



# WORK HEALTH AND SAFETY POLICY

## **POLICY STATEMENT**

Health and safety within the workplace is an individual and shared responsibility within Calvary Family Church.

This policy applies to:

- Authorised temporaries
- Contractors
- Clients/customers
- Employees
- Volunteers
- Members
- Visitors
- Any other person on the church's premises

Pastors of Calvary Family Church will make all reasonable and practicable efforts to ensure a safe workplace by minimising hazards, setting safety standards and developing safety awareness throughout the church.

## **DEFINITIONS**

### **Hazard**

A hazard is something which has the potential to cause harm. This can include substances, work processes and/or other aspects of the work environment.

### **Risk**

Risk is the likelihood that death, injury or illness might result because of a hazard.

## **PROCEDURES**

### **General**

A breach of the church's Work Health and Safety guidelines is a serious matter and Disciplinary action will result. The nominated Work Health Officer is currently the Associate Pastor.

A Work Health and Safety Officer within the church will:

- Conduct health and safety checks of the workplace
- Be informed of health and safety incidents
- Assist in the review or investigation of safety incidents
- Assist in the risk management process
- Advise the Senior Pastor and Board of the overall state of health and safety within the workplace

It is everyone's responsibility to contribute to Work Health and Safety by maintaining the cleanliness and orderliness of the workplace.

Any accidents, injuries or emergencies should be documented to prevent another occurrence of the incident.

The documentation process for accidents, injuries or emergencies is as follows:

- The injured Employee reports to a Pastor or Ministry Leader to verify that the accident did happen at work
- An Incident Notification Form is completed
- The Accident Report Form is then filed in the Accident Register alphabetically
- The incident is then listed on the Accident & Injury Register

### **Employee Responsibilities**

Employee's responsibilities include, but are not limited to:

- Compliance with reasonable lawful instructions given by the church
- Not wilfully interfering with or misusing anything provided by the church to enhance safety in the workplace
- Wearing appropriate safety clothing and/or equipment when provided
- If safety clothing is provided, ensure to maintain it
- Not wilfully placing at risk the health and safety of any person in the workplace

- Not wilfully injuring himself or herself

### **Pastors/Ministry Leaders Responsibilities**

Pastors and Ministry Leaders are to educate new employees and volunteers in Calvary Family Church's Work Health and Safety practices. This may include:

- General safety issues that are relevant to the church
- Designated meeting points in an emergency
- Designated emergency exits
- Contact details of emergency services
- Location of emergency and safety equipment (fire hose/extinguisher)

It is the responsibility of the Pastors to ensure effective levels of Work Health and Safety are established and maintained.

## Guidelines for Lifting Objects

A copy of the directions below may be given to each Employee, or, it may be posted in the workplace.



**STEP 1:** Ensure nothing is obstructing your path.



**STEP 2:** Evaluate the size and weight of the object to establish whether you are physically able to handle the load. Consider whether you will need assistance and/or protection clothing.



**STEP 3:** Maintain your balance by positioning one foot beside the object and pointed in the direction you wish to travel. Keep the other foot behind the object.



**STEP 4:** Lower yourself to the object by bending only at your knees and then establish a firm and comfortable grip which allows you to keep it close your body.



**STEP 5:** Continue to lift the object from your knees and keep the object well supported in your hands.



**STEP 6:** With the load comfortably supported by your hands and arms, move off in your direction of travel.



**STEP 7:** When placing the object back down it is important to lower the load by bending at your knees. Once the object is securely placed, release your grip.

**When a fellow worker, volunteer, member or visitor is injured**

Make sure you:

- Stay calm
- Sit or lie the injured person on the floor/ground
- Contact a first aid officer; provide the exact location of the injured person and what you think the problem is

All injuries, no matter how minor, must be reported to a Pastor or Ministry Leader and recorded in the Accident & Injury Register.

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