



OUR LADY OF THE ANNUNCIATION PARISH PAGEWOOD

25 Donovan Ave, Maroubra, NSW 2035.

Tel: 9344 7914

E-mail: olapagewood@gmail.com

www.olapagewood.org.au

Parish Administrator: Fr Daney IrudayaDoss

Contact: 9344 7914

Administrative assistant: Margaret Liew
(available on Monday & Friday mornings)
9344 7914 olapagewood@gmail.com

WORK HEALTH AND SAFETY BROCHURE

2022

Arch of Sydney 'Child' *Safeguarding & Ministerial Integrity Office:*
Tel: **9390 5810** Email: safeguardingenquiries@sydneycatholic.org

Thank you for all your contributions to OLA Pagewood Parish. Work Health and Safety (WH&S) is very important to all of us at the parish. It is my duty to ensure that you know and understand your responsibilities when it comes to keeping yourself and others safe within our parish. Mostly, this is a matter of using common sense, taking care and charity towards others of our Parish Community. This brochure will also inform you of what to do in the event of an accident/incident and where to find the necessary equipment. **This is your Work Health & Safety Induction.**

Please contact the parish office if you have any concerns about any health or safety matters. I know that you will always envisage to keep our parish safe while providing this parish community a wonderful service. Thank you.

God bless & regards,

Fr Daney IrudayaDoss
Parish Administrator

The Catholic Archdiocese of Sydney and OLA Pagewood Parish are committed to providing a safe place of worship and work for volunteers, workers and visitors. According to WHS Act, a Volunteer is classified as a worker in the Parish, and the Parish Priest/Administrator is the employer. The workplace is where you are volunteering.

[Responsibility of the Parish Priest/Administrator \(employer\)](#)

It is the Parish priest/administrator's responsibility to

- comply with WHS Laws.
- provide a work place that is safe;
- take reasonable precautions and reduce foreseeable risks to safety.
- ensure workers are informed
- ensure procedures to respond to and manage safety issues are in place.

Responsibility of Volunteers & Workers

It is your responsibility to

- Complete the Volunteer Registration Acceptance form.
- Provide a current Working with Children Check number.
- Comply with The Catholic Archdiocese of Sydney's '*Code of Conduct for working with children*' and relevant "Working with Children" NSW laws if the volunteer role includes working with persons under the age of 18 years.
- Provide a copy of your photo identification (eg driver's licence).
- Take reasonable care for your own health and safety and that your acts or omissions do not adversely affect the health and safety of others.
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by the Parish priest/administrator, or his delegate, to allow him to comply with WHS legislation.
- Cooperate with any reasonable policy or procedure of the parish relating to health and safety at the church.
- Identify hazards, rectify, remove, block access, and or label as is appropriate. Report to the Parish Priest/Administrator or Administrative assistant as soon as possible.
- Take reasonable care of the injured by considering appropriate first aid, seeking assistance as appropriate and calling 000 if needed.
- Report any serious incident/accident to the Parish Priest/Administrator or Administrative assistant and complete an incident report as soon as practicable.
- Notify the Parish Priest/Administrator or parish office if you are no longer able to assist as a volunteer.

Preventing accidents & Minimising Risks

Volunteers should be aware of any potential risks within your workplace.

Accidents can happen at any time. Early intervention and risk assessment will lessen the chance of most accidents. Examples of some the risks include ergonomics; slips, trips and falls; electrical safety; manual handling; stress and fatigue; and cash handling.

Here are some ideas to help maintain the safety of the parish physical environment.

Please..

- Always use two people to set up and take down a table.
- Do not over-stack chairs.
- Report any cords or equipment that is faulty and would endanger someone.
- Keep all passages and exits clear at all times
- Keep electrical cords clear of walkways or other areas where people could trip over them
- Wear suitable footwear if you are going to be walking around the Altar
- Keep hot food and drinks away from children
- Clean up any spills as soon as possible; especially on the floor
- Remind others of the steps, uneven or slippery walking surfaces.
- Take extra care when lighting is poor
- Do not continue with your voluntary duty when you are unwell. Please find a replacement or contact the parish office.

Safety and Emergency

Please view:- Page 5 'Emergency Evacuation Diagram for OLA Pagewood Church'
and Page 6 'Emergency Evacuation Diagram for OLA Parish Centre'

Be familiar with exits, follow directions; assist others, know where fire extinguishers, fire blanket and first aid kits are located.

