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## Section 1. General Work Health and Safety

### 1.1 Work Health and Safety Policy

#### Policy Statement

Bayside Community Church is strongly committed to ensuring the health, safety and welfare in work environments of all staff, members and visitors.

In recognition of its responsibilities, Bayside Community Church aims to actively comply and promote all relevant provisions under the NSW Work Health & Safety Act – 2011 and the WHS Regulation 2012.

#### Policy Guidelines

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of work health and safety including:

- WHS training and education
- Emergency procedures and first aid provision
- Identification and control of hazards
- Reporting and recording of incidents and accidents
- Provision of information to staff, members, and visitors

In doing so, the Bayside Community Church is committed to:

- a. ensuring all practical measures are taken to ensure that all premises under the control of the Bayside Community Church are safe and without risks to health;
- b. ensuring all substances, equipment, machinery and appliances provided for use, are safe and without risk when properly used;
- c. providing such information and training necessary to ensure health and safety of Bayside Community Church, staff, workers, members and visitors;
- d. ensuring that consultation in health, safety and welfare matters takes place so as to
- e. enable staff and members to contribute to decision making processes;
- f. developing, implementing, monitoring and reviewing policies, strategies and procedures to minimise risk and seek a secure a safe and healthy environment.

#### Work Health and Safety Officers

The WHS Officers of Bayside Community Church are responsible for carrying out this Policy, providing guidance on the health and safety of all persons being in any area under the control of the Church. They will aim to provide the necessary guidance, training and resources to implement the Policy.

It is the responsibility of all Church staff, members and visitors to take reasonable care for the health and safety of all people within church-controlled premises and for all people who may be affected by their acts or omissions.

WHS Officers will create an environment that encourages safety first by staff, members and visitors of Bayside Community Church.

**Staff, Members and Visitors**

- Staff, members and visitors are required to co-operate with this policy and participate positively in the WHS program to ensure their own health and safety and the health and safety of others in the church.
- Staff, members and visitors are responsible for detecting any unsafe or unhealthy conditions or behaviour.
- Staff, members and visitors are to take prompt action to eliminate any unsafe or unhealthy conditions or behaviours, and if they do not have the necessary authority to do so, reporting the matter promptly – together with any recommendations for action to the WHS Officers.

**Contractors and Sub-Contractors**

All contractors and sub-contractors engaged to perform work on the Bayside Community Church controlled premises are required to comply with:

- The requirements of the Work Health and Safety Act 2012
- The WHS program and procedures of Bayside Community Church

Consultation with contractors and sub-contractors with a representative of the church will be available regarding work.

Failure to comply with the above will be considered a breach of the contract and sufficient grounds for termination of the contract.

**Review**

This policy will be reviewed when required by changes in legislation, or when the operations of the Bayside Community Church require it.

Authorisation and date

Signed: .....

Title: .....

Date: .....

The latest information on Workcover can always be obtained from the NSW Government Web-site <http://workcover.nsw.gov.au> This site includes tabs labelled “latest information” and “frequently asked questions”, as well as valuable links to other reference sites (e.g. Lawlink NSW – NSW Attorney General’s Dept).

## Section 2. Work Health and Safety Systems

### 2.1 Accident & Incident Investigation

#### **Policy Statement**

All accidents and incidents are to be reported and investigated to identify cause/s. Preventative or corrective action and strategies will be implemented as soon as practicable following the event.

All lost time injuries are to be reported to the WHS Officers of Bayside Community Church.

#### **Definition**

Accident – any unplanned and undesirable event that results in human injury or damage to property.

Incident – any unplanned, undesired or potential event, which could have resulted in harm.

#### **Policy Guidelines**

- All accidents and incidents resulting in injury shall be reported in writing to the WHS Officers of Bayside Community Church.
- The WHS Officers of Bayside Community Church will ensure that all reported Accident/Incidents are investigated as soon as practicable following the event.
- It is the responsibility of the staff member to report and document all accidents or incidents to the WHS Officers of Bayside Community Church. The Accident/Incidents Report Forms will require affected staff to document on the Form the ways in which they feel the Accident/Incident could be eliminated or controlled in the future.
- All new staff will have an introduction to Accident/Incident reporting as part of their site-specific orientation program.
- The WHS Officers of Bayside Community Church will regularly review and analyse their site-specific Accident/Incident investigation and reporting systems.
- The WHS Officers of Bayside Community Church will ensure the following accidents/incidents are reported to NSW Workcover:
  - a. an injury to a member of staff (supported by a medical certificate) that results in the person being unfit for their usual duties at their usual place of work for a continuous period of at least 7 days;
  - b. in the case of a member or visitor, an injury (supported by a medical certificate) that results in the person being unable to carry out their usual activities;
  - c. an uncontrolled explosion/fire or escape of gas, dangerous goods or steam;
  - d. a spill or incident resulting in exposure or potential exposure of a person to a notifiable or prohibited carcinogenic substance.
  - e. exposure to bodily fluids that presents a risk of transmission of blood-borne diseases;
  - f. any incidence of violence (supported by a medical certificate) that results in a

member of staff being unfit for a continuous period of at least 7 days;

g. any occurrence that involves a risk of the above.

