



**Presbyterian Church of Queensland**

**WORK HEALTH AND SAFETY  
GUIDELINES FOR OUR CHURCH  
ORGANISATIONS**



**Making our Church  
Safe for All**



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# INTRODUCTION

The Work Health and Safety Act 2011 (WHS Act) and Regulation introduced on 1 January 2012 have implications for all Queensland churches. In addition, changes in the Electrical Safety Act 2002 (ES Act) to mirror key provisions in the WHS Act took effect from 1 January 2014. The updated Electrical Safety Regulation 2013 outlines specific requirements for electrical safety in the workplace.

This manual presents a general briefing and helpful guidelines for Presbyterian Church of Queensland (PCQ) congregations on a complex topic. It is not a legal interpretation; however, it provides helpful background information and guidelines as concisely as possible for all those holding official church responsibilities.

1. Churches are required to undertake a new approach to work health and safety (WHS) since the WHS Act came into force in January 2012.
2. Under the WHS Act, our State Church and each congregation may be considered to be a 'person conducting a business or undertaking' (PCBU).
3. The WHS Act is supported by a new Regulation and updated Codes of Practice.
4. The legislation imposes a 'duty of care' on PCBUs:
  - A duty of care imposed under the legislation cannot be transferred to another person;
  - A person may have more than one duty by virtue of being in more than one class of duty holder; and
  - More than one person can concurrently have the same duty.
5. A duty imposed on a person under the legislation requires the person:
  - To eliminate risks to health and safety, so far as is reasonably practicable; and
  - If it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
6. The expanded definitions of 'worker' and 'workplace' in the legislation require that:
  - Each church, as a workplace, has an obligation to discharge the same duty of care to volunteers or other persons at the workplace as applied to paid employees.
  - All workers, including church volunteers, have a legal obligation to take care of their own health and safety, take care that their actions do not compromise the health and safety of others, and comply with reasonable policies, procedures, instructions or other safety practices implemented by the church to comply with their primary duty of care as a PCBU.
7. Significant penalties, including a prison term for individuals convicted of a category 1 'reckless conduct' offence, apply for failure to discharge a duty or obligation imposed under the WHS or ES Acts. Prosecutions may extend to:
  - The Church as a Corporation;
  - Officers' of the Church as a PCBU;
  - PCBUs involved in management or control of workplaces;
  - PCBUs involved in management or control of fixtures fittings or plant at workplaces;
  - PCBUs that design, manufacture, import, supply, install, construct, or commission plant, structures or substances;
  - Workers or other persons at the workplace.
8. The legislation requires that an officer of a PCBU with a duty under the legislation must exercise 'due diligence' to ensure the PCBU complies with that duty or obligation. It is not a defence to claim "We can't do anything about it" or "We've been doing it this way for years".



9. Duty holders must ensure the health and safety of all persons at the workplace, so far as is 'reasonably practicable'. Cost can only be considered under the 'reasonably practicable' test where the cost associated with eliminating or minimising the risk is grossly disproportionate to the risk.
10. It is essential that all equipment used by churches (including kitchens and working bees) meet the required standards for plant, structures and substances. This means that items considered defective which may have been donated or loaned are excluded from being used. This includes privately-owned equipment brought for a specific purpose and mainly owner-operated equipment is subjected to these standards,
11. Businesses, as PCBUs, doing any form of contract work for a church have their own duties and obligations under the legislation. Churches must have a system to confirm that each contractor is licensed, qualified and holds adequate public liability insurance by producing evidence of compliance.
12. The Church (assuming these actions would be through an officer of the Committee of Management) must consult with and brief each contractor on information relevant to carrying out the work safely, or obtain a safety plan from the contractor setting out the way in which the relevant activity will be undertaken.
13. Whether it involves paid church workers, volunteers or contractors, the Church is required to maintain a record which confirms that the appropriate consultation, induction, training, instruction, supervision and other necessary processes have occurred. This is the only way the Church will be able to demonstrate they exercised 'due diligence' in the event of an accident or incident.
14. The Church needs to be able to evidence documentation that it has provided adequate resources, induction, training and supervision that demonstrates it has exercised 'due diligence', and that church workers know how to implement safety requirements in the tasks they carry out.
15. PCQ requires each Presbytery/Charge/Committee to maintain records particular to their area of control.
16. Whilst this framework and policy is the basis for compliance with the Church's primary duty of care across the state, each individual Presbytery/Charge/Committee must implement procedures that are clearly directed towards eliminating or minimising risk at the particular workplace.
17. As well as being imbedded into the culture of Church life, it is required that established health and safety practices be enforced.
18. Much of this responsibility falls on the Committee of Management, though they themselves are volunteers.
19. In addition to implementing preventive measures, each Presbytery/Charge/Committee must have injury and incident management processes that incorporate a method of tracking and measuring the effectiveness of control measures.
20. Working bees are a subject for special mention. Most church folk may recall some risks taken in the past at working bees, such as a little to no WHS safe systems or risk-adverse attitudes to working at heights, mowing and sunscreen. The Church can never endorse any unsafe work practice, even if this results in the work not being done or being halted.
21. New safety management processes are necessary for all Church working bees, where the equivalent of a Site Manager (rather than just the traditional job allocator) is necessary to ensure that:
  - There is an appropriate induction;
  - Hazardous tasks are clearly identified and a job safety analysis (JSA) is conducted;
  - The correct personal protective equipment (PPE) is used/worn;
  - All equipment used is of approved quality; and
  - The person undertaking the work is capable of carrying out the work in a safe and healthy manner.



