



ABC Church of Christ

777 Sample Street
Sample Town Victoria 3777

**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.

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Annual Essential Safety Measures Report

To be completed by the owner or agent of the owner

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Schedule of completion of inspection records

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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
Sample Town Victoria 3777

Description: Class 9b - Place of Assembly

Trustee/Owner: Churches Of Christ Properties Corporation
PO Box 5302
South Melbourne Victoria 3205

Annual Essential Safety Measures Report

The following Annual Essential Safety Measures Report is required to be completed by the owner or agent of the owner.

The Properties Corporation is hereby authorising the affiliate representative to sign the Annual Essential Safety Measures Report as an authorised agent.

Please email a copy of completed Annual Essential Safety Measures Reports to redbook@churchesofchrist.org.au

Section 1



Building Act 1993
Building Regulations 2018

ANNUAL ESSENTIAL SAFETY MEASURES REPORT ¹

Regulation 224

Building/s or part of building or place	Description of use of the building, part of building or place	Classification under the National Construction Code	Details of occupancy permit or maintenance determination issued for building/part/place to which the report relates.
ABC Church of Christ 777 Sample Street Sample Town Victoria 3777			AESMR Jan - Dec 2017

PART A - Details of inspections of essential safety measures

Compliance with AS 1851-2012 in lieu of the Specified Maintenance Standard (optional) ²

Where the relevant occupancy permit or maintenance determination requires maintenance of an essential safety measure in accordance with 'AS 1851-2005 Maintenance of Fire Protection Systems and Equipment' or an equivalent standard published before 5 September 2005, regulations 196 and 217 provide that the owner may maintain that essential safety measure in accordance with AS 1851-2012. Where the owner has chosen to maintain an essential safety measure in accordance with AS1851-2012, this is indicated in the table below.

Note: An owner is advised to seek advice before deciding to maintain in accordance with AS 1851-2012 (as allowed under regulations 196 and 217) if an earlier maintenance standard or unique methodology specified, forms part of a performance solution (or alternative solution) relating to a fire performance requirement as defined in regulation 5 of the Building Regulations 2018.

Maintenance personnel details

The following personnel carried out maintenance on the essential safety measures in this building during the preceding 12 months:

Name of person who performed maintenance	Company who performed maintenance	ESMs inspected / tested / maintained
	Safety Officer	Annual Essential Safety Measures Report
	Safety Officer	Exit Doors
Linkfire Victoria	Linkfire Victoria 21/11 Havelock Rd Bayswater	Fire Extinguishers - Portable
Linkfire Victoria	Linkfire Victoria 21/11 Havelock Rd Bayswater	Fire Hose Reels

Linkfire Victoria

Linkfire Victoria
21/11 Havelock Rd Bayswater

Fire Hose Reels

Safety Officer

Fire Indices for Materials

Dylan Galbraith

Blue Reef Electrics Pty Ltd
PO Box 806 Rye

LIGHTING - Emergency & Exit Lighting

Safety Officer

Paths of Travel to Exits

PART B - Inspection report made under section 227E of the Building Act 1993 ³

Note: If there have been no inspections under s227E insert N/A into table

Date of inspection	Details of inspection <i>(Note: insert who conducted inspection, any safety issues or non-compliances raised by the report and any actions required and/or taken by the owner in response to the report, including dates on which actions were taken)</i>
N/A	N/A

PART C - Statement by owner

I understand that as an owner of a building in respect of which an essential safety measure is required, regulation 223 requires me to ensure that this annual essential safety measures report is prepared within 28 days before each anniversary of the date of issue of the first occupancy permit or maintenance determination issued for the building, or if there is no occupancy permit or maintenance determination, within 28 days before 13 June each year.

I understand that it is a condition of an occupancy permit and maintenance determination that the essential safety measure listed in the occupancy permit must be maintained as specified in the permit or determination and that the owner of a building must comply with a condition of an occupancy permit or maintenance determination.

I understand that as an owner of a building in respect of which an essential safety measure has been required, regulation 226 requires me to ensure that all essential safety measures are maintained in a state which enables the essential safety measure to fulfil its purpose.

I understand that as an owner of a building in respect of which an essential safety measure has been required, regulation 227 requires me to ensure that essential safety measures are not removed from an approved location except for the purpose of inspection, testing of, or the carrying out of maintenance on, that essential safety measure.

I confirm that as the owner of the building to which this report applies, I have taken all reasonable steps to ensure that each essential safety measure-

- (i) is operating and has been maintained in a state that enables the essential safety measure to fulfil its purpose; and
- (ii) has been inspected, tested and maintained in accordance with the *Building Act 1993* and the *Building Regulations 2018*.

I confirm that we have property and public liability insurance and attach our certificate of currency.

Signature of agent of owner ⁴

Signed:

Date:

Print Name:

Owners name: The Properties Corporation of Churches of Christ

(If completing this report as agent of an owner, state full name of owner)

NOTES

1. The owner must ensure that this annual essential safety measures report and the following documents relating

to the building or place are available for inspection within 24 hours after request by the municipal building surveyor or chief officer to inspect the documents-

- (a) all annual essential safety measures reports prepared under these regulations or any previous corresponding regulations within 10 years before the request; and
- (b) all maintenance schedules in relation to the essential safety measures in the building or place; and
- (c) all maintenance determinations requiring an essential safety measure to be provided in the building or place; and
- (d) the records of all inspections, testing and maintenance (including repairs) of any essential safety measure in the building or place.

The penalty for non-compliance is a maximum of 20 penalty units.

2. Where the owner has decided to substitute AS 1851-2012 under regulation 196 or 217, the owner must continue to maintain that essential safety measure in accordance with AS 1851--2012.
3. Section 227E of the *Building Act 1993* provides the power for the chief officer and municipal building surveyor to inspect essential safety measures.
4. Under section 240 and 248(1) of the *Building Act 1993* an agent of the owner must have written authority from the owner to act as their agent. Also note the general rules of 'agency' apply. Where an agent has completed this report on behalf of an owner, the agent should clearly state their full name, the owners full name and that they are acting as an agent of the owner.

DOC: Housekeeping

1 Throughout DOC: Internal Housekeeping

DOC: Insurance

1 Throughout DOC: Insurance

DOC: Ladders

1 Throughout DOC: Ladders

DOC: Outdoor Equipment

1 Throughout DOC: Outdoor Equipment

DOC: Pastoral Care/Prayer Ministry

1 Throughout DOC: Ministry - Pastoral Care / Prayer Ministry

DOC: Playgrounds & Equipment

1 Throughout DOC: Playgrounds & Equipment

DOC: Privacy

1 Throughout DOC: Privacy

DOC: Reportable Conduct Scheme

1 Throughout DOC: Reportable Conduct Scheme

DOC: Risk Management

1 Throughout DOC: Risk Management

DOC: Screening and Selection

1 Throughout DOC: Screening and Selection

DOC: Seniors Ministry

1 Throughout DOC: Ministry - Seniors

DOC: Smoke Alarm (domestic)

1 Throughout Smoke Alarm (domestic)

DOC: Staff Reviews

1 Throughout DOC: Staff Reviews

DOC: Testing & Tagging

1 Throughout DOC: Testing & Tagging

DOC: Vehicles

1 Throughout DOC: Vehicles

DOC: Youth Ministry

1 Throughout DOC: Ministry - Youth

Essential

Exit Doors

1 Throughout Exit Doors

Fire Extinguishers - Portable

1 Throughout Fire Extinguishers - Portable

Fire Hose Reels

1 Throughout Fire Hose Reels

Fire Indicies for Materials

1 Throughout Fire Indicies for Materials

Paths of Travel to Exits

1 Throughout Paths of Travel to Exits

Essential Safety Measures

Annual Essential Safety Measures Report

1 Throughout Annual Essential Safety Measures Report

LIGHTING - Emergency & Exit Lighting

1 Throughout LIGHTING - Emergency & Exit Lighting

Section 3

Staff, Volunteer & Contractor Details

ABC Church of Christ

Appliance Tagging Services P/L

Contact: Daniel Carabott

Address: 80 Patterson Rd
Bentleigh

Phone: 8520 9750

Mobile: 1300 287 669

Email:

