



**uniting
church**
in Australia,
Synod of NSW & ACT

Work Health and Safety

Toolkit for Congregations

Developing your WHS Management System

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Work Health and Safety Toolkit

At the Uniting Church, Synod of NSW and the ACT, the health, safety and wellbeing of our people is a priority. We do not want employees, volunteers, Ministers or contractors being injured in the course of their work with the Uniting Church. This toolbox has been developed to help you, as a Presbytery or Congregation, in providing a safe location for these people to operate and meet your requirements under the Work health and Safety (WHS) legislation.

What are our responsibilities as a Congregation?

The WHS Act 2011 (NSW) and WHS Act 2011 (ACT) are part of a harmonized national framework that outlines our responsibilities as a *persons conducting business or undertaking* (PCBU). The terms PCBU refers to the employer and would be considered the Church Council for a Congregation, if you have a paid employee.

Congregations who have paid employees must ensure, so far as reasonable practicable, the physical and mental health and safety of its workers. Workers may include paid employees, volunteers, Ministers and contractors within a Congregation.

If you would like to know more about what a PCBU is and their responsibilities, please go to [this link](#).

What is reasonably practicable?

What does 'so far as is reasonably practicable' mean? You do not have to guarantee no harm is done, but do what you are reasonably able to ensure health and safety in your location. Further information on determining on what is reasonable practicable can be found at [this link](#).

What are my responsibilities as a Member of Church Council?

If you are a member of the Church Council you may also be deemed to be an 'Officer' under the WHS laws. This toolbox is the first step in helping you to meet your responsibilities. We have created a fact sheet on responsibilities and meeting 'Due Diligence' under the laws. If you would like further information go to [this link](#).

We don't have any employees, do I need to complete the toolbox?

The WHS legislation provides an exemption for Volunteers Associations. A Volunteer Association is a group who only have volunteers and do not employ anyone. If you would be deemed a Volunteer Association, you may not have specific requirements under the legislation, completing the toolbox will reduce the likelihood of someone being injured on your site.

How do I improve the health and safety at my congregation?

Hazard identification and reduction in the associated risks will improve the health and safety at your location. The toolbox will start you on a process to identify hazards and meet your requirements under WHS legislation. In this process you will be developing your WHS Management System.

What happens when I have completed this toolbox?

You will have a good indication of the types of risk on your site, after completing the checklists and these will be collated in your site risk register. You will be well on your way to developing your WHS Management System. It is likely that you will then need to complete some more detail risk assessments of the tasks that are completed on site, to further identify hazards in the workplace. Please contact Workplace Safety Services for further information about this.

Where can I get help with this toolbox?

