Hazard Identification, Risk Assessment and Risk Control Procedure

1. Purpose

This procedure establishes a systematic, consultative and documented process for identifying hazards, assessing risks where necessary, eliminating risks so far as is reasonably practicable, and otherwise reducing risks through effective controls.

It supports the provision and maintenance of safe plant (equipment), safe systems of work, safe workplaces and the information, instruction, training and supervision needed for work to be performed safely.

2. Scope

This procedure applies to the Diocese and each parish, including offices, presbyteries, churches, halls, grounds, car parks, events, travel, pastoral and volunteer activities, contractor works, remote or home-based work undertaken and any other workplace or activity under Diocesan or parish management or control.

For the purposes of this document the Catholic Diocese of Ballarat, refers to clergy, employees, leaders and managers, volunteers, contractors, sub-contractors, religious, parishioners and representatives of the Catholic Diocese of Ballarat **(**workforce participants).

This Procedure covers all workforce participants.

3. Definitions

Term	Meaning
Hazard	means anything in the work environment, work activity or system of work or behaviour that can cause harm.
Risk	means the possibility that harm might occur when a person is exposed to a hazard.
Control	means a measure used to eliminate or reduce risk.
Hierarchy of controls	means a ranked system for selecting risk controls, starting with eliminating the hazard and then, where elimination is not reasonably practicable, using substitution, isolation, engineering controls, administrative controls and personal protective equipment, in that order of effectiveness.
Risk assessment	means the process of considering consequence, likelihood and required controls.
Interim measures	means temporary controls used while a risk is being assessed or while longer-term controls are being developed.
System of work	means a method of performing work that identifies hazards, controls risks, allocates responsibilities, provides suitable

	information, instruction, training, and supervision, and is monitored and reviewed. Also applies to the organisation and attendance at special events such as commemorations, conferences, congresses etc.

4. Principles

The relevant Diocesan or parish local leader, as duty holder, must manage hazards and risks in accordance with the Occupational Health and Safety Act 2004 (Vic), applicable regulations and compliance codes.

The required sequence is to identify hazards, assess risks when needed, eliminate risks so far as is reasonably practicable, reduce remaining risks using the hierarchy of controls, implement and communicate controls, and monitor and revise them in consultation with affected persons.

In deciding what is reasonably practicable, the local leader must consider the likelihood of the hazard or risk occurring; the degree of harm that may result; what is known, or ought reasonably to be known, about the hazard, risk and available controls; the availability and suitability of ways to eliminate or reduce the risk; and, after assessing those matters, the cost of the available controls, including whether cost is grossly disproportionate to the risk.

5. Hazard identification and workplace monitoring

Hazards may be physical, psychosocial, biological, chemical, electrical, environmental or arise from plant, hazardous manual handling, work design, work practices or interactions with the public.

Identification must be systematic and based on consultation, observation, regular site inspections, incident and near-miss data, complaints, maintenance records, workers' experience, safety information, audits and changes to work.

Recurring site inspections and assessments must address, where relevant: slips, trips and falls; stairs, ramps, mats, paths and car parks; ladders and work at height; office workstation design, screens, seating, lighting, glare, thermal comfort, ventilation, storage, electrical leads and equipment; hazardous manual handling; plant; hazardous substances and dangerous goods; asbestos; noise; fire and emergency arrangements; amenities; grounds and weather exposure; infection risks; lone or isolated work; aggression, bullying, harassment, workload, poor support, conflict and other psychosocial hazards; parish events, public access and safeguarding interfaces.

Each workplace must have a risk-based inspection schedule. Routine workplace safety inspections must occur at least every six months unless a more frequent interval is justified by the hazards, changes or operating context.

Link Workplace Health and Safety Site Inspection Checklist – Appendix 1

Additional inspections must occur after building or maintenance work, following an incident or near miss, when monitoring corrective action, when reviewing risk assessments, and after a relevant workplace change.

Findings must be documented using the approved checklist, reported to the responsible leader and entered in the hazard and risk register.