Blue Reef Electrics Pty Ltd

Contact: Dylan Galbraith

Address: PO Box 806
Rye

Phone: 0401 989 101

Mobile:

Email:

Children & Families Ministry Coord

Contact:

Address:

Phone:

Mobile:

Email:

Church Board

Contact:

Address:

Phone:

Mobile:

Email:

Linkfire Victoria

Contact: Linkfire Victoria

Address: 21/11 Havelock Rd

Bayswater

Phone: 1300 669 439

Mobile:

Email:

Pastoral Care/Prayer Ministry Coord

Contact:

Address:

Phone:

Mobile:

Email:

Property Coordinator

Contact:

Address:

Phone:

Mobile:

Email:

Property Maintenance

Contact:

Address:

Phone:

Mobile:

Email:

Safety Officer

Contact:

Address:

Phone:

Mobile:

Email:

Secretary

Contact:

Address:

Phone:

Mobile:

Email:

Senior's Ministry Coordinator

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: Children & Families Ministry

Annual

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

DOC: Pastoral Care/Prayer Ministry

Annual

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

DOC: Playgrounds & Equipment

Monthly

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

DOC: Seniors Ministry

Annual

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

DOC: Youth Ministry

Annual

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

February 2023

DOC: Housekeeping

Quarterly

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

DOC: Playgrounds & Equipment

Monthly

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

DOC: Vehicles

Annual

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

DOC: Emergency Management

Annual

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

March 2023

LIGHTING - Emergency & Exit Lighting

Half Yearly

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

DOC: Grounds Maintenance

6 Monthly

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

DOC: Playgrounds & Equipment

Monthly

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

DOC: Outdoor Equipment

Quarterly

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

Exit Doors

Quarterly

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

Paths of Travel to Exits

Quarterly

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

DOC: Insurance

Annual

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

April 2023

Fire Extinguishers - Portable

Yearly

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

Fire Hose Reels

Yearly

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

DOC: Playgrounds & Equipment

Monthly

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

DOC: First Aid

Annual

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

DOC: Privacy

Annual

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

May 2023

DOC: Asbestos

Asbestos

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

DOC: Housekeeping

Quarterly

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

DOC: Playgrounds & Equipment

Monthly

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

DOC: Smoke Alarm (domestic)

Half Yearly

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

June 2023

DOC: Hazardous Substances

Annual

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

DOC: Playgrounds & Equipment

Monthly

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

DOC: Outdoor Equipment

Quarterly

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

Exit Doors

Quarterly

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

Paths of Travel to Exits

Quarterly

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

DOC: Financial

Annual

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

July 2023

DOC: Playgrounds & Equipment

Monthly

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

Annual Essential Safety Measures Report

Annual

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

DOC: Food Safety

Annual

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

DOC: Risk Management

Annual

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

DOC: Screening and Selection

Annual

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

August 2023

DOC: Testing & Tagging

Annual

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

DOC: Housekeeping

Quarterly

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

DOC: Playgrounds & Equipment

Monthly

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

DOC: Heating and Cooling

Annual

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

September 2023

LIGHTING - Emergency & Exit Lighting

Annual

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

DOC: Reportable Conduct Scheme

Annual

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

DOC: Confined Spaces

Annual

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

DOC: Grounds Maintenance

6 Monthly

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

DOC: Playgrounds & Equipment

Monthly

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

DOC: Backflow Prevention Device

Annual

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

DOC: Grease Trap

Annual

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

DOC: Ladders

Annual

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

DOC: Outdoor Equipment

Quarterly

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

Exit Doors

Quarterly

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

Paths of Travel to Exits

Quarterly

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

October 2023

DOC: Staff Reviews

Annual

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

Fire Extinguishers - Portable

Half Yearly

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

Fire Hose Reels

Half Yearly

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

DOC: Playgrounds & Equipment

Monthly

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

November 2023

DOC: Housekeeping

Quarterly

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

DOC: Playgrounds & Equipment

Monthly

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

DOC: Smoke Alarm (domestic)

Half Yearly

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

Fire Indicies for Materials

Yearly

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

December 2023

DOC: Playgrounds & Equipment

Monthly

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

DOC: Outdoor Equipment

Quarterly

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

Exit Doors

Quarterly

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

Paths of Travel to Exits

Quarterly

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

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Children & Families Ministry Coord**Equipment: **DOC: Children & Families Ministry**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, OHS and Victorian Child Safe Standards obligations. You may use this as a single check of all groups collectively or complete a separate copy for each program.

STANDARD 1 – ORGANISATIONS ESTABLISH A CULTURALLY SAFE ENVIRONMENT IN WHICH THE DIVERSE AND UNIQUE IDENTITIES AND EXPERIENCES OF ABORIGINAL CHILDREN AND YOUNG PEOPLE ARE RESPECTED AND VALUED

In complying with Standard 1, an organisation must, at a minimum, ensure:

- 1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
- 1.2 Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.
- 1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted, and not tolerated. Any instances of racism are addressed with appropriate consequences.
- 1.4 The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people, and their families.
- 1.5 All of the organisation's policies, procedures, systems, and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.

STANDARD 2 – CHILD SAFETY AND WELLBEING IS EMBEDDED IN ORGANISATIONAL LEADERSHIP, GOVERNANCE, AND CULTURE

In complying with Standard 2, an organisation must, at a minimum, ensure:

- 2.1 The organisation makes a public commitment to child safety.
- 2.2 A child safe culture is championed and modelled at all levels of the organisation from the

top down and bottom up.

[] 2.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.

[] 2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.

[] 2.5 Risk management strategies focus on preventing, identifying, and mitigating risks to children and young people.

[] 2.6 Staff and volunteers understand their obligations on information sharing and record keeping.

STANDARD 3 – CHILDREN AND YOUNG PEOPLE ARE EMPOWERED ABOUT THEIR RIGHTS, PARTICIPATE IN DECISIONS AFFECTING THEM AND ARE TAKEN SERIOUSLY

In complying with Standard 3, an organisation must, at a minimum, ensure:

[] 3.1 Children and young people are informed about all of their rights, including to safety, information, and participation.

[] 3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.

[] 3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.

[] 3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.

[] 3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.

[] 3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

STANDARD 4 – FAMILIES AND COMMUNITIES ARE INFORMED, AND INVOLVED IN PROMOTING CHILD SAFETY AND WELLBEING

In complying with Standard 4, an organisation must, at a minimum, ensure:

[] 4.1 Families participate in decisions affecting their child.

[] 4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.

[] 4.3 Families and communities have a say in the development and review of the organisation's policies and practices.

[] 4.4 Families, carers and the community are informed about the organisation's operations and governance.

STANDARD 5 – EQUITY IS UPHOLD, AND DIVERSE NEEDS RESPECTED IN POLICY AND PRACTICE

In complying with Standard 5, an organisation must, at a minimum, ensure:

[] 5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.

[] 5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible, and easy to understand.

[] 5.3 The organisation pays particular attention to the needs of children and young people with disability, children, and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.

[] 5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

STANDARD 6 – PEOPLE WORKING WITH CHILDREN AND YOUNG PEOPLE ARE SUITABLE AND SUPPORTED TO REFLECT CHILD SAFETY AND WELLBEING VALUES IN PRACTICE

In complying with Standard 6, an organisation must, at a minimum, ensure:

[] 6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.

[] 6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.

[] 6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.

[] 6.4 Ongoing supervision and people management is focused on child safety and wellbeing.

