



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Narwee Baptist Church

Workplace Health and Safety Policy



Version 2
September 2022



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Table of Contents

General Workplace Health and Safety	4
Policy Statement	4
Policy Guidelines	4
Workplace Health and Safety Officer & Committee	5
Employees / Volunteers.....	5
Contractors and Sub-Contractors	5
Policy Review	6
Workplace Health and Safety Systems	7
Accident and Incident Investigation	7
Definitions.....	7
Policy Guidelines	7
Risk Management	8
Definitions.....	8
Risk Management Process	10
Workplace Health and Safety Consultation	11
Policy Statement	11
Policy Guidelines	11
Workplace Hazards	12
Alcohol and Drugs	12
Policy Statement.....	12
Policy Guidelines	12
First Aid	13
Policy Statement.....	13
Policy Guidelines	13
Security, Fire and Other Emergencies	13
Policy Statement.....	13
Policy Guidelines	13
Smoking	15
Policy Statement.....	15
Policy Guidelines	15
Workplace Violence	16
Policy Statement.....	16
Definitions.....	16
Policy Guidelines	16
Electrical Appliances & Equipment	17
Policy Statement.....	17
Policy Guidelines	17
Working at Heights	18
Policy Statement.....	18
Policy Guidelines	18
Stress	19
Policy Statement.....	19
Definition.....	19
Policy Guidelines	19
Plant and Equipment	20



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Policy Statement.....	20
Definition.....	20
Policy Guidelines.....	20
Hazardous Substances.....	21
Policy Statement.....	21
Policy Guidelines.....	21
Noise.....	22
Policy Statement.....	22
Definition.....	22
Policy Guidelines.....	22
Manual Handling.....	23
Policy Statement.....	23
Definition.....	23
Policy Guidelines.....	23
Blood and other Bodily Fluids.....	24
Policy Statement.....	24
Policy Guidelines.....	24
Workplace Health and Safety Training.....	25
Policy Statement.....	25
Policy Guidelines.....	25
Return to Work Policy.....	26
Policy Statement.....	26
Narwee Baptist Church is committed to assisting workers to achieve a safe Return to Work after injury or illness in a manner that will assist their best possible recovery.	26
Policy Guidelines.....	26
Contractor Functions.....	27
Policy Statement.....	27
Definition.....	27
Policy Guidelines.....	27



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

General Workplace Health and Safety

Policy Statement

Narwee Baptist Church (NBC) is committed to serving our local and wider community whilst maintaining our legal obligations of ensuring the health, safety and welfare of our staff, volunteers and visitors in all of our work environments and community functions.

In recognition of our responsibility as a Person Conducting Business or Undertaking (PCBU), NBC is strongly dedicated to fulfil the requirements of the ***NSW Work Health and Safety Act 2011*** and ***NSW WHS Regulations*** to the best of our ability.

Policy Guidelines

In order to implement the general provisions of this policy a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of workplace health and safety including:

- WHS training and education
- Emergency procedures and first aid provision
- Identification and control of hazards
- Reporting and recording of incidents and accidents
- Provision of information to employees, members, volunteers and contractors

By doing so, NBC will aim to:

- a) ensure all practical measures are taken to ensure that all areas under the control of NBC are safe and without risks to health;
- b) ensure that all substances, equipment, machinery and appliances provided for use, are safe and without risk when properly used;
- c) provide such information and training necessary to ensure health and safety at NBC;
- d) ensure that consultation in health, safety and welfare matters takes place so as to enable employees/members/volunteers to contribute to decision making processes;
- e) develop, implement, monitor and review policies, strategies and procedures to minimise workplace health and safety risks and seek to secure a safe and healthy environment for staff, members and visitors alike.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Workplace Health and Safety Officer & Committee

The Diaconate of NBC shall appoint a Workplace Health & Safety Officer and a Workplace Health & Safety Committee of which the WHS Officer shall be a member. The WHS Officer and Committee will jointly carry out this Policy, providing guidance on the health and safety of all persons being in any area under NBC's control. The Committee will provide to all Ministry Leaders the necessary guidance, training and resources to implement the Policy.