## 2.2 Risk Management

### Policy Statement

The WHS Officers of Bayside Community Church will adopt a risk management approach to foreseeable hazards & risks that have the potential to harm the health and safety of staff, contractors, members and visitors.

The WHS officers of Bayside Community Church will undertake regular risk assessments as part of their site-specific risk management program.

### Definition:

**Hazard** – A hazard is defined as anything that has the potential to cause injury or illness such as physical/chemical hazards or manual handling etc.

**Risk** – A risk is defined as the likelihood (probability) that injury or illness will occur and the potential consequences (severity).

**Risk Management** – is the term applied to the logical and systematic process of identifying, assessing, controlling and monitoring/evaluating risks associated with work activities so as to minimise loss.

### Policy Guidelines

The WHS Officers of Bayside Community Church acknowledge responsibility to identify hazards arising from:

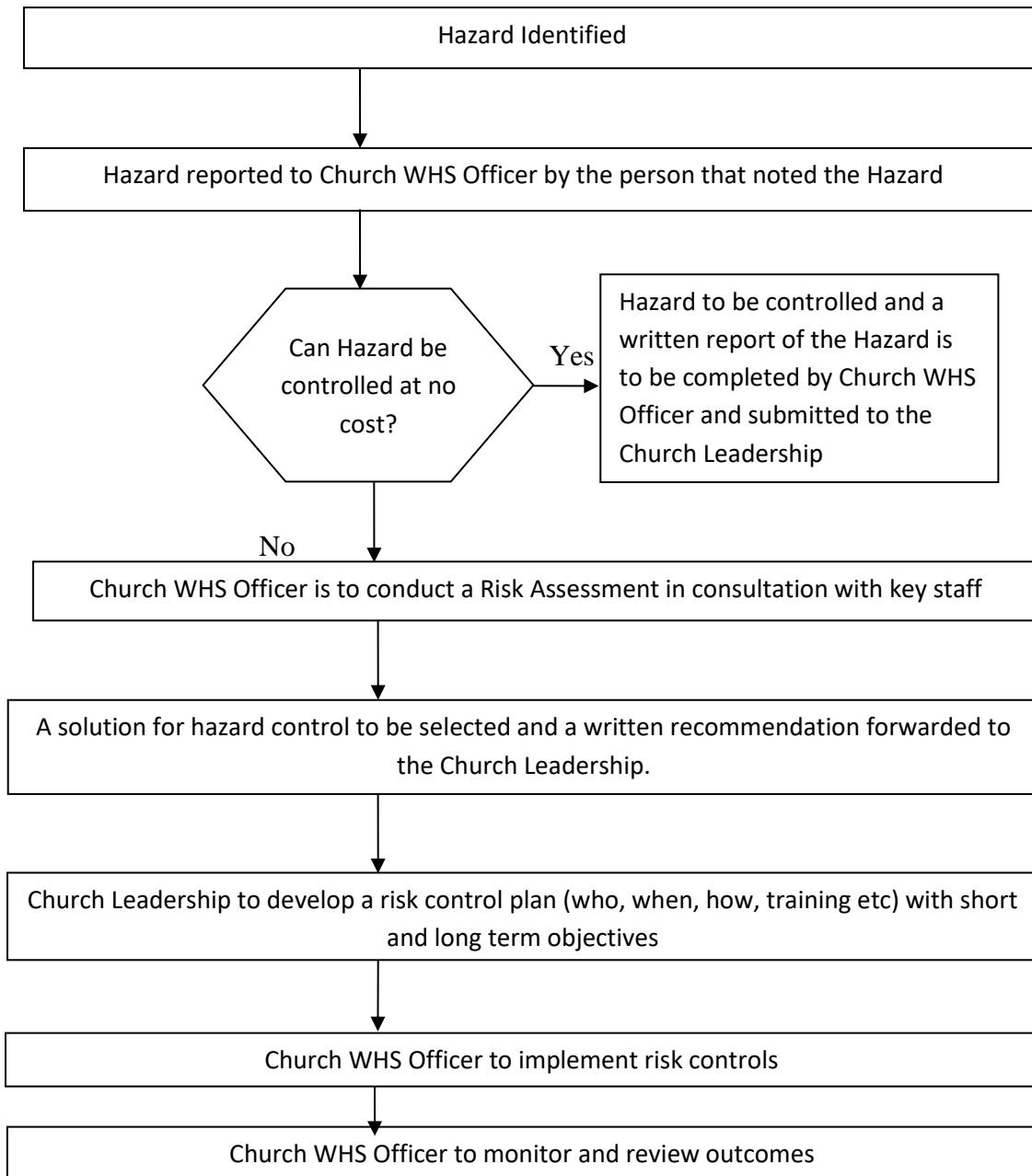
- the physical work environment and all aspects of Church premises
- work practices and work systems including psychological hazards and fatigue related hazards
- substances, equipment, machinery, appliances and asbestos
- the actual or potential for workplace violence
- the WHS Officers of Bayside Community Church acknowledge responsibility to ensure that effective hazard reporting procedures are implemented and are regularly evaluated
- if it is not reasonably practicable to eliminate the hazard, it is the responsibility of WHS Officers of Bayside Community Church to control the risk using the following hierarchy of control:
  - minimise the risk (e.g. via engineering solutions, substitution etc)
  - implement administrative controls (e.g. training etc)
  - provide personal protective clothing and equipment
  - via consultation mechanisms, location Safe Work Procedures or Techniques shall be documented for all work practices that involve moderate or high risk
  - all new staff will **complete the Baptist Insurance Services WHS training** as part of