STANDARD 7 – PROCESSES FOR COMPLAINTS AND CONCERNS ARE CHILD FOCUSED

In complying with Standard 7, an organisation must, at a minimum, ensure:

[] 7.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.

[] 7.2 Effective complaint handling processes are understood by children and young people, families, staff, and volunteers, and are culturally safe.

[] 7.3 Complaints are taken seriously and responded to promptly and thoroughly.

[] 7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.

[] 7.5 Reporting, privacy and employment law obligations are met.

STANDARD 8 – STAFF AND VOLUNTEERS ARE EQUIPPED WITH THE KNOWLEDGE, SKILLS, AND AWARENESS TO KEEP CHILDREN AND YOUNG PEOPLE SAFE THROUGH ONGOING EDUCATION AND TRAINING

In complying with Standard 8, an organisation must, at a minimum, ensure:

[] 8.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.

[] 8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.

[] 8.3 Staff and volunteers receive training and information to respond effectively to issues of

child safety and wellbeing and support colleagues who disclose harm.

8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

STANDARD 9 – PHYSICAL AND ONLINE ENVIRONMENTS PROMOTE SAFETY AND WELLBEING WHILE MINIMISING THE OPPORTUNITY FOR CHILDREN AND YOUNG PEOPLE TO BE HARMED

In complying with Standard 9, an organisation must, at a minimum, ensure:

9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.

9.2 The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.

9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.

9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

STANDARD 10 – IMPLEMENTATION OF THE CHILD SAFE STANDARDS IS REGULARLY REVIEWED AND IMPROVED

In complying with Standard 10, an organisation must, at a minimum, ensure:

10.1 The organisation regularly reviews, evaluates, and improves child safe practices.

10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.

10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

STANDARD 11 – POLICIES AND PROCEDURES DOCUMENT HOW THE ORGANISATION IS SAFE FOR CHILDREN AND YOUNG PEOPLE

In complying with Standard 11, an organisation must, at a minimum, ensure:

11.1 Policies and procedures address all Child Safe Standards.

11.2 Policies and procedures are documented and easy to understand.

11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.

11.4 Leaders champion and model compliance with policies and procedures.

11.5 Staff and volunteers understand and implement policies and procedures.

GENERAL HEALTH & SAFETY:

Have all programs been approved by church leadership so that it has insurance cover?

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

Do leaders have access to a phone at all times in case of emergencies?

Do leaders have access to a properly maintained First Aid Kit?

Is at least one leader present at all activities properly trained in First Aid?

Are safeguards in place for electrical appliances & power outlets?

- Are there appropriate toilet facilities and toileting procedures?
- Are safeguards in place to ensure hot water in bathrooms does not scald/burn?
- Does outdoor area have fence (min height 1.2m) with a childproof self-closing gate?
- Are there appropriate surfaces for play e.g. impact absorbing under play equipment?
- Does the program follow a sun policy? (www.sunsmart.com.au)
- Is shade provided in outside play areas?
- If your church has a 'No Jab No Play' policy, has this been communicated to parents?
- Does ministry comply with Privacy Policy in the collection of personal information?
- Does your church have a clear policy or procedure for online ministry with kids?
- Is your Playgroup registered with Playgroup Victoria? (do not insure through PV)
- Are Playgroup contact details up to date on the PV website?

For more information, samples, guides, and resources go to:

www.cyp.vic.gov.au

www.churchesofchrist.org.au/safeplaces

www.playgroup.org.au

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

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

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Pastoral Care/Prayer Ministry Coord**

777 Sample Street

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

Sample Town Victoria 3777

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 ministry to take place?
- [] Is the ministry always undertaken at these designated locations?
- [] Have all leaders been trained in how to provide healthy pastoral care/prayer ministry specific to their role?
- [] Have all leaders been trained in identifying indicators of abuse and how to respond?
- [] Are records stored appropriately and in line with the church privacy policy?
- [] Is there a written policy regarding the recruitment of leaders for this ministry?
- [] Have all leaders completed a Safe Ministry Check (Screening Questionnaire)?
- [] Have all leaders signed a Code of Conduct?
- [] Do all leaders have a Working With Children Check (where required) & Police Check?
- [] Do leaders know how to access a 'Risk of Significant Harm' or 'Safe Church Concerns Anecdotal Record' form and who to give them to?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Ministry - Pastoral Care / Prayer Ministry		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- Is the area checked for rubbish/vandalism prior to use?
- There are no missing or broken parts on equipment
- There no broken welds or missing/exposed bolts
- Are moving parts adequately lubricated?
- There are no dangerous protrusions/sharp edges
- There is no flaking paint, flaking metal, visible rust, or corrosion
- Timber is 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, and shade sails sound and securely attached?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Is signage still securely in place?
- Are sandpits draining properly?
- Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Senior's Ministry Coordinator**

Equipment: **DOC: Seniors Ministry**

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?
- 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 first aid trained leader present at 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?
- Are risk assessment forms used for any unusual activity?
- Is there an appropriate ratio of leaders to participants for the activities planned?
- Are the leaders aware of procedure to follow in case of accident or emergency?
- Have all leaders attended a Safe Church Awareness Workshop in the last 3 years?
- Have all leaders completed a Safe Ministry Check (Screening Questionnaire)?
- Do all leaders have a current Police Check?
- Does your program comply with the church privacy policy?
- Have leaders been trained in identifying and reporting indicators of elder abuse?
- Have leaders been trained in appropriate pastoral care boundaries and procedures?
- Do leaders know how to report any safety concerns?

FOR MORE INFORMATION ON ELDER ABUSE PREVENTION AND REPORTING GO TO:

VIC: Seniors Rights Victoria 1300 368 821 or www.seniorsrights.org.au

TAS: Tas Elder Abuse Helpline 1800 441 169 or www.advocacytasmania.org.au

NSW: Elder Abuse Hotline 1300 651 192 or www.eapu.com.au

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

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Youth Ministry Coordinator**Equipment: **DOC: Youth Ministry**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 high school aged children (12-17 years old). It is designed to assist you in creating a culture of safety within your ministry and meeting your duty of care, OHS and Victorian Child Safe Standards obligations. You may use this as a single check of all groups collectively or complete a separate copy for each program.

STANDARD 1 – ORGANISATIONS ESTABLISH A CULTURALLY SAFE ENVIRONMENT IN WHICH THE DIVERSE AND UNIQUE IDENTITIES AND EXPERIENCES OF ABORIGINAL CHILDREN AND YOUNG PEOPLE ARE RESPECTED AND VALUED

In complying with Standard 1, an organisation must, at a minimum, ensure:

- 1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
- 1.2 Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.
- 1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted, and not tolerated. Any instances of racism are addressed with appropriate consequences.
- 1.4 The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people, and their families.
- 1.5 All of the organisation's policies, procedures, systems, and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.

STANDARD 2 – CHILD SAFETY AND WELLBEING IS EMBEDDED IN ORGANISATIONAL LEADERSHIP, GOVERNANCE, AND CULTURE

In complying with Standard 2, an organisation must, at a minimum, ensure:

- 2.1 The organisation makes a public commitment to child safety.
- 2.2 A child safe culture is championed and modelled at all levels of the organisation from the

top down and bottom up.

[] 2.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.

[] 2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.

[] 2.5 Risk management strategies focus on preventing, identifying, and mitigating risks to children and young people.

[] 2.6 Staff and volunteers understand their obligations on information sharing and record keeping.

STANDARD 3 – CHILDREN AND YOUNG PEOPLE ARE EMPOWERED ABOUT THEIR RIGHTS, PARTICIPATE IN DECISIONS AFFECTING THEM AND ARE TAKEN SERIOUSLY

In complying with Standard 3, an organisation must, at a minimum, ensure:

[] 3.1 Children and young people are informed about all of their rights, including to safety, information, and participation.

[] 3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.

[] 3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.

[] 3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.

