

# Health and Safety Update

Our Lady of Kapiti Parish

August 2017

## *Introduction*

The Health and Safety at Work Act 2015 (HSWA) is New Zealand's workplace health and safety law. All public buildings must comply with the Health and Safety at Work Act 2015 (HSWA). Our Church premises are public buildings.

- All Workers, Parishioners and Visitors who enter our Parish premises have a role to play under this Act.
- All Workers, Parishioners and Visitors have a responsibility to take care of their own health and safety by complying with Health and Safety Policies and Procedures.
- All Workers, Parishioners and Visitors have a responsibility to contribute to workplace Health and Safety Policies and Procedures.

**"We all have a role to play"**

## *What you will learn in this update*

1. What to do in the event of a fire
2. What to do in the event of an earthquake
3. What to do if you have an accident within our Parish property
4. What to do if you see a hazard



***Have you seen the new  
"BRIGHT RED"  
Health & Safety  
Noticeboard  
in the entrances of  
Our Lady of Fatima  
Church and  
St. Patrick's Hall?***

### What you will find:

**Accident Form**

**Accident/Incident  
Flowchart**

**Accident/Incident  
Reporting Procedures**

**Building Plan showing  
Exits and Emergency  
Equipment**

**Earthquake Procedure**

**Emergency Contact List  
(of various organisations)**

**Emergency Warden's  
& First Aider's List**



## What to do in the event of a Fire



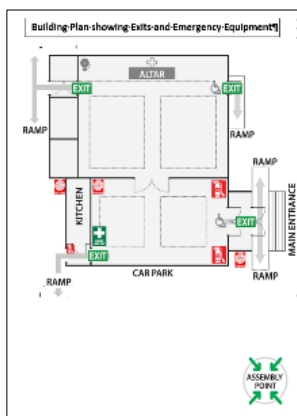
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***Make sure you have read the Fire Notices displayed.***

These are located by all emergency exit doors.

If an Emergency Warden is present in the building, keep calm and listen to their instructions.



***Make sure you are aware of where your nearest Exit is.***

A Building Plan showing emergency exits is displayed on the Health & Safety Noticeboard located in the main entrances of both the Church and St Patrick's Hall.



***Have you seen the Emergency Evacuation Procedure Notices displayed?***

Ensure you are familiar with them in the event of an evacuation.

### St Patrick's Hall





## What to do in the event of an Earthquake

**The shaking may cause the Fire Alarm to activate on its own. Do not evacuate the building until the shaking has stopped.**

If no Emergency Warden is present ensure you are familiar with the Earthquake procedures “During the Shake” and “Immediately after the Shake” and evacuate when safe to do so and all shaking has stopped.

### During the Shake

**KEEP CALM, do not run out of the building.**

Move away from the windows, equipment and shelves that may fall.

**DROP, COVER, HOLD** – Take shelter under a table, or other furniture or a solid doorway.

**DROP** to the ground; and

take **COVER** by getting under a sturdy table or other piece of furniture; and

**HOLD ON** until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms.

Be prepared for aftershocks.

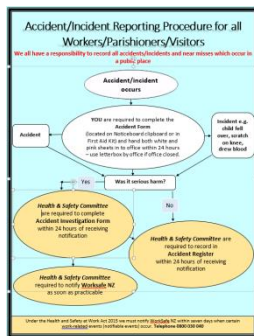


### Immediately after the Shake

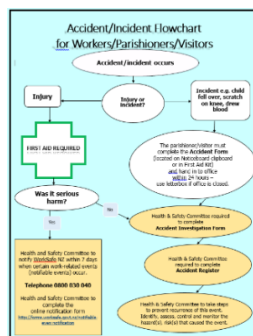
- Stay calm.
- Evacuate if instructed to do so by the Emergency Warden and meet at the Assembly Point.
- Use Emergency Evacuation Procedures to leave the building.
- Ensure you do not leave the Assembly Point until everyone is accounted for and you have been given the “all-clear”.
- If you think you may require assistance in an emergency to evacuate the premises, please contact the Parish Office so we can put your name on the Building Assistance Register to ensure you are well looked after and helped in an emergency. This includes if you have a temporary injury (e.g. you’re in a moonboot, using crutches, etc.)




