



NARARAVALLEY
BAPTIST CHURCH

Work Health and Safety

Policy

Version 2

May 2020

1. Document Revision and Review History

1.1. Revision History

Rev	Date	Author	Comments
1.0	April 2013	Sharon Debenham	
2.0	February 2020	Sharon Debenham and Leisel Burdon	Identified supporting documents for this policy.

Rev	Date	Issued By	Approved By	Authorisation Capacity	Publish to Web
2.0	May 2020	Leisel Burdon	David Hughes	Board	Yes

Contents

1. Document Revision and Review History	2
1.1. Revision History.....	2
1.2. Review History	2
2. General Workplace Health and Safety	<i>Error! Bookmark not defined.</i>
3. Workplace Health and Safety Systems	5
4. Workplace Health and Safety Consultation	9
5. Workplace Hazards	10
5.1. Alcohol and Drug Consumption.....	10
5.2. First Aid	10
5.3. Security, Fire and other emergencies	11
5.4. Smoking	12
5.5. Workplace Violence	12
5.6. Electrical Appliances and Equipment	13
5.7. Working at heights	13
5.8. Stress	14
5.9. Plant and equipment	14
5.10. Control of Hazardous Substances	15
5.11. Noise	16
5.12. Manual Handling	16
5.13. Dealing with spills of blood and other bodily fluids	17
6. Workplace Health and Safety Training	18
7. Return to Work Policy	18
8. Contractor Safety	19
9. Appendix 1 –	20
9.1. Positions	20
9.2. Services.....	20
9.3. Forms and documents referenced in policy.....	20

2. General Workplace Health and Safety

2.1. Policy Statement

The Narara Valley Baptist Church (NVBC) as a Person Conducting a Business or Undertaking (PCBU) is strongly committed towards ensuring the health, safety and welfare, in work environments, for all their employees and volunteers.

In recognition of this responsibility, NVBC shall actively comply with and promote all relevant provisions of the **NSW Work Health and Safety Act 2017** and the **NSW WHS Regulations**.

2.2. 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, volunteers and contractors

In doing so, NVBC will aim to:

- a. ensure all practical measures are taken to ensure that all areas under the control of NVBC 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 the Church;
- d. ensure that consultation in health, safety and welfare matters takes place so as to enable employees/volunteers to contribute to decision making processes;
- e. develop, implement, monitor and review policies, strategies and procedures to minimise risk and seek to secure a safe and healthy environment.

2.3. Workplace Health & Safety Officer

- The Board of NVBC shall appoint a Workplace Health & Safety Officer who will carry out this Policy, providing guidance on the health and safety of all persons being in any area under the Church's control. He or she will provide to all Team Leaders the necessary guidance, training and resources to implement the Policy.
- It is the responsibility of all Church employees and voluntary workers to take reasonable care for the health and safety of all people within the church property or on activities elsewhere (including employees, volunteers, visitors) and for all people who may be affected by their acts or omissions.
- The WHS Officer, or delegate, will complete the Housekeeping Checklist at least annually, or whenever changes occur or when requested.
- The WHS Officer and Team Leaders will create an environment that encourages safety first by all those attending NVBC.

2.4. 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 in the Church.
- 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.
- Employees/Volunteers are responsible for reporting any unsafe or unhealthy conditions or behaviour.

2.5. Contractors and Sub-Contractors

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

- The requirements of the NSW Work Health and Safety Act 2017 and the NSW Work Health & Safety Regulations,
- The Church'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.

2.6. Review

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

3. Workplace Health and Safety Systems

3.1. Accident and Incident Investigations

3.1.1. Policy Statement

All accidents and incidents are to be reported and investigated to identify cause/s. Preventative or corrective action and strategies will be implemented as soon as practicable following the event.

All lost time injuries are to be reported to the WHS Officer of NVBC.

3.1.2. Definition

Accident – any unplanned and undesirable event that results in human injury or damage to property.

Incident – any unplanned, undesirable or potential event, which could have resulted in harm. Eg. Near miss or unsafe act.