6. Risk assessment and prioritisation

A formal risk assessment must be undertaken where the risk or suitable controls are not already well understood, where required by law, or where the task, setting or persons affected make the consequences uncertain or potentially serious.

The assessment must consider the hazard, persons exposed, duration and frequency of exposure, possible harm, likelihood and consequence, existing controls, reasonably practicable higher-order controls, and residual risk.

Link to Diocesan Risk Assessment Template – Appendix 2

The risk matrix is an internal prioritisation and escalation tool only. A low or "minor" rating does not make a risk legally acceptable and must never justify leaving a risk uncontrolled where further reasonably practicable controls are available. Compliance requirements (such as working from heights) takes precedence over the matrix.

What controls are needed depends on the level of risk.

Level of risk (risk assessment) uses both the likelihood and the seriousness of possible consequences as the guiding platform. See Risk model below.

Risk assessment should consider the work activity, the people involved, the setting, who may be affected, the presence of children, young people or adults at risk, the time and nature of the activity, any known history or prior incidents, whether there are legal or operational restrictions, and whether controls can realistically be implemented and maintained.

This reflects the Diocese's broader approach to proportionate, documented and reviewable risk decision-making.

Risk Assessment Framework

	Seriousness of possible consequences				
Likelihood	**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Very rare	Minor	Minor	Minor	Moderate	Significant
Not likely	Minor	Minor	Moderate	Significant	Significant
Possible	Minor	Moderate	Moderate	Significant	Significant
Likely	Moderate	Moderate	Moderate	Significant	Extreme
Almost certain	Moderate	Moderate	Significant	Extreme	Extreme

Depending on the risk level determined by the assessment, the following general responses (in the following table) apply, and must be used with the circumstances, available controls and any legal, safeguarding, pastoral or operational requirements.

Risk level	General response expectation
Minor	Monitor, provide guidance, document concerns, and consider informal supports or low-level boundaries and controls.
Moderate	Implement a documented response plan with clear risk controls, role allocation and periodic review.
Significant	Escalate promptly to local and diocesan leadership as required, implement formal controls, limit or modify the activity where needed, and increase supervision and communication measures.
Extreme	Immediate action required. The activity, attendance, access or work may need to cease until safety can be assured. Emergency services, WorkSafe, safeguarding, legal or other external authorities may need to be involved depending on the circumstances.

7. When hazards and risks must be addressed

Hazards must be identified continuously and before new work begins; when workplaces, plant, substances, staffing, tasks, systems, events or contractor activities are introduced or changed; following incidents, injuries, near misses, complaints or reports; when new information becomes available; during inspections and audits; when a control may not be effective; and at scheduled review points. Annual audits supplement, but do not replace, ongoing identification and prompt action.

8. Risk management process

1. **Identify and describe** the hazard, location, activity and persons who may be affected.
2. **Make safe immediately** by stopping work, isolating the area, providing first aid or emergency assistance and preventing further exposure where required.
3. **Report and record** the hazard, near miss or incident promptly in the approved local register or reporting system.
4. **Consult** affected employees, Health and Safety nominee or Diocesan OHS Advisor and other relevant persons.
5. **Assess** the risk where needed and identify applicable legal or technical requirements.
6. **Select controls** using the hierarchy of controls and give priority to elimination and higher-order measures.
7. **Implement** controls with the local leader / manager resources, due date and interim controls.
8. **Inform, instruct, train and supervise** affected persons.
9. **Verify and review** effectiveness, record residual risk in the Hazard and Risk Register and revise controls if required.

9. Operational requirements

9.1 Immediate danger and incident escalation

Any person who identifies an immediate danger must, if safe to do so, stop or avoid the work, warn others and report it promptly to the local leader.

That person must arrange immediate controls, document the hazard, notify the relevant Health and Safety nominee or Diocesan OHS Advisor, escalate significant or unresolved matters to Diocesan leadership, and initiate incident-reporting and WorkSafe-notification processes where required.

A potentially notifiable incident must be escalated immediately under the Incident Reporting and Investigation Procedure so that WorkSafe Victoria notification and preservation of the incident site can occur as required. The site may be disturbed only to protect a person, provide aid, make the site safe or comply with an authorised direction.