their orientation program

- through consultative means with key staff, all assessed risks will be reviewed:
  - a. when there is evidence that the risk is no longer valid
  - b. when hazard control strategies that have been put in place appear to have created additional risks
  - c. when significant change is proposed
- all staff are required to identify and report hazards to WHS Officers that could harm themselves or any other persons at their workplace

WHS Officers of Bayside Community Church acknowledge responsibility to eliminate any reasonably foreseeable risk to the health of all persons.

### RISK MANAGEMENT PROCEDURE



## Section 3. Work Health and Safety Consultation

### 3.1 WHS Consultation

#### **Policy Statement**

The WHS Officers of Bayside Community Church will consult with staff and members on matters pertaining to Work Health and Safety.

#### **Policy Guidelines**

The WHS Officers of Bayside Community Church will consult with staff in determining the most appropriate arrangement for WHS consultation.

- a. If the proposed consultation arrangements provide for a WHS Representative, all full time, part time and casual staff will be represented.
- b. The staff Representative will be elected by and from their colleagues in a manner that is consistent with recognised democratic principles;
- c. **A staff Representative will be elected from a maximum period of two (2) years.** On completion of this term a staff Representative will be eligible for re-election;
- d. Recorded and published meetings will take place on a quarterly basis for the purpose of WHS consultation;
- e. The staff Representative will have access to facilities (i.e.: meeting room etc) and to the staff they represent during working hours;
- f. Staff participating in WHS consultation, training and networking will be paid as if they were engaged in the duties of their employment;
- g. An annual WHS Committee Terms of Reference with short and long term objectives will be agreed and documented.

The WHS Officers of Bayside Community Church acknowledge a responsibility to ensure that each elected staff Representative undertakes training in WHS Consultation as soon as practicable after the person is first elected as a WHS Representative.

Through consultative processes, WHS issues shall be considered in any workplace redesign or redevelopment, prior to the introduction of a new program, service or equipment and in order to address other areas of risk.

In order to demonstrate consultation with all staff, consideration will be given to placing WHS as a **standard agenda item** for discussion at Bayside Community Church Leadership meeting.

## **Section 4. Workplace Hazards**

### 4.01 Alcohol and Drug Consumption

#### **Policy Statement**

The consumption of addictive substances is expressly prohibited within all Bayside Community Church workplaces including offices; outreach and community focused places of work.

Illegal or non-prescription drugs are not be consumed by staff or volunteers within any Bayside Community Church workspace, office, outreach and community focussed workplace.

## Policy Guidelines

Alcohol is not to be consumed by staff or volunteers within any Bayside Community Church workspace, office, outreach and community focussed workplace.

Staff and volunteers are not to attend work/volunteering if they are under the influence of alcohol or drugs.

Counselling/disciplinary action will be initiated by the Church Leadership with any member of staff or volunteer who is found to be in possession of illegal, non-prescription drugs; who is found to be working unsafely as a result of alcohol or illegal, non-prescription drugs or who is found to be in breach of this Policy.

It is the member of staff or volunteer's responsibility to consult with their GP to ensure safety standards are not compromised by their consumption of legal, prescription drugs which may impact their performance of certain work tasks (e.g.: in driving and operating machinery etc).

All reasonable confidentiality and privacy requirements shall be adhered to at all times should staff and volunteers wish to discuss any personal alcohol and/or drug consumption issues.

It is the responsibility of all staff and volunteers to report their reasonable suspicion of others who may be under the influence of alcohol or illegal, non-prescription drugs whilst at work.

All staff and volunteers shall have access to QUIT FOR LIFE health promotional material.

