

WORK HEALTH AND SAFETY POLICY

Date	19/02/2024
Policy Number	BCOC:5-01
Status	Approved
Approved by Elders on	15/04/2024
Scheduled review	April 2027

Introduction

The Berwick Church of Christ is committed to providing a safe and healthy workplace, safe working methods and provision of safe equipment. Workplace health and safety is considered by Berwick Church of Christ to be an integral and vital part of creating a safe and successful work environment.

Scope

This policy applies to all staff, contractors and volunteers undertaking work on behalf of the Church.

Purpose

Berwick Church of Christ recognises the moral and legal obligations required to maintain a safe and healthy workplace for all staff, contractors, volunteers, visitors, and members of the public.

Definitions

Please refer to the General Definitions document.

Policy

We are committed to ensuring hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. We are committed to maintaining a Work Health and Safety (WHS) Management System in consultation with Staff and to comply with the Federal and State Legislation, Regulations, codes of practice and other safety guidance material. We understand that the responsibility for managing health and safety ultimately rests with the Board of Elders. Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness, both physical and psychological. We aim to achieve this through our focus on consistent and sound execution, continual improvement and the commitment and cooperation of Staff, Contractors, and Volunteers at Church.

Responsibilities

Designated Elders and Staff will:

- Annually set health and safety objectives and performance criteria for all work areas.
- Provide and ensure usage of adequate resources and information to meet our commitment to WHS.
- Ensure the Church complies with all legislation relating to WHS.
- Identify hazards and take all steps to eliminate, isolate or minimise the exposure to hazards.
- Provide information, instruction, and training to enable all staff, contractors, and volunteers to work safely.
- Supervise staff, contractors, and volunteers to ensure work activities are performed safely.
- Encourage staff and volunteer consultation and participation in all WHS matters and establish a process.

- Provide appropriate safety equipment and personal protective equipment.
- Provide a suitable return to work program and support injured staff to recover at work where possible.
- Promote a system of continuous improvement including reviews of policies and procedures.

Staff, Contractors, and Volunteers will:

- Take reasonable care for their own health and safety, as well as the health and safety of others.
- Follow safe work procedures, instructions and rules and participate in safety training.
- Report hazards and any injury, illness, hazard, or unsafe work practice to a Pastor or to the Safety Contact Person.
- Use safety equipment and personal protective equipment as instructed.

Raising Concerns

We encourage all staff and volunteers within the Church and our congregation to report any concerns they have about safety and wellbeing. We are committed to handling all concerns seriously, legally and in a child-focused way (if concerning children).

If you have any concerns about safety at the Church, we strongly encourage you to share your concern with one of our Pastors or the Safety Contact Person and fill in our [Reporting Concerns Form](#).

Policy Review Statement

This policy will be reviewed regularly as a part of the ongoing review and continuous improvement cycle of all Church policies and procedures.

If you have any feedback you would like to make about this policy, please email policies@bcoc.com.au.

Safety Contact Person

Name:	Karen Fletcher
Phone number:	0438 886 337
Email:	karenf@bcoc.com.au
Other contact details:	Church Office: 9702 1011 (Mondays to Fridays)

Applicable Legislation, References and Other Policies

Item	Description
<i>Work Health and Safety Act 2011(Cth)</i>	Federal Legislative duties and responsibilities of organisations.
<i>Occupational Health and Safety Act 2004 (Vic)</i>	The <i>Occupational Health and Safety Act 2004 (Vic)</i> (OH&S Act) is the main workplace health and safety law in Victoria. Click on the following links to access the current Victorian OH&S Act , OH&S regulations as well as other relevant legislation .
For details of all Worksafe Acts & Regulations in Victoria.	https://www.worksafe.vic.gov.au/all-acts-and-regulations
BCOC Policies	All Church policies can be obtained from the website link, www.berwickchurch.org.au/policies