Commented [KS1]: Adding the WHS Committee

It is the responsibility of all NBC employees and voluntary workers to take reasonable care for the health and safety of all people within NBC property or on activities elsewhere (including employees, volunteers, visitors) and for all people who may be affected by their acts or omissions.

The WHS Committee and Ministry Leaders will create an environment that encourages safety first by all those attending NBC.

Employees / Volunteers

Employees/Volunteers are required to co-operate with this policy and participate positively in the WHS program to ensure their own health and safety and the health and safety of others at NBC.

Employees/Volunteers are responsible for reporting any unsafe or unhealthy conditions or behaviour.

Employees/Volunteers are to take prompt action to eliminate any unsafe or unhealthy conditions or behaviours, and if they do not have the necessary authority to do so, to report the matter promptly - together with any recommendations for action to the WHS Officer.

Contractors and Sub-Contractors

All contractors and sub-contractors engaged to perform work on NBC property are required to comply with:

- The requirements of the NSW Work Health and Safety Act 2011 and the NSW Work Health & Safety Regulations,
- NBC's WHS policy and procedures.

Failure to comply with the above will be considered a breach of the contract and sufficient grounds for termination of the contract.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Policy Review

This Policy will be reviewed when required by changes in legislation, or when NBC's operations require it to be reviewed. If altered, employees, members and volunteers will be consulted and notified of changes.

Authorisation and date

Signed: _____

Title: _____

Date: _____

Workplace Health and Safety Systems

Accident and Incident Investigation

All accidents and incidents are to be reported to the WHS Officer (through the appropriate forms) and will be investigated to identify cause(s) and implement preventative controls to reduce the possibility of recurrence.

Preventative and/or corrective actions and strategies are to be implemented as soon as practicable following an event.

Definitions

Accident: Any unplanned and undesirable event that results in human injury or damage to property.

Incident: Any unplanned, undesirable or potential event, which may have resulted in physical harm or injury to persons or property (eg. Near misses, unsafe acts, etc.)

Policy Guidelines

- All Accidents/Incidents on Church property or at a Church run function shall be reported in writing to the WHS Officer (forms available in the first aid cabinet and in the church office).
- The WHS Committee will ensure that all reported Accident/Incidents are investigated as soon as practicable following the event.
- It is the responsibility of the relevant Ministry Leader to report and document all accidents or incidents to the WHS Officer of NBC. The Accident/Incidents Report Forms will require affected Employees/Volunteers/Ministry Leaders to suggest on the form, the ways in which they feel the Accident/Incident could be eliminated or controlled in the future.
- All new Ministry Leaders will have an introduction to Accident/Incident reporting as part of their ministry program.
- The WHS Committee will regularly review and analyse the Accident/Incident investigation and reporting system.
- The WHS Committee will ensure the following accidents/incidents are reported to NSW Workcover as per part 3 – Incident Notification of the Work Health and Safety Act 2011 and clause 699 of the Work Health and Safety Regulation 2011:
 - a. the death of a person,
 - b. a serious injury or illness of an employee (supported by a medical certificate) that is related to work processes and results in the employee being hospitalised for any period of time,

Commented [KS2]: Forms availability updated

- c. damage to any plant, equipment, building or structure or other thing that impedes safe operation,
- d. an uncontrolled explosion or fire,
- e. an uncontrolled escape of gas, dangerous goods or steam,
- f. a spill or incident resulting in exposure or potential exposure of a person to a notifiable or prohibited carcinogenic substance,
- g. removal of workers from lead risk work due to excessive blood lead levels,
- h. exposure to bodily fluids that presents a risk of transmission of blood-borne diseases,
- i. the use or threatened use of a weapon that involves a risk of serious injury to, or illness of, a person,
- j. a robbery that involves a risk of serious injury to, or illness of, a person,
- k. electric shock that involves a risk of serious injury to a person,
- l. any other incident that involves a risk of:
 - explosion or fire, or
 - escape of gas, dangerous goods or steam, or
 - serious injury to, or illness of, a person, or
 - substantial property damage.