[] 3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.

[] 3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

STANDARD 4 – FAMILIES AND COMMUNITIES ARE INFORMED, AND INVOLVED IN PROMOTING CHILD SAFETY AND WELLBEING

In complying with Standard 4, an organisation must, at a minimum, ensure:

[] 4.1 Families participate in decisions affecting their child.

[] 4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.

[] 4.3 Families and communities have a say in the development and review of the organisation's policies and practices.

[] 4.4 Families, carers and the community are informed about the organisation's operations and governance.

STANDARD 5 – EQUITY IS UPHOLD, AND DIVERSE NEEDS RESPECTED IN POLICY AND PRACTICE

In complying with Standard 5, an organisation must, at a minimum, ensure:

[] 5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.

[] 5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible, and easy to understand.

[] 5.3 The organisation pays particular attention to the needs of children and young people with disability, children, and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.

[] 5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

STANDARD 6 – PEOPLE WORKING WITH CHILDREN AND YOUNG PEOPLE ARE SUITABLE AND SUPPORTED TO REFLECT CHILD SAFETY AND WELLBEING VALUES IN PRACTICE

In complying with Standard 6, an organisation must, at a minimum, ensure:

[] 6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.

[] 6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.

[] 6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.

[] 6.4 Ongoing supervision and people management is focused on child safety and wellbeing.

STANDARD 7 – PROCESSES FOR COMPLAINTS AND CONCERNS ARE CHILD FOCUSED

In complying with Standard 7, an organisation must, at a minimum, ensure:

[] 7.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.

[] 7.2 Effective complaint handling processes are understood by children and young people, families, staff, and volunteers, and are culturally safe.

[] 7.3 Complaints are taken seriously and responded to promptly and thoroughly.

[] 7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.

[] 7.5 Reporting, privacy and employment law obligations are met.

STANDARD 8 – STAFF AND VOLUNTEERS ARE EQUIPPED WITH THE KNOWLEDGE, SKILLS, AND AWARENESS TO KEEP CHILDREN AND YOUNG PEOPLE SAFE THROUGH ONGOING EDUCATION AND TRAINING

In complying with Standard 8, an organisation must, at a minimum, ensure:

[] 8.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.

[] 8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.

[] 8.3 Staff and volunteers receive training and information to respond effectively to issues of

child safety and wellbeing and support colleagues who disclose harm.

8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

STANDARD 9 – PHYSICAL AND ONLINE ENVIRONMENTS PROMOTE SAFETY AND WELLBEING WHILE MINIMISING THE OPPORTUNITY FOR CHILDREN AND YOUNG PEOPLE TO BE HARMED

In complying with Standard 9, an organisation must, at a minimum, ensure:

9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.

9.2 The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.

9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.

9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

STANDARD 10 – IMPLEMENTATION OF THE CHILD SAFE STANDARDS IS REGULARLY REVIEWED AND IMPROVED

In complying with Standard 10, an organisation must at a minimum, ensure:

10.1 The organisation regularly reviews, evaluates, and improves child safe practices.

10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.

10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

STANDARD 11 – POLICIES AND PROCEDURES DOCUMENT HOW THE ORGANISATION IS SAFE FOR CHILDREN AND YOUNG PEOPLE

In complying with Standard 11, an organisation must at a minimum, ensure:

11.1 Policies and procedures address all Child Safe Standards.

11.2 Policies and procedures are documented and easy to understand.

11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.

11.4 Leaders champion and model compliance with policies and procedures.

11.5 Staff and volunteers understand and implement policies and procedures.

GENERAL HEALTH & SAFETY:

Has this program been approved by church leadership so that it has insurance cover?

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

Do leaders have access to a telephone at all times in case of an emergency?

Do leaders have access to a properly maintained First Aid Kit at all events/activities?

Is at least one leader present at all events/activities properly trained in First Aid?

Is there an emergency evacuation procedure that all leaders & youth are aware of?

- Have permission and indemnity forms been completed for all participants?
- Does the program follow a sun policy? (www.sunsmart.com.au)
- Does your group comply with the Privacy Policy in the collection of personal info?
- Does your church have a clear policy or procedure for online ministry with youth?
- Does your church have a clear policy or procedure for transportation of youth?

For more information, samples, guides and resources go to:

www.ccyp.vic.gov.au

www.churchesofchrist.org.au/safeplaces

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

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- Is the area checked for rubbish/vandalism prior to use?
- There are no missing or broken parts on equipment
- There no broken welds or missing/exposed bolts
- Are moving parts adequately lubricated?
- There are no dangerous protrusions/sharp edges
- There is no flaking paint, flaking metal, visible rust, or corrosion
- Timber is 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, and shade sails sound and securely attached?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Is signage still securely in place?
- Are sandpits draining properly?
- Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**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?
- Are stairwells and landings adequately lit at night?

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 e.g. between knee and shoulder height?
- Are storage areas clear of rubbish and unwanted material?

ELECTRICAL:

- Has all electrical equipment been tested and tagged?
- 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 and being used correctly e.g. not being overloaded, piggybacking or used as a permanent fitting?
- Are rooms adequately lit for their purpose?

KITCHENS:

- Are written procedures displayed 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 detergents and chemicals clearly labelled and stored out of reach of children?

Is the fridge/freezer clean, at correct temperature, and empty of out of date food?
 Is the walk-in fridge/freezer door and bell operating properly?
 Are handsoap and hand sanitiser dispensers operational?

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**

Sample Town Victoria 3777

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?
- If the vehicle has 10 or more seats, is it registered with Transport Safety Victoria? More info: www.transportsafety.vic.gov.au
- Does the vehicle only carry the licensed amount of passengers?
- Does the vehicle have working seatbelts for all passengers where required by law?
- Do all lights and indicators work (includes brakes, head lights, indicators)?
- Is there water in the radiator?
- Is there brake fluid in the reservoir?
- Is there enough oil?
- Do the tyres have correct pressure?
- Is the vehicle regularly serviced by a qualified person?
- 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 completed a police check?

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

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 ChristIssued To: **Safety Officer**

777 Sample Street

Equipment: **DOC: Emergency Management**

Sample Town Victoria 3777

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

Every organisation must comply with State based legislation that includes requirements for emergency prevention and planning. Failure to comply may result in legal ramifications and 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.

[] 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 reliable 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 current standard.

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

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

Issued To: **Blue Reef Electrics Pty Ltd**

777 Sample Street

Equipment: **LIGHTING - Emergency & Exit Lighting**

Sample Town Victoria 3777

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

Half yearly procedure to AS 2293.2.2005

Item	Service	Problem/Action	Check OK
1	Throughout LIGHTING - Emergency & Exit Lighting		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- [] Is the area checked for rubbish/vandalism prior to use?
- [] There are no missing or broken parts on equipment
- [] There no broken welds or missing/exposed bolts
- [] Are moving parts adequately lubricated?
- [] There are no dangerous protrusions/sharp edges
- [] There is no flaking paint, flaking metal, visible rust, or corrosion
- [] Timber is 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, and shade sails sound and securely attached?
- [] Are concrete footings covered, not exposed?
- [] Is the under surface (softfall substance) loose and of an average 20cm cover?
- [] Is padding in good condition?
- [] Is signage still securely in place?
- [] Are sandpits draining properly?
- [] Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

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

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

- Are fences and gates in good condition?
- Are trees safe, especially branches?
- Do shrubs need to be trimmed back or maintained?
- Is lawn area even and free from hazards?
- Are paths, carparks and paved areas in good condition & free of trip hazards?
- Are car parks 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 when undertaking grounds maintenance e.g. eye wear, ear protection, gloves, aprons, face masks etc?
- Are gutters cleaned and maintained by a suitably qualified and fully insured tradesperson who has the correct equipment for working at heights?
- Are all volunteer and paid workers screened and trained for the role?

