



## **INDUCTION OF VOLUNTEERS CHILD and NON-CHILD-RELATED WORKERS (over and under 18)**

Thank you for your willingness to pursue being a volunteer within the Life of CBC.

CBC is committed to providing places, services and programs that promote physical, emotional and spiritual health and safety and model the love of Christ to all whom we have contact with, particularly children, young people and vulnerable adults. This induction process is a vital component of our Safe Church Policy.

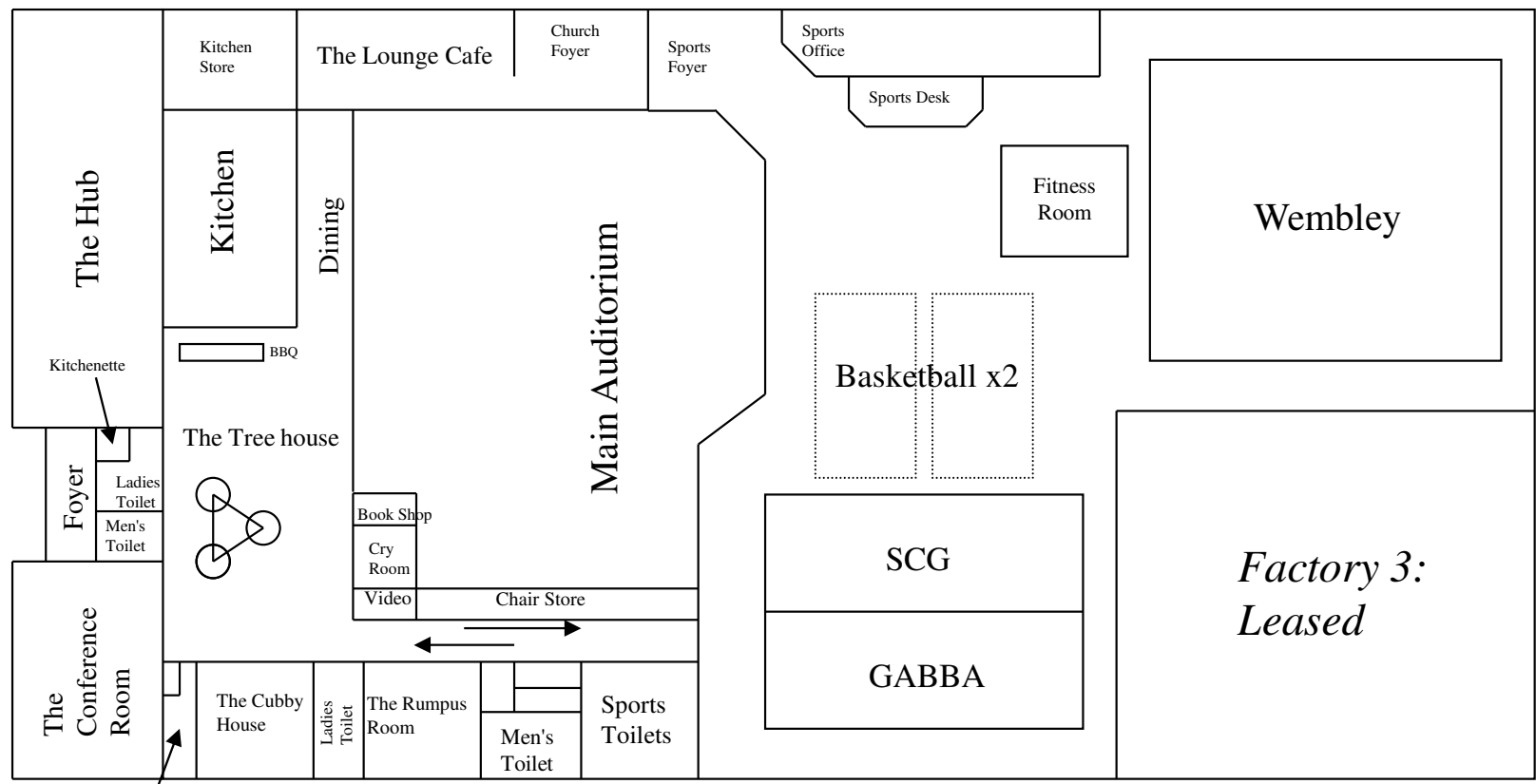
**The following documents are provided for your reference. Your ministry leader inducting you will take you through these as a finalization of your induction when onsite.**