22. There needs to be special attention to volunteers who are under 18, who may be at greater risk from some tasks due to inexperience.
23. Presbytery/Charge/Committee need to establish emergency management procedures such as fire and building evacuation - even for worship services; and identify who holds that responsibility on every occasion. Churches and other buildings should have evacuation diagrams strategically situated across the site. Presbytery/Charge/Committee should appoint an emergency management team that is reflective of the risk posed by any potential emergency at the site.
24. Within this framework, the church's insurance assessors may visit each site from time to time to inspect property and audit safety equipment such as exit signs, fire extinguishers or hose-reels.
25. Church kitchens have the potential for burns and cuts. Strict food preparation precautions are required.
26. Another significant concern is the potential for slips, trips and falls, particularly in older properties. Where congregations utilise hired premises for Church activities, a responsible person must undertake a risk assessment to ensure participants in the activity are not exposed to avoidable risk.
27. There are also WHS implications for some off-site Church activities. These should be addressed by undertaking a risk assessment of the activities and developing a plan before the activities commence.
28. Churches have access to a range of resources to help them with procedures and forms. Sample documentation is provided as an addendum to this manual. Internet sites with relevant information include: Workplace Health and Safety Queensland; Safe Work Australia; Queensland Electrical Safety Office and Queensland Fire and Rescue Service.
29. Please remember that this document is designed specifically to help each individual Presbytery/Charge/Committee comply with their legal obligations.
30. If you believe that there should be an amendment or addition to this manual, please contact the PCQ General Manager.



# OUR SAFETY STATEMENT

## OBJECTIVE:

To define the principles under which our Presbyterian Church of Queensland (PCQ) meets its moral and legal responsibilities in WHS, by:

- Providing a safe and healthy environment for church members and visitors while on Church property, and while undertaking Church-related activities.
- Providing an adequate structure to implement a WHS program, in compliance with State legislation.
- Consulting with key Church stakeholders to develop systems for safe work practices and awareness.
- Communicating, inducting and training Church members to implement and comply with procedures aimed at preventing accidents, injuries and incidents at Church workplaces.

## POLICY:

### **Our Church is committed to:**

- Providing a safe and healthy environment in which to work, visit and worship.
- Communicating PCQ's WHS policy and procedures to all workers and others involved in or impacted by the Church's activities.
- Complying with relevant WHS legislation and providing adequate resources to achieve compliance.
- Establishing and maintaining a WHS management system that integrates all Church activities.
- Promoting WHS awareness at all levels across the Church to achieve the commitment and adherence of workers, worshippers, visitors and other persons to the Church's WHS policy and procedures.
- Establishing measurable targets aimed at preventing injury or illness from Church activities.
- Maintaining, monitoring and improving WHS performance across the Church.
- Undertaking periodical reviews and audits of the WHS management system to drive continual improvement in Church practices.



# WHS ROLES and RESPONSIBILITIES

To ensure all workers engaged by PCQ have a clear and consistent understanding of their roles and responsibilities for WHS in accordance with their position within the Church, the following document must be read and acknowledged by all workers.

These roles and responsibilities aim to ensure responsibility and accountability is allocated for all levels of the Church. All WHS roles and responsibilities shall be applied by workers, as far as is reasonably practicable, within the scope of their work. It is important that persons with a 'duty' imposed under the WHS Act and/ or the ES Act understand that this 'duty' may not be transferred, delegated or assigned to another person.

## WHS Roles and Responsibilities

### General Manager

- Communicate PCQ's WHS policy, procedures and associated documentation to each Presbytery/Charge/Committee in accordance the Assembly's directions
- Collect and disseminate PCQ risk, hazard, accident, incident and injury data as outlined in the Church's WHS records management procedure.

### Assembly

- Establish a WHS structure to assist eCH Presbytery/Charge/Committee to comply with WHS legislation
- Formally approve the WHS policy and associated documentation
- Undertake WHS due diligence and conduct periodic reviews to ensure PCQ complies with its primary duty of care to ensure a safe and healthy work environment
- Develop, set and monitor PCQ's WHS performance via objectives, targets and a WHS action plan
- Provide adequate resources and support for the implementation of PCQ's WHS Management System
- Ensure, as far as reasonably practicable, that workers and other persons are not put at risk from work carried out as part of PCQ's activities
- Ensure WHS is on the agenda for all Presbytery/Charge/Committee meetings
- Review and formally ratify all WHS Standards, User Guides and associated documentation.

### Session

- Maintain an overview of the Committee of Management's implementation of the WHS program
- Provide support to the Committee of Management on WHS matters.

### Committee of Management

- Ensure the Church's WHS program is integrated into all Church activities by:
  - Identifying the hazards and risks associated with Church activities
  - Integrating established WHS practices into all Church activities
  - Establishing a procedure to ensure that "notifiable incidents" are reported to the regulator in accordance with the legislation
  - Identifying WHS training needs across the Church
  - Establishing, coordinating and monitoring the effectiveness of WHS induction and training programs
  - Establishing and maintaining the WHS record management system
  - Leading and participating in the investigation of accidents, incidents, injuries and near misses
  - Ensuring that scheduled inspections of Church workplaces are conducted in a timely manner
  - Conducting annual WHS internal audits
  - Providing regular WHS reports to the PCQ Assembly
- Appoint Site Safety Managers to oversee the implementation of the PCQ WHS program.



### **Site Safety Manager**

- Maintain overall supervision of the WHS Management System practices within area of responsibility
- Undertake risk assessments and develop safety plans for site activities
- Ensure that inductions, training and site inspections are conducted in accordance with the relevant schedule and procedure
- Communicate with Church members and others involved in Church activities to ensure that the requirements of the WHS Policy and procedures are understood and acknowledged
- Maintain WHS records and report to the Committee of Management as required by the WHS Management procedures
- Manage the site requirements for contractor visits including induction, the Contractor Register and associated records
- Participate in investigations of incidents, accidents, injuries and near misses as required
- Appoint and support Work Coordinators for specific site projects and other related activities (e.g. working bees) as necessary
- Conduct or participate in internal WHS audits as required,

### **Work Coordinator**

- Undertake ad hoc risk assessments and clearly define tasks to be conducted during the Church project/activity
- Inspect equipment and ensure it is 'fit for purpose'
- Identify PPE required for tasks/activities and ensure it is made available and used appropriately by Church members and volunteers
- Consult with Church members/volunteers to ensure they are capable of undertaking the work and operating relevant equipment in a safe and healthy manner
- Provide pre-start inductions and appropriate training for participants to identify risks and hazards associated with the tasks to be undertaken
- Ensure that young Church members/volunteers are adequately trained and supervised when participating in Church related working bees or other activities.

### **Safety Warden**

- Inspect and set up relevant premises to ensure Church worship services and social activities are free from risks or hazards
- Gain an understanding of the PCQ Emergency Management procedure and apply it to the site's worship service or social activity
- Assume the role of Emergency Warden for the duration of the worship service or social activity
- Appoint emergency management support team members as appropriate to the risk and provide briefings on their required duties.

### **Contractors**

- Comply with PCQ's Contractor Management Procedure
- Ensure that all workers are provided with and appropriately utilise PPE
- Provide evidence of licences, certificates and relevant insurance documentation as required.



#### **Church Members and Adherents**

- Comply with PCQ's WHS procedures relevant to their participation in Church activities
- Comply with reasonable WHS directions and instructions
- Participate in inductions, training and briefings designed to ensure Church activities are conducted in a safe and healthy manner
- Take reasonable care for their own health and safety, and do not adversely affect the health and safety of other persons either through actions or omissions.



# PROCEDURES

## Consultation, Communication & Issue Resolution

### Introduction

The Church recognises its responsibility to consult with all workers and any other people who are working for the Church or who are directly affected by activities of the Church.

### Purpose

To ensure effective and timely consultation and issue resolution methods are utilised by all workers and other duty holders involved with the Church's work and activities, where reasonably practicable.

The Church is committed to ensuring a consultative approach to managing WHS with all workers. Given the Church's:

- Work and activities
- Workers are primarily engaged in a voluntary capacity; and
- Geographical locations of Church sites

The following consultation arrangement has been agreed and implemented. Each Presbytery/Charge/Committee will nominate one WHS Delegate, who may be either an employee of the Church or a volunteer.

### Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

Electrical Safety Act 2002 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

Electrical Safety Regulations 2013 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

Code of Practice Work Health and Safety Consultation, Cooperation & Coordination 2011

<http://www.deir.qld.gov.au/workplace/law/codes/index.htm>



## Procedure

WHS Consultation may be initiated in two ways within the Church

The Church proposes changes to the workplace/Church activity which may affect health and safety of workers (Stage 1)

AND/OR

A worker (including other duty holders) identifies a WHS issue, concern or suggestion (Stage 2)

### Stage 1

The Church proposes changes to the workplace/Church activity which may affect health and safety of workers

Step 1a

Consult with each WHS Delegate and/or advise the Committee of Management to raise proposed change via regular communication methods.

Consultation will occur when:

- Identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the Presbyterian Church of Queensland
- Making decisions about ways to eliminate or minimise those risks
- Making decisions about the adequacy of facilities for the welfare of workers
- Proposing changes that may affect the health or safety of workers
- Making decisions about the procedures for:
  - consulting with workers;
  - resolving WHS issues at the workplace;
  - monitoring the health of workers;
  - monitoring the conditions at any workplace under the management or control of the PCBU;
- Providing information and training for workers; and
- Investigating incidents.

Step 2a)

Review and record any feedback obtained from the WHS Delegate.

Whilst all feedback will be considered as part of the consultation process, consensus on decisions is not required by the Church to make a final decision.

### Stage 2

Worker (including other duty holders) identifies an issue, concern or suggestion

Step 1b)

Worker to discuss the issue, concern or suggestion with their WHS Delegate



#### Step 2b)

The WHS Delegate shall liaise with the Committee of Management regarding the raised issue/concern/suggestion.

Pending the nature of the matter, this may be escalated to the Assembly of the Church for greater clarification and discussion.

#### Step 3

The Site Manager/Work Coordinator shall, where reasonably practicable, ensure the worker receives feedback following consultation with relevant parties.

#### Step 4

The Church shall review and record any feedback obtained from the WHS Delegate

Whilst all feedback will be considered as part of the consultation process, consensus on decisions is not required by the Church to make a final decision.

#### Stage 3

Issue not resolved

#### Step 5

If a worker does not believe an issue or concern has been adequately addressed via the Church's consultation mechanisms, a Workplace Health and Safety Queensland (WHSQ) inspector may be contacted to provide final resolution.



# Hazard & Risk Management

## Introduction

The Church recognises WHS hazards and risks must be appropriate managed to ensure, so far as reasonably practicable, the health and safety of all workers at Church premises or in Church related activities.

## Purpose

To ensure all WHS risks to the Church are consistently managed through a robust risk management system that is integrated into all aspects of the Church's activities.

- This procedure provides the 'when', 'why' and 'how' to managing WHS risks.
- The Church is committed to the following, so far as is reasonably practicable:
  - Identifying all hazards, including processes, products, plant and services;
  - Assessing the level of risk using the Church's risk methodology
  - Eliminating risks to health and safety
  - Minimise those risks using the hierarchy of control measures, if it is not reasonably practicable to eliminate risks to health and safety
  - Reviewing the risk management process for identified hazards to evaluate the effectiveness of controls
  - Consulting with relevant workers and other persons on risk management
  - Reviewing this procedure to ensure it remains effective and implemented across the Church.

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

How to Manage Work Health and Safety Risks Code of Practice 2011

<http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

## Procedure

Hazards may be NEW or KNOWN.

A worker may identify a new hazard (Stage 1): or

Hazards are known within the Church (Stage 2)

### Stage 1

A new hazard is identified

Step 1a)

Worker identifies a new hazard and either immediately controls the hazard or reports it to their Committee of Management member/Site Manager/Work Coordinator.

### NEW Hazards will generally arise from:

- The work environment
- The activity being undertaken (e.g. working bee, social activity)
- The task or action the person is doing
- The tools, equipment, materials, substances or plant the person is working with
- A building maintenance issue



## How to identify hazards

Hazard can be identified by:

- Consulting with volunteers, employees, contractors and visitors
- Conducting a workplace inspection
- Changes to work practices (including plant, equipment, tools or work process)
- Conducting WHS audits
- Analysis of injury/illness records
- Analysis of accident/'near miss' investigation;
- Observation within the workplace;
- Review of relevant external information from sources such as; Safe Work Australia, Workplace Health & Safety Queensland and Church through the Assembly, Session or Committee of Management.

### Step 2

Report new hazards

All identified hazards MUST be reported to your Committee of Management/Site Manager/Work Coordinator. This must be done by completing the Hazard and Incident Report Form.

### Step 3

Assess the risk

Consider the likelihood of an incident or injury occurring and the amount of harm that could be caused.

All identified hazards must be risk assessed by the Committee of Management member/Site Manager/Work Coordinator to determine what control should be implemented or how the risk will be eliminated. These will be completed on the Hazard and Incident Notification Form.

*NB: A documented risk assessment is not required for an identified hazard that can be eliminated easily and safely or where the likelihood and consequence of the identified hazard is low or negligible.*



Conduct a risk assessment using the risk matrix below, for each identified hazard

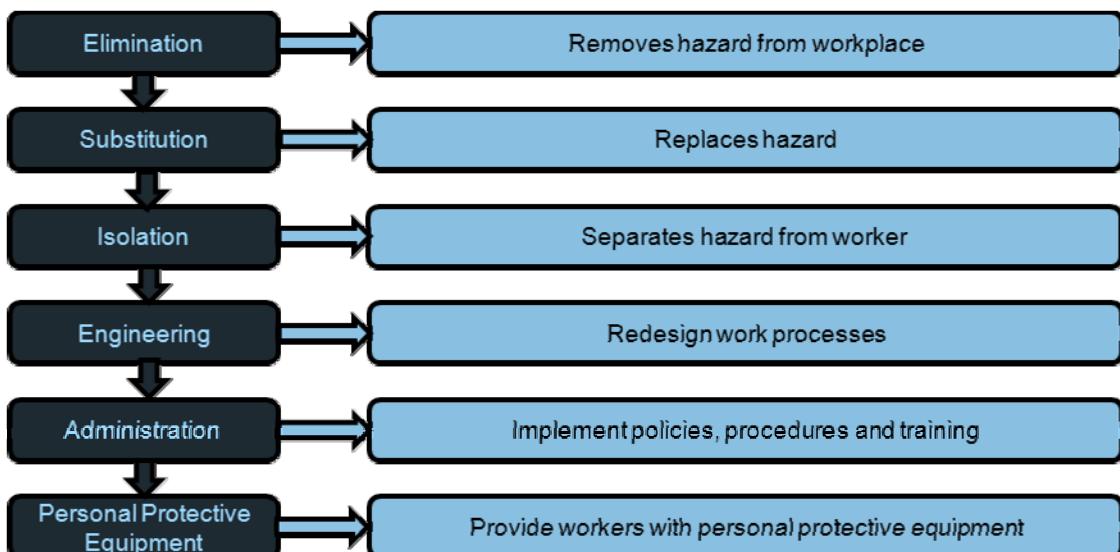
		Consequence						
		Severe	Major	Moderate	Minor			
Likelihood	A	E	E	H	M			
	B	E	H	M	M			
	C	H	M	M	L			
	D	M	M	L	N			
Consequence: Amount of harm								
Severe: Death/ extensive injuries			Likelihood: Injury or illness					
Major: Medical treatment			A: Event is expected to occur					
Moderate: First aid			B: Event is likely to occur					
Minor: No treatment			C: Event could occur					
Risk Rating: Determine where the two columns meet on matrix:								
E = Extreme - must action immediately								
H = High - must action within 24 hours								
M = Medium - must action within 48 hours								
L = Low - must action within 1 month								
N = Negligible –general monitoring, no action required								

#### Step 4

Consider what is being done or could be done to reduce the risk.

Risks should be eliminated or removed where reasonably practicable as the first option. If the risk cannot be eliminated, then the Presbytery/Charge/Committee will utilise the hierarchy of control (as outlined below) to determine the most appropriate action.

A combination of controls may be suitable.





When determining the most appropriate control the Site Manager/Work Coordinator or responsible person may also consider information from:

- Codes of Practice
- Regulations
- Manufacturers and suppliers manuals in relation to plant, equipment and substances
- Safety Data Sheets
- Industry standards or guidelines

Once a control or controls are in place, the risk rating must be reviewed to provide the 'Controlled Risk Rating'.

Site Managers/Work Coordinators or responsible persons must complete and retain a Hazard Report Form. A copy may be provided to the Committee of Management as a reference for other Church Presbyteries or Church groups.

#### Step 5

##### Review controls

Ensure what has been done to improve the safety of the environment is working

Controls should be reviewed following implementation to ensure they are effective and not creating additional hazards. The timeframes for review should be aligned to the level of risk determined.

Completed risk assessments must be retained in a Site Register (A Presbytery with more than one site may establish a central Register).

#### Step 6

Should changes be made to work practices, all affected workers shall be provided with adequate information, instruction and training regarding these changes.

#### Stage 2

##### Hazards are common or known

###### Step 1a)

Workers will consider what could cause harm to people through hazard identification.

Known or common hazards for the Church may include:

- Ergonomics (e.g. Work from home)
- Hazardous manual tasks (e.g. working bees)
- Fall hazards (including work at heights, slips and trips)
- Plant operation and maintenance (e.g. food preparation, working bee)
- Camps, special events and group activities
- Asbestos

###### Step 1b)

Assess the risk.



## Step 2

### Review controls

Ensure what has been done to improve the safety of the environment is working.

Controls should be reviewed following implementation to ensure they are effective and not creating additional hazards. The timeframes for review should be aligned to the level of risk determined.

Risk controls should also be reviewed following any incident/ injury. At a minimum, controls should be reviewed annually.

## Step 3

Should changes be made to work practices, all affected workers will be provided with adequate information, instruction and training regarding these changes.

*NB: Risk assessments for common hazards may be communicated and shared between Church sites to reduce unnecessary duplication.*



# Induction and Training

## Introduction

The Church acknowledges the important roles and work of all workers undertaken within the Church community.

Volunteers perform services or functions for the Church for no financial reward. These people perform a wide range of tasks and without them a Presbytery/Charge/Committee could not function effectively.

The Church recognises that the importance of ensuring WHS safety risks associated with these roles and work must be proactively managed for all workers.

## Purpose

The Church aims to ensure all workers and volunteers are appropriately inducted, trained and supervised, relative to their experience and the WHS risks of the work they undertake on behalf of the Church.

Workers at Church sites include, but not limited to:

- Persons directly employed by the Church
- Ministers
- Contractors
- Volunteers

Volunteers include, but not limited to, persons involved in:

- Running Church programs, community work, study groups, working bees;
- Specific worship/presbytery related roles; church services or gatherings;
- Working at Church or Church related functions;
- Working to maintain Church property or grounds; building maintenance, mowing etc.

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

How to Manage Work Health and Safety Risks Code of Practice 2011

<http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

National Standards for involving Volunteers in Not for Profit Organisations – Volunteering Australia: available at <http://www.volunteeringaustralia.org/volunteering-resources/volunteer-managers/>

## Procedure

When a worker commences working for the Church, they must complete a general induction in Church Policy and Procedures. This induction will be provided by the relevant Church representative.

The induction process should cover the topics such as Church WHS roles and responsibilities, general WHS requirements and key information as relates to the functions they are expected to perform for the Church.

The Presbytery / Church organisation's representative should obtain written acknowledgement of induction and provide a copy for the Committee of Management.



Where practicable, particularly with Church volunteers, a worker profile should be developed to identify the type of activities best suited to the volunteer's capabilities (e.g. physical/fitness for work/qualifications). This profile should be retained by the Presbytery / Church Organisation and should include:

- Worker/volunteer Name
- Induction completed
- Competencies, tickets/licenses
- Specific training requirements
- Role within Church
- Days working with Church

Specific job training will be provided for work that the Church has identified as having a WHS risk. Such work includes:

- Hazardous manual tasks
- Working with plant
- Ergonomics
- Working at heights
- Driving

Documented evidence of training records must be retained by the Presbytery/Charge/Committee.



# Incident Notification and Management

## Introduction

The Church is committed to ensuring the health, safety and wellbeing of all its workers. Part of this commitment includes ensuring all incidents that occur are reported, investigated and corrective actions put in place.

## Purpose

The Church aims to ensure, so far as reasonably practicable, that all incidents that occur:

- at any building or site owned, occupied or managed by the Church; or
- whilst work or activities are undertaken on behalf of the Church

Are appropriately notified, investigated and corrective action put in place to reduce the likelihood of it occurring again or an injury or illness occurring or re-occurring.

An incident may include a 'near miss', injury, illness, accident or dangerous occurrence.

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

How to Manage Work Health and Safety Risks Code of Practice 2011

<http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

## Procedure

### Stage 1

An incident occurs

Step 1

Determine if any people are involved in the incident.

If people are involved, provide or arrange for medical assistance (via First Aider or agreed alternative resource) if required and safe to do so. Contact emergency services if appropriate.

Step 2

Report the incident to the Site Manager or Work Coordinator.



## Stage 2

Determine if the incident is a dangerous occurrence or a significant injury.

Step 3 The Site Manager or Work Coordinator must determine if the incident would be classified as a dangerous occurrence or a significant injury. Dangerous occurrence and significant injuries include:

- Dangerous Incident
- Significant Injuries
- Uncontrolled escape, spillage or leakage of a substance
- Immediate treatment as an inpatient
- Uncontrolled implosion, explosion or fire
- Immediate treatment for amputation
- Uncontrolled escape of gas or steam
- Immediate treatment for spinal injury
- Uncontrolled escape of pressurised substance
- Immediate treatment for serious laceration
- Electric Shock
- Immediate treatment for serious head injury
- Fall or release from height of any plant, substance or thing
- Immediate treatment for serious eye injury
- Collapse, overturning, failure, malfunction or damage to plant requiring authorisation as per the regulations
- Immediate treatment for serious burn
- Collapse or partial collapse of a structure
- Immediate treatment for separation of his/her skin from the underlying tissue (de-gloving, scalping)
- Collapse or failure of excavation or of shoring supporting excavation
- Immediate treatment for loss of bodily functions
- Inrush of water, mud or gas in workings in underground excavation or tunnel
- Treatment within 48 hours for exposure to a substance
- Interruption of main system of ventilation in underground excavation of tunnel

## Stage 3

A dangerous occurrence and significant injury has occurred

## Step 4

If the incident is a dangerous occurrence or a significant injury, the Site Manager/Work Coordinator must:

- Ensure that the area is isolated and the General Manager/Committee of Management is contacted immediately
- If unsure if the incident meets the criteria, contact the General Manager/Committee of Management
- The Site Manager/Work Coordinator must notify the General Manager and Workplace Health and Safety Queensland (WHSQ) immediately after being notified of a dangerous occurrence or significant incident.
- The Site Manager/Work Coordinator will attend the site of the incident and ensure it remains isolated until WHSQ attends, advises or directs otherwise.

## Step 5

Site Manager or Work Coordinator complete the Incident & Injury Report form and take photos of the site.



#### **Stage 4**

No dangerous occurrence and significant injury has occurred

##### **Step 6**

Worker and Site Manager/Work Coordinator to complete the Incident & Injury Report form.

#### **Stage 5**

Incident Investigation

##### **Step 7**

All incidents must be investigated to determine their root cause, assess the risk and assign corrective actions.

The Committee of Management should allocate responsibility for conducting the incident investigation. The investigation must be conducted by a competent person. The Committee of management may determine that a suitably qualified person from outside the Church is required to assist with the investigation and should consult the General Manager in relation to arranging this assistance where identified.

The person/s conducting the investigation should take photos of the incident site to assist with determining causation and identify relevant witnesses to the event. The person/s conducting the investigation should organise to interview the witnesses as soon as possible after the event to determine the circumstances of the injury.

##### **Step 8**

The Incident & Injury Report form must be completed for all incidents and injuries. The investigation form must be completed within 48 hours of the incident occurring.

In the case of a vehicle accident, the Site Manager/Work Coordinator will obtain appropriate police reports and associated documentation to assist with investigation of the incident.

Where an injury is to be claimed as workers' compensation, the Site Manager/Work Coordinator will report the injury to the Church head Office in accordance with approved protocols.

#### **Stage 6**

Implement any changes as required to prevent the incident from re-occurring

##### **Step 9**

Outline any further corrective actions in accordance with the hierarchy of controls as outlined in the Hazard & Risk Management Procedure. If further assistance is required, the Committee of management should be consulted.

The Site Manager/Work Coordinator should update the incident and hazard/corrective action register and monitor implementation of controls. Results of investigations and control measures should be shared with other Church sites through the Committee of Management.



# Hazardous Manual Tasks

## Introduction

There is a wide range of manual tasks that are performed by workers through the Church. The Church recognises all manual tasks must be, so far as reasonably practicable, risk assessed to determine which tasks may be hazardous and ensure appropriate controls are implemented.

## Purpose

To ensure as far as reasonably practicable that risks associated with hazardous manual tasks are eliminated or mitigated. There are many tasks performed within the Church by workers that are manual in nature. This procedure aims to manage these risks associated with tasks that are identified as hazardous.

Hazardous manual tasks may include but are not limited to:

- Setting up for and working at Church services or related functions
- Work at Church camps, special events or group activities
- Assisting elderly Church members at their homes
- General garden maintenance (weeding, lawn mowing)
- General building maintenance (i.e. painting, minor repairs, 'working bees', cleaning)

The Church is committed, so far as is reasonably practicable, to applying the risk management methodology outlined in the Hazard and Risk Management Procedure to all identified hazardous manual tasks.

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

Hazardous Manual Tasks Code of Practice 2011 <http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

Participative Ergonomics for Manual Tasks: Information for managers & organisations  
<http://www.deir.qld.gov.au/workplace/publications/index2.htm>

## Procedure

The WHS Hazard & Risk Management Procedure should be utilized to assess and control the risks associated with a hazardous manual task.

Hazardous manual tasks are tasks that include:

- Repetitive or Sustained Movements (of the back, legs, arms, head etc.)
- Repetitive or Sustained Postures (of the back, legs, arms, head etc.)

Specifically look at if this occurs for more than 2 hours over a whole shift, or continually for more than 30 minutes at a time.

- Repetitive or Sustained Forces (of the back, legs, arms, head etc.)

