



Parish:		
Parish Representative:		
Signature:	Date:	

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

Incident/Accident Management	Achieved Yes/No	Comments
Reporting procedure in place		
Accident Register established		
List of trained First Aiders		
Accident, Injury, Near misses, Illness, Unsafe Acts reported		
Emergency Procedures	Achieved Yes/No	Comments
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		
Contractors	Achieved Yes/No	Comments
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