Blessings and thanks again  
CBC

Compiled 28/03/2023

Captain Cook Drive

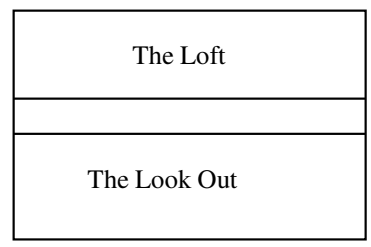
Driveway ← → NO Parking



Car Park

*Factory 3:  
Leased*

Disabled Toilet



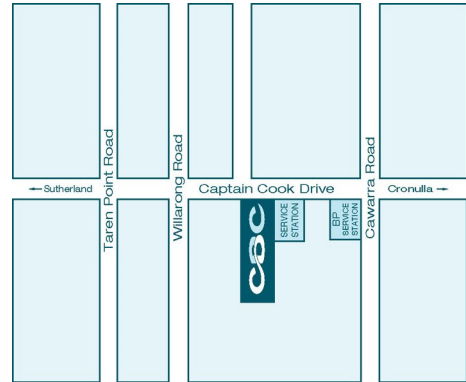
Mezzanine

# FIRE & EMERGENCY PROCEDURES

## CARINGBAH BAPTIST CHURCH

74-76 Captain Cook Drive  
Caringbah, NSW 2229

Church—9524 2709



OHS-026/4.05

## Emergency Contacts

FIRE BRIGADE (0) 000  
POLICE (0) 000  
AMBULANCE (0) 000  
Police at Cronulla (0) 9527 8199  
Police at Miranda (0) 9541 3899  
Police at Sutherland (0) 9542 0899  
Poisons Information (0) 13 11 26

## Supply Authority Relevant to Property

Electricity AGL (via Ausgrid) 131 388  
Water Sydney Water 132 090  
Gas AGL (via Jemena Gas) 131 909

## Non-Threatening Emergency Contacts

Centre Manager	Broderick Storey	xxxxx
Pastors	Ken Clendinning Sam Walker Lawson Wallace	xxxxx xxxxx xxxxx
Office	Ainslee McDowell	xxxxx
Children	Annie Hewetson	xxxxx
Playgroup	Debi Wallace Samantha Norvaisa	xxxxx xxxxx

## Tyden Demolitions Pty Ltd

Office		9531 7698
After Hours	Saki	xxxxx

**EMERGENCY PHONE NUMBERS**

Hose reels, fire extinguishers and fire blankets are located around the building to facilitate attacking initial stage fires as indicated on the property evacuation plan.

**WARNING – DO NOT USE WATER ON ELECTRICAL FIRES**

**At CBC, two types of fire extinguishers are available for use:**

**A : B (E) Powder** To be used for Paper, Wood, Textile, Oil, Liquid and Electrical fires.

**CO2** To be used for Paint, Oil, Electrical and other liquid fires.

**USING FIRE EXTINGUISHERS:-**

1. Only use an extinguisher if you are trained and it is safe to do so.
2. Use the correct extinguisher. [See option above.](#)
3. Ensure that there is a safe exit behind you.
4. Avoid heat and smoke by staying low.
5. Direct extinguisher stream at base of flame, not at smoke.
6. Use a side to side sweeping motion over the burning surface.
7. Sweep from near edge to rear and then up vertical surfaces.
8. If the fire or smoke gets too severe, retreat and close the doors after you to assist in confining the fire. Do not lock any doors.

**First Aid:-**

The CBC centre does not have a dedicated First Aid room but rather three First Aid stations.

- First unit is on the rear wall of the BBQ area.
- Second unit is in the sports office corridor.
- Third unit is upstairs adjacent to sink area.

Each station has the necessary equipment to allow basic care to be administered. A list of qualified first aiders is at each station.

**FIRE FIGHTING EQUIPMENT**

**R**

**“RESCUE”**

Ensure you are safe. Warn/Rescue any person/s in immediate danger.

**A**

**“ALARM”**

Raise the Alarm. Advise your supervisor or any member of CBC Staff. They will get the alarm (**AIR HORN SIGNAL . . . .**) sounded. Ensure the Fire Brigade is called.

**C**

**“CLOSE”**

Close all doors to contain the fire.

**E**

**“EXTINGUISH”**

Attempt to put out the fire only if you have been trained AND it is safe

**FIRE AND EXPLOSION**

# ON HEARING THE ALARM OR ON THE INSTRUCTIONS TO EVACUATE

- ⇒ **Leave the building by the nearest FIRE EXIT**
- ⇒ **Never assume that the alarm is a drill or a false alarm**
- ⇒ **Walk briskly but without hurrying the person ahead of you**
- ⇒ **Follow the instructions given by Wardens**
- ⇒ **Do not attempt to use fire-fighting equipment unless you have been trained and it is safe to do so**

