



CHURCH BOARD POLICY

OCCUPATIONAL HEALTH AND SAFETY

Policy 02

1. PURPOSE & SCOPE

To define the Church Board's Policy and commitment to principles of Occupational Health and Safety to ensure:

- The health, safety and welfare for ministry staff and church volunteers working within church premises.
- Other persons present in the Church building are not exposed to risks arising from the church premises, grounds or equipment.

2. RESPONSIBILITIES

Church Board
Ministry Staff

3. REFERENCES

3.1 Legislation

- NSW Occupational Health and Safety Act 2000
- NSW Occupational Health and Safety Regulation 2001
- Workplace Injury Management and Workers Compensation Act 1998
- Workers Compensation Regulation 2002;

3.2 Australian Standards

- Occupational Health and Safety Management Systems; Australian Standard AS/NZS 4801:2001
- Risk Management; Australian Standard AS/NZS 4360:2004

4. DEFINITIONS

Consultation: involves providing staff with relevant information and giving them the opportunity to express their views. Consultation can take place through an OHS Committee, an OHS representative or in accordance with other arrangements between the Church Board and Ministry Staff.

Incident: any unplanned event resulting in, or having a potential for injury, illness, damage or other loss.

Employee: Individuals employed for wages or salary by the Wollongong Church of Christ.

Hazard: a source of potential harm



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Place of work: Premises under the control of the Church Board or any other place where an employee may be present in the exercise of his/her duties.

Risk: a chance of something happening that will have an impact on pre-determined objectives. Risk is measured in terms of a combination of the consequences of an event and their likelihood of happening.

Risk analysis: a systematic process to understand the nature of and to reduce the level of risk.

5. POLICY

The Board of Wollongong Church of Christ and Senior Minister are committed to ensuring the health, safety and welfare of the working environment for their staff, volunteers, contractors, members of congregation and other visitors to the Church premises.

We will continually strive to achieve the highest standards in occupational health and safety and injury management of our staff, members of congregation and visitors to the church premises.

The Church Board recognises their corporate responsibility under the NSW OHS Act 2000, NSW OHS Regulation 2001, Workplace Injury Management and Workers Compensation Act 1998 and Workers Compensation Regulation 2002; and all relevant codes of practice and associated legislation.

As a means of fulfilling our legal obligations the Board, Senior Minister and Ministry Staff will provide and maintain as far as practicable, a working environment that is safe and with limited risks to health and safety.

The Church Board is therefore committed to ensuring:

- Compliance with all relevant legislation and standards
- Undertaking risk management activities to adequately control risks to persons on church premises by use of hazard identification, assessment and control
- Conducting a risk assessment for any activities conducted under the banner of the Church deemed to present a high level of risk
- Ensuring building, equipment and substances used are safe and without risk to health when used properly



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- Systems of work will be developed, implemented and maintained with reference to any relevant Legislation and Australian Standards.
- Documented policies and church office procedures will detail responsibilities and correct processes to follow to ensure health, safety and wellbeing of those performing the allocated tasks.

5.1 Risk Management Principles

Safe systems of work shall be developed following the principles of hazard identification, risk analysis, evaluation and risk elimination or control.

All ministry staff and volunteers as appropriate are to be involved in the risk management process within the Church.

Risks shall be eliminated wherever practicable. Where elimination is not practicable the risk control measures put in place shall follow the hierarchy of risk control as required by legislation. Church Office procedures will detail the methods of risk control used and actions to be taken by staff and volunteers.

5.2 Effective consultation

The Board retains overall accountability for ensuring that we comply with legislative requirements and achieve our OHS policy goals and objectives and as such will communicate and promote the OHS policy, procedures that support safety and security to all ministry staff.

Consultation between the Board, Senior Minister and Ministry Staff is essential to the process of achieving participation and accountability in occupational health and safety and the application of risk management principles.

The Board will provide ongoing support to ensure effective functioning of the workplace consultation.

5.3 Provision of resources

The Board will provide appropriate resources to enable the aims of this policy and Church activities relating to occupational health and safety to be met. The Board undertakes, through the provision of resources and opportunity for training, to promote occupational health and safety as an integral part of their corporate management responsibilities.



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5.4 Responsibility and Accountability

Ministry Staff are required to work safely and take reasonable care for the safety of persons within their work teams, i.e. all volunteers, community service personnel and others working in the church premises.

All staff and volunteers are required to utilise the systems in place for reporting hazards that they identify. The Church Office Administration Manager will action all items reported and where necessary consult with the Senior Minister / Board.

One member of the Board has delegated authority to consult on OHS issues and audits of essential services and other OHS issues are to be reported by the Church Office Administration Manager to this member and / or Senior Minister.

6. DOCUMENTATION

- Incident reports
- Hazard Register
- Maintenance reports
- Annual Essential Services Audit

The originals of the above are retained by the Church Office Administration Manager for a period of 7 years.

7. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
August 2008	0	Rose Gavin (Church Office Administration Team Voluntary Helper) Approved by Chairman of the Board: David Stumbles