9.2 Consultation

The local leader must consult, so far as is reasonably practicable, with workforce participants or Health and Safety nominee, who are or are likely to be directly affected.

Consultation must occur when identifying or assessing hazards and risks, deciding controls, proposing changes that may affect health or safety, developing procedures, determining information and training needs, and reviewing controls.

The process must share relevant information in an accessible form, provide a reasonable opportunity for affected workforce participants to express views, take those views into account, involve the Health and Safety nominee and advise affected persons of the outcome and reasons.

Independent contractors and their employees must be included where the local leader has control over the relevant matter. Consultation records must be retained.

Link to Staff Consultation and Communication Procedure

9.3 Hierarchy of controls

The hierarchy of controls is a ranked system for identifying hazards, managing risk through selection of controls.

1. **Eliminate** the hazard or hazardous task.
2. **Substitute** with a safer plant, substance, process or activity.
3. **Isolate** people from the hazard.
4. **Use engineering controls** to physically reduce exposure.
5. **Use administrative controls**, including procedures, scheduling, signs, training and supervision.
6. **Use personal protective equipment** as the final or supplementary measure.

Higher-order controls must be considered and implemented where reasonably practicable.

Administrative controls and PPE must not be relied on alone when elimination or a higher-order control is reasonably practicable.

Controls may be combined and must not introduce new hazards.

9.4 Specific regulated hazards

Where work involves plant, glass, hazardous substances or dangerous goods, asbestos, hazardous manual handling, falls, construction work, electrical risks, noise, confined spaces or another regulated hazard, the local leader must identify and comply with the specific legislation, compliance code, licensing, registration, permit, safety check inspections, competency, health-monitoring, recordkeeping and emergency requirements that apply.

Specialist advice must be obtained where local personnel are not competent to determine suitable controls.

9.5 Slips, trips and falls

Walkways, entrances, exits, stairs, ramps, car parks and grounds must be kept even, stable, well-lit and free of water, spills, leaves, moss, cords, clutter and damaged surfaces.

Spills must be isolated and cleaned promptly; warning signs are interim measures only.

Mats and floor finishes must be secure and suitable. Handrails, step edges and drainage must be maintained.

Chairs, tables, improvised platforms and unsecured ladders must not be used to gain height. Work at height must be planned and performed only by competent persons using suitable equipment and fall controls.

Roof access, gutter clearing, high-level maintenance and retrieval of objects from roofs must be restricted to authorised competent contractors or workers under an approved safe system.

9.6 Office and administrative work

Office risks must be managed through ergonomic workstation assessment; adjustable seating; suitable screen, keyboard and mouse placement; task variation and regular movement; controls for repetitive keyboard and mouse use and prolonged sitting or standing; safe storage; appropriate lighting and glare control; thermal comfort and ventilation; electrical safety and secure cables; use of suitable headsets where needed; housekeeping; and safe access and egress.

Heavy or frequently used items must be stored between knee and shoulder height where practicable, and mechanical aids or assistance provided for hazardous manual handling.

9.7 Working from home and remote work (if applicable)

Remote and home-based work must be included in the risk-management process where the Diocese has management or control. Relevant risks include workstation design, electrical safety, slips and trips, working alone or in isolation, communication and supervision, emergency arrangements, workload and working hours, psychosocial hazards and the suitability of the work environment. Required controls and review arrangements must be documented.

9.8 Contractor coordination

Before work starts, the authorised person must define the written scope, verify competence, licences, permits, registrations and insurance, exchange information on the specific site and potential hazards, identify shared duties and risk controls, and obtain an appropriate risk assessment through undertaking a Job Safety Analysis.

A safe work method statement (SWMS) or permit to work must be obtained where legally or operationally required as a result of the Job Safety Analysis.

The parties must consult, cooperate and coordinate throughout the work, including changes to the scope of works, conditions of the environment in which the work is being performed, incidents and near misses.

Work must not begin until authorised.

On completion of the works, the authorised person must inspect the area and confirm it is safe and free of hazards.

9.9 Psychosocial hazards

Psychosocial hazards must be managed through the same process; identify, assess where necessary, control, monitor and review.

Assessments must consider job demands, job control, support, role clarity, organisational change, recognition, organisational justice, traumatic events, remote or isolated work, violence and aggression, bullying, harassment including sexual and sex-based harassment, conflict and poor workplace relationships.

Controls must address organisational and work-design causes so far as is reasonably practicable and may include workload monitoring, adequate staffing and resources, current role descriptions, consultation, fair and transparent processes, appropriate tools and training, leave and recovery arrangements, including prompt response to concerns. Individual support and counselling are supplementary controls and must not replace control of work-related causes.

9.10 Hazardous manual handling

Hazardous manual handling includes repetitive movement; repetitive or sustained application of force; single or repeated use of high force; sustained or awkward posture; exposure to vibration; and handling unstable, unbalanced or difficult loads.

Controls must prioritise eliminating unnecessary handling, reducing load size or weight, changing layout, storage height or work sequence, using mechanical aids, providing assistance, varying repetitive tasks, and providing suitable information, instruction, training and supervision.

9.11 Vicarious trauma

Where roles involve repeated exposure to other people's trauma, the local leader / manager must assess the risk and implement controls such as reducing the frequency or intensity of exposure where reasonably practicable, suitable work allocation and rotation, competent supervision, structured debriefing, information and training, access to appropriately qualified support, breaks, leave and recovery time, and monitoring and review of control effectiveness.

9.12 Airborne contaminants

Each Parish is mindful of the risks of asbestos. As such each Parish keeps a record and results of inspections indicating the site and description of materials identified as possibly containing asbestos.

10. Information, instruction, training and supervision

Workforce participants must receive induction proportionate to their role.

It must cover emergency arrangements, hazard and incident reporting, consultation processes, site-specific hazards, restricted work sites, and applicable controls.

Task-specific information, instruction, training and supervision must be provided by competent persons, understood by trainees; refresher training should be provided when appropriate. Training records must be retained for compliance as recommended by WorkSafe.

11. Hazard and risk register, monitoring and review of controls

Each parish and Diocesan workplace must maintain an accessible hazard and risk register.

Records must identify the date, hazard or near miss, location, persons potentially affected, reporter, person notified, immediate action, risk assessment or rating where used, existing and further risk controls, consultation undertaken, recommended actions and responsible person for following up, due date for completion, actual date of completion, residual risk, escalation and review outcome.

Link Hazard and Risk Register

Significant, extreme, unresolved or overdue matters must be escalated to Diocesan leadership and / or the Diocesan OHS Advisor.

Local records must feed into the central Diocesan Hazard and Risk Register.

Risk assessments, safety site inspection records, consultation records, training records, contractor documents and evidence of control completion must be retained.

The person who is responsible for following up designated actions must verify that risk controls have been implemented and are effective.

Reviews must occur after an incident or near miss; when work, people, plant, substances or the workplace changes; when new information becomes available; when safety site inspection, monitoring or consultation indicates a problem; when a risk control is not used or is ineffective; and at the scheduled review date.

Reviews must include affected workforce participants' and any Health and Safety nominee's feedback; outcomes recorded and further actions assigned.

Consideration could be given whether the higher-order risk controls are now more reasonably practicable (due to cost, technology or time considerations).

12. Roles and responsibilities

Role	Responsibilities
Diocesan leadership	Provide governance, ensure legal duties are allocated and discharged.
Local Leader	Implements this procedure locally; provide safe plant, systems, workplace conditions and welfare facilities; ensure consultation, assessment, controls, supervision, records and follow-up; and escalate matters beyond local authority or competence.
Diocesan OHS advisor	Provide advice, maintain the central Hazard and Risk Register, support assessment and consultation, monitor escalated actions and assist with verification and review. Maintains the suite of OHS policies and procedures.
Health and Safety nominees	Represent members of their designated parish, participate in consultation and review including attending Health and Safety Zone Committee meetings, and raise health and safety concerns. A nominee may coordinate tasks, but the duty remains with the relevant duty holder.
Workforce participants	Take reasonable care, comply with lawful safety instructions and agreed controls, report hazards, near misses, incidents and injuries promptly, participate in consultation and training, and not intentionally interfere with or misuse safety equipment or facilities.

Health and Safety Consultative Zone Committee	Reviews OHS policies and procedures. Responsible for induction and training. Monitors significant hazards, extreme or overdue risks, incident trends, health and safety performance. Confirms corrective actions are assigned, resourced and closed. Recommendations referred to Diocesan Finance Council. Membership comprised of Health and Safety nominees from participating parishes within relevant zones, Diocesan OHS advisor and other interested parties.

13. Related documents

- Catholic Diocese of Ballarat Workplace Health and Safety Policy (one page)
- Catholic Diocese of Ballarat Workplace Health and Safety Policy – Principle Based
- Diocesan Consultation and Communication Procedure
- Incident Reporting and Investigation Procedure
- Contractor Safety Procedure
- Workplace Behaviour and Psychological Safety Policy
- Emergency Management Procedure
- OHS Risk Assessment Template – Appendix 2
- Hazard and Risk Register
- Workplace Health & Safety Site Inspection Checklist – inclusive of Slips, Trips & Falls Checklist – Appendix 1
- Job Safety Analysis / Safe Work Method Statement forms
- Catholic Diocese of Ballarat Safeguarding Code of Conduct
- Relevant WorkSafe Victoria compliance codes and guidance

14. Review and document control

This procedure must be reviewed at least every two years and earlier following legislative or guidance change, a serious or notifiable incident, an audit finding, a material change to work or parish activities, a request arising from consultation, or evidence that controls are ineffective. Affected employees and other relevant persons must be consulted on proposed changes and informed of approved changes and implementation arrangements.

Document owner	[Insert Diocesan role]	**Version**	1
Approval date	[Insert]	**Next review date**	[Insert]

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]

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

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

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

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

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

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

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

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

No.	Inspection point	Status	Evidence / comments / action required	Reference
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

9. Corrective action and inspection outcome

Item hazard	Immediate control	Risk rating	Further action / hierarchy level	Responsible person	Due date	Completion / verification

Diocese OHS Risk Assessment Template - Appendix 2

Parish / Workplace / Location	[Insert]	**Date of Risk assessment**	[Insert]
Task / Activity / Area	[Insert]	**Assessment completed by**	[Insert name and role]
Consultation undertaken with	[Insert names / roles]	**Review date**	[Insert]
Reason for assessment	[New task / change in work / incident / inspection finding / reported concern / periodic review]		
Hazard description	[What is the hazard? Where is it?]		
Who may be affected	[Employees / volunteers / clergy / contractors / parishioners / visitors / children / adults at risk / others]		
What could happen?	[Describe the possible harm or incident]		
Current controls	[What controls are already in place?]		
Potential consequence	[Insignificant / Minor / Moderate / Major / Catastrophic]	**Likelihood**	[Very rare / Not likely / Possible / Likely / Almost certain]
Initial risk rating	[Minor / Moderate / Significant / Extreme]	**Is current risk acceptable?**	[Record whether further reasonably practicable controls are available; do not rely on the numerical rating alone]
Additional controls required	[List immediate and longer-term controls using the hierarchy of control where practicable]		
Action by whom	[Insert]	**Action by when**	[Insert]
Residual risk rating after controls	[Minor / Moderate / Significant / Extreme]	**Date completed**	[Insert]
Escalation / referrals required	[Leadership / Diocesan OHS Advisor / Health and Safety Consultative Zone Committee/ WorkSafe / Safeguarding / Emergency services / insurer / other]		

Approval	[Insert approving role and date]

Risk rating guide

Use the risk matrix to support prioritisation and escalation. The rating does not determine legal acceptability. The assessor must consider whether the risk can be eliminated and whether any further reasonably practicable higher-order controls are available. Review the assessment if the task, activity, people affected, workplace, controls or circumstances change, or if an incident, near miss, report or concern occurs.