### 4.02 First Aid

#### Policy Statement

WHS Officers of Bayside Community Church will provide first aid facilities and personnel.

#### Regulations:

In NSW, according to NSW WHS Regulation (2012), the employer must provide adequate first aid facilities and trained first aid personnel if more than **25 persons** are employed at a place of work.

## Policy Guidelines

The WHS Officers of Bayside Community Church acknowledge responsibility to ensure that adequate first aid facilities are in place within all workplaces (including community outings and volunteer activities etc). First aid facilities shall be stocked in line with the likely injuries and accidents occurring within the workplace.

All new staff will be instructed to the workplace first aid system (i.e. first aid facilities and personnel etc) as a part of their orientation program and at regular intervals.

The WHS Officers of the Bayside Community Church will be responsible for periodic maintenance of first aid facilities and checking of stock within facilities.

It is the responsibility of the member of staff to ensure that they notify their employer in the event of depleted first aid supplies within work place first aid kits.

**The location of first aid facilities shall be posted within all workplaces in accordance with AS 1319 Safety Signs for the Work Environment.**



All first aid administered to any staff, members and visitors shall be recorded on an **Accident/Incident Report form.**

#### 4.03 Security, Fire and Other Emergencies

##### **Policy Statement**

Bayside Community Church controlled premises will be prepared for all emergencies (such as security breach and fire etc) and shall have appropriate emergency preparedness & response systems implemented and regularly evaluated.

##### **Policy Guidelines**

The WHS Officers of Bayside Community Church will ensure that emergency preparedness and response systems are in place within all Church controlled premises.

The WHS Officers of Bayside Community Church will ensure that all non-staff (e.g.: members, volunteers, visitors and contractors etc) within the premises are aware of the current emergency preparedness and response system.

The WHS Officers of Bayside Community Church will ensure the routine procedures for ensuring emergency preparedness and response (i.e.; inspection and tagging of equipment, maintenance of fire blankets and other firefighting equipment etc) are documented, implemented and reviewed within all church-controlled premises.

It is the responsibility of all staff to report hazards relating to emergency response and security issues to relevant personnel (i.e.; equipment obstructing fire doors, blown exit lights etc).

Through consultative processes, all Church controlled premises shall have current, site-specific policies & procedures covering the following:

- a. fire
- b. other emergencies requiring evacuation (e.g.; gas leak etc)
- c. response to emergency calls from staff, volunteers or visitors
- d. bomb threats
- e. security (e.g.: allegation of theft, sighting of intruder etc)
- f. emergencies occurring during church events (e.g. day-outings, special events, motor vehicle accidents etc)

These current site-specific policies shall be located within the sites at places easily accessible by staff, members and visitors.

**Emergency numbers and action cards should be clearly displayed in appropriate places within church-controlled premises, including near any telephones.**

**Within all Church controlled premises, location plans of all fire equipment, emergency exits and escape routes shall be displayed at emergency exits and other places easily accessible by staff and non-staff (especially visitors).**

**Within all Church controlled premises, the location and methods of operation of all fire**

**detection systems, fire alarms, Emergency Warden Intercommunications System (EWIS) (where relevant) as well as a list of all emergency team personnel shall be displayed at places easily accessible by staff and non-staff (especially visitors).**

The risk of security, fire and other emergencies within all Church controlled premises shall be assessed prior to landscaping or altering perimeter gardens; altering perimeter parking needs & lighting; refurbishing or upgrading work in existing or upgrading work in existing buildings; prior to the introduction of any new carpets, furnishings etc and prior to any new building constructions etc.

Immediately on commencing employment, all new staff will have an introduction to the workplace security, fire and other emergencies systems as part of their site-specific orientation program.

Evacuation exercises within Church controlled premises shall take into account varying conditions (including staffing levels) at day, night and weekends and when visitors are present.

In kitchens where commercial cooking equipment is installed, it is responsibility of WHS Officers to ensure that:

- There is a system for monitoring and recording maintenance and inspection of all kitchen equipment.

#### 4.04 Smoking

##### **POLICY STATEMENT**

Bayside Community Church is committed to providing a workplace that is free from the effects of direct and passive smoking.

In NSW, according to the Smoke-free Environment Act (2000) it is the employer's responsibility to ensure that direct smoking and the smoke caused by smoking is prohibited in smoke free areas.

##### **Policy Guidelines**

In accordance with the NSW Smoke-free Environment Act (2000) all childcare centres, community centre or halls, offices and places of worship associated with Bayside Community Church have been deemed smoke free environments. Direct smoking and the smoke caused by smoking are therefore prohibited.

It is the responsibility of staff to ensure that smoking does not occur within any other public places that may be deemed a workplace on occasion (e.g. shopping centres & malls, restaurants & cafes, theatres & cinemas, libraries & galleries as well as any recreational or community outing).