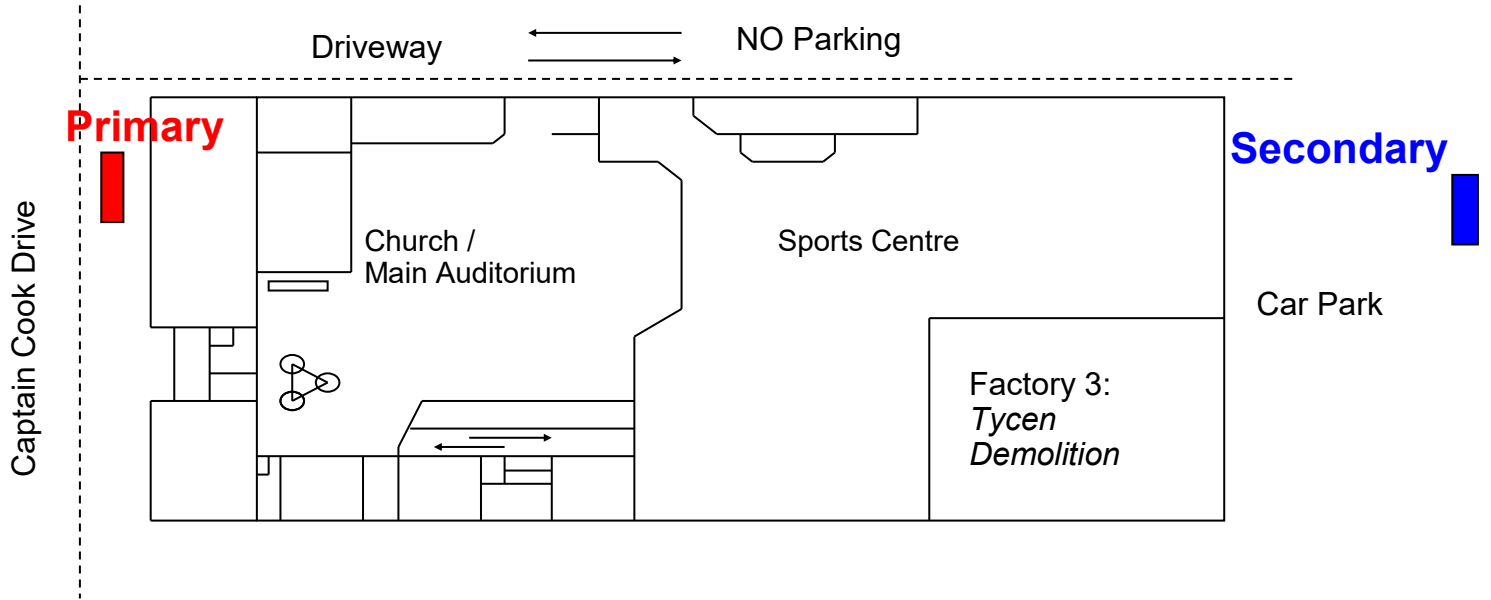


**EVACUATION**

# Emergency Assembly Area

The **Primary** Emergency Assembly Area is on the Captain Cook Drive frontage, directly next to the brick sign on the grassed area, except where an emergency directly in the front office block would cause this area to be unsafe. In this case, the assembly area moves to *the western property, 78 Captain Cook Drive, Caringbah*.

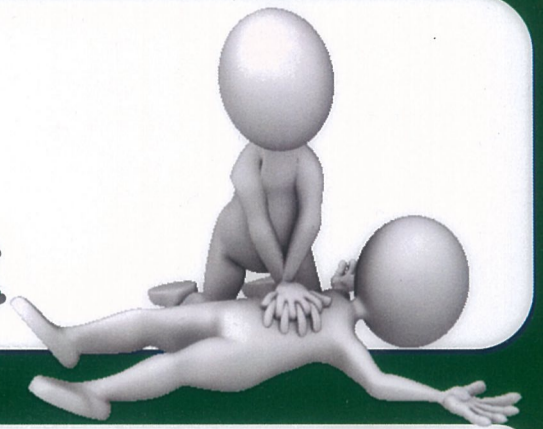
The **Secondary** Emergency Assembly Area is in the rear Car Park.



**EMERGENCY ASSEMBLY AREA**



# CPR Basic Life Support



## D DANGER

STOP ► THINK ► OBSERVE ► PROCEED



## R RESPONSE

CALL OUT ► TOUCH ► RESPONSE TO PAIN



## S SEND FOR HELP

YELL OUT ► **000** ► 112

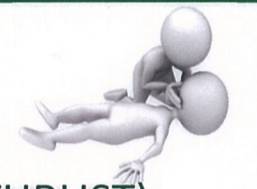


## A AIRWAY

CLEAR AND OPEN

(LOG ROLL FOR FLUIDS)

(HEAD TILT (NOT BABIES) - JAW LIFT - JAW THRUST)



## B BREATHING

LOOK + LISTEN + FEEL

(IF IT IS NOT NORMAL IT IS NOT BREATHING)