3.1.3. Policy Guidelines

- All Accidents/Incidents on Church property or at a Church run function shall be reported in writing to the WHS Officer. (form available at Office or with First Aid Kits around the Facility)
- The WHS Officer will ensure that all reported Accident/Incidents are investigated as soon as practicable following the event.
- It is the responsibility of the relevant Team Leader to report and document all accidents or incidents to the WHS Officer of NVBC.
- All new Ministry Leaders will have an introduction to Accident/Incident reporting as part of their ministry program. (see the Work health and safety (WHS) induction checklist).
- The WHS Officer, the Health & Safety representative and the WHS Board representative will regularly review and analyse the Accident/Incident investigation and reporting system. This review will be input to the Board's annual WHS review.
- The WHS Officer will ensure the following accidents/incidents are reported to NSW Workcover as per part 3 – Incident Notification of the *Work Health and Safety Act 2017* and clause 699 of the *Work Health and Safety Regulation 2017*:
 - (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,
 - (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.

NVBC 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 at it.

3.2. Risk Management

3.2.1. Policy Statement

The WHS Officer of NVBC will adopt 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 Officer, or delegate, will undertake risk assessments as part of the site-specific risk management program.

Site Specific Risk Management Program		
Program	Frequency	By Whom
Weekly Facility Check	Weekly	Delegate
Pastors & Staff Meeting Agenda Item	Weekly	WHS Officer
Board Meeting Agenda Item	Monthly	WHS Board Delegate
Annual Site/Workplace Inspection	Annual	Health & Safety Representative
Professional Inspection of Fire Equipment	Annual	Site Coordinator
Review of WHS Policy and forms	Annual	WHS Office/Rep & NVBC Board
Risk Assessment	Special Sunday Services	WHS Officer/Delegate
Risk Assessment	Changes to Stage Design	WHS Officer
WHS Induction Checklist	Commencement of Serving	Delegate

3.2.2. Definitions

Hazard - A hazard is defined as anything that has the potential to cause injury or illness such as physical/chemical hazards or manual handling etc.

Risk – A risk is defined as the likelihood (probability) that injury or illness will occur and the potential consequences (severity).

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.