It is the responsibility of staff to ensure that smoking is only carried out during normal breaks and not during working hours.

Counselling/disciplinary action should be initiated with any member of staff who does not adhere to the work place Smoking policy.

All staff and non-staff should have access to QUIT FOR LIFE health promotional material.

## 4.05 Occupational Violence

### Policy Statement

All acts of occupational violence (including threatening behaviour, bullying, harassment, sexual harassment, intimidation, threats and physical violence) between staff, members and visitors, will not be tolerated by the WHS Officers of Bayside Community Church.

### Definition:

**Occupational Violence:** Any incident, in which a member of staff is abused, threatened or assaulted by fellow staff or by a member of the public in circumstances arising out of the course of his or her employment.

### Policy Guidelines

The WHS Officers of Bayside Community Church acknowledge a responsibility to adopt a risk management approach toward the potential for occupational violence and to do all that is reasonably practicable to eliminate or control occupational violence risk.

It is the responsibility of all staff and visitors to report incidents of occupational violence to WHS Officers of Bayside Community Church (including threatening behaviours, harassment and intimidation).

The WHS Officers of Bayside Community Church acknowledge a responsibility to take seriously and investigate all reports from staff and visitors about the actual or potential for occupational violence.

The WHS Officers of Bayside Community Church acknowledge a responsibility to ensure that appropriate occupational violence preventative strategies are implemented and periodically reviewed.

All staff will be provided with training in the risks associated with occupational violence and instruction in avoidance measures.

*See also Section 8 Appendices for Bayside's Safe Church and Person of Concern policies*

## 4.06 Motor Vehicle and Trailer Safety

### Policy Statement

The WHS Officers of Bayside Community Church will ensure the health, safety and welfare of all staff, members and visitors whilst using, in and around motor vehicles and the trailer.

### Policy Guidelines

The WHS Officers of Bayside Community Church acknowledge a responsibility to assess the risk of harm to the health and safety of all persons where motor vehicles are used in and around Church related activities.

The WHS Officers of Bayside Community Church acknowledge a responsibility to assess the risk of harm to the health and safety of staff, members and visitors whilst travelling in an associate's

personal motor vehicle for the purpose of any church organised appointment or outing. This assessment includes the use of the trailer for all church activities.

The WHS Officers of Bayside Community Church acknowledge a responsibility to ensure all drivers of church motor vehicles are currently and appropriately licensed.

The church trailer will be annually checked and certified for registration. Registration documents kept on file.

It is the responsibility of staff members to notify their church leadership immediately they become aware that a personal driver's licence is lost or revoked. The person responsible for a church where minors are being transported is to make certain that drivers are licensed.

The WHS Officers of Bayside Community Church acknowledge responsibility to ensure that only appropriate senior citizens (i.e.; those that are able to bear their own body weight through their legs for short periods) are in attendance on trips and outings. Passengers are to be made aware that they travel at their own risk at all times in all motor vehicles.

A minimum of two competent and licensed adults (including the driver) will accompany senior citizen outings at all times.

#### 4.07 Electrical Appliances & Equipment

##### **Policy Statement**

The WHS Officers of Bayside Community Church will take all possible care to ensure staff, members and visitors are not exposed to danger from electrical appliances and other equipment.

##### **Policy Guidelines**

Power boards may be used only if they have a cut-off switch.

If electricity is supplied to portable electrical equipment through a socket outlet, the equipment or socket must be protected by a Residual Current Devices (RCD). If the use of an extension cord is necessary, only one extension cord can be used (i.e. Extension cords cannot be used in series). Additionally, extension cords must be positioned so that they cannot become wet or damaged or present a trip hazard.

All electrical appliances will be inspected and tested by suitably trained personnel on an annual basis as specified in AS3760: 2000, with evidence of the inspection and testing being suitably documented.

Office equipment that is not subject to constant flexing of the cord will be tested every five years. This includes equipment connected by fixed wiring and large stationery equipment connected by a flexible cord that is not flexed during normal use (e.g. Window mounted air conditioner).

Competent maintenance persons may be trained in the inspection and testing of electrical equipment, and aspects of AS3760: 2000 if liaising with electrical contractors.

Double adapters and piggy-back plugs must not be used.

A suitable fire extinguisher (i.e. CO<sub>2</sub> type) also should be located adjacent to the electrical

switchboard.

Following in-service inspection and testing, compliant equipment shall be fitted with a durable non-reusable, non-metallic tag.

Following in-service inspection and testing, non - compliant equipment shall be:

- Withdrawn from service immediately and have a label attached to it warning against further use (e.g. Danger tag).
- Sent for repair, disposal or destruction by an authorised and competent agency.

