



# Seaforth Baptist Church

## Work Health and Safety Policy

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<b>Purpose</b>	To document Seaforth Baptist Church (SBC) policy on work, health and safety.
<b>Overview</b>	The health and safety of staff, members, children, contractors and visitors is of paramount importance to SBC. This Policy confirms that statement and outlines the commitment of SBC to the principles and practices of Work Health and Safety (WHS) as detailed in the <a href="#">Work Health and Safety Act 2011</a> , <a href="#">Work Health and Safety Regulation 2011</a> , <a href="#">Safe Work Australia Codes of Practice</a> and relevant Australian standards.
<b>Scope</b>	This Policy applies to SBC staff, volunteers, members, contractors, and visitors. This Policy applies to all SBC properties and any location where SBC has a presence.
<b>Policy</b>	Seaforth Baptist Church is committed to ensuring the health and wellbeing of its staff, volunteers, members and their children, contractors and visitors by increasing awareness of workplace safety, providing a safe workplace, eliminating or reducing hazards that could result in injury or ill health, responding to emergency events and implementing initiatives aimed at improving worker and member welfare. Therefore, SBC will:

### **PLAN**

- Comply with all WHS legislation and relevant Australian and international standards.
- Prepare an Emergency Management Plan which outlines the responsibilities, governance, facilities, resources and activities required to manage emergencies.

### **RESOURCE**

- Provide adequate resources, including finances, to facilitate SBC's WHS responsibilities.
- Appoint emergency personnel to assist in any emergency or situation requiring evacuation of workers, members and visitors.
- Appoint First Aid personnel.

### **TRAIN**

- Provide appropriate WHS training, instruction and supervision for all staff, volunteers and members.
- Provide training to First Aid and emergency personnel as needed.

### **DOCUMENT**

- Prepare plans, procedures and guidelines for the effective operation of the WHS system.
- Implement a system of record-keeping as required by WHS legislation



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and standards.

## **IMPLEMENT**

- Maintain safe systems of work and a safe and healthy work and church environment.
- Provide, monitor and maintain safe systems for the use, handling, storage and transportation of church equipment and substances.
- Ensure the safety of staff and members who use equipment or substances at the church.
- Forbid the possession, carriage or use of a prohibited weapons on our property.
- Provide first aid services, including resources, trained persons, and a first aid allowance in accordance with the first aid code of practice.
- Undertake risk management activities to identify, eliminate and/or manage hazards in the work place (including at least one emergency evacuation per calendar year).
- Implement a health management program for staff of the church relevant to their roles.

## **COMMUNICATE**

- Establish and maintain a WHS safety officer and provide for the manner in which this person will operate.
- Establish a direct line of reporting for all WHS issues.
- Identify and raise awareness of church health issues.
- Communicate with staff, volunteers and members about the duty to provide a safe place and their WHS responsibilities.
- Consult with staff, volunteers and members on decisions which may impact their health and safety.
- Consult with staff, volunteers and members to enhance the effectiveness of SBC's WHS system.

## **REVIEW**

- Undertake regular audits to confirm the effectiveness of SBC's WHS system.
- Conduct WHS audits across SBC as required.
- Undertake and report on two workplace inspections per area per calendar year.

## **COMPLIANCE AND BREACHES**

In view of the seriousness with which SBC takes these matters, appropriate action will be taken if breaches of this policy (or any related procedures) occur.

**Policy Date** 25 November 2012  
**Review Date** This policy will be reviewed by November 2015  
**Approved** Church Conference 25 November 2012