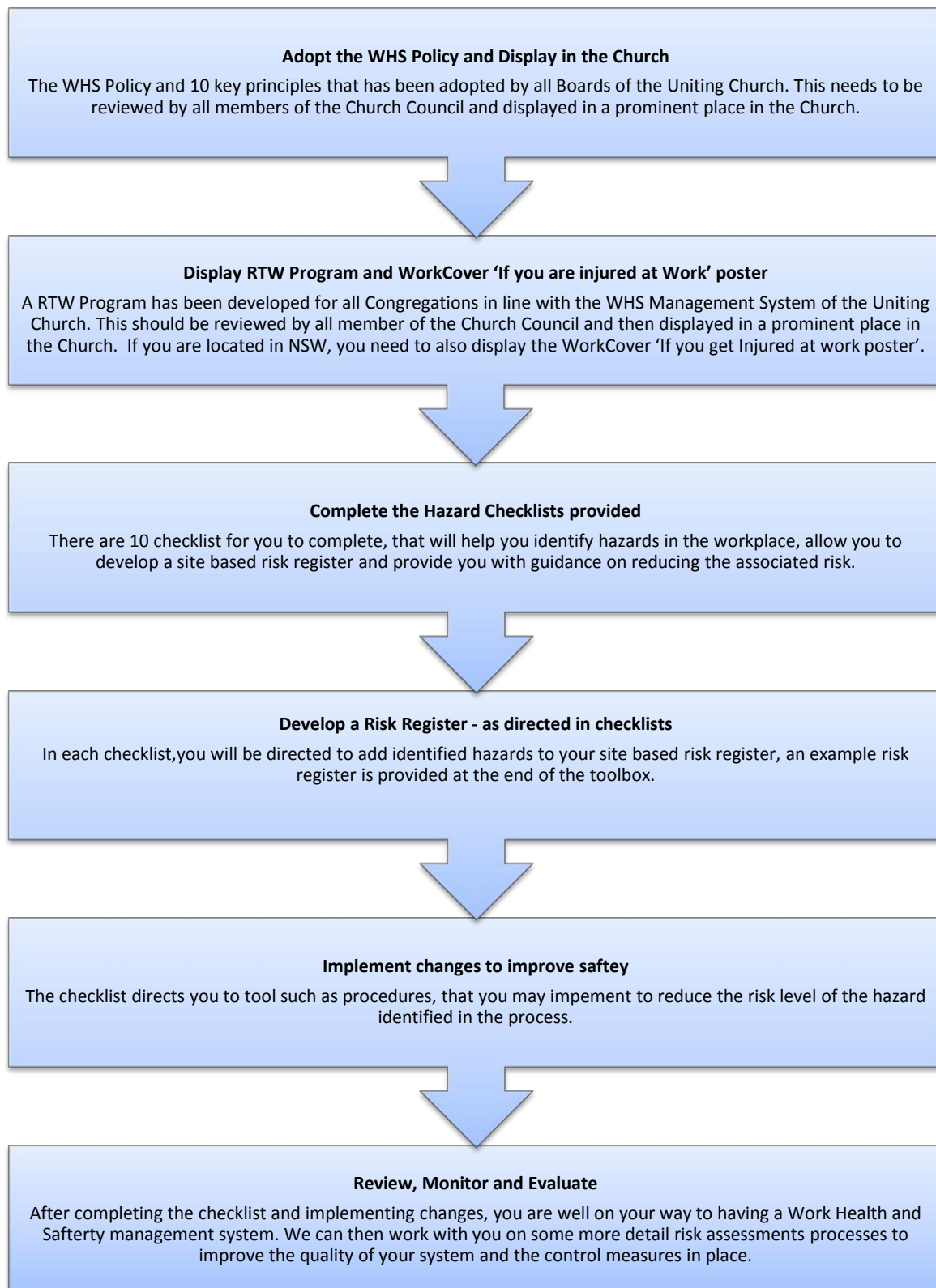
Workplace Safety services want to work collaboratively with Presbyteries and Congregations in developing safe systems of work in the Uniting Church. We encourage you to reach out to Workplace Safety Services as well as other Congregations and Presbyteries to work together in this process.

**If you have any questions or need
assistance please contact**

Workplace Safety Services on 8267 4242 or 0429 042 659


You can also reach us on email at wss@nsw.uca.org.au

WHAT DO WE DO NOW?



Adopt the WHS Policy and display this in the Church

The Church Council needs to review and adopt the WHS Policy and 10 key Principles. This should be reviewed by all member of the Church Council and displayed in a prominent place in the Church. You can find the most recent version at [this link](#). Alternatively, you can contact Workplace Safety Services for a copy.



**uniting
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UNITING CHURCH IN AUSTRALIA
SYNOD OF NSW & ACT
WORK HEALTH & SAFETY POLICY

POLICY

WHS is considered to be of the utmost importance and the Synod of NSW & ACT (the Synod) will take all reasonable steps to provide a safe place and system of work for employees and volunteers, contractors, customers and visitors.

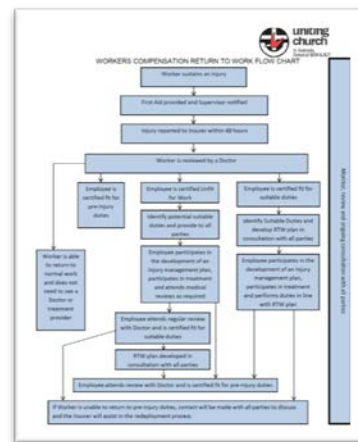
The key components of our Policy are:

- Accountability for implementing our Policy and 10 key Principles rests primarily with line management.
- We recognise that the way to effectively manage WHS matters is by managers, employees and volunteers collaborating and working together in a consultative, systematic and continuous improvement methodology to identify hazards, assess risks and implement effective controls.
- We believe all injuries and incidents are preventable. Our goal is zero injuries and incidents and proactive hazard identification and risk control are vital to realising our goal.
- NSW and ACT legal requirements are our minimum standard. However, regular review and development of our WHS Management System may deem it necessary to adopt higher standards in order to achieve our goal.
- Within the scope of their individual roles, each and every employee, volunteer and contractor share responsibility for implementing and influencing achievement of our Policy and its objectives.
- This Policy and Principles will be reviewed annually. Following review, changes will be fully communicated to all employees, volunteers and stakeholders.

Endorsed by
Uniting Mission and Education
Uniting Resources
Uniting Care
Synod Standing Committee on behalf of Secretariat
Synod Standing Committee on behalf of Congregations and Presbyteries

Display RTW Program and WorkCover 'If you are injured at Work' poster

A RTW Program has been developed for all Congregations in line with the WHS Management System of the Uniting Church. This should be reviewed by all member of the Church Council and displayed in a prominent place in the Church. You can find the most recent version of the procedure on our website at [this link](#). Alternatively, you can contact Workplace Safety Services for a copy.



If you are located in NSW, you need to also display the WorkCover poster 'If you get Injured at work poster'. It is a requirement that this is displayed in all workplaces in NSW. This can be found at [this link](#).



Complete hazard checklists

To provide a safe place of work the Church needs to identify hazards, as a part of the WHS Management System. By identifying hazards we highlight the things that cause harm and then find ways to reduce the likelihood of someone being injured. There are a number of ways to identify hazards and one way of doing this is by using a checklist. This is the first step in our risk management process.

There are 10 checklists to assist you in the identification of hazards at your location. These checklists are not an exhaustive list, but a starting point. It is important to consult with workers when identifying hazards. Complete these checklists with Workers involvement (employees, volunteers and contractors), as it is a good opportunity to talk with them about health and safety.

**If you have any questions or need
assistance please contact**

Workplace Safety Services on 8267 4242 or 0429 042 659

You can also reach us on email at wss@nsw.uca.org.au

EMERGENCY PLAN CHECKLIST

Every workplace need to have an emergency plan the outlines the procedure for evacuation and also involves testing of this procedure to ensure its effectiveness.

Is there a Workplace Emergency Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the Workplace Emergency Plan been developed in consultation with all relevant stakeholders?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the plan clearly identify the types of emergencies the plan is intended to cover? Eg, fire, earthquake.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a site map with key information points and exits, including an evacuation assembly area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the emergency map and procedure displayed ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the plan consider how the evacuation warning will be raised?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a process to identify who shall raise the alert/alarm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a process to ensure that employees are trained in emergency response plans?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the plan provide details about contacting and liaising with Emergency Services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the plan considering different situations, such as a single worker, worship service or a group in the workplace?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the plan include emergency contact numbers, including out of hours contact numbers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a process to ensure that everyone is accounted for when an evacuation occurs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the plan outline a re-entry procedure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Checklist Completed By	Date Completed	

Did you answer NO to any points above?

If so, you need to take action to improve the safety at your location. This can be improved by completing the following actions:

1. Add identified hazards to your site risk register.
Read more at [this link](#).
2. Develop plan in line with emergency plan template. Contact WSS for a copy.
3. Display evacuation plan
4. Complete evacuation drill

FIRST AID CHECKLIST

First Aid is the immediate treatment or care provided to a person suffering an illness or injury. Providing immediate and effective first aid is important to assist in recovery and potentially reduce the severity of ongoing injury or illness.

Are there first aid facilities available in the workplace?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a trained first aider within the workplace?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the first aiders details displayed in the location of the first aid box and incident report forms?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a process for identifying what needs to be included in the first aid kit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a first aid kit list that is checked regularly to ensure that the kit is maintained and is usable condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the incident report form available at the same location as the first aid kit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Checklist completed by	Date completed	

Did you answer NO to any points above?

If so, you need to take action to improve the safety at your location. This can be improved by completing the following actions:

1. Add identified hazards to your site risk register.
Read more at [this link](#).
2. Ensure there is a trained First Aider for the site
3. Make a First Aid box available
4. Provide and display the incident report form at the first aid box. This can be developed with the template [this link](#).
5. Display the RTW program and WorkCover poster in the workplace

VOLUNTEERS CHECKLIST

A Volunteer is an individual who voluntarily elects to give their time to perform work or provide services without payment. Volunteers have the right to a safe workplace for performing their role. A PCBU needs to ensure their health and safety so far as reasonably practical.

Does the organisation follow the process as outlined in Volunteers Policy when engaging volunteers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do new volunteers complete a Volunteer Application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are new Volunteers provided with a Volunteer agreement booklet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a signed Volunteer Agreement with all volunteers within the organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you talk with Volunteers on matters relating to their health and safety in relation to the tasks they perform?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you liaise with your Volunteers when completing risk assessments of tasks they perform?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you provide induction training for volunteers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you provide training for your Volunteers in relation to the tasks they perform and how to complete them safely?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Checklist Completed By	Date Completed	

Did you answer NO to any points above?

If so, you need to take action to improve the safety at your location. This can be improved by completing the following actions:

1. Add identified hazards to your site risk register. Read more at [this link](#).
2. Review model volunteers agreement and adopt a process. Read more at [this link](#).
3. Obtain and keep a sign copy of volunteers agreement for all approved volunteers

CONTRACTORS CHECKLIST

A PCBU has a responsibility to ensure the health and safety of all workers on site, including contractors. Steps need to be taken to ensure the health and safety of contractors that are engaged to perform work.

Do you have a contractor management procedure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was the contractor management procedure followed for any contractors that you have had on site in the last 6 months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have certificates of currency for the insurances of contractors on your site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you completed an induction for all Contractors that have worked on our site in the last 6 months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did you talk to your Contractors about their safety and hazards in the workplace?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a list of preferred contractor which includes a summary of if they have completed their inductions and provided the required documentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Checklist Completed By	Date Completed	

Did you answer NO to any points above?

If so, you need to take action to improve the safety at your location. This can be improved by completing the following actions:

1. Add identified hazards to your site risk register.
Read more at [this link](#).
2. Identify all types of contractors that you have performing work at your location
3. Use contractor pack and send to all contractors
Please contact WSS for a copy
4. Maintain list of approved contractors and commit to a process of reviewing this in line with your procedure

INSPECTIONS, CONSULTATION & TRAINING CHECKLIST

All workers should be consulted with on issues relating to their health and safety in the workplace. They should also be consulted with on all decisions pertaining to their health and safety. Workers should be provided with adequate training and supervision in relation to how to perform their work safely.

Do you complete regular workplace inspections to review the physical environment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a process to consult with your workers (employees, volunteers and contractors) when identifying hazards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a process to consult with your workers (employees, volunteers and contractors) when putting in risk controls?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you provide any information to employees, visitors or contractors about improvements you are making to WHS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an area that displays the WHS Policy, RTW program and WorkCover 'If you get Injured at Work' Poster?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you provide all workers with information in relation to their WHS in the form of induction to the role, employer and tasks)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Checklist Completed By	Date Completed	

Did you answer NO to any points above?

If so, you need to take action to improve the safety at your location. This can be improved by completing the following actions:

1. Add identified hazards to your site risk register.
Read more at [this link](#).
2. Adopt a Church Inspection procedure and conduct regular inspections.
Read more at [this link](#).
3. Review and implement a procedure for consulting with workers in relation to their health and safety. Read more at [this link](#).
4. Adopt training procedure for all workers.
Contact WSS for access to training tools

SLIPS TRIPS AND FALLS CHECKLIST

Slips, trips and falls are a common hazard and cause of injury. It is important to identify the specific hazards for your location and potential for someone to be injured from a slip, trip or fall.

