

CANBERRA ISLAMIC CENTRE

Occupational Health & Safety and Work Safe Sub-Committee and Policy

Work Safe sub-committee and OH&S Officer

The sub-committee will consist of the Vice President (chair) and the chairs of Masjid sub-committee, Centre sub-committee and the library sub-committee. A person may occupy two positions in the work safe sub-committee.

- The Chairs of the subcommittees for the Masjid, Library and the Centre shall be a member of CIC Executive Committee and will be the safety officer for their area.
- The Vice President shall be the OH & S Officer of the CIC supervising all the three-safety officers.
- Each year the new committee will brief the incoming committee members of their responsibilities.
- incoming executive committee as a matter of routine in September will have the electrical equipment and the fire equipment installed and used in the complex audited by each year.
- The name of the Safety Officer in-charge of an area will be placed on a notice board in their respective areas.

Compliance Sub-Committee:

The compliance sub-committee will consist of three people - the president, the secretary and an ordinary member. Their job will be to oversee any audit that may be done at the request of the OH&S and Work-Safe sub-committee and see that all compliance issues are adequately met.

Rationale

In addition to identifying modifications to reduce risk, the security risk assessment establishes a clear road map for design and protection of the building security system and operations. Additionally, when the assessment is conducted early in the project lifecycle, it provides the owner and facility management with a secure project while maintaining cost efficiency and aesthetics.

Definitions:

Hazard

A hazard is a situation that sets some level of threat to life, health, property, the environment, personal integrity, etc.

The risk concept here is characterised by two main factors:

- The likelihood of a particular hazard actually taking place.
- The impact or consequences of that.

'Uncertainty' refers to the occurrence of an event about which little is known, while a risk is the outcome of an event which is predicted on the basis of statistical probability. Uncertainty exists when there is more than one possible outcome and risk exists when a decision is expressed in terms of a range of possible outcomes.

Reducing risks

Owners often conclude that their facility design is secure. A security risk assessment leads them to vulnerabilities present in the design and or location.

Public Event Law and Legal Definition. A public event, as the name suggests, could refer to any event open for the general public. Exhibitions, expositions, fairs, festivals, entertainment, cause-related, fundraising, and leisure events are all examples of a public event.

Private event means a private gathering limited to members and guests of members of a family, organization, or club, where the event is not open to the general public, and where food is provided without compensation.

The complex can be portioned in these distinct areas according to their use.

Areas & nature of events					
External & Public	Hazards	Masjid & Public	Hazards	Main Building Public & Private	Hazards
Parking area	Cars	Wet Areas	Slip & Trip	Dining room	Electrical, Fire, Assault
Garden	Playground	Mezzanine and main Hall	Fire, Electrical & Assault	Function hall	Electrical, Fire, Assault
Courtyard	Slip & Trip	Classrooms	Fire, Electrical & Assault	Corridor, toilets and foyer	Slip & Trip, Assault
		2 Stairways, lift	Slip & Trip, Electrical	Library rooms and corridor	Fire, Electrical, Slip & Trip
Non-Public Areas					
Storage Shed	Fire, Slip & Trip			Kitchen and Office	Fire, Electrical Slip & Trip

H&S Risk Assessment for Visitors to Public Areas and Library

The Community Centre (CIC), includes its main Hall, its café, ANI Library, Foyer & Corridor and Toilets but excludes the kitchen, is opened to the public and has been designed with that in mind so, in safety terms, it is no different to visiting any other public cafe / library / etc

Visits by groups of young people are required to be accompanied by the recommended number of supervisors

The Community Centre is "accessible" but visitors are requested to give advance notice of anyone with disabilities necessitating individual evacuation procedures – telephone

The Community Centre has a H&S Policy and a General Risk Assessment, and will email them to a prospective visitor upon request – telephone

Prospective visitors are welcomed to discuss any aspect of the safety of visitors with the Community Centre H & S Competent Person

What are the hazards?	Who might be harmed? And how?	What Are We Already doing?	What further action is necessary?	Action by whom?
Electrical	Visitors could get electrical Shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	--The only electrical equipment that is for use by the public is in the public area and has been adequately specified/tested. --Public areas regularly inspected professionally for visible defects such as worn wiring or scorched plugs and the Community Centre general staff also expected to report faults they notice. --Equipment routinely maintained; and defective equipment taken out of use safely, and promptly replaced. --Australian electrical sockets have designed-in safety features, but we also have covers on unused sockets in Public Area.	Continue with routine maintenance/testing.	CIC safety staff monitored by Community Centre H&S officer.
Fire	If trapped, visitors could suffer fatal injuries from smoke inhalation/burns.	--Fire Risk Assessment report renewed annually, and all feasible recommendations implemented. --Maximum number of people per floor calculated – and security officers turn away further visitors if any limit approached. --Adequate number of safety officers always on duty to manage any evacuation safely.	Weekly alarm testing and at least annual evacuation drills (but not when public inbuilding).	CIC contractors – monitored by CIC H&S officer.
Other visiting members of the public	Possibility of assault by distressed or aggressive visitors.	--Security officers scan visitors and their luggage and "quarantine" dangerous articles – and have formal Security Officer powers. --CCTV coverage inside and out of the building; and security officers trained in dealing with the public are posted to monitor public areas.	Continue with routine security coverage as per the approved assignment instructions for the guards.	Safety officers of the area or the person in charge of the event.
External area	Public specially children as it is an open area, children running in car park either playing or with their parents.	--Caution the parents so that they are aware of the risks. --Teachers re-enforce this idea in the classroom during Sunday school. --Imam mention it to the congregants few times that children should be taught by their parents' safety while moving in the car park area.	Continue the routine to minimise the risk	Parents, School SC Chair, teachers and the imam

<p>Slips and trips</p>	<p>Visitors may be injured if they trip over objects or slip on spillages.</p>	<ul style="list-style-type: none"> --Good housekeeping including keeping circulation routes clear. --Building cleaned every evening; and a day cleaner clears up spillages when reported. --All areas well-lit including stairs with no railing leads or cables. --Entrances cleared of snow and ice in inclement weather. 	<p>Continue with routine cleaning and safety inspections.</p>	<p>Cleaners, safety officers, guards, CIC H&S officer.</p>
<p>Kitchen</p>	<p>Oil catching fire on the burner, person loose covering catching fire, gas leakage, oven left with gas on and no flame.</p>	<ul style="list-style-type: none"> --Safety check of the equipment and connections regularly, --person in-charge ensuring that women with loose clothing like scarves, abaya etc are made aware of fire risk. --posters about safety in the kitchen, -- people using kitchen know how to use the fire-fighting equipment 	<p>Ensure that new people using the kitchen are briefed well with the risks and their management.</p>	<p>CIC OH & S Officer and safety officers</p>