#### 4.08 Working from Heights

##### **Policy Statement**

No Bayside Community Church member of staff, member or visitor will be put at risk whilst working around/on roofs or ladders or whilst working at heights to perform specific works tasks (e.g.: cleaning leaves from gutters etc).

##### **Policy Guidelines**

No church member of staff, member or visitor should access an external roof area or shall work around roofs without appropriate training and safety equipment.

A licensed contractor is to be engaged for all external roof area works.

Where the roof is constructed of fragile material (e.g. asbestos cement sheeting) unqualified persons will not be allowed to access it, and appropriate warning signs will be posted.

The WHS Officers of Bayside Community Church acknowledge a responsibility to ensure documented risk assessments are conducted of both the work activity to be performed and the equipment to be used prior to working around roofs or at height.

All portable ladders used on church properties will comply with the requirements of the relevant Australian Standard (AS 1892.1-1986 Metal Ladders; AS1892.2 – Timber Ladders; AS1892.3 Reinforced Plastics; AS 1892.4 Selection, Safe Use & Care).

A non-conductive ladder (e.g.; wood, fibreglass or reinforced plastic) will be used in conjunction with all electrical works.

Ladders must be maintained in good condition. Ladders should be visually inspected before each use and should not be use if there is a perceived risk (e.g.: unstable at the base).

The WHS Officers of Bayside Community Church are responsible to ensure that all ladders are appropriately stored, maintained and used within all church sites.

All unsafe practices on or around ladders should be prohibited (e.g. 'walking' a ladder, having unsecured tools/tool belt whilst working at heights etc).

It is not recommended that ladders be used outdoors when strong winds are blowing. If this cannot be avoided, the ladder must be firmly secured by tying it off or by other acceptable methods (e.g.: being held firmly by another person).

Stepladders should only be used in the fully open position and should be positioned on a stable

surface with no tendency to wobble at all times.

Fully enclosed slip resistant footwear should always be worn when using ladders.

#### 4.09 Stress

##### **Policy Statement**

The WHS Officers of Bayside Community Church will aim to minimise the risk of stress related illnesses for staff and will manage any stressful incidents professionally and competently if and when they occur.

##### **Definition:**

Stress is the physical and psychological response to a 'stressor'. A stressor can be anything that is perceived to be upsetting, frightening, frustrating, humiliating or something that brings up negative emotion.

##### **Policy Guidelines**

The Leadership of Bayside Community Church will ensure that staff receive regular constructive formal and informal feedback, both positive and negative, about their performance.

The Leadership of Bayside Community Church will endeavour to be vigilant in observing significant behaviour change of staff, which may be signalling serious underlying stress levels.

The Leadership of Bayside Community Church will encourage members of staff to seek professional counselling in cases where it is observed that the member of staff is subject to increased levels of stress.

The Leadership of Bayside Community Church will consider engaging independent mediators in cases where there is unresolved conflict between members of staff and/or Church members. The church has in place a Conflict Covenant which will be followed in cases of conflict that involve staff.

All reasonable confidentiality and privacy requirements shall be adhered to at all times should staff wish to discuss any stress related personal issues.

#### 4.10 Plant and Equipment

##### **Policy Statement**

The WHS Officers of Bayside Community Church are responsible to ensure the health, safety and welfare of all staff, members and visitors when working with or around plant.

**Definition: Plant** is a general term referring to machinery, equipment and appliances. Common types of plant found within church workplaces include:

- Powered mobile plant – such as power generators, water pumps, etc
- Hand-held plant – such as power tool, lawn mower, chainsaw or meat slicer
- Static plant – such as photocopies, paper guillotine, sound equipment

### **Policy Guidelines:**

The Bayside Community Church WHS officers are responsible for the assessment and control of hazards and risks that are associated with the use of plant within the workplace.

It is the WHS officer's responsibility to provide information, training, and supervision for all staff, members and visitors working with or around plant, ensure the plants are being used for with its intended design and purpose.

WHS officers will facilitate the registration of plants where applicable.

It is the responsibility of the WHS officers to ensure that the plant is in a safe condition for use by maintaining them according to its practical service requirements.

For plants that are not owned by Bayside community church, but are being used within the confines, it is the responsibility of the owner to ensure that the plants are in safe condition.

It is the responsibility of the members and staff to report any incidents related to the use of the plants to the WHS officers, as well as remove the plant from use if seen to pose as an immediate hazard.

The WHS officers will be keeping a log of all incidents that will then feed into the continuous assessment and control of the plants.

It is the responsibility of the WHS officers to dispose or remove from use plants that are assessed to pose a hazard. It will then be determined if the plant could be repaired to make it safe for use.

*Reference: Model Code of Practice - Managing the Risks of Plant in the Workplace (23/07/2012), safeworkaustralia.gov.au*

### 4.11 Control of Hazardous Substances

#### **Policy Statement**

Bayside Community Church is committed to the prevention of exposure to hazardous substances and asbestos.

