**Workplace Health and Safety Policy**

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| This is a template policy developed for general use by Baptist Churches in NSW and ACT and may not necessarily be suitable for you and your church's situation.  The information provided in this document is accurate and up-to-date as of the time of writing. However, due to the possibility of changes in circumstances or changes in legislative requirements and best practise, we cannot guarantee the continued accuracy or relevance of the content.  It is recommended that you consider whether the information is appropriate to your needs, and where appropriate, seek professional advice.  This document should be used and read in conjunction with the *Guide to the Template Policies* document. |

**Purpose**

**ABC Baptist Church** (the church) is committed to providing a safe and healthy workplace, safe working methods, and the provision of safe equipment. Workplace health and safety is considered by the **leadership** to be an integral and vital part of the successful performance of any job.

This policy sets out the responsibilities of the Church and its workers with the aim that together we can keep the workplace safe and productive.

This policy refers to workers which includes employees, contractors, volunteers and pastors who are spiritual appointments.

**Responsibility of the Church Leadership**

The Church **Leadership**, as a group delegated by the church membership to administer the operations of the church, is committed to:

* Integrating workplace health and safety into all aspects of its operations;
* Identifying hazards, including psychosocial hazards, assessing risk and implementing control strategies to minimise risk of injury to people and property;
* Ensuring that relevant health and safety laws that apply to working conditions and the work environment are observed and enforced;
* Developing and implementing safe systems of work;
* Providing adequate safety information, training and supervision;
* Designing, purchasing, installing and maintaining a safe site and machinery;
* Ensuring that the workplace under their control is safe and without undue risks to health;
* Ensuring that the behaviour of all persons in the workplace is safe and without undue risks to health;
* Attempting to remedy all problems relating to workplace health and safety;
* Consulting with workers and other parties to address safety issues and improve decision making on workplace health and safety matters; and
* Supporting and assisting workers in effective injury management and rehabilitation.

**Responsibility of workers**

All workers are required to:

* Adhere to safe work practices, instructions and rules;
* Immediately report any unsafe work condition or equipment to the Church;
* Not misuse, damage, refuse to use, or interfere with anything provided in the interest of workplace health and safety;
* Perform all work duties in a manner which ensures individual health and safety and that of all other people in the workplace;
* Encourage fellow employees to create and maintain a safe and healthy work environment;
* Know the emergency procedures for the workplace;
* Obey all instructions in an emergency;
* Co-operate with all other workers to enable the health and safety responsibilities of all workers be achieved.

**Communication and consultation**

We recognise that worker consultation and participation in our safety system is vital and improves decision–making about health and safety matters in the workplace. Consultation is also included in the process of risk assessments and the development of our safe work practices. Workers shall be actively involved in the workplace safety system. Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to **leadership**. Meetings to consult and inform employees on safety issues shall be conducted through staff meetings, as regularly as is necessary. Workers shall be made aware of safety issues relating to their jobs on a regular basis. The manner of doing so will vary depending upon the type of information to be conveyed. We expect our workers to be committed to working with **leadership** in order to effectively manage health and safety on the job. Workers are encouraged to contribute to decisions that may affect their health and safety in the workplace, through contact with **leadership** and staff meetings. **Leadership** will work in conjunction with employees to review and update this, and other, policies and procedures.

**Workplace injuries and return to work**

## The Church is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work program for injured or ill workers.

## We are committed to:

* Prompt injury notification;
* Communication and consultation with all parties to develop an appropriate return to work program;
* Accountability and responsibility for injury management being clearly understood;
* Provision of suitable meaningful activities during the return to work process; and
* Dispute resolution as require.

## The Church will ensure the following positive approach in meeting these objectives, including:

* Early reporting of injuries and any incidents;
* Appropriate and timely medical intervention and return to work planning;
* Provision of suitable resources and productive duties for the injured worker;
* Positive support and encouragement during the rehabilitation process; and
* Review of incidents and accidents to seek preventive measures and continuous improvement.

## The Church leadership will work in conjunction with workers to review and update this policy, and other, policies and procedures relating to work health and safety as regularly as is necessary.

**WHS Team and Procedures**

WHS Team

The Church will appoint a Workplace Health and Safety (WHS) Team (ideally between 2-4 people). This will be lead by a paid member of staff (WHS Team Leader). Each member of the WHS team and all paid pastoral staff will complete WHS training.