First aid Kit:

Please use the first aid kit to tend to the injured if needed. The first aid kit for the

- **Church:** is in the sacristy and at the church porch; labelled- cupboard.
- **Presbytery :** is at the front door; shelf on small drawers.
- **Parish Centre:** is in the tea room; top of fridge.

Fire safety

1) Fire Extinguisher

The fire extinguisher to extinguish flames; for the

- **Church:** is in the sacristy; fixed on inner wall of sacristy external entrance.
- **Presbytery:** is inside the key cupboard, near entry.
- **Parish Centre:**
 - Ground Level: is in the larger meeting room; near entry/tea room counter.
 - Upper Level: is in the chapel; at chapel entrance

2) Fire blanket

The fire blanket to put out flames; for the:-

- **Church** – is hanging on the wall clothes- hook in the sacristy.
- **Presbytery** – is on the back of kitchen door.
- **Parish Centre** –is on the back of the kitchen door

Emergency Procedures

- In the event of an emergency during a gathering, please remain calm and exit the location in an orderly manner, away from the point(s) of /fire danger and gather on the church lawn. Acolytes and Wardens, please lead and direct the crowd to the exit points in the church.
- If anyone is injured, please call for medical attention.
- If there is a dangerous situation, please the police.

Emergency Contacts

- Ambulance, Fire, Police: 000
- Maroubra Police: 9349 9299

Chancery Contacts: Please call The Chancery if unable to contact the Parish Priest.

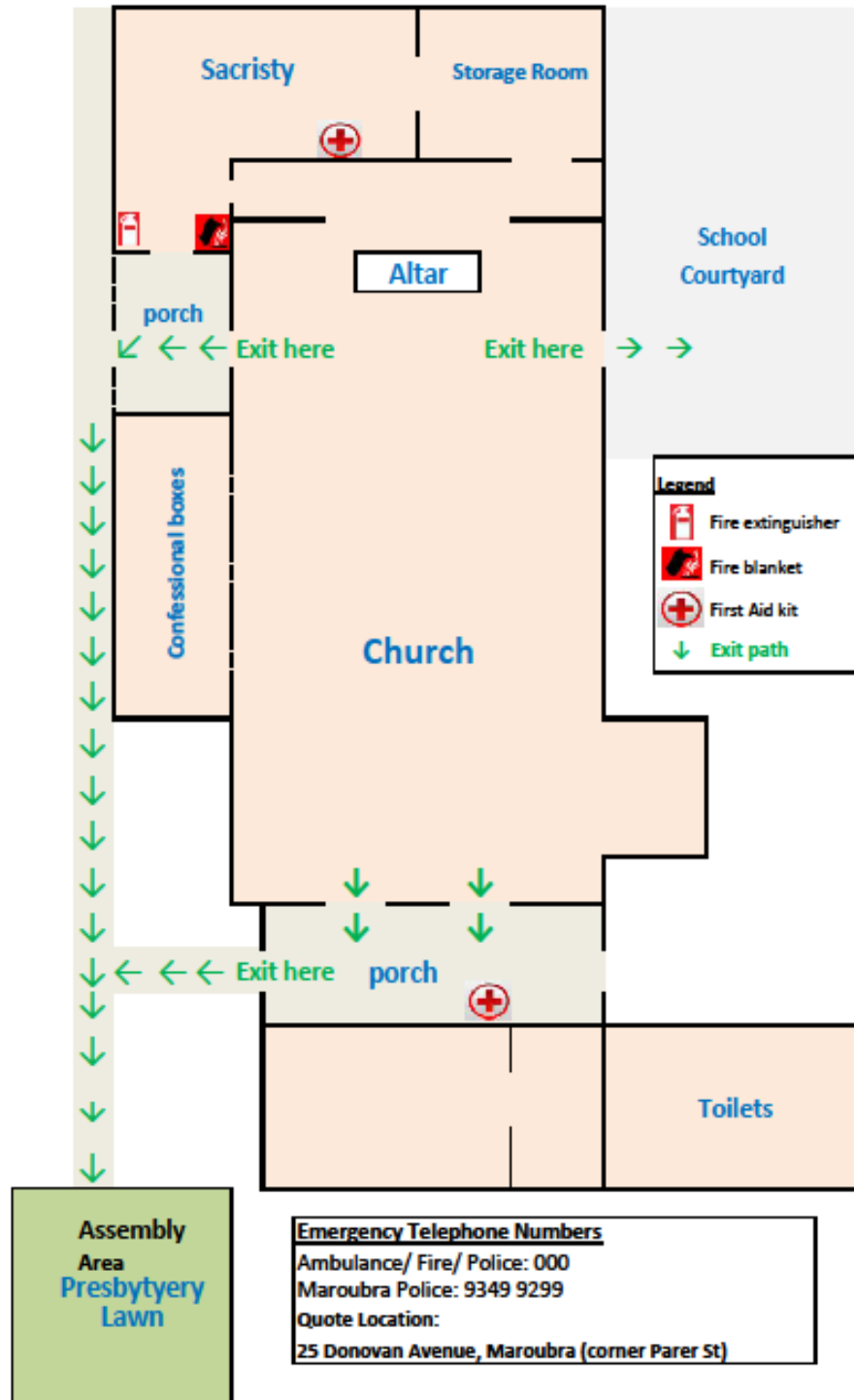
- Director of Property & Infrastructure: James Bichard 9390 5916
- Archdiocesan Facilities Manager/WHS: Gary Watman 9390 5913/ 0425 272 555
- Parish Support- 9390 5233 parish.support@sydneycatholic.org.au

Reportable Incidents are those that:

- Result in death
- Result in serious illness or injury
- Is a dangerous incident
- Repairs and maintenance – please notify the Parish Priest/Administrator or Administrative assistant

EMERGENCY EVACUATION DIAGRAM
for OLA Pagewood Church

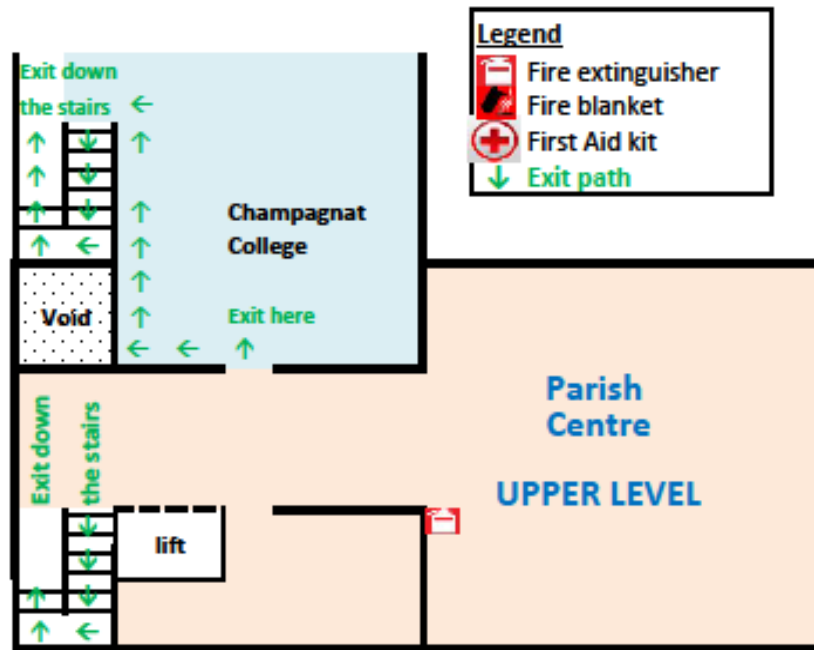
08-04-19



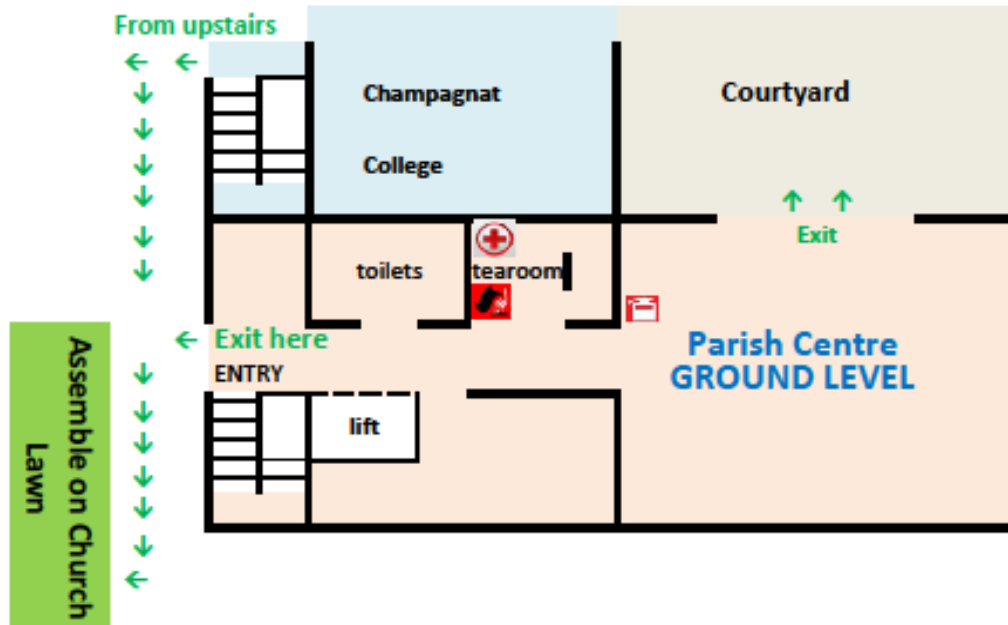
08-04-19 9:00 AM

OLA Church Evacuation Diagram.docx

**EMERGENCY
EVACUATION DIAGRAM for OLA Parish Centre
UPPER FLOOR**



**EMERGENCY (Depending on Hazard Location)
EVACUATION DIAGRAM for OLA Parish Centre
GROUND FLOOR**



12-04-19 10:13 AM

OLA Parish Centre Emergency Evacuation Diagram.xlsx

Record of Incidents & Accidents

Under Work, Health and Safety law, the parish must report and keep a record of certain injuries and incidents. Should a health or safety incident occur, we may ask you to fill out the necessary forms.

Respect in the Workplace

Everyone has a responsibility to identify and discourage any behaviour which

- May embarrass
- Make people feel uncomfortable and unfairly treated
- May put a person's mental and physical health at risk

The following conduct will not be tolerated:

- Discrimination
- Sexual harassment
- Victimisation
- Bullying

What does the law say about harassment?

Anti-discrimination law defines harassment as any form of behaviour that: you do not want; offends, humiliates or intimidates you; and creates a hostile environment. In NSW, it is against the law to harass; or be harassed based on sex or sexual orientation, pregnancy; breastfeeding, race, age, marital or domestic status; disability, carers' responsibility.

Safeguarding and Child Protection

The Catholic Archdiocese of Sydney and OLA Pagewood Parish are committed to ensuring the safety, well-being and dignity of all children, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for children. In fulfilling this responsibility, The Archdiocese has developed a variety of protocols and procedures that work together to protect children from harm and respond swiftly.

All persons within the parish who have contact with children are responsible for helping ensure the safety, well-being and dignity of those children.

Key responsibility of persons who have contact with children in the parish include:

- being caring, respectful and compassionate towards children;
- complying with all legal requirements relating to child protection, including
 - complying with any relevant screening obligations
 - reporting matters of concern relating to safety, well-being and dignity of children to the appropriate authority, including NSW Police where appropriate
- complying with The Catholic Archdiocese of Sydney's child protection policy, protocols and procedures.
- cooperating with any internal or external investigation regarding the safety, well-being and dignity of a child (or children) or young adult(s)
- and complying with the *The Catholic Archdiocese of Sydney's 'Code of conduct for working with children'*.

If you are aware of anyone who has been abused, please contact the police (Maroubra Police: 9349 9299). For any child safety enquiries, you may speak to our Parish Priest/Administrator.

For **urgent child safety enquiries**, please contact Archdiocese of Sydney 'Safeguarding & Ministerial Integrity' Office:- telephone Number: **9390 5810** or

email: **safeguardingenquiries@sydneycatholic.org**

Thank you for your service and support at OLA Pagewood Parish.

To
Our Lady of the Annunciation Pagewood Parish
25 Donovan Avenue,
Maroubra,
NSW 2035
Tel: 9344 7914
Email: **olapagewood@gmail.com**

Dear Parish Priest/Administrator,

Ref: Work, Health & Safety for Volunteers

I have read the Our Lady of the Annunciation Parish Pagewood “*Work Health & Safety Brochure*” and will do my best to comply with it.

I will inform the parish when I have stopped my voluntary service(s).

Signature:

Volunteer As:

Date:

Full Name:

Contact Tel No:

Email address: