



SOUTH COAST LIFE CHURCH

Work Health and Safety Policy

Adopted by the elders October 2020

This policy should be read in conjunction with the South Coast Life Church Safe Church policy section 5.2 on Risk Management.

1. Safety Officers: The Pastors and Elders of South Coast Life Church are legally responsible for ensuring the safety of everyone in their workplace. This includes employees, volunteers, contractors, church members and visitors. Whilst they may delegate tasks to a Safety Officer, the legal responsibility for ensuring a safe environment rests with the senior leadership.
 - a) Safety officers are the pastors, elders, ministry leaders and service leaders on duty.
 - b) Safety officers are to complete the Baptist Insurance online training modules ASAP, or within one month of joining the team.
 - c) Safety officers are responsible for incident management.
 - d) Safety officers are responsible for the execution of emergency management according to the SCLC Emergency Management Plan.
 - e) The SCLC Emergency Management Plan will be rehearsed at least annually.
 - f) All incidents/accidents shall be reported in writing using a SCLC accident/incident report form.
 - g) All 'notifiable incidents' (death, serious injury, or dangerous incidents) will be reported to Safe Work NSW and SCLC leadership ASAP or within 24 hours.
 - h) All risks/hazards that cannot be immediately rectified will be reported to a WHS team member and written into the risk/hazard report book located in the front office.

2. Work Health and Safety Team: South Coast Life Church leadership shall delegate a Work Health and Safety Team of between 2-4 people who will oversee the process of maintaining a safe work environment at South Coast Life Church.
 - a) Each member of the Work Health & Safety Team will complete the 4 modules of the Baptist Insurance Services online training ASAP, or within one month of joining the team.

- b) The Work Health & Safety Team shall conduct regular safe environment audits of the site, at least annually.
 - c) Any concerns raised, risks or hazards identified, will be rectified ASAP, or within one month of notification using the SCLC Risk and Hazard Management Process.
3. WHS Induction: All staff, elders, ministry leaders, WHS team members, and volunteers should complete a WHS Induction before commencing work or volunteer activities at South Coast Life Church.
- a) New staff, elders, ministry leaders, WHS team members, and volunteers at SCLC will be inducted by a WHS team member, an inducted staff member, elder, or ministry leader.
 - b) New staff, elders, ministry leaders and WHS team members at SCLC are to complete the 4 modules of the Baptist Insurance Services online training ASAP after joining the team.
 - c) New staff, elders, ministry leaders, WHS team members, and volunteers should read and understand all relevant WHS policies.
 - d) All staff, elders, ministry leaders, WHS team members, and volunteers are to familiarise themselves with the SCLC Risk and Hazard Management Process.
4. Activity Risk Assessment: All activities at SCLC will have an Activity Risk Assessment completed before the activity is undertaken as per section 5.2 of the Safe Church policy.
- a) The Baptist Insurance Services Activity Risk Assessment form is to be used for this purpose and the relevant authorities notified according to the risk rating.
 - b) Risk Assessments for all church ministry programs are to be reviewed annually.
 - c) Before an activity is undertaken at SCLC, staff or volunteers running that activity must have sighted a completed Activity Risk Assessment for that activity.
5. Work or Ministry Area: Each staff member or volunteer will be provided with a work or ministry area suitable for their role or task.
- a) Each staff member or volunteer will be asked during their induction if they are satisfied with the safety and suitability of the work or ministry area provided.
 - b) Any personal protective equipment (visual, auditory, or other) will be provided or sourced before any work or volunteer activity is commenced.
 - c) Each staff member or volunteer will be instructed in proper manual handling as per SCLC Manual Handling Techniques and Tips.

- d) Each staff member or volunteer will be instructed in the SCLC Risk/Hazard Management Process.
6. Covid-19 Safety Plan: As a place of worship South Coast Life Church has a Covid-19 Safety plan. All staff, elders, and ministry leaders will read and maintain a current understanding of this plan.
- a) All staff, elders, ministry leaders, will follow all signage relating to room capacity.
 - b) All staff, elders, ministry leaders, will understand and oversee the Covid-19 reporting process of recording names and phone numbers of members, and visitors to SCLC.
 - c) All staff, elders, ministry leaders, will oversee the illness response process including asking people with any symptoms not to enter SCLC property, hand sanitising, social distancing, and all other current Covid-19 practices.
7. Food Hygiene and Handling: Within the SCLC premises there are various kitchen, food care storage areas, and barbeque facilities. To ensure that food is stored, prepared, and served in a safe manner, all staff, ministry leaders, hospitality teams, and volunteers working with food are required to be aware of and follow the food hygiene processes covered in the following documents.
- a) SCLC Health and Hygiene Requirements
 - b) SCLC Food Handling Guidelines
 - c) Kitchen Use Check List