Responsibilities

Responsibilities of the WHS Team include:

* provide an environment for cooperation and consultation between **Church Leadership** and workers on health and safety issues
* assist in developing health and safety standards, rules and procedures that will be followed in the workplace
* perform other functions as agreed to by the WHS Team and **Church Leadership**

The WHS Team is a consultative committee not a management committee. It will not consider matters which can be and should be decided by **Church Leadership**.

Meetings

Quarterly meetings of the WHS Team should be held to discuss any WHS matters to be Chaired by the WHS Team Leader.

A meeting agenda will be circulated at least one week prior to the meeting.

A quorum is considered the Chair plus half of the WHS Team members.

The draft minutes will be circulated to members for comment as soon as possible after the meeting. The minutes will be amended/accepted by members at the following meeting.

**Emergency procedures**

The Church will ensure all workers are prepared to respond to an emergency. The emergency preparedness and response procedures is to ensure that systems are in place, and when acted upon, will provide controls which may detect an emergency, minimise detrimental effects and ensure the health and safety of all persons. This procedure will apply to all workers and any other persons present on Church premises during an emergency situation. The Church requires the full cooperation and assistance of all parties.

## **Contact persons**

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| --- | --- |
| WHS Team Leader | **Name and number** |
| Nominated Workplace Return to Work Coordinator | **Name and number** |
| First Aid Officers | **Name and number** |
| Insurer | icare  Policy number **INSERT HERE**  Expires 30 June |

## **Document Control Information**

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| --- | --- |
| **WHS Policy** | |
| Owner |  |
| Master Copy |  |
| Date created |  |
| Date last reviewed |  |
| Approved by **[Management Team]** |  |
| Approved by **[Governance Group]** |  |
| Date next Review |  |

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| --- | --- | --- | --- |
| Date | Version | Revision Description | Reviewed / Updated by |
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**Appendix A1 – Sample Agenda for WHS Team**

Attendees: list attendees

Apologies: list known apologies

1. Attendees and apologies
2. Conflicts of interest
3. Agree minutes of previous meeting

Circulated for comment prior to meeting

1. Progress updates from:

* Management update - Church Leadership representative
* Workers update

1. Items for discussion

Items should be aligned to the agreed functions of the WHS Team.

Examples

* Review WHS injury/incident statistics and data
* New or ongoing hazards or risks for discussion
* Emerging WHS issues, trends or reports
* Findings of workplace inspections
* Monitoring and reviewing the effectiveness of controls
* Requests or issues to be considered by workers and management
* Progress on any internal or external reviews of policies, processes and procedures
* WHS training needs of workers
* Draft WHS procedures for the workplace
* Updates to legislation, codes of practice, guidance materials

1. Outstanding issues from previous meetings

* Refer to action items still to be completed

1. Other business

* Members to raise any other matters

1. Meeting close and confirm date of next meeting

Next meeting: [Insert time, date and location]

**Appendix A2 – Another sample - WHS Management System Review Sample Minutes**

|  |  |
| --- | --- |
| Date |  |
| Time |  |
| Location |  |
| Attendees |  |
| Apologies |  |

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| --- | --- |
| **WHSMS REVIEW** | **Actions** |
| Summary of current WHS issues and outstanding WHS issues |  |
| Review of resolved WHS issues |  |
| New WHS legislation updates – Impact or implications |  |
| Review new and updated policies/procedures |  |
| Compliance with WHS Policy |  |
| **WHS STATISTICS** | **Actions** |
| Review of WHS statistics |  |
| Review of Workers Compensation Claims Statistics |  |
| **WHS RISK MANAGEMENT** | **Actions** |
| Review of completed hazard reports |  |
| Review of completed risk assessments |  |
| Review of completed workplace inspections |  |
| WHS Team Meeting minutes |  |
| Corrective and preventative actions |  |
| **INCIDENT REPORTING** | **Actions** |
| Review incidents ensure reporting if required |  |
| Review incidents and set targets |  |
| Incident / injury statistics |  |
| **CONTRACTOR MANAGEMENT** | **Actions** |
| Summary of contractor management agreements  and performance |  |
| **TRAINING** | **Actions** |
| Review adequacy of WHS training schedule and  training |  |
| **CONTINUOUS IMPROVEMENT** | **Actions** |
| Actions agreed to address changes, gaps and shortcomings of current WHSMS |  |
| Revised WHS Objectives and Targets |  |

**Appendix B – Sample incident form**

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Consider whether your Church will need to report an incident to iCare or other. For further information refer to the link below.

<https://www.icare.nsw.gov.au/employers/make-a-claim/notify-us-of-an-injury-or-make-a-claim#gref>