
PROTECTING PEOPLE AND PROPERTY

CP-07

POLICY STATEMENT 2

1. PURPOSE AND SCOPE 2

2. RESPONSIBILITIES 2

3. REFERENCES 3

4. DEFINITIONS 3

5. PROCEDURE 4

5.1 PROTECTING PEOPLE 4

 1. Voluntary workers 4

 2. Incident management 5

 3. Managing Hazards 5

 4. Emergency Response 6

 5. First Aid Kits 6

 6. Harassment and bullying 7

 7. Discrimination 8

 8. Protecting Church Offering 8

5.2 COMPLIANCE WITH STATUTORY REQUIREMENTS 8

 1. Food safety 8

 2. Cleaning protocols 9

 3. Managing hazardous substances 10

5.3 PROTECTING PROPERTY 10

 1. Key control 11

 2. Building Security 11

 5. Electrical Safety 11

6. RECORDS GENERATED 12

7. REVISION AND APPROVAL HISTORY 12

POLICY STATEMENT

The Pastors, Elders and Deacons of Beenleigh District Baptist Church, (BDBC) are committed to the principles and management of workplace health and safety. The Church recognises their moral and legal responsibilities under the Queensland Work Health and Safety Act 2011 to provide a safe and healthy environment for employees, voluntary workers, visitors, members and others onsite at BDBC. We will also ensure the safety of employees, volunteers and others that they are not exposed to risks to their health and safety arising from the conduct of BDBC. The management of property and grounds will be overseen by the Deacons and Administrator who will ensure annual hazard safety audits are completed and high-risk hazards reported to Pastors and Elders.

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure safety for employees, voluntary workers, visitors, members and others on-site at BDBC. The scope of the policy includes protecting those mentioned from incidents or hazards, ensuring people are aware of emergency medical responses and use of first aid equipment. Harassment, bullying and discrimination will be taken seriously by the Pastors and Elders and investigated promptly. BDBC will ensure legal compliance to statutory requirements in relation to food safety and cleaning. The security of the property and Church boundaries will include key management and electrical testing and tagging of electrical appliances. This Policy does **not** cover Fire Security as this is detailed in our Church Policy Fire Safety CP-06.

2. RESPONSIBILITIES

- Pastors, Elders, Deacons, employees, volunteers and others at all levels within the Church are required to work safely and take reasonable care for the safety of persons within their ministry team while in Church buildings and grounds.
- Responsibilities and accountabilities shall, where appropriate, be defined in procedures, which form part of policies relating to protecting people, property and programs.
- All are required to utilise the workplace health and safety procedures for reporting workplace hazards. Employees and volunteers are encouraged to actively participate in any consultation in the promotion of safety in the Church buildings and grounds.

3. REFERENCES

External

Queensland Work, Health and Safety Act 2011

Baptist Insurance Services Risk Management Guide for Churches 2015

Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013

Australian Standard AS/NZS 3760:2003 In-service safety inspection and testing of electrical equipment.

Internal

Church Work Health and Safety Policy Statement

Church Child Safety Policy CP-04

Church Workplace Health Policy CP-05

Church Fire Safety Policy CP-06

Business Continuity Plan

4. DEFINITIONS

- **“Incident”** is a more general description and **accident** is more specific. **Incident** can refer to any event big or small, good or bad, intentional or unintentional and includes a **near miss**.
- **“Accidents”** are always unintentional, and they usually result in some damage or injury.
- **“Hazard”** is a potential source of harm or adverse health effect on a person or persons.
- **“Notifiable workplace incidents”** is any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or wellbeing of a waiver participant. By law, certain incidents are **notifiable to Workplace Health and Safety Queensland (WHSQ)**. An incident is notifiable if it arises out of the conduct of a business or undertaking and **results in the death, serious injury or serious illness of a person, or involves a dangerous incident**.

- **“Harassment and bullying”** are repeated and unreasonable behaviour directed towards a worker or a group of workers, that creates a risk to health and safety.
- **“Discrimination”** can be defined as the act of treating people differently, negatively because of some real or perceived difference in their physical make-up or because they belong to a minority group.