3.2.3. Policy Guidelines

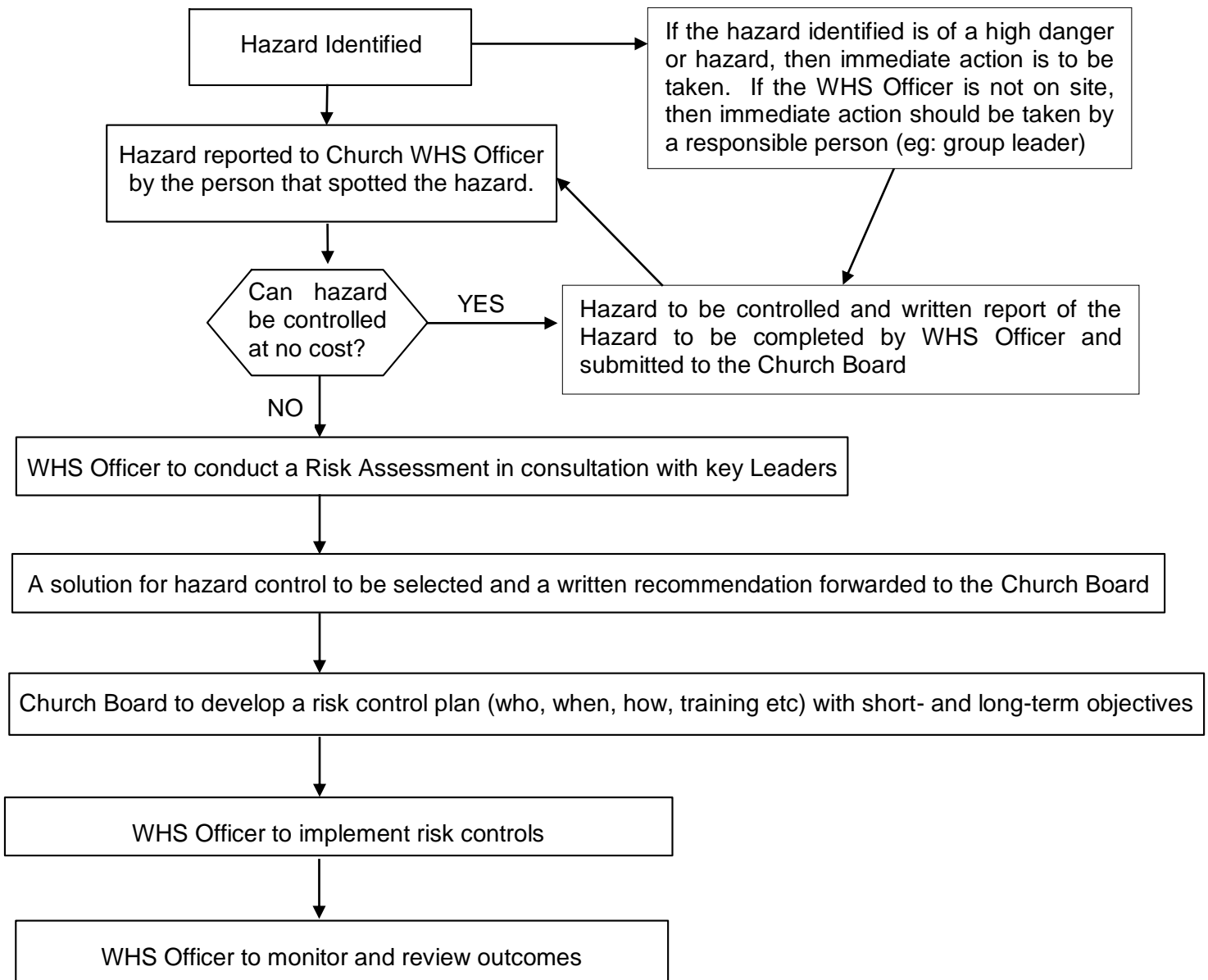
- The WHS Officer or Team Leader will oversee risk assessment identifying hazards arising from:
 - a. the physical work environment and all aspects of the work premises (which includes the layout and condition of all buildings and all other property areas under NVBC control).
 - b. work practices, work systems and working arrangements (including psychological hazards and fatigue related hazards).
 - c. substances, equipment, machinery and appliances.
 - d. the actual or potential for workplace violence.
- The leaders of NVBC acknowledge responsibility to ensure that effective hazard reporting procedures are implemented.
- If it is not reasonably practicable to eliminate the hazard, it is the responsibility of the WHS Officer 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 Team Leaders will have the relevant introduction to risk management as part of their orientation program. (see Safe Church Register).
- Through consultative means with relevant 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.

The outcome(s) of the review will be captured on the Hazard and/or Incident Form.

- 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 the Church Office or from the WHS Officer. (see Work health and safety (WHS) induction checklist).

3.3. Risk Management Procedure



4. Workplace Health and Safety Consultation

4.1.1. Policy Statement

The WHS Officer of NVBC will consult with employees and volunteers on matters pertaining to workplace health and safety.

4.1.2. Policy Guidelines

- a) The WHS Officer will consult with employees/volunteers in determining the most appropriate process for WHS consultation.
- b) In order to demonstrate consultation with all employees/volunteers, WHS will be a standard agenda item for discussion at NVBC Board meetings.
- c) Pastors & Staff meetings will have WHS as a standing agenda item.
- d) It is the responsibility of all employees/volunteers to take reasonable steps to prevent risks to health & safety at the Church by notifying and consulting with the WHS Officer.
- e) 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.
- f) NVBC will appoint a Health & Safety Representative (HSR) from the Ministry Partners to represent the Ministry Partners in WHS matters. (A Ministry Partner is an approved member of NVBC). This person shall be elected at an Annual General Meeting for a period of one (1) year. This person is then eligible for re-election. The duties of the HSR 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 HSR 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 that poses 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 HSR 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 worker without that worker's consent, the HSR is not entitled to receive it.
 - To liaise with the WHS Officer as required to implement regular workplace inspections, reviews of risk management systems, and any other topic seen as relevant.
- g) The names of the WHS Officer and the HSR shall be made known to employees, Team Leaders and volunteers.

5. Workplace Hazards

5.1. Alcohol and Drug Consumption

5.1.1. Policy Statement

The consumption of illegal drugs and substances is expressly prohibited within all NVBC occupied buildings and grounds.

5.1.2. Policy Guidelines

- Alcohol is not to be consumed by employees, volunteers or visitors within any NVBC property unless prior written approval has been granted by the Church Board.
- 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.
- All reasonable confidentiality and privacy requirements shall be adhered to at all times should employees/volunteers wish to discuss any personal alcohol and/or drug consumption issues.
- 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 Team Leader or to the Church Office.
- Counselling/disciplinary action will be initiated by appropriate Church Leadership or Ministry Leader 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.: in driving and operating machinery etc.).

5.2. First Aid

5.2.1. Policy Statement

NVBC will provide adequate first aid facilities.

5.2.2. Policy Guidelines

- The WHS Officer of NVBC 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 the Churches first aid system (i.e.: first aid facilities and personnel etc. – see Work health and safety (WHS) induction checklist). The WHS Officer 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 Team 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/volunteer and visitor or contractors shall be recorded on a First Aid Report form.

5.3. Security, Fire and other emergencies

5.3.1. Policy Statement

NVBC's workplaces will be prepared for emergencies (such as security breach and fire etc.) and shall have appropriate emergency preparedness and response systems implemented and regularly evaluated.

5.3.2. Policy Guidelines

- The WHS Officer will ensure that emergency response systems are in place within all NVBC's workplaces and that all employees, Team Leaders, volunteers and contractors within the Church property are aware of the current emergency response system, as described in the Emergency Procedure Flip Charts.
- Evacuations are facilitated by the display of the current evacuation plan and exit points in the entrance area of the hall, auditorium foyer and of other church buildings as appropriate.
- The WHS Officer, or delegate, will ensure that routine procedures for ensuring emergency preparedness and response (e.g.: inspection and tagging of equipment, maintenance of fire blankets and other firefighting equipment, etc.) are documented, implemented and reviewed within all NVBC 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.) to Church Office.
- All buildings shall have current policies & procedures covering the following:
 - fire
 - other emergencies requiring evacuation (e.g.: gas leak etc.)
 - response to emergency calls from employees, volunteers or visitors (e.g.: duress alarm, 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.)
 - lockdowns
- These current information and procedures shall be located at places easily accessible by employees/volunteers.
 - A copy of the WHS Policy is in the Church Office, and WHS Folders in the NVBC Facility.
 - A WHS Forms folder is located in the Church Office, the Hall Kitchen and Foyer Kitchenette, with the First Aid kits, except for the office, where the folder is on the reception desk.
 - Emergency Procedure Flip Charts are located with each of the above WHS Folders and on top of the Microwave in the Office kitchen.
- Emergency numbers are in the WHS Forms folder around the facility and located at Reception desk in the office.
- 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; and prior to any new building construction etc.
- All new employees, volunteers and Ministry Leaders will have an introduction to the workplace security, fire and other emergencies systems as part of their induction program (including WHS induction).
- In the kitchens it is the Team Leader's responsibility to ensure that the following occurs:
 - all kitchen equipment (except for the fridge and freezers) is 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.

5.4. Smoking

5.4.1. Policy Statement

NVBC is committed to provide 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/Team Leader's responsibility to ensure that direct smoking and the smoke caused by smoking is prohibited in smoke free areas.

5.4.2. Policy Guidelines

- In accordance with the Tobacco Legislation Amendment Act (2012), all buildings occupied or leased by NVBC have been deemed smoke free environments. Direct smoking and the smoke caused by smoking are therefore prohibited.
- Smoking may be allowed within two designated smoking areas on the Church property – behind the sliding gate and in front of the north fence near the Basketball Court AND inside the front small pedestrian gate in the corner of the front grass area.
- It is the responsibility of all employees/volunteers of NVBC to aim to have a smoke free environment.
- Counselling/disciplinary action should be initiated with any employee who does not adhere to the workplace Smoking policy.

