



## Catholic Diocese of Auckland

TE TAUMATA O TE HAHI KATORIKA

<b>Parish:</b>		
<b>Parish Representative:</b>		
<b>Signature:</b>	<b>Date:</b>	

<b>H&amp;S Policies</b>	<b>Achieved Yes/No</b>	<b>Comments</b>
H&S Policies created, signed and on display		
H&S policies regularly reviewed		
<b>Hazard &amp; Risk Management</b>	<b>Achieved Yes/No</b>	<b>Comments</b>
Hazards identified		
Hazard appropriately controlled		
Hazards recorded in hazard register		
Hazards regularly assessed		
Site inspections carried out monthly		
Hazards communicated to Workers/Parish Community		
<b>Worker Participation</b>	<b>Achieved Yes/No</b>	<b>Comments</b>
Are Parish workers (employees, volunteers) involved in H&S		
H&S is a fixed item on either Finance or Pastoral Committee agenda		

<b>Incident/Accident Management</b>	<b>Achieved Yes/No</b>	<b>Comments</b>
Reporting procedure in place		
Accident Register established		
List of trained First Aiders		
Accident, Injury, Near misses, Illness, Unsafe Acts reported		
<b>Emergency Procedures</b>	<b>Achieved Yes/No</b>	<b>Comments</b>
Plans for all likely emergencies i.e. fire, earthquake		
Is the evacuation scheme approved by the NZ Fire Service		
Adequate signage on display – exit signs, evacuation procedures and assembly point		
Allocation of responsibilities (duties for wardens)		
Training performed in emergency plan/s (trial evacuations and wardens know their responsibilities)		
If the parish has fire extinguishers, are these within their test dates		
<b>Contractors</b>	<b>Achieved Yes/No</b>	<b>Comments</b>
All contractors (low risk/long term) have been inducted onto parish site		
Monitoring of contractors performance		

### Documentation

Please attach the following documentation:

- Copy of your hazard register
- Copy of your incident register for 1 April to 31 March
- Copy of your BWOF (if applicable)

  
  


Please return completed Annual Health & Safety Report and relevant documentation by 30 August to the Property Compliance Executive:

Jim Robertson

Catholic Diocese of Auckland

Private Bag 47904

Ponsonby

Auckland 1144

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