### *What to do if you have an Accident within our Parish property*



- Make sure you are familiar with the Accident/Incident Flowchart which helps us to follow the correct procedure in the event of an Accident/Incident. The flowchart is displayed, at Our Lady of Fatima Church and St Patrick's Hall, on the Health & Safety Noticeboard. The Noticeboards are located in the main entrance of both buildings.



- Make sure you are familiar with the Accident/Incident Reporting Procedure which informs you of the correct steps you need to take in the event of an accident/incident. The Accident/Incident Reporting Procedure is displayed at Our Lady of Fatima Church and St Patrick's Hall on the Health & Safety Noticeboard.

- If you have an accident/near miss or witness an accident/near miss ensure that you complete an Accident Form and hand in to the Parish Office as soon as practical but at least within 24 hours of the incident. An Accident Form can be found on the Health & Safety Noticeboard or in the First Aid Kits at both premises.
  - Make sure you are aware of the locations of our First Aid Kits at both premises. At Our Lady of Fatima Church the First Aid Kit is located in the church foyer by the kitchen/toilet area. At St Patrick's Hall the First Aid Kit is located in the kitchen above the fridge.
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## What to do if you see any Hazards

- Ensure you report any hazards that you find within our premises/property as soon as practical to the Parish Office, 29 Parata Street, Waikanae, Phone 902 5815.



- The Parish has a responsibility to investigate any hazards identified and to take steps to control the hazards and your help is appreciated.
- Ensure that all children within your care are supervised properly to ensure they are kept safe and free of any potential hazards in a public place e.g. trees and car parking areas.

## *To Summarize*

Parishioners and Visitors are responsible for:

- Taking care of their own health and safety, and the health and safety of other persons who may be affected by their acts or omissions.
- Ensuring they are fully aware of, and take time to locate and read, any Fire Notice, Earthquake procedure, Emergency Evacuation Notice and Building Plan signs situated in the Parish premises.
- Advising the Parish Office if they require any assistance to evacuate premises in the event of an emergency.
- Complying with Fire Safety and Natural Disaster Policy and Procedures.
- Contributing when consulted by the Health and Safety Committee on Fire Safety Policy and Natural Disasters Procedures.
- Ensuring that any hazards (once identified) are confined and promptly reported to the Parish Office.
- Ensuring they are aware of the names, locations and contact numbers of the emergency contacts and are aware of the location of the First Aid Kit.
- Ensuring that you are fully aware, and take time to locate and read, the Accident and Incident Reporting Procedures.
- Ensuring they are aware of the location of the Accident Forms (which are located on the Health & Safety Noticeboard at both premises and/or in the First Aid Kits or alternatively in the Parish Office.)
- Reporting any accident or incident or dangerous occurrence involving ANY PERSON (including members of the public) immediately by completing an Accident Form.
- Ensuring the completed Accident Form is handed into the Parish Office or the School Office as soon as possible.
- Complying with the Hazard and Risk Management Policy and Procedures, & Accident/Incident Policy & Procedures.
- Contributing when consulted, by the Health and Safety Committee, on Hazard and Risk Management Policy and Procedures & Accident/Incident Policy & Procedures

## Can you help?



If you would like to be an Emergency Warden at any of our Masses please contact the Parish Office.

If you have a current First Aid Certificate and would like to go on our Contact List we would love to hear from you, please contact the Parish Office.



If you see any hazards or think there are any Health and Safety issues, please contact the Parish Office 902 5815 as soon as possible.

If you have any queries, concerns or feedback, please contact the Health & Safety Committee via the Parish Office. We would appreciate hearing from you.