

# W.H.I.P.

## Workplace Health Improvement Practice

### XMAS HOLIDAY MAINTENANCE

Date: 06/12/2011



#### REFERENCE

OHS&W Act 1986  
OHS&W Regulation 2010  
Division 3 – General Principles for Implementation of Regulations  
Subdivision 1 – Responsibilities of employers  
Regulation 20 – Hazard Identification and Risk Assessment  
Catholic Church Safety Manual – Hazard Management, Document 14

#### OBJECTIVE:

To ensure personnel working during the Christmas break are as safe as reasonably practicable from any harm or injury.

#### BACKGROUND:

As we know the Christmas break is a great time to get those odd jobs completed either by Maintenance staff or engaged Contractors.

#### PREVENTATIVE ACTIONS:

Just a friendly reminder that if any changes to the workplace, painting, plumbing, electrical or any hazardous work is going to be performed a risk assessment or job safety analysis must be completed with the engaged Contractor or Maintenance personnel. When assessing the risk, take into account anyone that may be on site e.g. Out of Hours School Care, we need to take care of each other. A general risk assessment proforma can be located in the Catholic Church Safety Manual, Document 14 (Form 14c).

**FOR ENQUIRIES OR FURTHER INFORMATION PLEASE CONTACT YOUR OHS CONSULTANT**