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

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**

Equipment: **DOC: Outdoor Equipment**

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

BASKETBALL RING:

- [] All welds and bolts secure and showing no signs of rust or damage.
- [] Concrete base solid and pole securely fixed.
- [] Reflective tape on pole in good condition.
- [] Safety signage visible and in good, readable condition.
- [] Carpark clear of slip or trip hazards.

BOOM GATE:

- [] All welds and bolts secure and showing no signs of rust or damage.
- [] Catches on hitching posts in working order.
- [] Reflective strip in visible condition.
- [] Padlock in working order and easy to lock/unlock

OUTDOOR FENCING, SEATING AND TABLES:

- [] Timber in good order, no splinters.
- [] Bolts and fixings tight and free from rust.
- [] No overgrown grass or weeds around equipment.
- [] Permanent fixtures securely fixed to ground.

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Outdoor Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ
777 Sample Street
Sample Town Victoria 3777
Contact: Kylie Kendall
Phone: 0411 255 494

Issued To: **Safety Officer**
Equipment: **Exit Doors**
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

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 Exit Doors		

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: **Paths of Travel to Exits**

Sample Town Victoria 3777

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

Check the following:

- 1. Ensure no obstruction of any nature has encroached on or into the designated paths of travel.
- 2. Check that the integrity of the fire isolation relating to the paths of travel have not been breached or compromised.
- 3. Check that no unauthorised alteration has been carried out on the travel sections.

Item	Service	Problem/Action	Check OK
1	Throughout Paths of Travel to Exits		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

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 a valuation to determine replacement value of buildings been done in the last 5 years?
- Does the latest insurance renewal reflect that valuation?
- Have you reviewed the value of contents insured to take account of new equipment?
- Are there any musical instruments belonging to individuals stored at the church that are not included in the church insurance 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 carried out prior to major activities within the church to ensure the property and 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?
- Does the church check insurance details for all contractors and hall hirers?

OCCUPATIONAL HEALTH AND SAFETY:

- Does the church have an OH&S policy and safety rules in place?
- Are leaders provided with training in the church's OH&S 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.worksafe.vic.gov.au/insurance

For more information contact Churches of Christ Insurance: www.cofcinsurance.org.au or call 03 9488 8800

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: **Linkfire Victoria**

777 Sample Street

Equipment: **Fire Extinguishers - Portable**

Sample Town Victoria 3777

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

Perform the Yearly maintenance procedure to the AS1851.1 standard.
--

Item	Service	Problem/Action	Check OK
1	Throughout Fire Extinguishers - Portable		<input type="checkbox"/>

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

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Linkfire Victoria**

777 Sample Street

Equipment: **Fire Hose Reels**

Sample Town Victoria 3777

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

Perform the Yearly maintenance procedure to the AS1851.2 standard.
--

Item	Service	Problem/Action	Check OK
1	Throughout Fire Hose Reels		<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

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- Is the area checked for rubbish/vandalism prior to use?
- There are no missing or broken parts on equipment
- There no broken welds or missing/exposed bolts
- Are moving parts adequately lubricated?
- There are no dangerous protrusions/sharp edges
- There is no flaking paint, flaking metal, visible rust, or corrosion
- Timber is 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, and shade sails sound and securely attached?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Is signage still securely in place?
- Are sandpits draining properly?
- Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

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 Affiliate must ensure that there are an adequate number of people trained to administer first aid at all 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 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 unless the first aiders have been trained in how to administer them.

For more information regarding buying kits, restocking contents and getting first aid training contact www.stjohn.org.au or phone 1300 360 455.

CHECKLIST:

- Are all first aid kits clearly identified using correct signage?
- Are the first aid kits properly stocked & maintained?
- Are there enough people trained in first aid at all services and activities?
- Are the names of qualified first aiders and 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?

--

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
 777 Sample Street
 Sample Town Victoria 3777
 Contact: Kylie Kendall
 Phone: 0411 255 494

Issued To: **Secretary**
 Equipment: **DOC: Privacy**
 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 organisation have an up to date Privacy Policy?
- Is the Privacy Policy freely available e.g. on your website and from the 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 website?
- Is it clear that people may access, update or remove their personal information?
- Is personal information (hard copies, soft copies and online) stored securely?
- Is information only used for the purpose for which it was collected?
- Is personal information destroyed when no longer needed for it's purpose?
- Is your website, announcements, and newsletter monitored for privacy issues?
- Do you provide a simple means for opting out of communications?
- Are photos only taken of children (u18) whose parents have given written consent?
- Are leaders informed about who does/doesn't have photo permission?

For more info on Privacy Act and Australian Privacy Principles: 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

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- Is the area checked for rubbish/vandalism prior to use?
- There are no missing or broken parts on equipment
- There no broken welds or missing/exposed bolts
- Are moving parts adequately lubricated?
- There are no dangerous protrusions/sharp edges
- There is no flaking paint, flaking metal, visible rust, or corrosion
- Timber is 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, and shade sails sound and securely attached?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Is signage still securely in place?
- Are sandpits draining properly?
- Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**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?
- Are stairwells and landings adequately lit at night?

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 e.g. between knee and shoulder height?
- Are storage areas clear of rubbish and unwanted material?

ELECTRICAL:

- Has all electrical equipment been tested and tagged?
- 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 and being used correctly e.g. not being overloaded, piggybacking or used as a permanent fitting?
- Are rooms adequately lit for their purpose?

KITCHENS:

- Are written procedures displayed 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 detergents and chemicals clearly labelled and stored out of reach of children?

<input type="checkbox"/> Is the fridge/freezer clean, at correct temperature, and empty of out of date food? <input type="checkbox"/> Is the walk-in fridge/freezer door and bell operating properly? <input type="checkbox"/> Are handsoap and hand sanitiser dispensers operational?
--

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

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**Equipment: **DOC: Asbestos**Inspection: **Asbestos**

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

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

STEPS IN IDENTIFYING THE PRESENCE OF ASBESTOS**1. IDENTIFY WHEN THE BUILDING WAS CONSTRUCTED:**

Asbestos was widely used as a construction and insulation material in buildings constructed before the late 1980s. Building materials may have been stockpiled, stored and recycled and used in the construction of buildings after the bans came into place on 31 December 2003. This means there is still a chance that asbestos containing materials may be in buildings constructed after the mid-1980s.

Any refurbishment or extensions to an original building before the mid-1980's may have used asbestos containing materials. Although the original parts of the building do not contain asbestos, you should not assume that the additions do not.

2. IDENTIFY WHAT MATERIALS WERE USED IN CONSTRUCTING THE BUILDING:

Think about your building's main construction materials. Is it constructed from timber, brick, steel, cement sheet or another material?

If you have cement sheeting, there is a chance it could contain asbestos fibres bonded to cement particles. For example, roofs were often made from corrugated cement sheeting.

Areas of the building prone to wet conditions such as the bathrooms, toilets and laundries may have asbestos sheeting or asbestos vinyl tiles in the walls and floors. Similarly, pipes throughout the building that carry water and sewage may also contain asbestos.

3. DO A WALKTHROUGH INSPECTION TO FIND ASBESTOS:

Conduct a thorough inspection of all buildings and structures including all rooms and spaces, ceiling spaces, cellars, shafts, storage areas and wall cavities.

You should always assume material contains asbestos, or get it tested when:

- it cannot be identified
- it cannot be accessed and is likely to contain asbestos
- you otherwise cannot be sure it does not contain asbestos

The design plans for a building, manse or structure may help in identifying inaccessible areas. Talking to builders, architects, manufacturer of plant and maintenance employees can also help with your queries.

Experience and findings from inspections of similar sections of the building (or similar buildings) may also be helpful.

It is important to take notes and photos during your inspection because these can be used to produce the asbestos register for the property.

