

## **SAFETY INFORMATION HANDOUT**

### **CONDITIONS OF ENTRY ONTO                      UNITING CHURCH FOR VISITORS AND CONTRACTORS**

At the Uniting Church, Synod of WA, the health, safety and wellbeing of our people is a priority. We do not want employees, volunteers, Ministers or contractors being injured in the course of their work with the Uniting Church.

Please familiarise yourself with the requirements detailed below. If, at any time, it is deemed by the                      Uniting Church Contact determines that you are in breach of any requirement, you may be required to leave the premises.

#### **SECURITY**

All Visitors and Contractors must complete and sign the Visitors Book at reception on arrival and departure. You must wear and display the Visitors Badge provided. Unless otherwise authorised, you must be accompanied or remain in designated areas at all times. You must not open or interfere with entry doors at any time.

#### **SAFETY**

Unless specific approval is given, children or animals are not permitted on the premises. You must wear clothing and footwear that is safe and appropriate for the purpose of your entry to the premises. All persons must behave and conduct themselves in a manner which does not threaten safety.

#### **CONTRACT WORK**

All work activity must be performed safely and with due consideration for the safety of others within the workplace. Hazards must be identified, assessed and controlled and all work practices implemented consistent with the requirements of relevant WHS Legislation, Regulation and Codes of Practice and to recognised trade standards.

#### **VEHICLES ON SITE**

You must comply with designated speed limits and you may only park in designated areas and spaces.

#### **SMOKING, ALCOHOL & DRUGS**

Smoking, alcohol or use of non-prescription drugs is prohibited. Any worker believed to be under the influence of alcohol or drugs will not be permitted to enter the premises.

## **UNACCEPTABLE BEHAVIOUR**

The Uniting Church strives to create a safe, non-threatening and non-intimidating work environment. Therefore, all persons are required to behave and conduct themselves in a manner which others do not find offensive, abusive, violent or unacceptable.

## **INJURY & INCIDENT REPORTING**

You must report all injuries, incidents, hazardous situations or conditions immediately.

## **EMERGENCIES**

If you hear the evacuation alarm, you must leave the premises immediately via the nearest emergency exit and wait in the designated assembly area, as noted on emergency diagrams.

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| Emergency Contact Details: Dial '000' - Advise |
| First Aid Provider Details:                    |
| Nearest Medical Centre/Treatment Provider is:  |



Uniting Church in Australia  
Western Australia



**A CHRISTIAN  
COMMUNITY  
FOR EVERYONE**