

**WHS WORKPLACE ORIENTATION +  
WHS WELLBEING EXPECTATION  
LIVEfree CHURCH STAFF + VOLUNTEER STAFF**

**NAME:**

<b>WORKPLACE INSPECTION SHEET</b>	<b>YES</b>	<b>No</b>	<b>MATRIX</b>
<b>Area of RISK / HAZARD</b>			
<b>ENVIROMENTAL FACTORS</b>			
• Correct training for environment	✓		
• Correct clothing	✓		
• Briefing / access to the policies and procedures for the placement	✓		
• Induction	✓		
• Relevant roles and responsibilities	✓		
• Parking instruction given	✓		
<b>WORK POSTURE</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Work load and expectation	✓		<b>1</b>
• Correct supervision, instruction, information and training	✓		
• Systems of work, such as scheduled hours	✓		
• Policy and procedure on limitations – duty of care	✓		
• Regular breaks	✓		<b>1</b>
• Good work stations	✓		
• Approved desk and chairs meeting Australian standards	✓		
<b>NOISE</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Correct supervision, instruction, information and training	✓		
• Protective clothing ear muffs etc.	✓		
• Sound controlled room for privacy	✓		
• Be mindful of others	✓		
• Systems of work, such as scheduled hours etc.	✓		
• Council regulations respected for limitations for excessive sound	✓		

<b>MOVING PARTS OF MACHINERY + EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Briefing and instruction on the use	✓		
• Correct labelling	✓		<b>1</b>
• Regular maintained machinery	✓		
• Correct signage	✓		<b>1</b>
• Environment appropriate clothing	✓		
• Systems of work, procedure manual on use	✓		
• Correct supervision, instruction and training	✓		
<b>FIRE</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Have an emergency drill	✓		
• Have briefing on expectations in a scenario	✓		
• Exits clearly marked	✓		
• Plan to bring in back up services if needed such as police, ambulance other fire brigades	✓		
• Know assembly points + muster points	✓		
<b>FIRE ARMS and WEAPONS</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Have emergency procedure and policy	✓		
• Have emergency drill	✓		
• Have briefing on expectations	✓		
• Exits clearly marked	✓		
• Know assembly points + muster points	✓		
<b>EMERGENCY</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Have emergency procedure in place	✓		
• Have briefing on expectations	✓		
• Exits clearly marked	✓		
• Know assembly points + muster points	✓		
• Plan to bring in back up services if needed such as police, ambulance other fire brigades	✓		
<b>STRESS</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Correct supervision	✓		
• System of work, such as schedule or hours	✓		
• Environment appropriate	✓		
• Equipment working, briefing and instruction on the operation	✓		
• Physical work – understanding limitations etc.	✓		
• Understanding / briefing of roles, culture, development	✓		
• Managing home and work	✓		<b>3</b>
• Work load and expectation	✓		<b>3</b>

<b>FATIGUE</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Understanding /briefing of roles, culture, development	✓		
• Managing home and work	✓		<b>3</b>
• Workload and expectation	✓		<b>3</b>
• Correct supervision, instruction, information and training	✓		
• Systems of work, such as schedules or hours	✓		
• Policy and procedure on duty of care	✓		
• Regular holidays and breaks	✓		<b>3</b>
<b>CONFIDENTIALITY BREACHED</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Clear policy and procedure boundaries around ethics and morals code of conduct etc.	✓		
• Full briefing of expectation	✓		
• Supervision	✓		
• Mentor to debrief	✓		
• Environmentally allows confidentiality but also provides safety for all concerned	✓		
• Documentation procedure and policy geared for privacy and non disclosure of personal information to inappropriate people	✓		
<b>UNDERFOOT HAZARDS</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Correct supervision, instruction information and training	✓		
• Systems of work, such as storage and use	✓		
• Environment appropriate clothing and safety gear	✓		
• Briefing and instruction induction	✓		
• Safety policy and procedure in regard to wet / slippery surfaces	✓		
• Clear labelling and signage directions for safe pathways indicating potential hazards	✓		<b>1</b>
• Policy and procedure of items kept in walkways – keeping passageways clear	✓		
• Cleaning policy and procedure	✓		

<b>SHARPS</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Correct supervision, instruction, information + training	✓		
• Systems of work, storage and use	✓		
• Environment appropriate clothing	✓		
• Briefing and instruction on the disposal of sharps	✓		
• Safety policy and procedure in regard to disposal, storage	✓		
• Clear labelling	✓		
• Stable storage/ collection environment	✓		
<b>CHEMICALS</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Correct supervision, instruction, information and training	✓		
• Systems of work, such as storage and safety gear	✓		
• Briefing and instruction on the use of chemical	✓		
• Safety policy and procedure in regard to use, storage	✓		
• Correct labelling	✓		
• Stable storage environment	✓		
<b>ABUSIVE CLIENTS</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Conflict / aggression management skills	✓		
• Clear policy and procedure boundaries around ethics and morals code of conduct etc.	✓		
• Phone call 000 if situation gets out of hand	✓		
• Have someone close by to call on for added support	✓		
• Clear passage way out of the room	✓		
• Keep yourself with an open way out of a situation physically	✓		
• Have good boundaries of no tolerance for aggressive behaviour and make it known	✓		
<b>INTOXICATED CLIENTS</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Keep yourself with an open way out of a situation physically	✓		
• Phone call 000 if situation gets out of hand	✓		
• Clear policy and procedure boundaries around ethics and morals code of conduct etc.	✓		
• Clear passage way out of the room	✓		
• Have good boundaries of no tolerance for aggressive behaviour and make it known	✓		

<b>INAPPROPRIATE BEHAVIOUR BY /WITH CLIENTS</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Clear policy and procedure boundaries around ethics and morals code of conduct etc.	✓		
• Phone call 000 if situation gets out of hand	✓		
• Have someone close by to call on for added support	✓		
• Clear passage way out of the room	✓		
• Window in door	✓		<b>1</b>
• Accountability persons	✓		
• Have good boundaries of no tolerance for aggressive behaviour and make it known	✓		
<b>BULLYING</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Have good boundaries of no tolerance for aggressive behaviour and make it known	✓		
• Safety positioning of desks and furniture	✓		
• Phone call for 000 if situation gets out of control	✓		
• Clear policies around ethics and moral codes of aggression	✓		
• Window in door	✓		<b>1</b>
• Accountability persons	✓		
• Referral procedure when there is perceived danger	✓		
<b>BODILY FLUIDS</b>	<b>YES</b>	<b>NO</b>	<b>MATRIX</b>
• Policy and procedure on what to do when some one needs first aid	✓		
• First aid officer	✓		
• Safety procedure in place for control/ disposal	✓		
• Hygiene and health regulations and policies	✓		
• First aid training	✓		