
WORKPLACE HEALTH AND SAFETY POLICY

CP-05

POLICY STATEMENT

The Pastors **including Restore Pastor**, Elders, Church Administrator and Deacons of Beenleigh District Baptist Church (BDBC) are committed to ensuring the health, safety, and welfare of the working environment for their staff, volunteers, contractors, members of congregation and other visitors to the Church premises.

We will continually strive to achieve the highest standards in work-place health and safety and injury management of our staff, members of congregation and visitors to the church premises.

The Pastors **including Restore Pastor**, Elders, Church Administrator and Deacons recognise their corporate responsibility under the Queensland Workplace Health and Safety Act 2011 and all relevant codes of practice and associated legislation.

As a means of fulfilling our legal obligations the Pastors **including Restore Pastor**, Elders, Church Administrator, Deacons, and Ministry Team Leaders will provide and maintain, as far as practicable, a working environment that is safe and with limited risks to health and safety.

BDBC will demonstrate their commitment to safety by:

1. PURPOSE AND SCOPE

To define the Church Policy and commitment to principles of Workplace Health and Safety to ensure:

- The health, safety and welfare for ministry staff and church volunteers working within church premises.
- Other persons present in the Church building are not exposed to risks arising from the church premises, grounds, or equipment.

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2. RESPONSIBILITIES

- Pastors **including Restore Pastor**, Elders, Church Administrator and Deacons
- Church Office staff, paid and voluntary
- Ministry Team Leaders and Ministry Team Members

3. REFERENCES

- Queensland Work, Health, and Safety Act 2011
- Risk Management Guide for Churches, Baptist Insurance Services 2015
- AS/NZS ISO 31000:2009 Risk management- principles and guidelines
- BDBC Work Health and Safety Policy Commitment
- Church Policy CP-08 Risk management

4. DEFINITIONS

- **Incident:** any unplanned event resulting in, or having a potential for injury, illness, damage, or other loss.
- **Employee:** Individuals employed for wages or salary by the BDBC including **Restore Church**.
- **Hazard:** a source of potential harm.
- **Place of work:** Premises under the control of BDBC and **Restore Church**, or any other place where an employee may be present in the exercise of his/her duties.
- **Risk:** a chance of something happening that will have an impact on pre-determined objectives. Risk is measured in terms of a combination of the consequences of an event and their likelihood of happening.
- **Risk analysis:** a systematic process to understand the nature of and to deduce the level of risk.

5. PROCEDURE

5.1 Risk Management Principles

Safe systems of work shall be developed following the principles of hazard identification, risk analysis, evaluation and risk elimination or control.

The Church Administrator, Deacons, **Ministry Team Leaders** and volunteers as appropriate are to be involved in the risk management process within the Church.

Risks shall be eliminated wherever practicable. Where elimination is not practicable the risk control measures put in place shall follow the hierarchy of risk control as required by legislation.

The Church Policy on Risk Management (CP-08) and Church Office Work Instructions will detail the methods of risk control used and actions to be taken by staff and volunteers.

5.2 Effective Consultation

The Pastors **including Restore Pastor**, Elders, Church Administrator and Deacons retain overall accountability for ensuring that we comply with legislative requirements and achieve our Work Place Safety Policy goals and objectives and as such will communicate and promote the Work Place Safety Policy, Risk Management policies and procedures that support safety and security of all ministry staff.

Consultation between the Pastors **including Restore Pastor**, Elders, Church Administrator and Deacons and Ministry Team Leaders is essential to the process of achieving participation and accountability in workplace health and safety and the application of risk management principles.

5.3 Provision of Resources

The Leadership team will provide appropriate resources to enable the aims of this policy and Church activities relating to workplace health and safety to be met. The Pastors **including Restore Pastor**, Elders, Church Administrator and Deacons undertake, through the provision of resources and opportunity for training, to promote workplace health and safety as an integral part of their management responsibilities.

5.4 Responsibility and Accountability

Ministry Team Leaders are required to work safely and take reasonable care for the safety of persons within their ministry groups, ie, all volunteers, children, youth and others working or participating in activities in the church premises. **Ministry Team Leaders will complete a Risk Assessment Plan for all planned events under their guidance at the commencement of each calendar year. Refer to CP-08 Risk Assessment Policy for further details.**

All staff and volunteers are required to utilise the systems in place for reporting hazards that they identify. The Deacons, Church Administrator, Church office staff will action all items reported and where necessary consult with the Senior Pastor.

The Church Administrator and Deacons have delegated authority to consult on workplace issues and audits of essential services. Problems relating to workplace issues are to be reported to the Senior Pastor.

6. RECORDS GENERATED

- Incident report form -WPS-01
- Hazardous Substance Register - WPS-06
- Maintenance reports from Contractors.

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- Annual Hazard Analysis Audit Form– WPS-03
- Housekeeping Audit Form – WPS-10

The originals of the above are retained by the Church Administrator as permanent records and are not destroyed. Archive as per Church Office Work Instruction, (WI 10).

7. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
March 2020	Draft	Rose Gavin, Administrator, (Volunteer).
March 2020	0	Approved by Senior Pastor, Elder / Deacon Delegate and Church Administrator.
August 2022	1	Changes made to include Restore Church under the scope of this Policy. Changes made by Rose Gavin, Volunteer Administration. Approved by Ps Steve Twible and Katie Davis, Church Administrator.