5.5. Workplace Violence

5.5.1. Policy Statement

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

5.5.2. Definition

Workplace Violence – Any incident, in which an employee, volunteer feels abused, threatened or assaulted.

5.5.3. Policy Guidelines

- The WHS Officer or Team Leader of NVBC will adopt a risk management approach toward the potential for workplace violence and do all that is reasonably practicable to eliminate or control workplace violence risk.
- It is the responsibility of all employees/volunteers to report incidents of workplace violence to the WHS Officer or Team Leader (including threatening behaviours, harassment and intimidation).
- The WHS Officer or Team Leader will take seriously and investigate 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 Safe Church Policy and the Code of Conduct which is to be signed by all staff and volunteers on commencement of their duties.

5.6. Electrical Appliances and Equipment

5.6.1. Policy Statement

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

5.6.2. Policy Guidelines

- Power boards may be used only if they have a cut-off 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 NVBC 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.
- See the Equipment Tagging Schedule for specifics for each equipment on site.

5.7. Working at heights

5.7.1. Policy Statement

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

5.7.2. 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 Officer 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 Officer 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.

5.8. Stress

5.8.1. Policy Statement

The WHS Officer of NVBC will minimize the risk of stress related illnesses and manage any stressful incidents professionally and competently if and when they occur.

5.8.2. Definition

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.

5.8.3. Policy Guidelines

- The WHS Officer or Team Leader will endeavour to be vigilant in observing significant behaviour 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/volunteers wish to discuss any stress related personal issues.
- A nominated counselling service will be made available to any employee or volunteer suffering from work-related stress.

5.9. Plant and Equipment

5.9.1. Policy Statement

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

5.9.2. 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 a power generator, 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

5.9.3. Policy Guidelines

- The WHS Officer or Team 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/volunteer's responsibility to report this occurrence to their Team Leader or to the Church Office.
- All plant equipment owned by NVBC shall be maintained in a safe condition. The WHS Officer will ensure that preventative and routine maintenance checks occur and are recorded.
- All plant equipment not owned by NVBC 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 NVBC, the owner must confirm that such checks have occurred.
- All plant equipment used on NVBC property must be used by a trained operator.
- A Plant Register will be kept by the WHS Officer listing all approved plant equipment, not owned by NVBC, that is available to be used on the property (i.e. mowers, chainsaw, whipper-snippers) and each item's trained operator. Each operator will agree to use such plant equipment according to safe operating procedures.

5.10. Control of Hazardous Substances

5.10.1. Policy Statement

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

5.10.2. Policy Guidelines

- The WHS Officer of NVBC 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.
- Some NVBC buildings were constructed before 1983 but inspection determined that no asbestos was part of buildings.
- The WHS Officer of NVBC 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/sold over the counter are appropriate for use within Church owned buildings
- All substances must be stored in suitable containers and be labelled clearly.
- For all hazardous substances that are held on site at NVBC, 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 or if the hazardous chemical product is a consumer product used in quantities and a manner that is consistent with household use.

- Emergency first aid procedures will be identified in case of human contamination or poisonings occurs.
- Hazardous substances will be kept in a locked cabinet.

5.11. Noise

5.11.1. Policy Statement

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 well-being.

5.11.2. Definition

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)

5.11.3. Policy Guidelines

- The WHS Officer of NVBC in consultation with workers will regularly identify noise levels and assess hazards.
- The WHS Officer 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 the lawn mower, whipper-snipper etc.
 - Using electric drills and electric saws etc.

5.12. Manual Handling

5.12.1. Policy Statement

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

5.12.2. Definition

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.

5.12.3. Policy Guidelines

The WHS Officer or Team Leaders of NVBC 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, stacking chairs) or repetitive lifting will have the opportunity to receive appropriate training in methods of manual handling appropriate for the manual handling task and/or in the correct use of the mechanical aid and/or personal protective equipment and/or team lifting procedures.

5.13. Dealing with spills of blood and other body fluids

5.13.1. Policy Statement

The WHS Officer or Team Leaders of NVBC will take all possible care to ensure employees, volunteers and visitors are not exposed to danger from infection from blood and body fluids.

There is a risk of infection from blood and body fluids. Everyone should treat all blood and body fluids as if they could possibly be infectious.

5.13.2. 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 2 separate plastic bags and put into bin provided.
- 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. Put them in a plastic bag and place the bag in the bin provided.
 - Wash hands thoroughly with soap and warm 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 could be a reportable incident to Workcover.

6. Workplace Health and Safety Training

6.1.1. Policy Guidelines

NVBC 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.

6.1.2. Policy Statement

- The WHS Officer acknowledges a responsibility to ensure all employees, volunteers 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 site-specific information on:
 - Safe Work Practices
 - Hazard reporting
 - Accident/Incident reporting and investigation
 - Security, fire and other emergencies (including first aid)
 - Hazardous Substances
 - Evacuation Areas
- The WHS Officer will ensure adequate resources are provided for the purpose of WHS training.

7. Return to Work Policy

7.1.1. Policy Statement

NVBC is committed to the prevention of injury by providing a safe & healthy working environment. In the event that injury occurs however, the WHS Officer of NVBC will ensure that return to work activities commence as soon as possible after 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.

The WHS Officer of NVBC will provide ongoing support and will promote the return to work policy and procedure in all workplaces. The Church Leadership Team will not prejudice injured employees and shall ensure consultation occurs between employees, insurers and any other stakeholder so as to both minimise the effects of injury and to ensure that return to work processes are a normal practice & expectation.

7.1.2. Program Guidelines

- When a workplace injury occurs, it is the employee's/volunteer's responsibility to notify their Team Leader or the WHS Officer as soon as practicable.
- Once an injury is notified, it is the Team Leader's or Work Coordinator's responsibility to provide first aid &/or medical treatment as soon as possible and to conduct an accident investigation.
- It is the WHS Officer's responsibility to notify their insurer of any significant injury within 48 hours of being notified by an injured worker. It is also the WHS Officer's responsibility to complete and forward all relevant workers compensation documentation to the insurer within 7 consecutive days of being notified by the injured worker.
- NVBC shall accept the need for injured persons to consult with Workcover or any other representative body on issues relating to their return to work.

8. Contractor Safety

8.1.1. Policy Statement

NVBC 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.

8.1.2. Definition

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 the Church has a limited amount of control in relation to how the relevant work is to be performed.

8.1.3. Policy Guidelines

- All contractors will sign the contractor's log before commencing any work on Church occupied properties.
- 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, insurances (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 NVBC representative.

9. Appendix 1 –

9.1. Positions

Position	Name	Contact Number
WHS Officer	Leisel Burdon	0413 594 709
Health and Safety Representative	Iain Skinner	0428 248 723
WHS Board Representative	Leisel Burdon	0413 594 709

9.2. Services

Service	Contact
Police	000
Community Services NSW	13 36 27
Mandatory Reporters Guide	http://www.keepthemsafe.nsw.gov.au

9.3. Forms and documents referenced in policy

Form or document	Owner	page
Housekeeping Checklist	WHS Officer	4
Accident Form	WHS Officer	6
Work health and safety (WHS) induction checklist	WHS Officer	6, 8, 10
Safe Church Register	Safe Church committee	8
Hazard Form	WHS Officer	8
Incident Form	WHS Officer	6, 8
Risk Assessment	WHS Officer	8
First Aid Report	WHS Officer	10
Emergency Procedure Flip Charts	WHS Officer	11
WHS Forms folder	WHS Officer	11
Safe Church Policy	Safe Church committee	12
Code of Conduct	Safe Church committee	12
Equipment Tagging Schedule	WHS Officer	13
Plant Register	WHS Officer	15
Hazardous Substances Register	Not Applicable for NVBC	15
Contractor's Log	WHS Officer	19
Contractor safety induction training brochure	WHS Officer	19