

# ANNUAL PARISH WHS INSPECTION FORM

**Inspection Location:** \_\_\_\_\_

**Inspection Team (name/s):** \_\_\_\_\_

**Date of (Annual) Inspection:** \_\_\_\_\_

\*To be completed annually for each building in addition to an annual property maintenance assessment.

Key areas / items to be reviewed	Findings and Recommendations			Additional comments/description of the issue identified
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> N/A	
<b>ORGANISATION &amp; ADMINISTRATION</b>				
WHS Policy Statement signed and displayed? (Template provided by the Diocese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WHS contact and incident report details displayed? (Template provided by the Diocese)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
WHS is a standing agenda item at all parish council meetings? (Meeting template provided by the Diocese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>EMERGENCY PREPAREDNESS</b>				
Emergency Management Plan in place and reviewed within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Evacuation Plan(s) displayed for all areas and reviewed within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Entry/exits clear of obstruction and not barred/locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FIRE PROTECTION</b>				
Location inspected by a <b>fire safety professional</b> within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate firefighting equipment available, wall mounted and with clear signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke alarm batteries replaced within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## SECURITY & FIRST AID

Adequate locks on all external doors and windows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical switchboards locked against external intrusion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Childproof locks fitted to gates where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kits available in all key areas and checked within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## FACILITIES & AMENITIES

Floors and walkways (internal and external) are clean and maintained in a trip free condition? (e.g. cables appropriately restrained, lifting carpet glued down)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate supplies of toilet paper, soap, hand drying towels/paper, sanitary disposal units?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wheelchair accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Baby changing stations available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stair railings and treads in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Children's fixed play equipment is secure, well maintained and free from sharp edges and other objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate and hygienic storage for cooking and eating utensils, crockery etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cooking facilities (including exhaust fans over cooking units) cleaned and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sharp utensils are locked away?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## HOUSEKEEPING & MANUAL HANDLING

Training provided for minimising risk of infection during communion and preparing food, including safe storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Satisfactory waste disposal (internal and external) arrangements are in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disability parking available? (Only if vehicles can access the site)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic signs/markers visible? (Only if vehicles can access the site)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Management Plan in place (Only if vehicles can access the site)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Debris and fallen branches removed from grounds regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas tidy, appropriately ordered with heavier items at the bottom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stepladders/mechanical lifting aids available? (If items are stored at height)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## ELECTRICAL & LIGHTING

Total site electrical integrity, including suitable earthing, checked every 10 years by an <b>electrical safety professional</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical equipment with a flexible cord and plug tested and tagged by an <b>electrical safety professional</b> and within test date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Push button test conducted on RCDs (safety switches) within the last 12 months?				
Extension/computer cords secured and in good order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Illumination level sufficient for church services and other events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency lighting operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## HAZARDOUS CHEMICALS

Dedicated storage area for hazardous chemicals that are signed, locked and appropriately ventilated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Data Sheets available and current for chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Containers of hazardous chemicals in good condition and labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spill kits available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## CONTRACTORS

Sign-sheet available and used for all on-site contractors? (Template provided by the Diocese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Declaration for contractors providing goods/services at events with children present available and used? (Template provided by the Diocese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TALLIES</b>				
<b>Approximate COMPLIANCE Rating (%)</b>				

### NOTES

**Name and signature of person(s) completing and submitting inspection form:**

Name/s: \_\_\_\_\_ (printed)

Signature(s): \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

All completed inspection forms are to be tabled at a Parish Council for review, consideration, and action where applicable, with a copy sent to [registry@bathurstannglican.org.au](mailto:registry@bathurstannglican.org.au)