



Work Health and Safety Policy

May 2026

NBC WHS Contacts

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Adopted by NBC Diaconate 14 May 2026

Purpose

Narwee Baptist Church (**NBC**) is committed to the health and safety of all people involved in its activities.

NBC is a Person Conducting Business or Undertaking (**PCBU**) under the *Work Health and Safety Act 2011* (NSW) (the **WHS Act**) and seeks to fulfil the requirements of WHS Act as far as reasonably practicable.

NBC seeks to

- ensure all reasonably practicable measures are taken to provide a safe and healthy environment, including through any necessary elimination and / or minimisation of risks to health and safety
- provide information and training necessary to promote health and safety at NBC
- undertake appropriate consultation in health and safety matters takes place to enable staff, ministry leaders, members and volunteers to contribute to providing a safe and healthy environment
- develop, implement, monitor and review strategies, policies and procedures to minimise health and safety risks.

Scope

This policy applies to all NBC activities (including worship services, ministries, events and outreach) and use of NBC premises located at 33 to 39 Baumans Road Peakhurst, New South Wales.

Review

This policy will be reviewed every two years or following any notifiable incident or legislative change.

Responsibilities

Members of the NBC Diaconate are officers under the WHS Act and must exercise due diligence including maintaining WHS knowledge, understanding operations and hazards, ensuring resources and processes exist, and verifying WHS system effectiveness.

To support the NBC Diaconate in meeting its obligations under the WHS Act, the Diaconate shall appoint a WHS Committee.

The Diaconate will receive WHS Committee reports at each Diaconate meeting.

The NBC Diaconate and WHS Committee

- are responsible for overseeing implementation of this Policy
- will foster a 'safety first' environment in NBC activities and on its premises
- provide necessary guidance, training and resource son the health and safety of NBC activities and premises

- ensure appropriate consultation with pastors, staff, ministry leaders, volunteers and contractors.

All persons involved with NBC activities or using NBC premises, whether pastors, staff, ministry leaders, members, attendees, visitors and contractors

- must take reasonable care for their own safety and the safety of others, including compliance with this policy
- are responsible for reporting any unsafe or unhealthy conditions or behaviour to the Church Office, a pastor or the WHS Committee
- where possible, must promptly take 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 Committee.

Failure by a contractor to comply with the WHS Act and / or this policy is a breach of the contract and sufficient grounds for termination of the contract.

Incident reporting

All incidents (including those resulting in, or which may have led to, injury or property damage) are to be reported to the Church Office, a pastor or the WHS Committee to identify cause(s) and implement preventative controls as necessary.

The relevant Ministry Leader is responsible for documenting and reporting all incidents to the Church Office, a pastor or the WHS Committee.

NBC will maintain an Incident Register, conduct any necessary investigations proportionate to risk and track corrective actions to completion.

The NBC Diaconate and WHS Committee shall immediately notify SafeWork NSW of any notifiable incidents under the WHS Act (which includes deaths and certain serious injuries / illnesses or dangerous incidents) and, so far as is reasonably practicable, ensure the incident site is not disturbed until a SafeWork inspector arrives or otherwise directs.

Risk Management

The WHS Committee will undertake annual WHS audits of NBC's premises.

Pastors and ministry leaders will undertake risk assessments

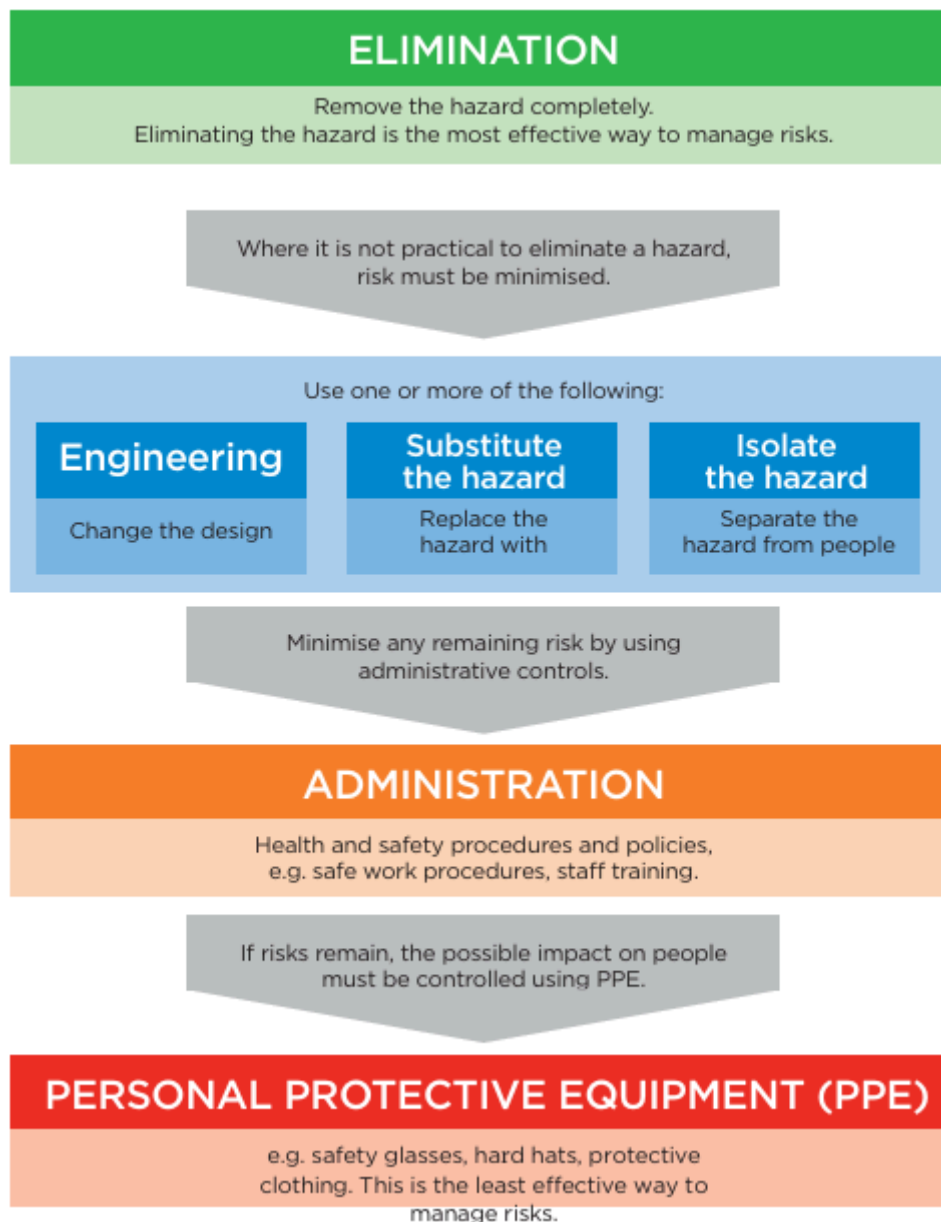
- Prior to any new activities or significant changes to existing activities
- Otherwise on a yearly basis for all activities.

Risk assessments shall identify risks arising from

- nature of the activity and how it will be undertaken
- physical environment
- manual handling
- psychosocial considerations, such as personal interactions, risks of bullying or harassment, or potential for exposure to traumatic events

- timing
- use of equipment or substances
- excessive noise
- fire
- water
- weather
- potential for harm to people or damage to property
- risks to children and vulnerable persons.

Risks assessments shall adopt the following approach towards controlling risk



Source – SafeWork NSW

Control measures should be reviewed to ensure they work as planned.

Records of these risk assessments shall be provided to NBC's Office Secretary and retained in its records, accessible by the WHS Committee.

Work Health and Safety Consultation

It is the responsibility of all employees, volunteers and contractors to take reasonable steps to prevent risks to health and safety at NBC by notifying and consulting with the WHS 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, Members and Ministry Leader meetings.

Alcohol, Tobacco, Vaping and Illicit Drugs

The presence or use of Alcohol, Tobacco, Vapes or E-Cigarettes and Illegal Drugs are expressly prohibited on NBC premises.

No person shall participate in NBC activities if their abilities are impaired by alcohol or illicit drugs.

All persons should report reasonable suspicion of others who may be under the influence of alcohol or illicit drugs in NBC activities or on its premises to the relevant Ministry Leader or pastor.

It is the responsibility of all persons to obtain appropriate advice to ensure any use of prescribed or other legal drugs does not cause any risks to safety.

Psychosocial Hazards

NBC recognises psychosocial hazards including

- Bullying and harassment
- Interpersonal conflict
- Volunteer fatigue and burnout
- Exposure to traumatic situations
- Work overload.

NBC will

- Provide respectful behaviour expectations
- Maintain grievance processes
- Monitor volunteer workload
- Provide pastoral support and referral pathways.

First Aid

The WHS Committee of NBC will ensure that adequate first aid facilities shall be in place on NBC premises and for use at NBC activities elsewhere

All use of first aid shall be recorded on an Incident Report form.

Emergency management

NBC's premises shall display current evacuation plans and exit points as appropriate.

NBC will maintain

- Fire safety equipment inspections
- Trained wardens
- Emergency response procedures.

Emergency procedures will be tested annually.

NBC will maintain documented emergency procedures including fire, medical emergency and lockdown guidance, reviewed and tested annually where practicable.

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, a pastor or the WHS Committee any breakages, damages or faults to any Church kitchen equipment.

Hazardous substances

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) shall be disposed of via approved methods.

Stores of flammable goods should be avoided, but where necessary are to be kept below statutory requirements 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.

Hazardous substances will be stored securely and disposed of appropriately.

A register of hazardous substances and Safe Data Sheet file shall be maintained.

Manual Handling

All staff and volunteers exposed to risks of injury arising from manual handling will have the opportunity to receive appropriate training in

- methods of manual handling
- the correct use of mechanical aids (where applicable)

- team lifting procedures
- personal protective equipment (i.e. manual handling gloves, etc.).

This training will be delivered 'in-house' prior to commencing any identified, manual handling tasks.

Workplace Health and Safety Training

All pastors, deacons, staff and Ministry Leaders are required to undertake Baptist Insurance Services WHS online training courses on WHS:

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

Site and activity specific orientations will also be provided where appropriate.

Working with contractors

Contractors will be provided with a site induction prior to commencement of work (e.g. extinguisher locations, first aid facilities, exits and any unusual dangers).

NBC shall retain records relating to the work of contractors, including scope, licenses, registration, timing and insurances.

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

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

Contractors must report any safety issues or accidents/incidents that they observe/are involved in to an NBC representative.