

## EQUIPMENT USE POLICY

Date	01/12/2023
Policy Number	BCOC:4-03
Status	Approved
Approved by Elders on	15/04/2024
Scheduled review	April 2027

### Introduction

It is the goal of the church to be good stewards of the equipment that the Church has purchased for the ministries of the church. To this end, ministry needs always take priority over requests from individuals. Equipment may only be borrowed by Staff, Partners, and Volunteers.

### Scope

The policy covers all equipment belonging to the Church.

### Purpose

The basis of this policy is to safeguard the equipment from damage, loss or inaccessibility to ministries who may need the equipment.

### Definitions

Please refer to the General Definitions document.

### Policy

Church-owned equipment is defined as any piece of equipment purchased with church funds or accepted as a donation to the Church.

Equipment includes, but is not limited to,

- Sound system equipment
- Stage lighting
- Musical equipment
- Audio-visual equipment
- Chairs and tables
- Kitchen equipment and tablecloths
- Inflatables
- Canoes
- Trailers
- Garden and maintenance equipment
- Outdoor and camping equipment
- Classroom equipment and supplies

Church-owned equipment is for use at Church Activities or with the rental of the premises.

Church-owned equipment is not for the personal use of Partners, Staff, Volunteers or Participants as there is no insurance cover for such use (see Procedures for more details).

Similarly, church-owned equipment will not be loaned to other organisations, community groups or businesses, without the prior consent of the Operations Manager.

### Procedures

#### Church Use of Equipment for External Events

If a Partner, Volunteer, or member of Staff desires to borrow church-owned equipment not specific to their ministry for a church-related event off premises (such as a Camp) or for use by a church-sponsored group (such as Boys Brigade), they should complete the **Event Booking Request Form – Church Ministries** and contact the Operations Manager to determine if the equipment can be temporarily loaned.

If the use of such equipment is granted, arrangements for pick-up and return should be made with the Operations Manager. The person borrowing the church-owned equipment is responsible for the safe transportation, storage, and appropriate usage of the equipment when not on church property.

## Training

Training in the safe use of equipment will be provided to all users who use church-owned equipment. Safe Operating Procedures for church-owned equipment will be provided, if available.

## Personal Use of Trestles and Chairs Only

The Church will only loan to Partners, Staff and Volunteers our folding trestles and stackable plastic chairs for personal use so long as these items are not being used for a Church activity or event. Requests must be made directly to the Operations Manager at least 2 weeks in advance. These trestles and chairs must be returned in the original condition on the date agreed upon with the Operations Manager. Tables and chairs will only be loaned on a once-off basis and not on a recurring basis.

In the event of damage or loss occurring, the person borrowing the tables and chairs will be responsible to pay the full cost of repair or replacement.

## Exceptions

Exceptions to these policies must be requested through the Operations Manager who will consult as needed with Senior Leadership. The Operations Manager's decision is final.

However, where personal or other organisations use is permitted, insurance cover and/or full replacement of the equipment, if lost or damaged, will be the responsibility of the person/organisation loaning the equipment.

## 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 the safety of someone 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 the Church's policies and procedures.

If you have any feedback you would like to make about this policy, please email [policies@bcoc.com.au](mailto:policies@bcoc.com.au).

## Operations Manager

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## Applicable Legislation, References and Other Policies

Item	Description
Berwick Church of Christ Policies	All Church policies <a href="http://www.berwickchurch.org.au/policies">www.berwickchurch.org.au/policies</a>
Occupational Health and Safety Act 2004 (Vic)	Sets out key principles, duties, and rights about OHS. <a href="https://www.worksafe.vic.gov.au/occupational-health-and-safety-your-legal-duties">https://www.worksafe.vic.gov.au/occupational-health-and-safety-your-legal-duties</a>