manual for cleaning instructions or service requirements. You may be able to find a copy of the manual by searching online for the unit/model number. It is recommended that you keep a photocopy of the cleaning instructions in your Redbook for easy reference. Below are some basic instructions for

small (domestic size) air conditioning units:

- [] Remove filters and clean or change according to manufacturer's instructions (see user's manual)
- [] Check plumbing and electrical connections aren't leaking or in disrepair
- [] If broken or damaged, call a qualified tradesperson to repair, decommission or remove unit

| Item | Service | Problem/Action | Check OK |
|------|--------------------------------------|----------------|----------|
| 1 | Throughout DOC: Heating & Cooling | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Safety Officer**

Equipment: **DOC: Food Safety**

Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

[] Is Hygiene and Food Safety information clearly displayed in all food preparation areas?

[] Does your Church have a food handling policy or procedure for people to follow?

[] Does your kitchen have disposable gloves available for use?

[] Are reasonable quantities of cleaning products available for use in kitchen areas?

[] Are wiping cloths cleaned and rinsed after each use and changed frequently?

[] Have you tested your fridge to confirm it is running at the correct temperature (below 5 degrees)?

[] Has the Church appointed a person to be in charge of catering or Food Handling?

[] Is this person aware of food safety and the food premises classification system?

[] Have all Sausage Sizzles, Food Stalls or other community events where food is sold, been registered and approved by your local municipal council?

[] Is your kitchen compliant with current regulations?
(Call your local Council to find out the requirements in your area.)

Call your local Council or go to www.dhhs.tas.gov.au/publichealth/food_safety to find out more about the requirements in your area.

| Item | Service | Problem/Action | Check OK |
|------|---------|----------------|----------|
|------|---------|----------------|----------|

| | | | |
|---|--------------------------------|--|--|
| 1 | Throughout DOC: Food Safety | | |
|---|--------------------------------|--|--|

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of ChristIssued To: **Church Board**

777 Sample Street

Equipment: **DOC: Privacy**

Sampletown Tasmania 7777

Inspection: **Annual**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

- Does the church have an up to date Privacy Policy about the management of personal information?
- Is the church Privacy Policy freely available i.e. on the church website and from the church office?
- Are all leaders trained so that they know what the Privacy Policy is?
- Is a Privacy Collection Notice used on all forms and the church website?
- Is it explained to people why you are collecting information about them and how you plan to use it?
- Are people aware they may access, update or remove the information the church has about them?
- Is personal information (including hard copies, soft copies and online) stored securely?
- Is personal information destroyed when no longer needed for the purpose for which it was collected?
- Is information only used for the purpose for which it was gathered and not passed on to other people or organisations without permission?
- Is the website and church newsletter content being monitored for privacy issues?
- Does the church provide a simple means by which people can easily request not to receive direct marketing communications from the church?
- Before disclosing personal information about individuals to an overseas person or organisation (including online church management software) has the church taken reasonable steps to ensure that the overseas recipient does not breach the Australian Privacy Principles in relation to the information?
- Are photos only taken of children (under 18) whose parents have given written consent?
- Are all leaders informed about who does not have permission for photographs being taken?

For more information on the Privacy Act and the Australian Privacy Principles go to www.oaic.gov.au

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

| Item | Service | Problem/Action | Check OK |
|------|----------------------------|----------------|----------|
| 1 | Throughout DOC: Privacy | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Electrician**

777 Sample Street

Equipment: **Lighting = Emergency Lighting**

Sampletown Tasmania 7777

Inspection: **Half Yearly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

BCA Table I1.4

ESSENTIAL SAFETY MEASURES - LIGHTING

Emergency lighting

BCA provisions for determining standard of performance - E4.2, E4.4.

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout Lighting = Emergency Lighting | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Smoke Alarms (domestic)**

Sampletown Tasmania 7777

Inspection: **Half Yearly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

- Vacuum dust from alarms
- Replace battery if required
- Test operation
- Replace entire unit if faulty or older than 10 years

The Tasmania Fire Service recommends the following testing & cleaning schedule:

- Test alarms monthly
- Vacuum dust from alarms every six months
- Replace batteries once a year (some alarms have 10 year lithium batteries that do not need replacing every year)

Mains powered smoke alarms also have back-up batteries - check with the manufacturer if your model has batteries that need to be replaced regularly, or whether it has a re-chargeable battery.

All alarms have a use by date of 10 years, after this time, the entire alarm must be replaced.

For further information please visit www.fire.tas.gov.au

| Item | Service | Problem/Action | Check OK |
|------|--------------------------------------|----------------|----------|
| 1 | Throughout Smoke Alarm (domestic) | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Playground & Equipment**

Sampletown Tasmania 7777

Inspection: **Monthly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- [] Is the area checked regularly for rubbish/vandalism prior to use?
- [] Are there no missing or broken parts?
- [] Are there no broken welds or missing/exposed bolts?
- [] Are moving parts adequately lubricated?
- [] Are there no dangerous protrusions/sharp edges?
- [] Is there no flaking paint, flaking metal, visible rust, or corrosion?
- [] Is timber not splitting or splintering?
- [] Are the guard rails/handrails secure?
- [] Are the child safe gates and locks operating properly?
- [] Are shackles/bearings/wire ropes operating smoothly?
- [] Are ropes/nets sound & attachment points sound?
- [] Are concrete footings covered, not exposed?
- [] Is the under surface (softfall substance) loose and of an average 20cm cover?
- [] Is padding in good condition?
- [] Are shade sails securely fastened?
- [] Is any signage still securely in place?
- [] Are sandpits draining properly?
- [] Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Safety Officer**Equipment: **DOC: Emergency Management**Inspection: **Annual**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Every organisation must comply with State based legislation that includes requirements for emergency prevention and planning.

Failure to comply may result in legal ramifications incorporating severe penalties.

This Inspection Record is based, in part, on the AS 3745-2010: 'Planning for Emergencies in Facilities'. Whilst not legally binding, AS 3745-2010 is produced by Standards Australia and is widely accepted as the benchmark when it comes to implementing emergency procedures and training within an organisation.

Please check the list below to see if your church meets the standards:

Does the church have an Emergency Management Plan which includes a Health & Safety Policy, Safety Rules, Emergency Contact Details, Emergency Procedures and Evacuation Diagrams?

Are safety rules on display within the church?

Do you have a designated and sign-posted Assembly Area for people to go to in an emergency? (Signs are available from hardware stores)

Is there a designated group of people who are trained in how to evacuate the buildings in an emergency? (This group are often called a Safety Team, Fire Wardens or an ECO (emergency control organisation) and are often made up of leaders, regular ushers/welcomers or other designated able-bodied people who are regularly and reliably attending church services and major church events)

Does this group receive skills training at least every 6 months? (This could include going over the emergency procedures, how to use a fire extinguisher etc)

[] Are your Fire Wardens easily identifiable in an emergency by the use of a consistently coloured hat, helmet or vest?

[] Has your church performed an evacuation exercise in the last 12 months? (This could be done after a service or during a members meeting. Make sure the kids and older attendees are included.)

[] Are Evacuation Diagrams displayed in locations where occupants & visitors are able to view them?

[] Is each Diagram positioned at a height not less than 1200mm and not more than 1600mm above the floor?

[] Does each individual Evacuation Diagram have the correct orientation with regard to the direction of egress and its location to the 'YOU ARE HERE' point?

If your current evacuation diagram is older than 5 years, it is likely that you need to update it to meet the new standard.

For more information, new evacuation diagrams, service quotes or training go to www.statcomsystems.com.au or call 1300 872 885.

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Emergency Management | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**

Equipment: **DOC: Grounds Maintenance**

Inspection: **6 Monthly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

[] Are paths, car parks and paved areas in good condition and free from tripping hazards?

[] Are car parks and outdoor areas free of grease and oil patches?

[] Are car parks and outdoor areas kept clean and free of rubbish?

[] Are steps safe, especially treads and handrails, in both wet and dry weather?

[] Is all outdoor equipment used by the church in good repair?

[] Are signs securely in place without overhanging dangerous edges?

[] Have grease traps been cleaned and inspected?

[] Are paths and car parks adequately lit after dark?

[] Are shade sails securely fastened?

[] Is personal protection equipment always used by those undertaking grounds maintenance i.e. eye wear, ear protection, gloves, aprons, face masks etc?

[] Do gutters require cleaning or maintenance? If yes, engage a suitably qualified and fully insured tradesperson who has the correct equipment for working at heights.

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout DOC: Grounds Maintenance | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Playground & Equipment**

Sampletown Tasmania 7777

Inspection: **Monthly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- Is the area checked regularly for rubbish/vandalism prior to use?
- Are there no missing or broken parts?
- Are there no broken welds or missing/exposed bolts?
- Are moving parts adequately lubricated?
- Are there no dangerous protrusions/sharp edges?
- Is there no flaking paint, flaking metal, visible rust, or corrosion?
- Is timber not splitting or splintering?
- Are the guard rails/handrails secure?
- Are the child safe gates and locks operating properly?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Are shade sails securely fastened?
- Is any signage still securely in place?
- Are sandpits draining properly?
- Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Safety Officer**

777 Sample Street

Equipment: **EGRESS - Doors**

Sampletown Tasmania 7777

Inspection: **Quarterly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Doors in a required exit, forming part of a required exit or in a path of travel to a required exit, and associated self-closing, automatic closing and latching mechanisms.

Check the following:

- 1.The exit door is intact.
- 2.The exit door is readily openable without a key, from the side facing a person seeking their way out.
- 3. The door is operational. Opening action should be by a single handed downward or pushing action on a single device located between 900mm and 1200mm from the floor.
- 4.The door hardware is operational and functions properly.

| Item | Service | Problem/Action | Check OK |
|------|------------------------------|----------------|----------|
| 1 | Throughout EGRESS - Doors | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Safety Officer**

Equipment: **EGRESS - Paths Of Travel**

Inspection: **Quarterly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Paths of travel to exits are to provide an unobstructed pathway for occupants travelling to an exit.

Check the following:

- 1) Ensure that paths of travel to exits are not blocked and are clear from any obstructions or impediments
- 2) Check that no unauthorised changes have been made to these sections

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout EGRESS - Paths Of Travel | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Safety Officer**

Equipment: **EGRESS - Discharge From Exits**

Inspection: **Quarterly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Discharge from exits is to provide an unobstructed pathway for occupants travelling to a road or open space.

Check the following:

- 1) Ensure that discharge from exits are not blocked and are clear from any obstructions or impediments
- 2) Check that no unauthorised changes have been made to these sections

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout EGRESS - Discharge From Exits | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sampletown Tasmania 7777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**Equipment: **DOC: Housekeeping**Inspection: **Quarterly**

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

FLOORS, AISLES, STAIRS AND LANDINGS

- Are all floors, aisles, stairs & landings clean and free of slip,trip & fall hazards?
- Are stairs free of worn or broken treads, and non-skid strips in good condition?
- Are all handrails in good, sturdy condition?

STORAGE

- Are all items being stored clear of traffic areas?
- Where items are stacked for storage, are the stacks stable with a good solid base?
- Are shelves and racks in good condition and not overloaded?
- Is storage designed to minimise lifting problems, i.e. between knee and shoulder height?
- Are storage areas clear of rubbish and unwanted material?

ELECTRICAL

- Are all electrical plugs, sockets and switches in good working order?
- Are all appliances free of frayed or otherwise defective leads?
- Are powerboards, extension cords & double adapters in good condition?
- Are powerboards & adaptors used correctly i.e. not overloaded, piggybacking or permanent?
- Are rooms adequately lit for their purpose?

KITCHENS

- Do you have a written process or procedure for maintaining good hygiene in the kitchen?
- Have bins and lids been cleaned and disinfected in the last 3 months?
- Are microwaves, ovens and stovetops clean and free of food spills?
- Are rangehoods, ducts and filters clean and operating properly?
- Are benches and other surfaces clean and in good condition?
- If provided, are sponges, teatowels and handtowels clean?
- Are all detergents and other chemicals clearly labelled and stored out of reach of children?
- Is the fridge/freezer clean, running at correct temperature and empty of old/out of date

food?
 [] Is the walk-in fridge/freezer door and bell operating properly?
 [] Is hand sanitiser supplied and promoted?

| Item | Service | Problem/Action | Check OK |
|------|--|----------------|----------|
| 1 | Throughout DOC: Internal Housekeeping | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Ladders**

Sampletown Tasmania 7777

Inspection: **Annual**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

Are treads/rungs free from defects such as holes, cracks, warping, grease, paint, mud or other?

Are treads/rungs secured to the ladder so that there is no movement?

Does the ladder stand firmly and evenly?

Are rivets and other fittings in good condition without corrosion?

Is there a policy on the usage of ladders and is it communicated clearly where ladders are stored?

Are warnings displayed about inappropriate use?

Please ensure that any ladders that are not in good condition are removed from the church property so that they cannot be used.

| Item | Service | Problem/Action | Check OK |
|------|----------------------------|----------------|----------|
| 1 | Throughout DOC: Ladders | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Property Maintenance**

777 Sample Street

Equipment: **DOC: Playground & Equipment**

Sampletown Tasmania 7777

Inspection: **Monthly**

Contact: Kylie Kendall

Phone: 0411 255 494

Instruction:

- 1) Check the following items listed below
- 2) Note any problems and/or follow up actions resulting from your inspection
- 3) Sign and date this Inspection Record on completion and file in the Redbook

If item is not relevant to your playground, write Not Applicable (N/A) next to it.

- Is the area checked regularly for rubbish/vandalism prior to use?
- Are there no missing or broken parts?
- Are there no broken welds or missing/exposed bolts?
- Are moving parts adequately lubricated?
- Are there no dangerous protrusions/sharp edges?
- Is there no flaking paint, flaking metal, visible rust, or corrosion?
- Is timber not splitting or splintering?
- Are the guard rails/handrails secure?
- Are the child safe gates and locks operating properly?
- Are shackles/bearings/wire ropes operating smoothly?
- Are ropes/nets sound & attachment points sound?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Are shade sails securely fastened?
- Is any signage still securely in place?
- Are sandpits draining properly?
- Have all toys and equipment stored inside been sanitised in the last three months?

| Item | Service | Problem/Action | Check OK |
|------|---|----------------|----------|
| 1 | Throughout DOC: Playground & Equipment | | |

I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date: