



Hazard Identification, Risk Assessment and Risk Control Procedure

Workplace Health and Safety Site Inspection Checklist - Appendix 1

This checklist supports systematic inspection of Catholic Diocese of Ballarat workplaces and parish-administered properties, including churches, halls, community centres, presbyteries, parish centres, offices, grounds and car parks. It is intended to identify hazards, verify controls and record corrective actions. It does not replace competent technical inspection, statutory testing or site-specific risk assessment.

Building / site name	[Insert]	Parish / workplace	[Insert]
Building location	[Insert]	Date and time	[Insert]
Person(s) conducting site safety inspection	[Insert name(s) and role(s)]	Signature(s)	[Insert]
Person(s) consulted	[Employees / volunteers / Health and Safety nominee / contractors]	Previous inspection	[Insert date]
Areas inspected	[List buildings, rooms, grounds, car parks and any exclusions]		

Inspection Outcome/s

Immediate issues reported to	[Name / role / date / time]		
Other issues / exclusions / further specialist inspection required	[Insert]		
Overall inspection outcome	[Satisfactory / Satisfactory with actions / Unsatisfactory – immediate escalation required]		
Inspector name and signature	[Insert]	Date	[Insert]
Authorised parish / workplace representative	[Insert]	Signature and date	[Insert]
Follow-up review date	[Insert]	Actions entered in Hazard and Risk Register	[Yes / No / N/A]

Hazard Identification, Risk Assessment and Risk Control Procedure

How to use checklist:

For each item record C = Compliant, NC = Non-compliant, N/A = Not applicable or O = Observation.

Describe evidence and defects, make immediate danger safe, assign corrective actions and transfer unresolved hazards to the Hazard and Risk Register.

Escalate significant, extreme, urgent, potentially notifiable or unresolved matters promptly. Verify technical service frequencies and legal requirements against current legislation, manufacturer instructions, service records and competent advice.

1. Governance, consultation and records

No.	Inspection point	Status	Evidence / comments / action required	Reference
1.1	Current OHS policy is approved, in date, accessible and displayed where appropriate.			OHS Act 2004 (Vic)
1.2	Employees, clergy and volunteers receive induction, role-specific safety information, emergency instructions and refresher training; records are retained.			Procedure sections 9–10
1.3	Health and safety consultation arrangements are known and used; affected persons and the Health and Safety nominee are consulted on hazards, changes and controls.			OHS Act 2004 (Vic)
1.4	Hazard and Risk Register, incident records, inspection reports, risk assessments, training records, contractor documents and maintenance evidence are current and accessible.			Procedure section 11
1.5	Actions from the previous inspection, audit, incident or complaint have been completed, verified and closed, or are escalated with interim controls.			Procedure section 11
1.6	Current emergency, asbestos, key, contractor, plant and hazardous-substance registers are available where applicable.			Site records

2. Emergency preparedness, access and fire safety

No.	Inspection point	Status	Evidence / comments / action required	Reference
2.1	Written, site-specific emergency plan covers credible emergencies and identifies			Australian Standard 3745 – planning for

Hazard Identification, Risk Assessment and Risk Control Procedure

No.	Inspection point	Status	Evidence / comments / action required	Reference
	responsibilities, communications, wardens and emergency contacts.			emergencies in facilities
2.2	Current evacuation diagrams are prominently displayed and show exits, assembly areas and emergency equipment.			AS 3745
2.3	Emergency drill has been conducted and reviewed within the scheduled period; date, attendance, observations and improvements are recorded.			Emergency plan
2.4	Exits, passageways, stairs, ramps and paths of travel are unobstructed, adequately lit, clearly signed and readily openable from inside.			AS 3745
2.5	Arrangements address assisted evacuation of people with disability, reduced mobility, sensory impairment or other support needs.			Emergency plan
2.6	Emergency lights and exit signs are visible, clean, undamaged, tested and maintained; records are current.			AS/NZS 2293 Australian and New Zealand Standard - emergency lighting and exit signs
2.7	Assembly area is suitable, known, signposted where practicable and does not expose evacuees to traffic, fire or other hazards.			AS 3745
2.8	Fire extinguishers, hose reels, hydrants, blankets, alarms, smoke detection and sprinklers are present as required, signed, unobstructed, undamaged and within current service dates.			AS 1851 - routine servicing of fire-protection systems and equipment; service records
2.9	Fire doors and smoke doors close correctly, are not wedged open and have unobstructed approaches.			AS 1851
2.10	Candles, incense and other ignition sources are controlled; a responsible person confirms extinguishment after services and events.			Local procedure
2.11	Combustible material, decorations and flammable products are kept from heaters, switchboards and ignition sources; excess			Fire risk controls

Hazard Identification, Risk Assessment and Risk Control Procedure

No.	Inspection point	Status	Evidence / comments / action required	Reference
	material is removed from stairs, passages, cupboards, subfloor spaces and sheds.			
2.12	Waste, recycling and batteries are stored and disposed of safely, away from buildings and combustible material where practicable.			Local waste procedure

3. Slips, trips, falls, access and manual handling

No.	Inspection point	Status	Evidence / comments / action required	Reference
3.1	Floors, carpets, mats and thresholds are clean, dry, secured, even and in good repair; spills are isolated and cleaned promptly.			Procedure 9.5
3.2	Corridors, aisles, doorways and work areas are free from clutter, trailing cables and trip hazards.			Procedure 9.5
3.3	Stairs, steps and ramps are sound, well lit and fitted with secure handrails and non-slip surfaces where required.			WorkSafe guidance
3.4	Accessible entrances, paths, ramps, toilets and parking spaces are available, unobstructed and maintained.			Access provisions
3.5	Ladders and step platforms are suitable, inspected, secured and restricted to competent users; chairs and tables are not used to gain height.			Procedure 9.5
3.6	Roof, gutter and other work at height is restricted to authorised competent workers or contractors under an approved safe system.			Procedure 9.5
3.7	Manual-handling hazards are identified for furniture, liturgical items, boxes, equipment, archives and repetitive tasks; higher-order controls are used.			Procedure 9.10
3.8	Trolleys or other aids are available and maintained; heavy or frequently used items are stored between knee and shoulder height where practicable.			Procedure 9.10
3.9	Employees and volunteers know safe methods, load limits and when to seek assistance;			Training records

Hazard Identification, Risk Assessment and Risk Control Procedure

No.	Inspection point	Status	Evidence / comments / action required	Reference
	hazardous handling tasks have documented risk controls.			

4. Electrical, gas, plant and equipment

No.	Inspection point	Status	Evidence / comments / action required	Reference
4.1	Portable electrical equipment, leads and power boards are visually sound and inspected or tested at intervals determined by the operating environment and competent advice.			AS/NZS 3760 - inspection and testing of electrical equipment
4.2	No damaged plugs, frayed leads, exposed conductors, scorch marks, makeshift repairs or defective equipment are in service.			Electrical safety
4.3	Power points and power boards are suitable and not overloaded; double adaptors and unsafe daisy-chaining are not used.			Electrical safety
4.4	Electrical leads do not cross walkways; unavoidable temporary leads are protected and controlled.			Procedure 9.5
4.5	Switchboards are secured, signed, unobstructed and free of storage; safety switches are tested and records retained.			Electrical service records
4.6	Light fittings, heaters, projectors, kitchen appliances, air conditioners and filters are clean, secure, undamaged and maintained.			Manufacturer instructions
4.7	Plant and equipment have guards, emergency stops, instructions and service records where required; defective items are isolated and tagged out.			OHS Regulations 2017
4.8	Hot-water systems are stable, leak-free and maintained; temperatures and access do not create scalding or burn risks.			Service records
4.9	Gas appliances, heaters, gas cylinders, regulators and ventilation appear sound; required servicing and gas safety checks are current and completed by qualified persons.			Victorian gas safety requirements

Hazard Identification, Risk Assessment and Risk Control Procedure

No.	Inspection point	Status	Evidence / comments / action required	Reference
4.10	Recent electrical and gas inspection dates, defects and rectification certificates are recorded and available.			Site service records

5. Hazardous substances, asbestos and environmental health

No.	Inspection point	Status	Evidence / comments / action required	Reference
5.1	Cleaning products, fuels, poisons, pesticides and other hazardous substances are inventoried, labelled, closed and stored securely with incompatible products separated.			OHS Regulations 2017
5.2	Current Safety Data Sheets are readily accessible; users understand controls, PPE, spill response and first aid.			SDS; hazardous-substance register
5.3	Decanted chemicals are in suitable labelled containers; food and drink containers are not used.			Chemical controls
5.4	Spill kits, ventilation and waste arrangements are suitable for the substances present; spills and leaks are absent or controlled.			SDS
5.5	Asbestos register and management information are current and accessible; known or presumed asbestos is identified where required and remains undisturbed and in sound condition.			OHS Regulations 2017
5.6	Work likely to disturb asbestos is prohibited until assessed and authorised by competent persons; contractors receive relevant asbestos information.			Asbestos management plan
5.7	Mould, dampness, dust, odours, poor ventilation, pest contamination and other airborne or biological hazards are absent or effectively controlled.			Procedure 9.12

Hazard Identification, Risk Assessment and Risk Control Procedure

6. Buildings, grounds, security and public areas

No.	Inspection point	Status	Evidence / comments / action required	Reference
6.1	Roof, ceilings, gutters, downpipes and drainage are in sound condition, clear and free of leaks, loose material or water damage.			Maintenance records
6.2	Walls, floors, windows, glazing, doors, locks and gates are secure, weatherproof and in good repair.			Building maintenance
6.3	External lighting provides safe access after dark; restricted areas are secured and clearly signed.			Site security plan
6.4	Keys and access devices are controlled and recorded; emergency access is not compromised.			Key register
6.5	Paths, courtyards, fencing and grounds are stable, clear and maintained; vegetation does not damage buildings, obstruct access or create excessive fire risk.			Procedure 9.5
6.6	Trees and branches appear sound and clear of buildings and powerlines; concerns are referred to competent arborists or electricity authorities.			Competent advice
6.7	Car parks have maintained surfaces, line marking, lighting and signage; traffic, pedestrian, reversing and delivery risks are controlled.			Traffic controls
6.8	Playgrounds, garden seating and external equipment are routinely inspected, stable, maintained and free from sharp edges, entrapment, impact and surfacing hazards.			AS 4685 - — playground equipment and surfacing where applicable
6.9	Grounds and buildings are free of uncontrolled vermin, rodents and pests; treatments do not introduce chemical or access risks.			Pest-management records
6.10	Safeguarding interfaces are considered in layout, access, visibility, restricted spaces and activities involving children or adults at risk.			Safeguarding Code of Conduct

Hazard Identification, Risk Assessment and Risk Control Procedure

7. Work areas, amenities, health and psychosocial safety

No.	Inspection point	Status	Evidence / comments / action required	Reference
7.1	Work areas are clean, orderly, adequately lit, ventilated and suitable for the tasks undertaken.			Work environment controls
7.2	Workstations, screens, keyboards, seating and task layout support neutral posture, adjustment, movement and management of prolonged sitting or repetitive work.			Procedure 9.6
7.3	Furniture is stable and in good repair; wheeled office chairs are suitable; shelves and racking are secured, structurally sound and not overloaded.			Manufacturer load limits
7.4	Frequently used and heavy items are safely positioned; high storage does not require unsafe climbing or overreaching.			Procedure 9.10
7.5	Meal areas are accessible, clean and separate from hazardous substances; safe drinking water is readily available.			Workplace amenities
7.6	Toilets and handwashing facilities are accessible, clean, stocked, ventilated and routinely serviced.			Workplace amenities
7.7	Workload, staffing, role clarity, support, organisational change, remote or isolated work, conflict, violence, aggression, bullying and harassment risks are proactively identified and controlled.			Procedure 9.9
7.8	Workers know how to raise psychosocial concerns confidentially and access prompt response; supports supplement rather than replace work-design controls.			Workplace Behaviour and Psychological Safety Policy
7.9	Roles exposed to trauma have suitable supervision, debriefing, workload controls, breaks, recovery and specialist support.			Procedure 9.11

Hazard Identification, Risk Assessment and Risk Control Procedure

8. First aid, incident management and contractors

No.	Inspection point	Status	Evidence / comments / action required	Reference
8.1	First aid kits are clearly signed, readily accessible, suitable for the site risks, stocked and within expiry dates.			First aid guidance
8.2	An adequate number of trained first aiders are available for operating times and activities; names and contact arrangements are communicated.			First aid assessment
8.3	First aid procedures, emergency contacts and arrangements for visitors, events and remote areas are current and understood.			First aid procedure
8.4	Where provided, AED is signed, accessible, routinely checked and recorded; pads and batteries are within expiry dates.			Manufacturer instructions
8.5	All hazards, incidents, injuries and near misses are promptly reported, investigated proportionately and recorded; notifiable incidents are immediately escalated and the site preserved where required.			Incident Reporting and Investigation Procedure
8.6	Investigations identify contributing system and control failures, not only individual actions; corrective actions are tracked and reviewed for effectiveness.			Procedure section 11
8.7	Contractor scope, competence, licences, insurance, site hazards, risk assessment or JSA and required SWMS or permits are verified before work begins.			Procedure 9.8
8.8	Contractors receive emergency, asbestos, access and safeguarding information; work is authorised, monitored and inspected on completion.			Contractor Safety Procedure
8.9	Event-specific hazards such as crowds, temporary structures, food service, traffic, weather, candles, electrical leads and volunteer tasks are assessed and controlled.			Event risk assessment

[illegible]