4. USE A COMPETENT PERSON TO IDENTIFY ASBESTOS:

Anyone inspecting for asbestos, determining risk, or recommending control measures must be competent to do so. To be competent, a person should:

- have appropriate training, knowledge and experience in identifying suspected asbestos materials and be able to determine risk and appropriate controls
- be familiar with building and construction practices to determine where asbestos is likely to be present
- be able to determine that material may be friable (easily reduced to fine particles) or non-friable and evaluate its condition

If there is no competent person available, then you should use an external provider or a consultant.

5. ENGAGING AN EXTERNAL PROVIDER OR CONSULTANT:

Selecting an external provider or consultant (occupational hygienist), you should consider:

- their background, experience, specific expertise, qualifications and professional affiliations
- references from previous work (consider asking for examples of reports prepared for other clients)
- provision of a clearance certificate
- must be fully insured

[] Please tick, if you have carried out the above inspection to identify any asbestos in the church or its property.

This exercise is carried out in conjunction with CCVT who have implemented an asbestos register for our churches. Please notify CCVT if you are unsure if your church is on the register.

For more information on asbestos go to: www.asbestos.vic.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

Issued To: **Property Maintenance**

777 Sample Street

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

Sample Town Victoria 3777

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

Test operation every month (press and hold the test button until the smoke alarm beeps three times).

Clean smoke alarm every year (dust, vacuum or gently wipe around the cover to clean it so it will sound if there is smoke).

Replace 9 volt batteries every year (not relevant for 10 year lithium batteries).

Replace whole unit every 10 years (it is best to replace with hard-wired, interconnected smoke alarms, otherwise, replace it with a unit that has a tamper-proof chamber and 10-year lithium battery).

For further information please Fire Rescue Victoria (formerly known as MFB) on 1300 367 617 or www.frv.vic.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

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- Is the area checked for rubbish/vandalism prior to use?
- There are no missing or broken parts on equipment
- There no broken welds or missing/exposed bolts
- Are moving parts adequately lubricated?
- There are no dangerous protrusions/sharp edges
- There is no flaking paint, flaking metal, visible rust, or corrosion
- Timber is 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, and shade sails sound and securely attached?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Is signage still securely in place?
- Are sandpits draining properly?
- Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**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 e.g. eye bath, extinguishers?
- Is Hazchem signing displayed?

For more information:

Victorian Poisons Information Centre: 24/7 Emergency Hotline 131 126 or

www.austin.org.au/poisons

WorkSafe Victoria: 1800 136 089 or www.worksafe.vic.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

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**

Equipment: **DOC: Outdoor Equipment**

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

BASKETBALL RING:

- All welds and bolts secure and showing no signs of rust or damage.
- Concrete base solid and pole securely fixed.
- Reflective tape on pole in good condition.
- Safety signage visible and in good, readable condition.
- Carpark clear of slip or trip hazards.

BOOM GATE:

- All welds and bolts secure and showing no signs of rust or damage.
- Catches on hitching posts in working order.
- Reflective strip in visible condition.
- Padlock in working order and easy to lock/unlock

OUTDOOR FENCING, SEATING AND TABLES:

- Timber in good order, no splinters.
- Bolts and fixings tight and free from rust.
- No overgrown grass or weeds around equipment.
- Permanent fixtures securely fixed to ground.

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Outdoor Equipment		<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: **Exit Doors**

Sample Town Victoria 3777

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

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 Exit Doors		

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: **Paths of Travel to Exits**

Sample Town Victoria 3777

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

Check the following:

- 1. Ensure no obstruction of any nature has encroached on or into the designated paths of travel.
- 2. Check that the integrity of the fire isolation relating to the paths of travel have not been breached or compromised.
- 3. Check that no unauthorised alteration has been carried out on the travel sections.

Item	Service	Problem/Action	Check OK
1	Throughout Paths of Travel to Exits		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

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 at 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 Records Check? (annual)
- Does the Treasurer have a valid Working With Children Check (now required if children are attending any church ministries, regardless of whether the Treasurer is involved with children's

ministries).

FINANCIAL REPORTING:

- Are regular financial reports made to the church leadership team?
- Has an annual financial report been prepared, audited (or verified by an independent accountant), and presented to church members?
- Has the annual budget been approved by the church members' meeting?
- Have Business Activity Statements (BAS) been lodged with the ATO by due dates?
- Have you recorded all your material value assets on a fixed asset register?
- Is your church registered with the ACNC?
- Are contact details for Current Responsible Persons and Primary Contact up to date on the ACNC website?
- 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) please visit their website at 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

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- Is the area checked for rubbish/vandalism prior to use?
- There are no missing or broken parts on equipment
- There no broken welds or missing/exposed bolts
- Are moving parts adequately lubricated?
- There are no dangerous protrusions/sharp edges
- There is no flaking paint, flaking metal, visible rust, or corrosion
- Timber is 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, and shade sails sound and securely attached?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Is signage still securely in place?
- Are sandpits draining properly?
- Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Safety Officer**

Equipment: **Annual Essential Safety Measures Report**

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

1. Locate the Annual Essential Safety Measures Report (AESMR) in Section 1 (page 5 onwards) of your Redbook.

2. Check that the Inspection Records relating to all the Essential Safety Measures listed on your AESMR have all been completed for the last 12 months.

3. Sign and date the AESMR. You are authorized as the 'agent'.

4. Send a scan or photocopy of the AESMR and the Maintenance Schedule (Section 4) to redbook@churchesofchrist.org.au or PO Box 5302, South Melbourne Vic 3205.

5. File the original AESMR in your Redbook or display in foyer of building if required. The original must remain onsite.

Please note that this Inspection Record is NOT the AESMR. Do NOT send this Inspection Record to CCVT. The AESMR is located in Section 1 of the Redbook.

Item	Service	Problem/Action	Check OK
1	Throughout Annual Essential Safety Measures Report		

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

Print Name:

Signed: Date:

ABC Church of Christ
 777 Sample Street
 Sample Town Victoria 3777
 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? (Food safety posters remind staff of key food safety messages such as the temperature danger zone, cross-contamination and cleaning).
- [] Is a food handling policy or procedure on display 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?
- [] Is fridge running at correct temperature (below 5 degrees)?
- [] Has a person been appointed to be in charge of catering or food handling?
- [] Is this person aware of the new 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 municipal Council or go to www.health.vic.gov.au/foodsafety to find out more about the requirements in your area and to download free food safety posters.

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: **Secretary**

777 Sample Street

Equipment: **DOC: Risk Management**

Sample Town Victoria 3777

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

GENERAL:

- Have you appointed a Safety Officer/Team?
- Has the Safety Officer/Team been trained for the role?
- Is the WorkSafe 'If you are injured' poster on display in the office or where all workers can read it? This poster must be displayed in every workplace. Go to www.worksafe.vic.gov.au to download it.
- 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 a clearly identified place to store Safety Data Sheets (SDS)?
- Is there an up to date SDS for each hazardous substance on the property?
- Is all work carried out at heights carried out by properly qualified personnel?
- If hiring or operating a bus of more than 10 seats, has the church registered with Transport Safety Victoria? (See www.transportsafety.vic.gov.au for more information)

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?

CONTRACTOR INDUCTIONS:

- Does the church have a register to record work performed by external contractors?
- Is there formal Contractor Induction Training available outlining the Health, Safety & Conduct required according to the Occupational Health & Safety Act 2004?
- Have all staff and contractors working on the property undertaken induction training and signed a register indicating their acceptance of the terms and conditions in the training?
- Are all inducted contractors and staff monitored re inductions as required?

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.vic.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 ChristIssued To: **Secretary**

777 Sample Street

Equipment: **DOC: Screening and Selection**

Sample Town Victoria 3777

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
- Requirement to complete a Safe Ministry Check and other 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 serve in any paid or volunteer role. There are also legal/insurance requirements 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 WWCC (or equivalent). This includes all pastors, elders, deacons, senior leaders and ministry coordinators at churches where children are present, regardless of whether that person is directly involved in children's ministry or if they are supervised.