Furthermore, NBC is required to notify the WorkCover Authority immediately if such an incident occurs. The person with management or control of the workplace must ensure, so far as is reasonably practicable, that the site is not disturbed until an inspector arrives.

Risk Management

The WHS Committee of NBC will adopt and implement a risk management approach to all foreseeable hazards and risks that have the potential to harm the health and safety of employees, volunteers and contractors.

The WHS Committee (alongside relevant ministry leaders) will participate in undertaking regular risk assessments as part of the site-specific risk management program. This Risk Assessment approach will also extend to Church run functions both on and off site (i.e. Carols, Holiday Club, Outreach Ministries, Camps and Outings).

Definitions

Hazard: A Hazard is anything with the potential to cause harm or injury (eg. Chemical, Electricity, Heavy Loads / Objects, etc).

Risk: A Risk is defined as the likelihood (probability) that a hazard will result in harm or injury and the potential consequences (severity) of said injury.

Risk Management: Risk Management is the term applied to the logical and systematic process of identifying, assessing, controlling and monitoring/evaluating risks associated with activities so as to minimise loss.

The WHS Committee or Ministry Leader will oversee risk assessment identifying hazards arising from:

- the physical work environment and all aspects of the work premises (which includes the layout and condition of all buildings and all other property areas under NBC control);
- work practices, work systems and working arrangements (including psychological hazards and fatigue related hazards);
- substances, equipment, machinery and appliances;
- the actual or potential for workplace violence.

The leaders of NBC acknowledge responsibility to ensure that effective hazard reporting procedures are implemented and regularly evaluated.

If it is not reasonably practicable to eliminate the hazard, it is the responsibility of the WHS Committee to control the risk using the following hierarchy of control:

- a. Minimise the risk (e.g.: via engineering solutions, substitution etc.);
- b. Implement administrative controls (e.g.: training etc.);
- c. Ensure contractors provide their own personal protective clothing and equipment.
- d. Ensure all employees and volunteers are provided with their own personal protective equipment when required.

All new employees, volunteers and Ministry Leaders will have an introduction to risk management as part of their orientation program.

Through consultative means with key employees, volunteers and leaders, all assessed risks will be reviewed:

- a. when there is evidence that the risk is no longer valid,
- b. when risk control strategies that have been put in place appear to have created additional risks
- c. when significant change is proposed.

All employees/volunteers are required to identify and report hazards that could harm themselves or any other persons in church owned or leased areas.

Risk Assessment forms are to be available at NBC Office or from the WHS Officer.

Risk Management Process





33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am – 4.00pm

Workplace Health and Safety Consultation

Policy Statement

The WHS Committee of NBC will consult with employees, volunteers and members on matters pertaining to workplace health & safety.

Policy Guidelines

The WHS Committee will consult with employees, volunteers and/or members in determining the most appropriate process for WHS consultation.

It is the responsibility of all employees, volunteers and contractors to take reasonable steps to prevent risks to health & safety at NBC by notifying and consulting with the WHS Officer & Committee.

Through consultative processes, WHS issues shall be considered in any Church redesign or redevelopment, prior to the introduction of a new program, service or equipment and in order to address other areas of risk.

In order to demonstrate consultation with all employees/volunteers, WHS will be a standard agenda item for discussion at NBC Diaconate and Members meetings.

NBC will appoint a Work Health & Safety Officer (WHS Officer) from the Church members to represent the Employees, Ministry Leaders, Members and Volunteers on the WHS Committee in WHS matters. This person shall be appointed by the Diaconate and their appointment shall be endorsed at an Annual General Meeting for a period of one (1) year. This person is then eligible for re-appointment. The duties of the WHS Officer & the WHS Committee shall be as follows:

- to represent the staff and volunteers in matters relating to WHS
 - to monitor and review WHS measures undertaken by the PCBU or his/her representatives
 - to investigate WHS-related complaints made by staff and volunteers — the WHS Officer must attempt to resolve the matter but, if unable to do so, can request an investigation by a Workcover Inspector
 - to inquire into any matters that appear to be an WHS risk for the staff or volunteers
 - to inspect the workplace, either after giving reasonable notice to a PCBU or immediately if an incident or situation posing a serious potential WHS risk arises
 - to accompany an inspector on a workplace inspection
 - to attend interviews between an inspector and/or PCBU and workers that the WHS Officer represents
 - to receive information about WHS matters that may affect the staff or volunteers
- Note: that if such information reveals personal or medical information about a



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

worker without that worker's consent, the WHS OFFICER is not entitled to receive it.

The name of the WHS Officer shall be made known to Employees, Ministry Leaders and Volunteers.

Workplace Hazards

Alcohol and Drugs

Policy Statement

The Consumption of Alcohol, Illegal Drugs and Addictive Substances is expressly prohibited on the church premises.

Policy Guidelines

- Alcohol is not to be brought onto or consumed by employees, volunteers, members or visitors within the Narwee Baptist Church premises 33-39 Baumans Road Peakhurst.
- Employees/volunteers are not to attend work/volunteering if their ability to undertake their work/volunteering is being influenced by the consumption of alcohol or drugs.
- It is the responsibility of all employees/volunteers to report their reasonable suspicion of others, who may be under the influence of alcohol, illegal or non-prescription drugs whilst working on Church property to the relevant Ministry Leader or to the Church Office.
- Counselling/disciplinary action will be initiated with any employee/volunteer who is found to be working unsafely as a result of alcohol or any other substance.
- It is the employee or volunteer's responsibility to consult with their GP to ensure safety standards are not compromised by their consumption of legal, prescription drugs which may impact their performance of certain work tasks (e.g. driving and operating machinery etc.)



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

First Aid

Policy Statement

NBC will provide the required First Aid facilities for onsite functions.

Policy Guidelines

- The WHS Committee of NBC will ensure that adequate first aid facilities are in place within the Church premises, (including community outings and volunteer activities etc.).
- All new Employees/Volunteers/Ministry Leaders will be trained in NBC's first aid system (i.e. first aid facilities and personnel etc.) The WHS Committee or delegated person will be responsible for periodic maintenance of first aid facilities and checking of stock within facilities.
- It is the Employees'/Volunteers' responsibility to ensure that they notify the WHS Officer or their Ministry Leader in the event of depleted first aid supplies within first aid kits. Items used from the first aid supplies will be noted on the Accident/Incident Report.
- The location of first aid facilities shall be posted within all workplaces in accordance with AS 1319 Safety Signs for the workplace Environment.
- All first aid administered to any Employee/Member/Volunteer and Visitors or Contractors shall be recorded on an Accident/Incident Report form.

Security, Fire and Other Emergencies

Policy Statement

NBC's workplace(s) will be prepared for emergencies (such as security breaches and fire etc.) and shall have appropriate emergency preparedness & response systems implemented and regularly evaluated.

Policy Guidelines

The WHS Committee will ensure that emergency response systems are in place within all NBC's workplaces and that all Employees, Ministry Leaders, Volunteers and Contractors within the Church premises are aware of the current emergency response system. This will be achieved by the display of the current evacuation plan and exit points in the entrance area of the Main Hall, Foyer, Upstairs Corridor, Basement and Radio Station of other church buildings as appropriate.

The WHS Committee will ensure that routine procedures for ensuring emergency preparedness and response (e.g.: inspection and tagging of equipment, maintenance of



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

fire blankets and other fire fighting equipment, etc.) are documented, implemented and reviewed within all NBC workplaces.

It is the responsibility of all Employees/Volunteers to report hazards relating to emergency response and security issues (e.g. equipment obstructing fire exits, blown exit lights, etc.).

All buildings shall have current policies & procedures covering the following:

- fire (including bushfire)
- other emergencies requiring evacuation (e.g. gas leak, etc.);
- response to emergency calls from employees, volunteers or visitors (e.g. duress alarm, respite visitor falls, etc.);
- bomb threat
- security (e.g. allegation of theft, sighting of intruder, access to employee only areas, etc.);
- emergencies occurring during church events (e.g. day-outings, special events, motor vehicle accidents, etc.)
- lock-downs

These current policies shall be located at places easily accessible by employees, volunteers and visitors.

Emergency numbers and evacuation procedures should be clearly displayed near all telephones within Church buildings.

The risk of security, fire and other emergencies within all owned buildings shall be assessed prior to landscaping or altering perimeter gardens; altering perimeter parking needs & lighting; refurbishing or upgrading work in existing buildings; prior to the introduction of any new carpets or furnishings, etc. and prior to any new building construction.

All new Employees, Volunteers and Ministry Leaders will have an introduction to the workplace security, fire and other emergencies systems as part of their site-specific orientation program.

In kitchens it is the Ministry Leader's responsibility to ensure that the following occurs:

- all kitchen equipment (except for the fridge, zip water units and freezers) are turned off at the end of the day or when no longer required;
- they report to the Church Office or to the WHS Officer any breakages, damages or faults to any Church kitchen equipment.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Smoking

Policy Statement

NBC is committed to providing a workplace that is free from the effects of direct and passive smoking.

In NSW, according to the Tobacco Legislation Amendment Act (2012), it is the employer's/Ministry Leader's responsibility to ensure that direct smoking and the smoke caused by smoking is prohibited in smoke free areas.

Policy Guidelines

In accordance with the Tobacco Legislation Amendment Act (2012), all buildings occupied or leased by NBC have been deemed smoke free environments. Direct smoking and the smoke caused by smoking are therefore prohibited.

Smoking is not permitted on the Church premises.

It is the responsibility of all Employees and Volunteers of NBC to aim to have a smoke free environment.

Counselling and/or disciplinary action should be initiated with any employee who does not adhere to the work place Smoking policy.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Workplace Violence

Policy Statement

All acts of workplace violence (including threatening behaviour, bullying, harassment, sexual harassment, intimidation, threats and physical violence) between employees, ministry leaders, volunteers and visitors, will not be tolerated.

Definitions

Workplace Violence: Any incident, in which a person (Employee/Volunteer/Ministry Leader/Visitor) feels abused, threatened or assaulted by an Employee, Volunteer, Ministry Leader or Visitor.

Policy Guidelines

It is the responsibility of all employees/volunteers to report incidents of workplace violence to the Safe Church Team (see NBC Safe Church Policy), the WHS Officer or Ministry Leader (including threatening behaviours, harassment and intimidation).

The WHS Committee or Ministry Leader will take seriously and promptly refer all reports from employees/volunteers about the actual or potential for workplace violence.

The procedures for handling unacceptable behaviour between employees and volunteers and between volunteers and volunteers are set out in the Induction Process, which is to be signed by all staff and volunteers on commencement of their duties/implementation date.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Electrical Appliances & Equipment

Policy Statement

The WHS Committee of NBC will take all possible care to ensure employees, volunteers, members and visitors are not exposed to danger from electrical appliances and other equipment.

Policy Guidelines

Power boards may be used only if they have an overload switch.

If the use of an extension cord is necessary, only one extension cord can be used (i.e. extension cords cannot be used in series). Additionally, extension cords must be positioned so that they cannot become wet or damaged or present a trip hazard.

All “fixed” electrical equipment (i.e. equipment not being moved) will be subject to inspection and testing by suitably trained personnel every 5 years.

All kitchen electrical equipment or electrical equipment that is frequently moved will be subject to inspection and testing by suitably trained personnel every 2 years.

All electrical equipment that is outside the buildings will be subject to inspection and testing by suitably trained personnel every 12 months.

All electrical cords, power boards, extension cords and residual current devices owned by NBC will be subject to visual inspection every 12 months.

Following the in-service inspection and testing, non-compliant equipment shall be withdrawn from service immediately, tagged so it cannot be used, sent for repair, disposal or destruction by an authorised and competent agency.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Working at Heights

Policy Statement

No NBC employee or volunteer will be put at risk whilst working around/on roofs or ladders or whilst working at heights to perform specific work tasks (e.g. cleaning leaves from gutters etc.).

Policy Guidelines

No Church employees/ volunteers should access an external roof area or shall work around roofs without appropriate training and safety equipment e.g. safety harness or ropes.

The WHS Committee will ensure documented risk assessments are conducted (of both the work activity to be performed and the equipment to be used) prior to working around roofs or at height (e.g.: high cleaning etc.).

A non-conductive ladder (e.g.: wood, fibreglass or reinforced plastic) will be used in conjunction with all electrical works performed (including light globe maintenance tasks).

Ladders must be maintained in good condition. Ladders should be visually inspected before each use and should not be used if there is a perceived risk (eg: unstable at the base).

The WHS Committee will ensure that all ladders are appropriately stored, maintained and used within all church sites.

It is not recommended that ladders be used outdoors when strong winds are blowing. If this cannot be avoided, the ladder must be firmly secured by tying it off or by other acceptable methods (e.g.: being held firmly by another person).

Stepladders should only be used in the fully open position and should be positioned on a stable surface with no tendency to wobble at all time.

Fully enclosed slip resistant footwear should always be worn when using ladders.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Stress

Policy Statement

The WHS Committee of NBC will minimise the risk of stress related illnesses and will manage any stressful incidents professionally and competently if and when they occur.

Definition

Stress: Stress is the physical and psychological response to a 'stressor'. A Stressor can be anything that is perceived to be traumatic, frightening, humiliating or something that repeatedly brings up negative emotion.

Policy Guidelines

The WHS Committee or Ministry Leader will endeavour to be vigilant in observing significant behavioural changes of employees/volunteers, which may be signalling serious underlying stress levels.

All reasonable confidentiality and privacy requirements shall be adhered to at all times should employees wish to discuss any stress related personal issues.

A suitable counselling service will be made available to any employee or volunteer suffering from work-related stress.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Plant and Equipment

Policy Statement

The WHS Committee of NBC is responsible to ensure the health, safety and welfare of all employees/volunteers when working with or around plant.

Definition

Plant is a general term referring to machinery, equipment and appliances.

Common types of plant found within church workplaces includes:

- Powered mobile plant - such as power generators, ride-on mowers, water pumps, etc.
- Hand-held plant - such as a power tool, lawn mower or chainsaw
- Static plant - such as a photocopier, computers, paper guillotine, sound equipment

Policy Guidelines

The WHS Committee or Ministry Leader will assess and control any hazards that may arise from the use of plant within Church controlled properties and will ensure that plant is used only for the purpose for which it was designed.

It is the employees'/volunteers' responsibility to ensure that all plant that becomes unsafe shall be removed from use and shall be appropriately tagged. It is the employees'/volunteers' responsibility to report this occurrence to their Ministry Leader or to the Church Office.

All plant equipment owned by NBC shall be maintained in a safe condition. The WHS Committee will ensure that preventative and routine maintenance checks occur and are recorded.

All plant equipment not owned by NBC comes under the responsibility of its owner to ensure that preventative and routine maintenance checks are in place. Before any such plant equipment is used by NBC, the owner must confirm that such checks have occurred.

All plant equipment used on NBC property must be used by a trained, and suitably licensed, operator.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Hazardous Substances

Policy Statement

NBC is committed to the prevention of exposure to hazardous substances.

Policy Guidelines

The WHS Committee of NBC will ensure a risk assessment is conducted on all building modification works where asbestos may be/is present prior to commencing work. Risk control strategies in dealing with asbestos risk may be to subcontract all asbestos work.

Although none of NBC buildings were constructed before 1983 we have obligations under WHS legislation to ensure that asbestos is not a risk to the health of people visiting the property; NBC may be required to take action including:

- Establishing an Asbestos Register
- Establish an ongoing inspection program
- Install appropriate signage
- Removal of unstable asbestos
- Warning maintenance workers of the presence of asbestos so they can take appropriate precautions.

The WHS Committee of NBC will ensure that all out of date or no longer used hazardous substances and chemicals (may include photocopier toner, and chemicals, paint, oil, petrol and those cleaning substances which can cause eye and skin irritation or breathing problems) are disposed of via approved methods.

Stores of flammable goods are to be kept below statutory requirements (e.g. petrol etc.) and stored away from all other hazardous substances and chemicals.

All chemicals that are commercially available or sold 'over the counter' are to be appropriate for use within Church owned buildings

All substances must be stored in suitable containers and be clearly labelled.

For all hazardous substances that are held on site at NBC, a Safety Data Sheet (SDS) will be obtained from the manufacturer and the substance recorded in the Hazardous Substances Register, except for personal use of legal prescription drugs.

Emergency first aid procedures will be identified in case of human contamination or if poisonings occurs.

Hazardous substances will be kept in a locked cabinet.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Noise

Policy Statement

NBC is committed to ensure that appropriate precautions are instituted and implemented in the workplace to eliminate the effects of excessive noise on an employee's/volunteer's hearing, sight and general wellbeing.

Definition

Noise: Noise is defined as any unwanted sound or vibration that may damage a person's hearing. Loud noise, of a certain level and duration has been known to cause hearing damage (the hearing damage potential of a given noise can be measured)

Policy Guidelines

The WHS Committee of NBC in consultation with workers will regularly identify noise levels and assess hazards.

The WHS Committee will ensure that appropriate measures are in place within the work environment to minimise the effect of noise on employees/volunteers.

Supervisors of employees/volunteers working in areas with excessive noise will ensure appropriate training is given in the use of hearing protection devices.

Personal hearing protection should be worn when employees/volunteers are:

- Using a mobile generator, petrol motor, etc.
- Using electric drills and electric saws, etc.

Manual Handling

Policy Statement

All NBC employees/volunteers are required to carry out manual handling activities in a safe manner using standard practice and appropriate **equipment where necessary**.

Definition

Manual Handling: Manual Handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

Policy Guidelines

The WHS Committee or Ministry Leaders of NBC will ensure that employees/volunteers exposed to the risk of injury arising from:

- heavy lifting (e.g. carrying a heavy vacuum cleaner up a flight of stairs, moving sound system speakers or amplifiers), or
- repetitive lifting

Employees/Volunteers exposed to the abovementioned tasks will have the opportunity to receive appropriate training in:

- methods of manual handling (appropriate for their specific manual handling task),
- the correct use of mechanical aids (where applicable),
- team lifting procedures, and/or
- personal protective equipment (i.e. manual handling gloves, etc.).

This training will be delivered 'in-house' prior to commencing any identified, manual handling tasks and recorded against the employee/volunteers personnel record of training.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Blood and other Bodily Fluids

Policy Statement

The WHS Committee or Ministry Leaders of NBC will take all possible care to ensure employees, volunteers, members and visitors are not exposed to danger from infection from blood and bodily fluids.

Everyone should treat all blood and bodily fluids as if they could possibly be infectious.

Policy Guidelines

Avoid direct contact with blood or body fluids

Wear disposable gloves when dealing with blood or body fluids. When dealing with blood, eye protection should also be used.

A sharps container will be provided. This is to be kept in a prominent position but at a safe height away from children. Sharps should be picked up using tongs and gloves.

Any items used to clean up spills (e.g. paper towel, tissues, bandages, gloves) are to be put into a plastic bag and put into bins provided.

Nappy change table is to be kept clean at all times. Change mat is to be wiped with a disinfectant wipe after each use.

All soiled disposable nappies are to be put into plastic bags and put into the bins provided outside in the carpark.

Cleaning up after there has been a spill

- Wear gloves
- Place paper towel over the spill. Carefully mop up the spill. Place the paper towel in a plastic bag, seal the bag and put it in the bin provided.
- Clean the surface with warm water and detergent.
- Where contact with bare skin is likely (e.g. Toilets, change mats, hand basins etc.) disinfect the area by wiping with bleach and allow to dry.
- Remove gloves (turning them inside out). Place them in a plastic bag and place the bag in the bin provided.
- Wash hands thoroughly with soap and cold water.

In case of an incident where there has been possible exposure to bodily fluids that presents a risk of transmission of blood-borne diseases, this must be reported to the WHS Officer and, depending on the risk analysis, may be a reportable incident to Workcover.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Workplace Health and Safety Training

Policy Statement

NBC is committed to providing all employees/volunteers with relevant WHS training and encouraging all employees/volunteers once effectively trained, to manage risks and to reduce the incidence, severity and duration of injuries from occurring.

Policy Guidelines

The WHS Committee acknowledges a responsibility to ensure all Employees, Officers and Ministry Leaders have an introduction to workplace Health and Safety as part of a site-specific orientation program. Included in this training will be Baptist Insurance Services online training courses on:

- General Principles
- Risk Analysis & Reporting
- Policies
- Specific Hazards

The WHS Committee will ensure adequate resources are provided for the purpose of WHS training.



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Return to Work Policy

Policy Statement

NBC is committed to the prevention of injury by providing a safe and healthy working environment. In the event that injury occurs however, the WHS Committee of NBC will ensure that return to work activities commence as soon as possible after an injury, and shall make every effort to provide suitable and meaningful duties that are consistent with the nature of work performed and the medical conditions of all injured employees.

Narwee Baptist Church is committed to assisting workers to achieve a safe Return to Work after injury or illness in a manner that will assist their best possible recovery.

Policy Guidelines

Planning for a Return to Work will commence as soon as possible after an injury is reported, taking into account relevant medical opinions about treatment, rehabilitation and capacity of the worker.

An individual Return to Work plan will be established for any employee unable to work for 20 consecutive working days or more. The RTW plan will be developed at the earliest opportunity, in consultation with our injured worker and their treating health professionals.

Treatment, rehabilitation and return to work activities will commence as soon as they are deemed necessary.

Suitable employment, including modified or alternative duties consistent with medical advice, will be made available to all injured employees at the earliest opportunity.

The development of individual RTW plans will also involve communication and consultation with other workers affected by changed employment arrangements.

Confidentiality of employee information will be maintained for all information obtained during the Return to Work process or during rehabilitation.

Participation in a Return to Work plan will not, of itself, prejudice any injured employee.

A member of staff will be appointed to manage the Return to Work plans. Specific responsibilities will include:

- Contacting the injured employee and their treating practitioner to undertake the commitments outlined in this Policy.
- Determine the need for any rehabilitation assistance in consultation with the employee and their treating practitioner; initiate contact with the nominated rehabilitation provider in order to complete planning



33 Baumans Road
Peakhurst NSW 2210 Australia
Telephone: +61 2 9534 2699
Fax: +61 2 9534 6194
Email: churchoffice@narweebaptist.org.au
Office Hours: Monday to Friday 9.30am - 4.00pm

Contractor Functions

Policy Statement

NBC is committed to ensuring the health, safety and welfare of all employees and others who may be affected by issues arising from the management of contractors.

Definition

Contractor: A Contractor is a provider of goods and/or services, under a contract, that is distinct from a contract of employment. A contractor is a person over whom NBC has a limited amount of control in relation to how the relevant work is to be performed.

Policy Guidelines

All contractors will sign the contractor's log before commencing any work on Church occupied properties.

All Contractors will have to provide copies of their Safety Management Systems relating to the specific contract they are undertaking (this will include but is not limited to SWMS, JSEA/JSA's, Hazard and Risk Assessments, Chemical Registers with appropriate SDS's, Plant and Electrical Equipment Registers, etc.).

Contractors/suppliers will be provided with brief safety induction training prior to commencement of work (covering items such as extinguisher locations, first aid facilities, exits and any unusual dangers).

All relevant records relating to the work of contractors, e.g. permits to work, insurance's (workers compensation, professional indemnity and public liability) training records and contracts, are to be collected before commencement and filed.

No contract work will be conducted by unlicensed or unregistered contractors/suppliers or those contractors/suppliers with inadequate insurance coverage.

All contract or subcontract workers are responsible for carrying out their duties in a safe manner.

All contract or subcontract workers are to report any safety issues or accidents/incidents that they observe/are involved in to a NBC representative.