

Work Health Safety Calendar

January

Review Office Equipment

Does your office equipment meet the needs of your pastor/staff? Is any of it in need of repair or replacement? Are there any hazards which need to be addressed?



February

Church Signage

Does your church signage need updating? Is the information correct? Is it appropriately lit?



March

Test & Tag

Ensure that your annual Test and Tag of church equipment has been completed and your compliance certificate stored.



April

First Aid Kits

Do your first aid kit/s need servicing?

Winter Ready

Are the church and manse heaters ready for winter? Do filters or flus need cleaning or heaters need servicing? Are there gaps around doors/windows that need sealing?

May

Emergency Contacts for Vulnerable Members

If you keep these records for members ensure they are up to date. Do any need to be securely destroyed?



June

Property Maintenance

Plan now for any painting, gardening or repairs that need to be done in spring and organise tradespersons or a working bee.



July

Building and Contents Insurance

Review your level of insurance for the church, manse, and any other properties.

It is a good idea to take photos of contents for insurance purposes and store these securely.



August

Fire Safety

Have your fire extinguishers and other fire equipment been serviced?

Are there any things you need to do around your church properties to get ready for the summer fire season?



September

Get ready for Fire season

Check gutters, air conditioners, trees, and clear debris around properties.

Check evacuation posters are current and displayed appropriately.



October

Check the church for hazards

Tripping hazards (cables, carpet, steps, cracked paths), candle stands that could fall, heavy equipment, gas bottles and chemicals are stored safely, check lighting inside and outside the church. Ensure you budget for any repairs needed the following year.

November

Storage Clean Up

Have a clean out of Sunday School cupboards, craft cupboards, kitchen cupboards and any storage areas. This can be done over holidays. Ensure all supplies and equipment are stored safely.

December

Immerse yourself in church life and prepare to celebrate the birth of our Lord and Saviour, Jesus Christ.



**LUTHERAN
CHURCH**
OF AUSTRALIA

**SOUTH AUSTRALIA
NORTHERN TERRITORY**