5. PROCEDURE

5.1 PROTECTING PEOPLE

1. Voluntary workers

These are people who perform services or functions for the church for no financial reward. The work covered by volunteers covers physical work such as working bees, office administration, cleaning, data and sound operators, musicians and those who setting up for services or events.

Spiritual services such as pastoral care, prayer teams and those conducting worship services are supporting the spiritual needs of the congregation. The management of special events and programs such as special functions, fetes, Christmas carol services, fundraisers, youth activities and retreats for men or women.

It is not practical or feasible for this wide range of volunteers to complete a **Volunteers Application (Form WPS-09)**; however, volunteers who work in the Church Office and Child Safety Co-ordinator will be asked to complete this form.

The Church acknowledges it has a duty of care to its voluntary workers and must ensure that no volunteer is performing a task for which they are not capable of accomplishing.

2. Incident management

The Church has an **Incident–Accident-Hazard Management Form (WPS-01)** available in the Church Hall, Church Office and Youth Centre. All incidents that cause injury, illness, damage to property **OR** have the potential to do so, must have an incident report completed.

Ministry Leaders must be aware of any potential hazards during their activities. They must use these forms to record any accident or incident or a potential hazard affecting the well-being of participants.

Return completed forms to the Church Office where the event will be assessed according to the **Hazard Identification ‘Hierarchy of Controls’ Form WPS-11** and corrective / preventative action taken if and where required. All **Incident Report Forms (WPS-01)** that might give rise to future liability claims are retained in the Church Office indefinitely.

3. Managing Hazards

- A **Kitchen Housekeeping Audit Form (WPS-10)** will be performed two to three times during the year to assist in hazard management. As part of the Administrator’s role, an **Annual Hazard Review (WPS-03)** will be undertaken. Hazards identified will be ranked in order of their potential to cause injury or damage.
- A list of hazards will be recorded and addressed in order of their ranking from high to low risk. The Church Pastors, Elders and Deacons encourage all members to report all incidents and possible hazards.
- In the event of a serious incident / accident that is notifiable to **Workplace Health and Safety Queensland (WHSQ)** protect the incident scene until relevant emergency services, police or Worksafe Regulator arrive.
 - Provide basic first aid until ambulance services arrive.
 - **Notify the Senior Pastor of the event as well relevant others.**

- Ensure all relevant next of kin are notified where applicable.
- Notify Baptist Insurance Services in the event the incident may give rise to a Liability claim.

4. Emergency Response

Voluntary workers in the Church Office, like paid employees will receive training and induction to emergency responses. For all members and visitors on the premises **Emergency Procedures** will be displayed visually on Proclaim before Quarterly Church Business meeting commences and displayed on noticeboards in the church foyer and hall.

Emergency evacuation routes will detail fire exits and emergency evacuation points. Emergency phone numbers for Fire / Ambulance will be displayed. A **Code Red Fire Evacuation** notice will be displayed on all noticeboards.

Staff working in the Church Office will have an emergency **Code Purple Bomb Threat** checklist available near the phone should such an emergency arise.

5. First Aid Kits

Workplace Health and Safety requires, "where there are more than 25 and less than 50 employees the requirement is to have a '**Basic First Aid Kit**'. All Churches would fall into this category. Workplaces with more than 50 employees require an '**Occupational First Aid Kit**'. Legally most churches would not require such a kit but considering that congregations often run into hundreds it seems logical that a Basic First Aid Kit is available.

BDBC has three [3] First Aid Kits - two in the kitchen and one in the Youth Centre. These First Aid Kits are to be used by trained personnel. The larger First Aid Kits is on a shelf in the kitchen and the other First Aid Kit under bench in kitchen is transportable. First Aid Kits must be properly maintained and be in the care of a responsible person. A

record of any treatment given must be documented on the Church First Aid Report Form (WPS-05).

It is a requirement to check the contents of these First Aid Kits at least annually **AS WELL AS** after use. The First Aid Box Check Form, WPS-04-for large kit and WPS-04 B and C for portable kits are to be used to check contents and use by dates. This function will be done as part of an annual audit plan organised and managed by the Church Administrator.