- 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?
- Do all adults who are working with children at your church have a current WWCC?
- Do all pastors, elders, deacons, senior leadership teams and ministry coordinators have a WWCC?
- Is your WWCC Register up to date?
- Does the church have a written policy on what procedure will be followed if someone with a WWCC is issued with an Interim Negative/Exclusion Notice and/or a Negative/Exclusion Notice?

CONDUCT AND SUPERVISION:

- [] Does your church have a Code of Conduct for every leader?
- [] 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 have attended a Safe Church Awareness Workshop or recognised Child Abuse prevention and reporting training as per the CCVT Child Safety Policy?
- [] 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 and Child Safety Policy.

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

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

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Appliance Tagging Services P/L**Equipment: **DOC: Testing & Tagging**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/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 Victoria, but the OH&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 Vic 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 laptops, desktop 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 RCD's (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.

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

For more information contact: www.safeworkaustralia.gov.au or www.esv.vic.gov.au

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Testing & Tagging		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- Is the area checked for rubbish/vandalism prior to use?
- There are no missing or broken parts on equipment
- There no broken welds or missing/exposed bolts
- Are moving parts adequately lubricated?
- There are no dangerous protrusions/sharp edges
- There is no flaking paint, flaking metal, visible rust, or corrosion
- Timber is 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, and shade sails sound and securely attached?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Is signage still securely in place?
- Are sandpits draining properly?
- Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**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?
- Are stairwells and landings adequately lit at night?

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 e.g. between knee and shoulder height?
- Are storage areas clear of rubbish and unwanted material?

ELECTRICAL:

- Has all electrical equipment been tested and tagged?
- 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 and being used correctly e.g. not being overloaded, piggybacking or used as a permanent fitting?
- Are rooms adequately lit for their purpose?

KITCHENS:

- Are written procedures displayed 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 detergents and chemicals clearly labelled and stored out of reach of children?

<input type="checkbox"/> Is the fridge/freezer clean, at correct temperature, and empty of out of date food? <input type="checkbox"/> Is the walk-in fridge/freezer door and bell operating properly? <input type="checkbox"/> Are handsoap and hand sanitiser dispensers operational?
--

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

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**Equipment: **DOC: Heating and 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

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:

CHECKLIST

- [] 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 and Cooling		

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

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Blue Reef Electrics Pty Ltd**

777 Sample Street

Equipment: **LIGHTING - Emergency & Exit Lighting**

Sample Town Victoria 3777

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

BCA Table I1.4

ESSENTIAL SAFETY MEASURES - LIGHTING

Emergency lighting

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

Annual procedure to AS 2293.2 1995

Item	Service	Problem/Action	Check OK
1	Throughout LIGHTING - Emergency & Exit Lighting		

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: Reportable Conduct Scheme**

Sample Town Victoria 3777

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

Have you determined who the Head of Organisation is for the purposes of the RCS? (if not, it defaults to the Chair of the Board)

Does the Board know and understand their legal obligations under the RCS?

Has a representative of the Board attended a RCS info session with CCYP?

Has the need to report to the RCS been added to reporting procedures?

For more information:

Commission for Children & Young People
<https://ccyp.vic.gov.au/reportable-conduct-scheme>

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Reportable Conduct Scheme		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- Is the area checked for rubbish/vandalism prior to use?
- There are no missing or broken parts on equipment
- There no broken welds or missing/exposed bolts
- Are moving parts adequately lubricated?
- There are no dangerous protrusions/sharp edges
- There is no flaking paint, flaking metal, visible rust, or corrosion
- Timber is 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, and shade sails sound and securely attached?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Is signage still securely in place?
- Are sandpits draining properly?
- Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ
777 Sample Street
Sample Town Victoria 3777
Contact: Kylie Kendall
Phone: 0411 255 494

Issued To: **Property Coordinator**
Equipment: **DOC: Confined Spaces**
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

A confined space means an enclosed or partially enclosed space that is not designed or intended to be occupied by a person. They often have poor ventilation, which allows hazardous atmospheres to quickly develop, especially if the space is small. In addition, hazards are not always obvious and may change from one entry point to the next.

Confined spaces are commonly found in vats, tanks, pits, pipes, ducts, flues, chimneys, silos, containers, pressure vessels, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures.

[] Is access to confined spaces controlled?
 [] Is there a rescue plan in place?
 [] Is safety equipment in good working condition?
 [] Is training provided to people who may need to enter confined spaces?
 [] Is a Confined Space permit used?

For information and training go to www.safeworkaustralia.gov.au

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Confined Spaces		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**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

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

- Are fences and gates in good condition?
- Are trees safe, especially branches?
- Do shrubs need to be trimmed back or maintained?
- Is lawn area even and free from hazards?
- Are paths, carparks and paved areas in good condition & free of trip hazards?
- Are car parks 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 when undertaking grounds maintenance e.g. eye wear, ear protection, gloves, aprons, face masks etc?
- Are gutters cleaned and maintained by a suitably qualified and fully insured tradesperson who has the correct equipment for working at heights?
- Are all volunteer and paid workers screened and trained for the role?

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: Ladders**

Sample Town Victoria 3777

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: Backflow Prevention Device**

Sample Town Victoria 3777

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

WHAT IS BACKFLOW?

Under normal conditions water flows in one direction, from the main water system into the pipes of your property. When the normal flow of water is reverse, that is, from the pipes on the property back into the water system, it is referred to as backflow. Backflow can occur when there is a break in the water main which supplies your property, water is being pumped from the main water supply during a fire, you are using water at a higher pressure than the pressure supplied, or high demand from the main water system reduces water pressure to your property.

WHAT DOES A BACKFLOW PREVENTION DEVICE DO?

Backflow can result in a public health risk if it allows pollutants or contaminants such as chemicals to enter the drinking water supply. A suitable backflow prevention device will allow water to enter the property through the water meter assembly but will prevent the water from flowing back into the reticulated water supply network.

WHAT IS MY RESPONSIBILITY AS A PROPERTY OWNER?

Western Water requires property owners to have a backflow prevention device that meets the requirements of the Australian Standards for Plumbing and Drainage (AS/NZS 3500.1:2015) and Water Supply - Mechanical Backflow Prevention Devices (AS 2845- 1986) and Western Water's Backflow Prevention Containment Guidelines. The device must be installed, and tested annually, by a plumber who is appropriately licensed by the Victorian Building Authority. Costs associated with the installation, testing and maintenance of the device are the responsibility of the property owner.

For more information visit www.westernwater.com.au or call 13 44 99.

A licensed plumber has completed an annual test of the backflow prevention device

Item	Service	Problem/Action	Check OK
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1	Throughout DOC: Backflow Prevention Device		
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I certify that I have completed the above procedures as instructed.

Print Name:

Signed: Date:

ABC Church of Christ
 777 Sample Street
 Sample Town Victoria 3777
 Contact: Kylie Kendall
 Phone: 0411 255 494

Issued To: **Property Maintenance**
 Equipment: **DOC: Grease Trap**
 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

The majority of food businesses (or institutions that prepare food) producing trade waste are required to install a plumbing device called a grease trap as part of their Trade Waste Agreement with their water provider.

A well maintained grease trap will capture fats and food solids that are washed down the sink when preparing or cooking food and when cleaning. Capturing fats and food solids (greasy waste) in a grease trap prevents blockages from occurring in sewer pipes.

Regular maintenance is required which includes clearing blockages, removing excess build up, inspection and cleaning.

Ensure you comply with all water authority regulations, and that your trap is cleaned as per schedule and best practice.

You must ensure a licensed plumber installs an appropriately sized and constructed grease trap and get an EPA-licensed liquid waste collector to pump out the grease trap at the frequency specified in your trade waste agreement.

