

Cornerstone Baptist Church

WHS POLICY

Cornerstone
BAPTIST CHURCH

This book is published by:
Cornerstone Baptist Church
NSW, Australia

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Website:

www.cornerstonebaptistchurch.com.au

Publisher's Note:

Unless otherwise indicated, all Scripture is taken from the King James Bible.

Date last modified: 02/08/2019

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WORK HEALTH and SAFETY Church and Congregation Policy

POLICY STATEMENT

The Cornerstone Baptist Church leadership is committed to providing and maintaining a safe, healthy, and productive workplace for workers and other persons involved in our congregation's activities.

Our safe workplace will be achieved in accordance with the Work Health and Safety (WHS) Act 2012 (WHS Act).

POLICY SCOPE

This policy is intended to guide our Church leadership and congregation in their compliance with the WHS Act. The scope of this policy includes the work and workplace activities conducted by our leadership and congregation. Furthermore, it is also intended to include wherever workers of Cornerstone Baptist Church and its Congregation conduct work on its behalf.

The scope of this policy extends to cover WHS issues in relation to church owned/rented premises, buildings and contents, property, equipment and vehicles. Responsibility for monitoring compliance with the WHS Act in congregations rests with our church leadership.

For the purposes of this policy; the term ‘other person’ means a visitor, congregation member or anyone else who could be affected by Cornerstone Baptist Church.

A ‘worker’ is a person who is conducting work in any capacity (whether paid or not).

An officer is defined below in the section ‘Officers’ and the WHS Act. Without limiting this definition, an Officer of Cornerstone Baptist Church Congregation may include its Pastor and/or church leaders.

POLICY

INTRODUCTION

Through this policy Cornerstone Baptist Church and Congregation is committed to ensuring that, as far as is reasonably practicable, all workers and other persons are protected from physical and psychological injury and uncontrolled risk to their health and safety whilst conducting work on behalf of the leadership and congregation. The Officers of Cornerstone Baptist Church and Congregation recognise that the health, safety, and welfare of workers and other persons is its primary duty of care and all other operational or logistical priorities are subordinate to it.

POLICY APPLICATION

A safe, healthy and productive workplace will be achieved by striving to continually improve our safety management systems and practices in order to comply with the WHS Act. As far as reasonable practicable, Cornerstone Baptist Church and Congregation will achieve many positive outcomes, including the following:

- A safe, healthy and productive workplace;
- Safe systems of work;
- Machinery, equipment, facilities and substances that are fit for purpose and without uncontrolled risk to workers;
- Information, instruction, training and supervision, appropriate to their work, necessary to ensure that workers and other persons are protected from injury and uncontrolled risks to their health;
- Effective consultation with relevant workers and other duty holders on issues that directly affect their health and safety at work;

- Local reporting of all workplace safety incidents, injuries and illnesses including statutory reporting to the WHS Regulator if required;
- Local recording of incidents, and where appropriate, investigation of workplace safety incidents if required; and
- Involvement in rehabilitation measures for workers who suffer work-related injuries and/or illness if required.

Cornerstone Baptist Church and Congregation acknowledges the need to manage work health and safety through an effective safety management system that will be developed and implemented using the following strategies:

- Conducting our activities in compliance with the WHS Act;
- Using a framework of policy, procedures and practices that ensure that Cornerstone Baptist Church and Congregation is compliant with the duties and obligations of a Person Conducting a Business or Undertaking (PCBU) under the WHS Act;
- Commitment and the proactive involvement of Officers and workers in achieving compliance with the WHS Act;
- Responsibilities of all Officers, workers and other relevant persons are to be clearly established for the work, health and safety of persons under their control;
- Effective consultation with directly affected workers and other duty holders;
- Clearly defined and assigned roles, responsibilities and procedures for achieving Cornerstone Baptist Church and Congregation safety aims and objectives;
- Officers, workers and other persons, where applicable, will be provided with role appropriate, adequate training, instruction and information to enable them to fulfil their responsibilities; and

- The adequate provision of resources including human, logistical and financial in order to conduct our workplace activities free from the uncontrolled risk of injury or harm to workers or other persons.

OFFICERS AND THE WHS ACT

The WHS Act defines an ‘Officer’ to have the same meaning as contained in the Corporations Act 2001 (Cth) (Corps Act). The Corps Act speaks of officers of associations, in the following terms:

‘Officer’ of an entity that is neither an individual nor a corporation means:

- a. A person:
 1. Who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the entity;
 2. Who has the capacity to affect significantly the entity’s financial standing

The WHS Act requires Officers to exercise ‘due diligence’ and undertake all reasonable steps to ensure Cornerstone Baptist Church and Congregation discharges its duties and obligations under the WHS Act.

ROLES AND RESPONSIBILITIES

CORNERSTONE BAPTIST CHURCH LEADERSHIP AND CONGREGATIONS PCBU DUTIES

Cornerstone Baptist Church and Congregation, as the PCBU, has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers and other persons while conducting work for it or otherwise involved in or impacted by its activities. This duty involves taking action to eliminate risks to health and safety in the workplace or where this is not possible to take reasonable steps to minimise those risks.

OFFICERS DUTIES

It is the duty of Cornerstone Baptist Church and Congregation's Officers to ensure that the PCBU complies with its duties and obligations under the WHS Act. In complying with this duty Officers will ensure effective implementation of this policy.

OFFICERS WILL:

- Understand and execute their duties in accordance with the WHS Act;
- Undertake due diligence and take reasonable steps to ensure the Cornerstone Baptist Church and Congregation discharges its duties and obligations to provide a safe, healthy and productive workplace for its workers and other persons;
- Will ensure that Cornerstone Baptist Church and Congregation complies with its duty to consult, cooperate and coordinate its work activities with other duty holders where relevant;

- Will ensure that Cornerstone Baptist Church and Congregation complies with its duty to consult workers in the required way, when necessary, in accordance with the WHS Act;
- Will ensure that WHS matters are a standing agenda item on all meetings of Cornerstone Baptist Church.
- Ensure that adequate resources are made available to meet work, health and safety aims and objectives;
- Ensure that Cornerstone Baptist Church leadership and Congregation has adequate resources within its control to put this policy into effect, and that all levels of the church leadership are given the responsibilities and authority necessary to ensure its effective implementation; and
- Ensure that all levels of the church leadership are responsible for and support the effective implementation of this work, health and safety policy.

In Summary, Officers:

- Are accountable under the WHS Act to ensure Cornerstone Baptist Church leadership and Congregation meets its safety obligations to workers and other persons;
- They have the appropriate levels of authority and delegation to use Cornerstone Baptist Church leadership and Congregation resources to achieve compliance with the WHS Act;
- Determine how WHS matters are managed by Cornerstone Baptist Church leadership and Congregation at its workplace; and
- Review, consider, evaluate and take appropriate action on safety performance issues identified through local consultation and by other reported means

CORNERSTONE BAPTIST CHURCH LEADERSHIP AND CONGREGATIONAL WORKERS:

The term ‘worker’ is defined in the WHS Act and includes a paid employee or a volunteer.

Workers who conduct work in any capacity for Cornerstone Baptist Church and Congregation will take reasonable care to:

- Follow safe and healthy work practices;
- Report hazards in the workplace and make recommendations to management on how to reduce the level of risk;
- Avoid adversely affecting their own health and safety and that of any other person through any act or omission at work, or by the consumption of any alcohol or drugs;
- Make proper use of available safety procedures, safety devices and personal protective equipment (PPE);
- Comply with any reasonable instruction from an Officer of Cornerstone Baptist Church in relation to health & safety;
- Not to (or cause another worker or other person to) interfere with, remove, displace or render ineffective any safeguard, safety device, personal protective equipment or other appliance or work system provided for protection; except when necessary as part of an approved maintenance, repair or emergency procedure;
- Assist accident investigators or workplace inspectors;
- Report accidents, injuries and ‘near miss’ incidents to their relevant persons immediately; and
- Actively support the safety consultation process.

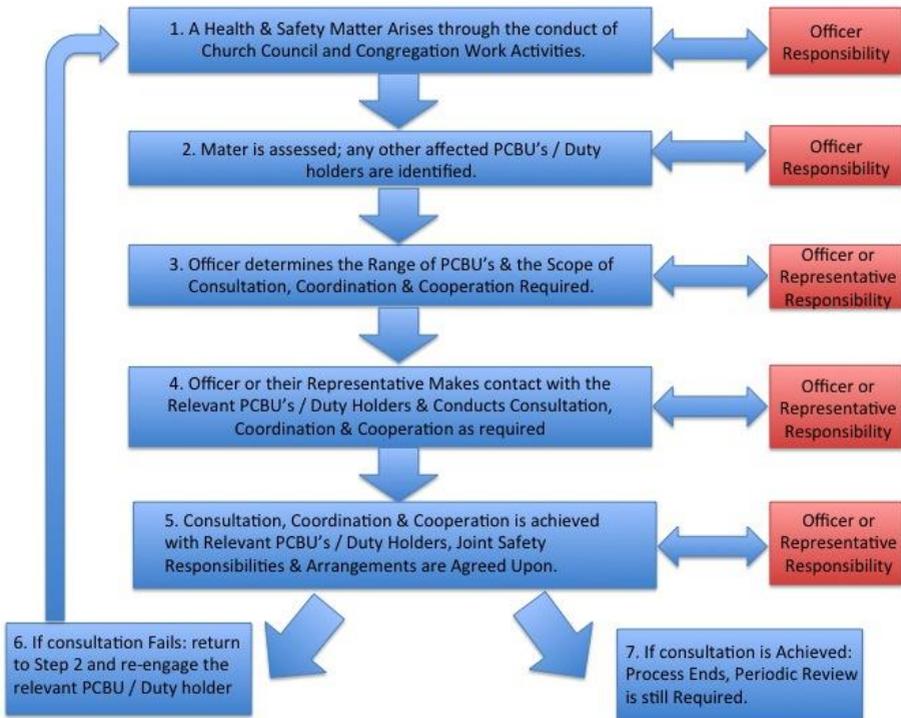
CONSULTATION, COORDINATION & COOPERATION WITH WORKERS & OTHER DUTY HOLDERS

Where Cornerstone Baptist Church leadership and Congregation work or operational activities impacts on another WHS Act duty holder(s), it will, as far as reasonably practicable, consult, co-operate and co-ordinate activities with those duty holder(s) in relation to the relevant matter.

Cornerstone Baptist Church leadership and Congregation's Officers are responsible for ensuring that processes for consultation regarding health and safety matters are in place and functioning. This will ensure that workers and other persons are actively participating and assisting the Church leadership to discharge this duty.

Where a health and safety matter arises that directly affects workers, Cornerstone Baptist Church will, as far as reasonably practicable, conduct consultation with those workers. In pursuing best practice, Cornerstone Baptist Church's leadership are committed to encouraging consultation between the leadership, workers and other persons on health and safety issues.

CORNERSTONE BAPTIST CHURCH LEADERSHIP AND CONGREGATION - EXTERNAL PROCESS - CONSULTATIVE PROCESS FOR WHS CONSULTATION, COORDINATION & COOPERATION WITH OTHER



When external WHS consultation, co-operation and co-ordination is required with another PCBU or duty holder the previous seven (7) step process will apply.

The model recognises that when consultation, co-operation and co-ordination is required the officer is responsible for initiating the consultation, co-operation and co-ordination process (personally or through a representative).

CORNERSTONE BAPTIST CHURCH LEADERSHIP AND CONGREGATION - INTERNAL WHS CONSULTATIVE PROCESS WITH WORKERS & OTHER PERSONS

The Cornerstone Baptist Church leadership and Congregation's internal consultative structure will consists of:

- WHS issues being maintained as a standing agenda item on all meetings of the Church;
- Cornerstone Baptist Church leadership and Congregation shall appoint a suitable person as the WHS contact person;
- The WHS contact person's task will be to bring WHS issues from workers or other persons to the notice of the church leadership for action by its officers; and
- They will also be responsible for recording and reporting the outcome of those issues back to the relevant congregation members.

THE INTERNAL WHS CONSULTATION PROCESS

The Cornerstone Baptist Church leadership and Congregation comprises the leadership's Officers and may include workers and/or other persons as required.



ROLE AND RESPONSIBILITIES

In respect of WHS Consultation, Cooperation and Coordination the Church leadership and its Officer's role will be to:

- Review all risks and hazards identified by the WHS Contact Person or other persons;
- Action immediately any issue of a critical, exceptional or outstanding nature or any matter that may be considered to present further risk or potential harm to any workers or other person;
- Identify and assess the need for instruction, training and supervision of workers or other relevant persons;
- Consult with workers and other duty holders on matters which directly affect work health and safety;
- Ensure all hazards in the workplace are identified;
- Ensure all risks are assessed arising from those hazards;
- Ensure measures are implemented to eliminate or control those risks and these controls are reviewed as needed; and
- Ensure that WHS matters are a standing agenda item on all meetings of the Cornerstone Baptist Church.

WHS CONTACT PERSON

Cornerstone Baptist Church leadership and Congregation shall appoint a WHS Contact Person. That person is the conduit for health and safety matters between workers, other persons and Church leadership.

ROLE AND RESPONSIBILITIES

WHS Contact Person will:

- Regularly consult with workers and other relevant persons on matters which directly affect their health, safety and welfare;
- Convey any observed, identified or reported upon hazards to the attention of the Church leadership; and
- Report back outcomes and resolutions to relevant persons.

POLICY IMPLEMENTATION

This policy is to be implemented through Cornerstone Baptist Church leadership and Congregation by its Officers, workers and others relevant persons.

This policy is supported by, including but not limited to our constitution and other relevant official church documents.

This policy will be reviewed by Cornerstone Baptist Church leadership and Congregation on an as needs basis.

DISSEMINATION OF POLICY

A copy of this policy will be made available to all Cornerstone Baptist Church leadership and Congregation's Officers, workers and congregational members if requested.

A copy is to be placed in a prominent position in all main areas of the Cornerstone Baptist Church leadership and Congregation's workplaces/congregating areas, etc.

The intent of the policy will be explained to each new Officer or worker at their induction and to other persons as necessary.