6. Harassment and bullying

- BDBC is committed to providing a work environment that is free from bullying, harassment and occupational violence.
- Bullying, violence, intimidation or harassment are not acceptable behaviours at BDBC and are not part of our work culture.
- Bullying is repeated and unreasonable behaviour directed towards an employee, volunteer or a group that creates a risk to health and safety of others. This can include verbal abuse, physical abuse, advances or innuendo that has a sexual basis and ridiculing someone's work or opinions.
- Anyone who experiences or witnesses bullying, violence, intimidation or harassment at BDBC should report it as soon as possible.
- When bullying, violence, intimidation or harassment is reported, it will be investigated without delay, in accordance with our Church policies. Where necessary, a formal investigation will be undertaken which may result in disciplinary action possibly could include dismissal from services and Church property.
- Violence in the workplace is against the law and perpetrators will be referred to the police.
- Complainants and witnesses will not be victimised in any way for making a complaint or providing evidence in an investigation.

- All Pastors, Elders, Deacons and Ministry Leaders have a responsibility to comply with this Policy, and to treat everyone who works or volunteers in the Church with dignity and respect.

7. Discrimination

BDBC is committed to ensuring discrimination does not take place in any ministry within the Church. All Pastors, Elders, Deacons and Ministry Leaders must understand that under no circumstances they may act in a manner that is seen to be discriminatory.

If a Ministry Leader becomes aware of any action that could be considered discriminatory, they must report to their respective Elder.

When the Pastors or Elders are aware of any potential complaint about discrimination, they must take the complaint seriously and seek legal advice before carrying out any investigation.

8. Protecting Church Offering

The Deacons are responsible for collecting, storing and counting the Church offering each Sunday. A specific Work Instruction from the Church Office (WI.11) provides a guide to this process and the Receipts Record Form (CF-07) is used as a record of the total money banked. Banking is done as soon as possible after the Service by two persons.

5.2 COMPLIANCE WITH STATUTORY REQUIREMENTS

1. Food safety

- The kitchen at BDBC is not a commercial kitchen nor is it involved in the sale of food. All food provided is 'finger food' and sit-down meals (apart from

barbecues) are not provided. Under Local Council regulations no more than twelve [12] meals can be served for one year.

- There are “Work Instructions” in the kitchen that detail the safe food handling policy provided by Council.
- Personal hygiene is stressed to all kitchen helpers and a dedicated sink is available for handwashing. All helpers must wash their hands before commencing work with food.
- Helpers must ensure their hair is not in the way of food and if necessary, to be tied back.
- Helpers must not handle food **OR** be in the kitchen if they are suffering any colds, flu, coughs or perspiration from fever.
- People are not to use the kitchen as a thoroughfare through to toilets.
- Any helper with a laceration or wound should cover it with a brightly coloured bandage, tape or plaster. No one with any sores or skin conditions should handle food, under any circumstances.
- There are specific coloured cloths for the benches (blue) and different coloured for the floor (green).
- The mops and bucket for the **kitchen floor is BLUE** and must only be used in designated areas. Mops when used, must be cleaned according to cleaning instructions found in the Cleaner’s Work Instruction Folder.

2. Cleaning protocols

- The Church is cleaned by volunteers who are assigned on a roster basis and notified by Elvanto as well as the Church Bulletin displaying the team for each Saturday.
- Cleaning duties are displayed in the storeroom as well as detailing the use of specific coloured mops and buckets to prevent cross contamination between toilet areas and kitchen.

- Mops are left standing upright with the strings hanging down so that they dry before storing OR they may be stored hanging if the strings do not touch the floor.
- Safety Data Sheets (SDS) are displayed in the cleaning storeroom for access by volunteers should an incident / accident occur when cleaning.
- Any problems relating to equipment and / or products are referred to the Deaconess in charge of cleaning.