### **Policy Guidelines:**

The WHS Officers of Bayside Community Church will ensure a risk assessment is conducted on all building modification works where asbestos may be/is present prior to commencing work. Risk control strategies in dealing with asbestos risk may be to subcontract all asbestos work.

**If church-controlled buildings were constructed before 1983, the WHS Officers will have obligations under legislation.**

To ensure that asbestos is not a risk to the health of people visiting the property, WHS Officers may be required to take action including:

- Establishing an Asbestos Register
- Establishing an ongoing inspection program
- Install appropriate signage

- Removal of instable asbestos

Contractors and maintenance workers must be warned of the presence of asbestos by WHS Officers so they can take appropriate precautions.

The WHS Officers of Bayside Community Church will ensure that all out of date or no longer used hazardous substances and chemicals (which may include photocopier toner, and chemicals, paint, oil, petrol and cleaning substances which can cause eye and skin irritation or breathing problems) are disposed of via approved methods.

All bulk stores of hazardous substances and chemicals shall be locked at all times with keys only available to those delegated access privileges (e.g.: maintenance personnel). Storerooms are required to remain cool with good flow of air for ventilation purposes.

Stores of flammable goods are to be kept at an absolute minimum (e.g. petrol etc) and stored away from all other hazardous substances and chemicals.

All chemicals that are commercially available/sold over the counter are appropriate for use within workplaces (including offices, outreach centres and recreation centres). Chemicals which should not be used include:

- Decanted chemicals
- Diluted chemicals
- Titrate chemicals
- Chemicals in unlabelled bottles or cans
- Chemicals which are in inappropriate containers
- Chemicals with faded, unreadable or absent labels

#### 4.12 Noise

##### **Policy Statement**

Assessments will be conducted and appropriate precautions will be instituted and implemented in the workplace to eliminate the effects of excessive noise on hearing, sight and general wellbeing.

##### **Definitions:**

**Noise** is defined as any unwanted sound or vibration that may damage a person's hearing.

**PPE** – Personal Protective Equipment (e.g. ear muffs, safety glasses/goggles, gloves, face shields, etc.)

##### **Policy Guidelines**

The WHS Officers of Bayside Community Church in consultation with staff and members will regularly identify noise and assess hazards.

The WHS Officers of Bayside Community Church will ensure that appropriate measures are in place within the workplace environment to control the effect of noise on staff and members.



The WHS Officers of Bayside Community Church will provide staff information about what excessive noise levels are and the health effects that can result from exposure to the noise.

The WHS Officers of Bayside Community Church in consultation with staff will regularly monitor the effectiveness of noise control measures.

Staff working in areas with excessive noise will be trained in the use of hearing protection device.

Appropriate PPE must be worn when staff, members and visitors are:

- Using the lawn mower, whipper-snipper etc;
- Using electric drills and electric saws etc.

*Reference: Model Codes of Practice - Managing Noise and Preventing Hearing Loss at Work (07/12/2011), safeworkaustralia.gov.au*

#### 4.13 Manual Handling

##### **Policy Statement**

All Bayside Community Church staff, members & visitors are required to carry out manual handling activities in a safe manner using standard practice and appropriate equipment where necessary.

##### **Regulations:**

According to the OHS Regulations 2001, the National Standard and Code of Practice for Manual Handling, it is the employer's responsibility to provide a safe work place through the development and implementation of a manual handling program.

##### **Definition:**

Manual Handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

[National Standard for Manual Handling – NOHSC: 1001 (1990)]

##### **Policy Guidelines**

The WHS Officers of Bayside Community Church will ensure that people exposed to the risk of injury arising from heavy lifting (e.g. Stacking or moving chairs, moving sound system speakers or amplifiers) or repetitive lifting will comply with the national Standard and Code of Practice for Manual Handling.

#### 4.14 Confined Spaces

##### **Policy Statement**

All Bayside Community Church staff, members & visitors are required to Identify and limit access to confined spaces where appropriate and provide information to staff on the hazards of entering such.

**Definition:**

Confined spaces are defined as an enclosed or partially enclosed space that is not intended to be occupied by a person under normal circumstances. It is likely to be a risk to health and safety from insufficient oxygen levels or has the presence of contaminants (airborne gases, vapours, dust) that may cause injury from engulfment or explosion.

**Policy Guidelines**

The WHS Officers of Bayside Community Church are responsible for identifying, assessing and limiting access to confined spaces.

WHS officers ensure that information is provided to staff, members, and visitors on confined spaces within the vicinity and the hazards of entering such.

Where working in confined spaces is unavoidable, it will be ensured that the worker is trained and has the appropriate tools and gear to accomplish task with as to minimize the risk.