Are all walkways (including stairs and ramps) clear of boxes, cords or other items that might cause someone to trip?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all floor surfaces even and in good repair?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all walkways clear of water, oil or other fluids?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all spills cleaned up immediately?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are responsibilities for cleaning floors and keeping walkways clearly defined?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all walkways (including stairs and ramps) well lit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the tread on stairs adequate to avoid slipping and provide enough depth for walking?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are handrails on steps and ramps adequate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are ramps designed to prevent slips, trips or falls? (eg. No lips at either top or base of ramp)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Checklist Completed By	Date Completed	

Did you answer NO to any points above?

If so, you need to take action to improve the safety at your location. This can be improved by completing the following actions:

1. Add identified hazards to your site risk register.
Read more at [this link](#).
2. Adopt the Workplace Inspection procedure.
Read more at [this link](#).
3. Conduct regular inspections in line with the procedure

ELECTRICAL SAFETY CHECKLIST

Electricity is a hazard in any workplace and has the potential to seriously injure or kill. The main hazards for electrical safety include contact with an exposed live wire, electrical faults or electricity as a source of ignition for a fire or explosion. It is important to have processes in place to identify specific electrical hazards at your location and a process to reduce this risk.

Are all switchboards and electrical equipment in safe condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all switchboards clearly marked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are safety switches (residual current devices) fitted to all circuits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all power points, light fittings and switches in a safe place and free from obvious defects?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all extension leads and power cords in safe condition and regularly checked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all extension leads and power cords located in a safe position to prevent damage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all power leads been tested and tagged; and up to date with their retesting requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Checklist Completed By	Date Completed	

Did you answer NO to any points above?

If so, you need to take action to improve the safety at your location. This can be improved by completing the following actions:

1. Add identified hazards to your site risk register. Read more at [this link](#).
2. Remove any faulty equipment which may have obvious electrical hazards (eg, exposed wires)
3. Ensure that all electrical work is completed by a licensed electrician
4. Put an electrical safety procedure in place. Contact WSS for a copy.

CHEMICAL SAFETY CHECKLIST

Chemicals have the potential to cause serious injury or harm to either users, or others in the workplace. We should know what chemicals are on our sites and the potential for harm in either using or storing these chemicals.

Do you have a current chemical register?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a Safety Data Sheet for all chemicals on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do all your workers know of the Safety Data Sheets and how to use them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you completed a chemical risk assessment for any chemicals on the chemical register?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are chemicals all labelled and decanted into labelled containers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have workers been trained in the safe and appropriate use of the chemical you have on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have adequate personal protective equipment (PPE), that is well maintained for the use of chemicals on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a first aid process for dealing with splashes and other chemical incidents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Checklist Completed By	Date Completed	

Did you answer NO to any points above?

If so, you need to take action to improve the safety at your location. This can be improved by completing the following actions:

1. Add identified hazards to your site risk register. Read more at [this link](#).
2. Complete a review of all chemicals on site
3. Adopt a chemical management procedure
Contact WSS for a copy.
4. Develop chemical risk register. Contact WSS
for a copy.
5. Discuss Chemical Management Procedure
with your contractors

MANUAL HANDLING CHECKLIST

Manual Handling is a leading cause of workplace injuries in Australia. Manual Handling includes activities that involve lifting, lowering, pushing or pulling of a load. It can include tasks such as moving chairs in the Church hall or moving storage boxes.

Do you have manual tasks that involve using repetitive or sustained force? (eg, lifting and stacking good for a long period or carrying items over a long distance)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have manual tasks that involve either high force or sudden force? (eg. Lifting, lowering or carrying a heavy object)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have manual tasks that involve repetitive movement? (eg. Painting or constant keyboard use)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have manual tasks that require sustained or awkward posture? (eg holding plasterboard sheeting overhead)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have manual tasks where they are exposed to vibration? (eg when on machinery or using vibrating tools)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are your people trained in safe manual handling techniques?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Checklist Completed By	Date Completed	

Did you answer NO to any points above?

If so, you need to take action to improve the safety at your location. This can be improved by completing the following actions:

1. Add identified hazards to your site risk register – specifically add each high risk manual handling task separately. Read more at [this link](#).

2. Review and adopt a Manual Handling Procedure. Contact WSS for a copy.

MACHINERY AND PLANT CHECKLIST

Plant includes any machinery, equipment, appliance, container, implement and tool that you may have on your site. The most common plant you would be likely to have is power tools or computers, but could also extend to other machinery or forklifts.

Are machine guards in place on all operating equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are belts, pulleys and other rotating parts properly guarded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are emergency stop buttons clearly and operational?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there sufficient space around all machinery for use, with areas kept clean and free from obstruction with appropriate ventilation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are workers trained to operate machinery safely?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are workers supervised to ensure that correct procedures are followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is machinery and equipment regularly inspected for damage or wear?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is machinery maintained in line with manufacturer recommendations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you provide adequate PPE and is it maintained adequately?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Checklist Completed By	Date Completed	

Did you answer NO to any points above?

If so, you need to take action to improve the safety at your location. This can be improved by completing the following actions:

1. Add identified hazards to your site risk register. Read more at [this link](#).
2. Review and adopt a machinery and plant procedure. Contact WSS for a copy.
3. Develop training register for all machinery

WHS RISK REGISTER

Location: _____

Date updated: _____

MOST LIKELY CONSEQUENCE	LIKELIHOOD OF OCCURRENCE					
	ALMOST CERTAINLY Many times/year	GOOD CHANCE Every Year	LIKELY 1 in 5 years	UNLIKELY 1 in 10 years	EXTREMELY UNLIKELY 1 in 100 years	
DISASTROUS Fatality. Extensive damage. Huge financial loss	CAT 1 Score:25	CAT 1 Score:24	CAT 1 Score:22	CAT 2 Score:19	CAT 2 Score:15	
CRITICAL Extensive injuries. Major Damage Major financial loss	CAT 1 Score: 23	CAT 1 Score:24	CAT 2 Score:18	CAT 2 Score:14	CAT 3 Score:10	CAT 1 Extreme risk; detailed research and management planning required at senior levels
SERIOUS > 1 week off normal duties. Serious Damage. High financial loss	CAT 1 Score:20	CAT 2 Score:17	CAT 3 Score:13	CAT 3 Score: 9	CAT 4 Score:6	CAT 2 High risk; senior management attention needed
SIGNIFICANT <1 week off normal duties. Negligible damage. Low financial loss	CAT 2 Score:16	CAT 3 Score:12	CAT 3 Score: 8	CAT 4 Score: 5	CAT 4 Score:3	CAT 3 Moderate risk; management responsibility must be specified
MINOR First aid injury. No damage. No financial loss	CAT 3 Score:11	CAT 4 Score:7	CAT 4 Score:4	CAT 4 Score:2	CAT 4 Score:1	CAT 4 Low risk; manage by routine procedures

ID No & Month Identified	Hazard (Potential for harm)	Risk (likelihood & consequences)	Score (from matrix)	CAT (from matrix)	Existing Controls	Are these adequate? (Y/N)	Proposed control to eliminate or reduce risk	Additional controls implemented? (Update when Y and date)
001 April 2014	No emergency plan for the site	Fatality, burns; crush injury	15	2	Nil	N	Develop Emergency Plan	Y – May 2014
002 April 2014	No trained first aider on site	Increased severity of cuts or other injury due to delayed treatment	8	3	Nil	N	Youth Worker to complete accredited first aid course	Y – June 2014
003 April 2014	Cleaners have chemicals onsite that are not labeled	Chemical burns; Property damage	4	5	Nil	N	Complete contractor induction	Y – August 2014
							Advise contractors to bring labeled bottles	Y – August 2014
							Advise contractors to bring SDS for chemicals and leave in the cleaning cupboard	Y – August 2014

