

Health & Safety

REINTRODUCTION OF THE PUBLIC CELEBRATION OF HOLY MASS

1. Hazard Assessment and Analysis

Under OH&S Legislation we are required to complete a Hazard Assessment and Analysis on every position within the Diocese. For our immediate purposes, we are focusing on the four roles that you are recruiting for and the Money Counters and have included the Hazard Assessments as attachment Appendix A of this document.

Information on the Hazard Assessment:

1. List of tasks associated with the position
2. Hazards associated with each task broken down into four categories – physical, chemical, biological, psychological.
3. The Severity and Likelihood that the employee will be exposed to the hazard when completing the task. The higher the combined total the greater the hazard or risk of injury/illness to the volunteer
4. What ‘controls’ need to be implemented in order to ensure that the employee is not injured or becomes ill due to performing the task.

We have completed the hazard assessment for each of the volunteer roles and indicated what ‘Controls’ need to be put into place for each task that the volunteer will be performing. You can add to the documents if we have missed a task or you are putting in place a different control.

Action:

- Review the Hazard Assessment and Analysis for each role to ensure all tasks are listed. Add any potential hazards and controls that are missing.
- Provide updated Assessment to Human Resources if changes have been made.

2. Safety Data Sheets(SDS)

Depending on the cleaning and disinfecting products you will be using, if they are considered a ‘controlled or hazardous’ substance then a SDS is required. The SDS provides information about the hazards of a product and safety precautions when people are using the product. In most cases, when you order a controlled product the supplier will automatically include an SDS with your order. To obtain an SDS you can go to the product manufacturer's website and search for it or google – SDS and the product name.

Some uncontrolled products also have an SDS available even though it is not required by OH&S to have one on file (i.e. Lysol Disinfectant Wipes- copy included as Appendix B).

Action:

- Purchase/acquire all personal protective equipment (PPE) required for volunteers to perform their tasks
- Keep all SDS in a location that is readily accessible to staff and volunteers. If an incident occurs they must be able to quickly review the First Aid Measures.
- Secure any other First Aid treatment requirements that the SDS provides – i.e. eye wash station if using hazardous chemicals or safety eyewear if pouring/mixing chemicals

3. Volunteer Training

The volunteers that will comprise your volunteer teams will need to receive the following training so that the parish is in compliance with OH&S Legislation:

- Review the position description with each volunteer
- Provide them with a copy of the Hazard Assessment and explain to them what ‘Controls’ have been put in place to ensure their health & safety when completing their tasks.
- Provide them with instruction on how to properly use any personal protective equipment being provided to them:
Example: Use of Non-Medical Masks
 - Provide a copy of the document on the use of Non-Medical Masks (Appendix I of *Diocesan Guidelines for the Reintroduction of the Public Celebration of Holy Mass*)
 - Show them how to put the mask on and take the mask off, ask them to do it with you watching them and providing instruction
- Provide each volunteer with their role specific checklist (Appendix VI of the *Diocesan Guidelines for the Reintroduction of Public Celebration of Holy Mass*)
- Request the volunteer sign-off on the Training Checklist (Appendix C)

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