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Grease Trap		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**

Equipment: **DOC: Outdoor Equipment**

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

BASKETBALL RING:

- [] All welds and bolts secure and showing no signs of rust or damage.
- [] Concrete base solid and pole securely fixed.
- [] Reflective tape on pole in good condition.
- [] Safety signage visible and in good, readable condition.
- [] Carpark clear of slip or trip hazards.

BOOM GATE:

- [] All welds and bolts secure and showing no signs of rust or damage.
- [] Catches on hitching posts in working order.
- [] Reflective strip in visible condition.
- [] Padlock in working order and easy to lock/unlock

OUTDOOR FENCING, SEATING AND TABLES:

- [] Timber in good order, no splinters.
- [] Bolts and fixings tight and free from rust.
- [] No overgrown grass or weeds around equipment.
- [] Permanent fixtures securely fixed to ground.

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Outdoor Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ
777 Sample Street
Sample Town Victoria 3777
Contact: Kylie Kendall
Phone: 0411 255 494

Issued To: **Safety Officer**
Equipment: **Exit Doors**
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

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 Exit Doors		

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: **Paths of Travel to Exits**

Sample Town Victoria 3777

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

Check the following:

- 1. Ensure no obstruction of any nature has encroached on or into the designated paths of travel.
- 2. Check that the integrity of the fire isolation relating to the paths of travel have not been breached or compromised.
- 3. Check that no unauthorised alteration has been carried out on the travel sections.

Item	Service	Problem/Action	Check OK
1	Throughout Paths of Travel to Exits		

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**

Sample Town Victoria 3777

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 job description/position description?
- [] Has each staff member signed a Code of Conduct?
- [] Are regular staff reviews held and up to date for all employees?
- [] Have Police Record Checks and WWCCs been completed?
- [] Have all pastoral staff completed professional development in the last 12 months?
- [] Do all pastoral staff have an external professional supervisor?
- [] Are pastoral staff up to date with their Code of Ethics requirements?
- [] Are all Ministers Accredited or Endorsed with CCVT?
- [] 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: **Linkfire Victoria**

777 Sample Street

Equipment: **Fire Extinguishers - Portable**

Sample Town Victoria 3777

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

Perform the Half Yearly maintenance procedure to the AS1851.1 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Fire Extinguishers - Portable		<input type="checkbox"/>

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

Print Name:

Signed: Date:

ABC Church of Christ

Issued To: **Linkfire Victoria**

777 Sample Street

Equipment: **Fire Hose Reels**

Sample Town Victoria 3777

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

Perform the Half Yearly maintenance procedure to the AS1851.2 standard.

Item	Service	Problem/Action	Check OK
1	Throughout Fire Hose Reels		<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

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- Is the area checked for rubbish/vandalism prior to use?
- There are no missing or broken parts on equipment
- There no broken welds or missing/exposed bolts
- Are moving parts adequately lubricated?
- There are no dangerous protrusions/sharp edges
- There is no flaking paint, flaking metal, visible rust, or corrosion
- Timber is 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, and shade sails sound and securely attached?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Is signage still securely in place?
- Are sandpits draining properly?
- Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- [] Is the area checked for rubbish/vandalism prior to use?
- [] There are no missing or broken parts on equipment
- [] There no broken welds or missing/exposed bolts
- [] Are moving parts adequately lubricated?
- [] There are no dangerous protrusions/sharp edges
- [] There is no flaking paint, flaking metal, visible rust, or corrosion
- [] Timber is 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, and shade sails sound and securely attached?
- [] Are concrete footings covered, not exposed?
- [] Is the under surface (softfall substance) loose and of an average 20cm cover?
- [] Is padding in good condition?
- [] Is signage still securely in place?
- [] Are sandpits draining properly?
- [] Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**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?
- Are stairwells and landings adequately lit at night?

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 e.g. between knee and shoulder height?
- Are storage areas clear of rubbish and unwanted material?

ELECTRICAL:

- Has all electrical equipment been tested and tagged?
- 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 and being used correctly e.g. not being overloaded, piggybacking or used as a permanent fitting?
- Are rooms adequately lit for their purpose?

KITCHENS:

- Are written procedures displayed 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 detergents and chemicals clearly labelled and stored out of reach of children?

- Is the fridge/freezer clean, at correct temperature, and empty of out of date food?
- Is the walk-in fridge/freezer door and bell operating properly?
- Are handsoap and hand sanitiser dispensers operational?

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

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**

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

Inspection: **Half Yearly**

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

Test operation every month (press and hold the test button until the smoke alarm beeps three times).

Clean smoke alarm every year (dust, vacuum or gently wipe around the cover to clean it so it will sound if there is smoke).

Replace 9 volt batteries every year (not relevant for 10 year lithium batteries).

Replace whole unit every 10 years (it is best to replace with hard-wired, interconnected smoke alarms, otherwise, replace it with a unit that has a tamper-proof chamber and 10-year lithium battery).

For further information please Fire Rescue Victoria (formerly known as MFB) on 1300 367 617 or www.frv.vic.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
777 Sample Street
Sample Town Victoria 3777
Contact: Kylie Kendall
Phone: 0411 255 494

Issued To: **Safety Officer**
Equipment: **Fire Indicies for Materials**
Inspection: **Yearly**

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

Check the following:

1 During the past 12 months no fire hazardous materials have been introduced into the building.

Item	Service	Problem/Action	Check OK
1	Throughout Fire Indicies for Materials		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Coordinator**

Equipment: **DOC: Playgrounds & 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 any of these items are not relevant, write Not Applicable (N/A) next to it.

- Is the area checked for rubbish/vandalism prior to use?
- There are no missing or broken parts on equipment
- There no broken welds or missing/exposed bolts
- Are moving parts adequately lubricated?
- There are no dangerous protrusions/sharp edges
- There is no flaking paint, flaking metal, visible rust, or corrosion
- Timber is 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, and shade sails sound and securely attached?
- Are concrete footings covered, not exposed?
- Is the under surface (softfall substance) loose and of an average 20cm cover?
- Is padding in good condition?
- Is signage still securely in place?
- Are sandpits draining properly?
- Are all toys and equipment sanitised regularly?

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Playgrounds & Equipment		

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

Print Name:

Signed: Date:

ABC Church of Christ

777 Sample Street

Sample Town Victoria 3777

Contact: Kylie Kendall

Phone: 0411 255 494

Issued To: **Property Maintenance**

Equipment: **DOC: Outdoor Equipment**

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

BASKETBALL RING:

- [] All welds and bolts secure and showing no signs of rust or damage.
- [] Concrete base solid and pole securely fixed.
- [] Reflective tape on pole in good condition.
- [] Safety signage visible and in good, readable condition.
- [] Carpark clear of slip or trip hazards.

BOOM GATE:

- [] All welds and bolts secure and showing no signs of rust or damage.
- [] Catches on hitching posts in working order.
- [] Reflective strip in visible condition.
- [] Padlock in working order and easy to lock/unlock

OUTDOOR FENCING, SEATING AND TABLES:

- [] Timber in good order, no splinters.
- [] Bolts and fixings tight and free from rust.
- [] No overgrown grass or weeds around equipment.
- [] Permanent fixtures securely fixed to ground.

Item	Service	Problem/Action	Check OK
1	Throughout DOC: Outdoor 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: **Exit Doors**

Sample Town Victoria 3777

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

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 Exit Doors		

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: **Paths of Travel to Exits**

Sample Town Victoria 3777

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

Check the following:

1. Ensure no obstruction of any nature has encroached on or into the designated paths of travel.
2. Check that the integrity of the fire isolation relating to the paths of travel have not been breached or compromised.
3. Check that no unauthorised alteration has been carried out on the travel sections.

Item	Service	Problem/Action	Check OK
1	Throughout Paths of Travel to Exits		

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

Print Name:

Signed: Date: