

WHS Induction and Training Procedure

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Introduction

Work health and safety (WHS) means managing risks to the health and safety of everyone serving at the Church. WHS is also known as occupational health and safety (OH&S). The Church is legally required to provide a safe work environment.

The WHS Induction is required to ensure staff, volunteers and contractors have understood and record acknowledgement of important safety checks, policies, procedures and any required training.

Refer to our Scriptural References for our Safety Policies to understand the foundational principles for our policies.

Purpose

This procedure outlines the Church's commitment to providing a comprehensive WHS induction and ongoing training to ensure all staff, volunteers and contractors are competent in performing their tasks safely and without risks to health. By equipping staff, volunteers and contractors with the necessary skills and knowledge, we aim to foster a safe work environment and maintain compliance with WHS legislative requirements.

Scope

This procedure applies to all staff, volunteers, contractors, and visitors at the Church who are required to undertake any WHS training, including induction, competency training, and refresher courses.

Definitions

Please refer to the General Definitions document.

Responsibilities

The Board:

- Allocate sufficient financial resources to support the ongoing training and development of staff, volunteers and contractors.
- Ensure all WHS policies and training procedures are effectively implemented across all ministries, events and activities.
- Identify specific WHS training needs across different ministries, events and activities.

Strategic Support Forum & Pastors:

- Ensure that all staff and volunteers receive appropriate WHS induction and training relevant to their roles.
- Monitor volunteers' competency and arrange additional training where required.
- Ensure compliance with WHS regulations in all training processes and keep up to date with changes in legislation.
- Coordinate training schedules, including initial inductions, job-specific training, and refresher courses.
- Ensure that all WHS training is delivered by qualified or experienced trainers and in accordance with current WHS legislation.

Compliance Administrator:

- Assist to ensure that all WHS training is delivered by qualified trainers and in accordance with current WHS legislation.
- Keep accurate records of all training that has been completed by staff and volunteers.

Staff and Volunteers:

- Participate actively in all WHS training programs.
- Follow all safe work procedures and apply the knowledge gained through training to ensure a safe workplace.
- Report any gaps in their training or additional training needs to Pastors or the Compliance Administrator.

WHS Training Process

1. Induction Training:

New staff, volunteers and contractors will undergo WHS induction before starting work. This will include:

- Overview of company WHS policies, procedures, and expectations.
- Emergency procedures, including evacuation routes, emergency contacts, and first aid arrangements.
- Hazards specific to their role and controls in place to manage these risks.
- Use of personal protective equipment (PPE) and proper equipment operation (if necessary).

2. Competency-Based Training:

The Church ensures that staff and volunteers receive the necessary training to competently and safely carry out their tasks. Training will be competency-based, ensuring all participants demonstrate their understanding of safe work practices.

3. Job-Specific Training:

Staff and volunteers will receive training tailored to their specific roles. This will include understanding safe work procedures (SWPs) and risk management strategies for their tasks. This training must be completed prior to commencing work in the role.

4. Training for Special Needs:

Where required, training will be available in languages other than English and adapted for individuals with learning barriers or disabilities.

5. Record-Keeping:

All WHS training records, including completed courses, certifications, and licenses, will be maintained to comply with WHS legislation. Records will be reviewed periodically to ensure training requirements are up to date.

Additional Training

• Licenses and Certifications:

Staff, volunteers and contractors required to perform high-risk tasks or operate specific equipment must hold valid licenses and certifications. The Church will ensure that staff and volunteers are enrolled in accredited programs and that licenses are maintained and recorded.

• Professional Development:

The Church encourages ongoing professional development for staff and volunteers to maintain competency and improve skills. This may include refresher training, attending seminars, or completing re-certifications as required by legislation.

Consultation And Communication

Staff and volunteers will be regularly consulted regarding WHS training needs, and training plans will be communicated clearly. Pastors will ensure all staff and volunteers are aware of upcoming training sessions and provide adequate time for participation.

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](#).

Review Statement

This procedure 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 procedure, please email policies@bcoc.com.au.

Safety Contact Person

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

Applicable Legislation, References and Other Policies

Item	Description
Occupational Health and Safety Act 2004 (OHS Act)	The Occupational Health and Safety Act 2004 (OHS Act) is the main workplace health and safety law in Victoria. It sets out key principles, duties and rights about OHS. https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Occupational Health and Safety Regulations 2017	The Occupational Health and Safety Regulations 2017 (OHS Regulations) build on the OHS Act. They set out how to fulfil duties and obligations, and particular processes that support the OHS Act.