*Reference: Confined Spaces Code of Practice (07/12/2011), safeworkaustralia.gov.au*

## Section 5. Work Health and Safety Training

### 5.1 WHS Training

**Policy Statement**

The WHS Officers of Bayside Community Church acknowledge a responsibility to ensure all staff have an introduction to Work Health and Safety as part of the induction process into their employed role and on an annual basis.

The WHS Officers of Bayside Community Church will ensure adequate training and resources are provided including:

- Safe Work Practices;
- Hazard reporting;
- Accident/incident reporting and investigation;
- Security, fire and other emergencies (including first aid);
- Housekeeping and Hazardous Substances.

## Section 6. Return to Work

### 6.1 Return to Work Policy

**Policy Statement**

Bayside Community Church is committed to the prevention of injury by providing a safe & healthy working environment. In the event that injury occurs however, the WHS Officers of Bayside Community Church will ensure that return to work activities commence as soon as

possible after injury & shall make every effort to provide suitable & meaningful duties that are consistent with the nature of work performed and the medical conditions of all injured staff.

WHS Officers of Bayside Community Church will not prejudice injured staff and shall ensure consultation occurs between staff, insurers and any other stakeholders so as to both minimize the effects of injury & to ensure that return to work processes are a normal practice & expectation.

### **Policy Guidelines**

When a workplace injury occurs, it is the responsibility of staff to notify the WHS Officers of the injury as soon as practicable.

Once an injury is notified, it is the employer's responsibility to provide first aid &/or medical treatment as soon as possible & to conduct an accident investigation.

It is the employer's responsibility to notify their insurer of any significant injury within 48 hours of being notified by an injured worker. It is also the employer's responsibility to complete and forward all relevant workers compensation documentation to the insurer within 7 consecutive days of being notified by the injured worker.

## **Section 7. Contractors Safety**

### **7.1 Contractor Safety**

#### **Policy Statement**

Bayside Community Church is committed to ensuring the health, safety and welfare of all staff and others who may be affected by issues arising from the management of contractors.

#### **Definition:**

**Contractor** – is a provider of goods and/or services, under a contract, that is distinct from a contract of employment. A contractor is a person over whom the employer has a limited amount of control in relation to how the relevant work is to be performed.

### **Policy Guidelines**

Contractors/suppliers will be provided with brief safety induction training prior to commencement of work (covering items such as extinguisher locations, first aid facilities, exits and any unusual dangers).

All relevant records relating to the work of contractors (e.g.: permits to work, insurance's, workers compensation, professional indemnity and public liability) are to be collected before commencement and filed.

No contract work will be conducted by unlicensed or unregistered contractors/suppliers or those contractors/suppliers with inadequate insurance coverage.

All contract or subcontract workers are responsible for carrying out their duties in a safe manner.

All contract or subcontract workers are to report any safety issues or accidents/incidents that

they observe/are involved in to a Bayside Community Church representative.

## 8 Appendices

### 8.1 Workers at Bayside Community Church

The term “workers” applies to individuals who undertake tasks for and on behalf of the church to assist it to achieve its stated objectives – whether in a paid or voluntary capacity. Examples include pastors, ministry leaders, youth workers, Kids Church teachers, sound desk operators, worship teams, kitchen helpers and so on.

Workers under State Legislation also have a legal obligation to protect their own health and safety and to avoid wilfully jeopardising the health and safety of any other person.

Workers with concerns about hazards that they may identify, or with ideas of improvement, are to be encouraged to approach their relevant leaders as their first point of contact and are to complete a Hazard Report Form for the hazard identified. This is an important link for the effective implementation of this health and safety program, as the respective leader can either deal with the concerns directly or refer it to a higher authority for appropriate action.

The worker’s responsibility is to:

- Take reasonable care for their own health and safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Read and understand any health and safety rules applying to their position;
- Comply with safe work practices to ensure work is performed in a safe manner within the extent of their control over the work situation;
- Assist with the preparation of safety policies or procedures by contributing their ideas and experience to proposed control measures;
- Report immediately to the appropriate person unsafe acts, practices or conditions whether resulting in an injury or not. Alternatively, and if within their authority to do so, to correct the unsafe acts, practices or conditions observed;
- Cooperate with incident investigators and assisting them in identifying incident causes;
- Store, use and maintain protective clothing or equipment as required or as directed;
- Suggest how health and safety can be improved in the workplace;
- Actively participate in tool box talks or other consultative arrangements in place;
- Maintain a high standard of housekeeping in the work area; and
- Ensure that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety and the health and safety of other persons whilst at work.

### 8.2 [Safe Church policy – opens website link](#)

All Safe Church policies regarding the care and safety of vulnerable people in the Bayside Community are on the Bayside website – link above. These are the most up to date policies and are publicly available.