3. Managing hazardous substances

- The risk of exposure to hazardous substances in the Church is little more than in our own homes. However, all substances used for cleaning in the Church will be kept in a locked room and Safety Data Sheets will be posted as per above.
- No chemicals will be stored in anything other than their original container
- A **Hazardous Substances Register (WPS-06)** will be maintained and audited annually.
- Flammable goods will be retained in minimal amounts and kept outside in a locked shed. A **Hazardous Substances Register (WPS-06)** will be maintained in the Mowing Shed.

5.3 PROTECTING PROPERTY

All Church property will be maintained to a standard acceptable for the conduct of their activities, church services, youth activities, playtime, creche and any other event using the Church premises.

Regular maintenance and cleaning will be carried out as detailed in the church cleaning and mowing Roster. Hazards identified will be promptly rectified using the Church **Incident Management Form (WPS-01)** to report hazards, incidents or accidents to the relevant persons.

1. Key control

The Church Office maintains a Key Control Register and monitors those who should have access to the church building and / or hall. Holders of keys are required to sign for keys utilising Church Form CF-06 on receipt and sign when they are returned. The key box is kept away from the Church Office for added safety. Keys are not to be held by persons if they are not being used regularly.

2. Building Security

Those who use the building and are the last to leave are responsible for turning off lights and air-conditioning, ensuring all doors and windows are closed before setting the alarm. The Church has an external security company who do regular patrols and report any concerns.

3. Contractors providing services to the Church are required to 'sign in' at the Church Office and 'sign out' when completed. The Contractor Sign-in/off Register (WPS-13) is available at the Church Office for this purpose.

4. Contractors are also required to show their relevant license and public liability insurance details

5. Electrical Safety

Test and tag intervals are determined by the amount of use the equipment or supply cord is open to abuse. In an environment where the equipment / supply cord is prone to flexing or open to abuse the timeframe is twelve [12] months.

In an environment where the equipment / supply cord is NOT open to abuse the timeframe is five [5] years. However, with the exception of the musicians' area, most of the equipment falls into the five-year category. BDBC has an external contractor responsible for testing and tagging.

The Church Administrator is responsible for calling the nominated Electrician to conduct the tests. The Test and Tag Register is retained by the Church Administrator.

6. RECORDS GENERATED

Form number	Name of form	Retention period
CF-07	Receipts record form	Retained as part of financial records for 7 years.
WPS-01	Accident-Incident-Hazard Notification form	retained for five years, any Liability Claims or potential claims must be retained indefinitely
WPS-03	Annual Hazard Audit Form	retained indefinitely
WPS-04 B & C	First aid box check forms	retained for five years
WPS-05	First Aid report form	retained indefinitely
WPS-06	Hazardous Substances Register	retained indefinitely
WPS-08	Risk Assessment Tool	retained indefinitely
WPS-09	Volunteer Workers Application form	retained indefinitely
WPS-10	Housekeeping Audit	retained for five years
WPS-11	Hazard Identification Register	retained indefinitely
WPS-13	Contractor sign on / off Register	retained indefinitely

7. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
March 2020	DRAFT	Rose Gavin, Administrator (Voluntary)
April 2020	0	Ps Steve Twible, Senior Pastor, Paul Stallard, Elder/ Deacon and Rose Gavin, Administrator (Voluntary)
June 2020	1	Addition of 5.1.8 Protecting and managing the Church Offering. Section 5.2 Kitchen bucket colour changed to Blue. Section 5.2.3 added to include flammable goods. Section 5.3.1 Addition of a Key receipt/return form.

Date	Revision No.	Author and Approval
		Section 5.3.3 Addition of Contractor Sign-on-off Forms and requirements to show license and public liability insurance and, 5.3.4 Addition of responsibility for 'test and tag' to Church Administrator and addition of Form WPS-13 to Records. Approved for release by Ps Steve Twible and Rose Gavin, Voluntary Administrator
September	2	Changes made to the first aid forms in Section 5.1.5. Approved for release by Rose Gavin, Voluntary Administrator
December 2020	3	Addition of Business Continuity Plan to Section 3 Approved by Katie Davis Administrator