

Health and Safety Policy

POLICY STATEMENT

We are committed to the health and safety of everyone we serve, employ and work with.

POLICY SCOPE

This policy applies to our facilities and those that work in them, use them, and work on them.

HEALTH AND SAFETY POLICY

1. The Diocesan Council, as a key stakeholder, is the body PCBU which carries legislative responsibility for health and safety, together with the Vicar, and the Vestry.
2. The Vicar and Vestry will:
 - a) Foster a positive culture around health and safety management practices
 - b) Ensure H&S is a regular item on the Vestry's agenda
 - c) Ensure that those with roles within the Parish have H&S induction as part as their onboarding process
 - d) Ensure fire drills take place on a six-monthly basis
 - e) Be proactive in identifying workplace risks and hazards and take all reasonably practicable steps to eliminate or minimise these
 - f) Ensure hazard and incident registers are maintained, as well as keeping relevant documentation updated
 - g) Ensure incidents are investigated and reported back to the Diocese and to WorkSafe if required
 - h) Ensure there are first aid kits on site, and they are regularly stocked
 - i) Ensure safety related systems are compliant
 - j) Ensure information and training is provided for those that need it

- a) Communicate this policy to employees and volunteers
 - b) Review and update this policy.
3. The Vicar will:
- a) Be the point of contact for Diocesan Council H&S visits
 - b) Communicate health and safety updates from the Diocesan.
4. All members, employees, other facility users and volunteers will:
- a) Read this policy and understand what is required of them
 - b) Exercise personal responsibility for their own safety and that of others
 - c) Complete their work taking any necessary precautions to protect themselves and others
 - d) Comply with any safety rules, operating instructions and other working procedures
 - e) Report any hazard, defect or damage, so that this might be dealt with and take reasonable steps to prevent danger
 - f) Warn any new employees or volunteers of known hazards
 - g) Attend any training required to enable them to carry out their duties safely
 - h) Do not undertake any repair or modification unless they are competent to do so
 - i) Report any accident.

Approved on: August 2024

Next review due: August 2026