



# WORK HEALTH AND SAFETY POLICY

---

## 1. Introduction

This Work Health and Safety (WHS) Policy outlines \_\_\_\_\_ commitment to providing a safe and healthy work environment for all its workers, volunteers, visitors, and anyone else who may be impacted by church activities.

## 2. Legislative Requirements

\_\_\_\_\_ acknowledges its obligations under the NSW Work Health and Safety Act 2011 (the Act) and will comply with all relevant Acts, Regulations, Standards and Codes of Practice.

## 3. Policy Statement

\_\_\_\_\_ is committed to:

- Creating and maintaining a safe and healthy work environment.
- Responding promptly to incidents and emergencies.
- Maintaining safe systems of work for all activities.
- Minimizing the risk of work-related injuries and illnesses and reporting them where necessary.
- Consulting with workers, volunteers, and visitors on WHS matters.
- Providing adequate information, instruction, training, and/or supervision on WHS Management.
- Ensuring the safe use, handling, storage, and transport of all appliances / tools, and chemicals.
- Continuously monitoring and improving WHS practices.

## 4. Responsibilities

- **Parish Leadership:** The Senior Minister (Rector/Priest in Charge) and the Churchwardens hold ultimate responsibility for WHS within the Parish. This includes providing resources, implementing the WHS policy, and ensuring compliance with legislation and relevant guidance data.
- **WHS Coordinator:** The Parish may appoint a WHS Coordinator to manage the day-to-day operations of the WHS program. This could be a volunteer or staff member with appropriate training.
- **Workers and Volunteers:** Everyone in the Parish has a responsibility to work safely and follow WHS policies and procedures. This includes reporting hazards, participating in training, and using personal protective equipment (PPE) when required.

## 5. Hazard Identification and Risk Management

The Parish will regularly identify and assess potential WHS hazards associated with its activities. Risks will be addressed through a hierarchy of controls, aiming to eliminate hazards first, followed by implementing measures to minimize risks.

## 6. Consultation and Training

The Parish will consult with workers and volunteers on WHS matters and ensure they receive appropriate training to perform their tasks safely. This may include training on:

- WHS legislation and policies.
- Hazard identification and risk management.
- Incident and emergency procedures.
- Specific tasks and equipment use.

## 7. Incident Reporting and Investigation

All work-related incidents, injuries, and near misses must be reported promptly, and to the appropriate authority. The Parish will investigate incidents and take corrective actions to prevent future occurrences.

## 8. Continuous Improvement

The Parish will regularly review its WHS performance and update its policies and procedures as needed. This may involve:

- Monitoring incidents and injuries.
- Auditing WHS practices.
- Consulting with all workers / volunteers, and visitors.

## 9. Approval

This WHS Policy is approved by:

\_\_\_\_\_ [Churchwarden] (printed)

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

### Further Information

For further information on WHS, Parishes should refer to:

- SafeWork NSW: SafeWork NSW website: <https://www.safework.nsw.gov.au/>
- The Anglican Diocese of Bathurst website: <https://www.bathurstanglican.org.au/>