

# **BLACKWOOD** church of christ

## **Policy 3 WORK HEALTH AND SAFETY**

### **Policy Purpose**

Provide guidelines for a safe working environment for worker and volunteers.

### **Policy Statement**

#### **1. Commitment**

The Blackwood Church of Christ inc is committed to providing a safe and healthy workplace for its employees. The commitment extends to its volunteers, workers, parishioners, visitors and members of the public.

Our commitment is in the context of legal requirements and is in accord with our philosophy on mission to care for people.

The Blackwood Church of Christ inc recognises that to meet this commitment suitable arrangements for managing safety need to be established and resources at an appropriate level allocated.

The Chairman of Elders is responsible for ensuring that this commitment is met.

#### **2. Objectives**

We aim to maintain a standard of no work-related injuries or illnesses.

Our objectives are to comply with provisions of the Work Health and Safety Act 2012 and its regulations.

To this end we aim to provide and maintain:

- A healthy and safe working environment.
- Safe methods of work.
- Facilities, equipment and substances in safe order.
- Information, instruction and training at a level to ensure the health and safety of workers in the course of their work.

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- Adequate levels of monitoring and supervision of workers.
- Effective means of consultation with workers on safety issues.
- O. H & S. records.

### **3. Work Health and Safety Arrangements**

#### **3.1 Responsibilities**

**The Chairman of Elders** takes overall responsibility for safety matters in the Blackwood Church of Christ inc. The Chairman's responsibilities:

- Ensure that adequate arrangements are in place for managing safety
- Ensure that adequate resources are allocated to meeting the objectives of this policy.
- Work Health and Safety is regularly discussed at Administration Committee meetings as a means of maintaining a focus on safety issues and enabling the chairperson to monitor safety. The committee therefore has a role in maintaining safety standards.

**The Office Administrator's** responsibilities include ensuring that:

- The Administration area is maintained in safe condition.
- Safe systems of work are in place in the Administration area
- Workers in the Administration area, including volunteers, work safely.
- Adequate records relating to Work Health and Safety are kept including records of accidents and illnesses which are work related.

**Each Minister, Elder and Leader** is responsible for ensuring that:

- Work undertaken in their portfolios is done in a safe and healthy fashion. This involves checking for hazards in areas of activity, giving directions to people and monitoring the safety of relevant activities.

**All Workers including Volunteers** are responsible for :

- Working in a safe fashion
- Following Work Health and Safety rules and procedures
- Reporting accidents and hazards to the Office Administrator
- Not working under the unsafe influence of drugs or alcohol

**All workers are responsible and accountable for carrying out their work in a safe**

### **3.2 Consultation**

The Blackwood Church of Christ inc recognises that workers need to contribute to the safety process. Workers often have a special insight into the safety implications of matters relating to their work.

Consultation is achieved through:

- Day to day liaison between workers and people in leadership roles, including safety on the agenda in Staff meetings.
- Seeking the views of workers if a safety issue arises in their area of work. This might involve asking workers opinions about items to be purchased.

### **3.3 Policies and Procedures**

The Blackwood Church of Christ inc may develop policies, procedures and guidelines to address certain safety issues. These are endorsed by the elders.

### **3.4 Hazard Identification, Evaluation and Control**

We aim to take a preventive approach to safety - that is to control or eliminate hazards before accidents or ill-health occur. To this end hazards need to be identified, evaluated and controlled as early as possible.

#### **Hazard Identification**

- Workers are responsible for checking for hazards in work areas.
- Before items are purchased, the purchaser should consider safety aspects. · Safety is considered in the design phase of new work facilities.
- From time to time expert advice might need to be obtained regarding hazards. · In the event of significant accidents, the church will investigate the circumstances in order to identify the cause(s) of the accident and thus the hazards associated with the accident. The instigation of an accident investigation, and the nomination of a person to conduct the investigation, is the responsibility of the Administration committee. In most cases an accident investigation would be conducted by a church member.

#### **Hazard Evaluation**

Hazard evaluation involves assessing the degree of risk associated with a hazard. The person identifying the hazard would normally evaluate the risks immediately and take appropriate action. If a significant hazard exists, workers are responsible for reporting it to the Office Administrator who will organise for the risk to be assessed and appropriate action taken.

#### **Hazard Control**

We recognise that the first priority in hazard control is to completely eliminate particular hazards. If this is not feasible the aim is to minimise hazards.

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### **3.5 Volunteers**

Volunteers are integral to the work done by the Blackwood Church of Christ. The church has responsibilities to the volunteers, and as workers in responsible positions the volunteers have certain occupational health and safety responsibilities.

### **Responsibilities to Volunteers**

The church needs to ensure that individual volunteers are suited to certain work tasks from a health and safety perspective. Information or training may need to be given to volunteers in safety areas. It is the responsibility of the church to make sure that equipment and facilities provided to volunteers are in safe order. The church is responsible for providing supervision, at an appropriate level, of volunteers. A Minister, Elder or employee is allocated to each volunteer activity.

### **Responsibilities of Volunteers**

Volunteers must work in a safe fashion and follow any safety rules or directions set by the church. Accidents and hazards should be reported to either the church worker allocated to the volunteer activity or to the Office Administrator. If volunteers use their own equipment to do church work the equipment must be in safe order. If a volunteer drives people from point to point as part of their volunteer activities, the volunteer's car must be in roadworthy condition.

### **Policy References**

Policy 6 Work Health & Safety Agreement for Hirers of the Blackwood Church of Christ inc  
Premises  
Electrical Asset Register (Records of Tag and Test)  
SA & NT Risk Management Manual

### **Review of Policy**

This policy shall be reviewed every two years or as required

### **Further Information**

If you require further information, contact the Church Office

**Authorised by: (Chair of Elders) Signature:**

..... **Date:**