## C CPR

**30** COMPRESSIONS + **2** VENTILATIONS

COMPRESSIONS ONLY IF UNWILLING OR UNSAFE



## D DEFIBRILLATION

TURN ON AED AND FOLLOW PROMPTS



Casualty Size	Chest Location	Depth of Compressions	Push with ...	Rate
Adult and Larger Child ≥ 9 years	Lower half of chest	50—60mm	2 hands	100—120 per minute
Children > 1 and ≤ 8 years	Centre of chest (nipple line)	1/3 of the chest depth (equals 1/3 of the width of the chest ≤ 6 years or 1/3 of the distance from chest centre to side > 6 years)	1 hand or 2 hands if difficult	
Infant < 1 year	Centre of chest (nipple line)		2 fingers or 2 thumbs	

For information about CPR training to suit your workplace contact **Medics for Life**.

P: 0414458565 E: [info@medicsforlife.com.au](mailto:info@medicsforlife.com.au) W: [www.medicsforlife.com.au](http://www.medicsforlife.com.au)

© Medics for Life 2015



**Medics for Life**

professional training by professionals in emergency care

This organisation is an authorised provider of Accredited Activities under the RACGP QI&CPD Program

This organisation is an authorised provider of Accredited Activities under the ACRRM PDP Program







# INCIDENT/HAZARD REPORT FORM

ID No \_\_\_\_\_

- STEP 1** Property Damage Witness - Injured Person/First Aid Attendant - witness to complete Part A immediately after the incident. Attach any additional relevant information.
- STEP 2** Ministry Leader to complete Part B
- STEP 2** Forward Incident Investigation Report to Centre Manager
- STEP 3** Centre Management Team to review incident report and develop Part C, corrective and preventative action plan.
- STEP 4** All incident reports to be closed out when required actions are completed or assigned a job # within the Centre's maintenance system.

## Part A

### Details of person(s) involved in incident

Name \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ Phone no. \_\_\_\_\_

Is this person a staff member / volunteer / contractor / other (please circle)

-----  
Incident Report completed by \_\_\_\_\_ Date \_\_\_\_\_  
-----

### Details of Incident

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Area that incident occurred \_\_\_\_\_

CBC contact during incident \_\_\_\_\_ Role at CBC? \_\_\_\_\_

(e.g. Staff / Volunteer / etc.)

Type of Incident:     Property Damage     Personal Injury     Incident

**Mark injuries on the diagram and use the legend indicating type of injury: -**

- |                |               |                |
|----------------|---------------|----------------|
| A - Abrasion   | Bl - Bleeding | Bu - Burns     |
| C - Contusion  | D - Deformity | T - Tenderness |
| L - Laceration | P - Pain      | S - Swelling   |

Describe Incident (include photos) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

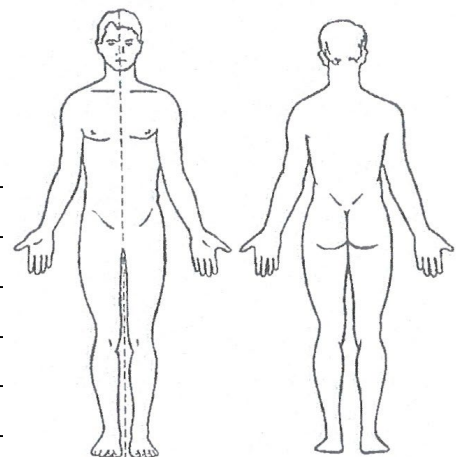
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

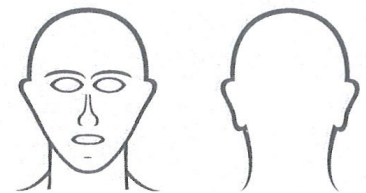
\_\_\_\_\_



Other factors pertinent to the incident? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Weather conditions at the time of incident? (if applicable) \_\_\_\_\_

**Witness Statement**

Name of Witness \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

Statement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Immediate Action Taken \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART B**

**Investigation** (To be completed by Ministry Leader)

Name ..... Ministry Position.....

Does this incident require further investigation? YES  NO  (If YES, please continue)

Has equipment been checked and found suitable. Has broken or damaged equipment been retained?

Has personal equipment been checked? Was it suitable? \_\_\_\_\_

\_\_\_\_\_

What instruction and training was given in relation to the activity? \_\_\_\_\_

\_\_\_\_\_

What was the root cause of the incident? \_\_\_\_\_

\_\_\_\_\_

What corrective action was instigated immediately (refer to page 3 for ongoing) in relation to incident?

\_\_\_\_\_

Was First Aid given and by whom was it given? Provide details. \_\_\_\_\_

\_\_\_\_\_

Was medical attention sought as a result of the incident? \_\_\_\_\_

\_\_\_\_\_

Was there any damage to equipment and/or building/property due to the incident? \_\_\_\_\_

\_\_\_\_\_