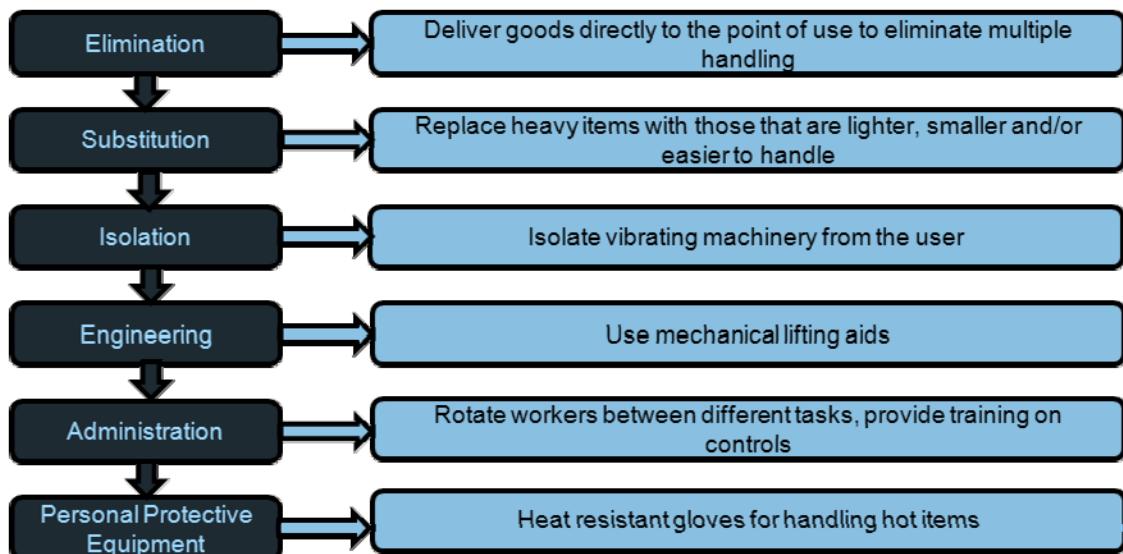
Specifically look at if this occurs for more than 2 hours over a whole shift, or continually for more than 30 minutes at a time

- High or Sudden Force
- Hand, Arm or Whole Body vibration



Site Managers, Work Coordinators or other persons in control of Church workplaces or associated activities must control the risks associated with hazardous manual tasks using the hierarchy of control.

Risk should be eliminated or removed where reasonably practicable. If the risk cannot be eliminated, the person conducting the risk assessment must utilise the hierarchy of control (examples below) to determine the most appropriate action for a range of hazardous manual tasks. A combination of controls may be suitable.



Each Presbytery/Charge/Committee is responsible for ensuring that the risk assessment conducted is specific to the particular circumstances of the task to be undertaken at the site. All workers who may perform these tasks should be consulted.

All workers who perform hazardous manual tasks must be provided with adequate information, instruction and training on the developed safe work procedure/risk assessment.

This will include information relating to:

- Manual task risk management, including the characteristics of hazardous manual tasks
- Specific manual task risks and the measures in place to control them
- How to perform manual tasks safely, including the use of mechanical aids, tools, equipment and safe work procedures
- How to report a problem or maintenance issues

The Site Manager, Work Coordinator or other person in control of the workplace must confirm all workers, particularly volunteers and young worker's, are capable of performing the tasks.

Matters for consideration include:

- Are the workers physically fit for the task they are being asked to perform
- Have the appropriate tools or safety equipment been provided for the task they are asked to perform (a Church duty)
- Is an arrangement in place to ensure a worker is not working alone

If there is any doubt about their ability to complete a task safely, they must not be allowed to proceed.

Each Presbytery/Charge/Committee must retain records of any information, instruction and training provided to workers.



# Managing Fall Hazards

## Introduction

The Church recognises that all fall hazards must be, so far as reasonably practicable, risk assessed and ensure appropriate controls are implemented.

Fall hazards that exist when working at heights can be extremely dangerous. Each Presbytery/Charge/Committee must not allow inexperienced workers, volunteers, or other persons access their roofs.

In addition to accessing roofs there are many instances where persons are required to work at height, these may include changing light bulbs, cleaning roof gutters, painting or cleaning buildings or lopping branches from trees. These tasks usually require the use of a ladder or other work platform and must have a risk management methodology applied prior to commencement.

## Purpose

To ensure as far as reasonably practicable that risks associated with fall hazards are eliminated or mitigated. This procedure aims to manage the risks associated with the Church activities or tasks that potentially present a fall hazard.

The following tasks are common fall hazards:

- Changing light bulbs
- Cleaning roof gutters
- Ladder use (e.g. building maintenance or working bees)
- Clearing vegetation (e.g. tree lopping)

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

Managing the Risk of Falls at Workplaces Code of Practice 2011

<http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

## Procedure

The WHS Hazard & Risk Management Procedure should be utilised prior to undertaking any work associated with fall hazards. Fall hazards relating to work tasks may include, but are not limited to work:

- On any structure or plant being constructed or installed, demolished or dismantled, inspected, tested, repaired or cleaned
- On a fragile surface
- On a potentially unstable surface
- Using equipment to work at the elevated level
- On a sloping or slippery surface where it is difficult for people to maintain their balance
- Near an unprotected open edge
- Near a hole, shaft or pit into which a worker could fall



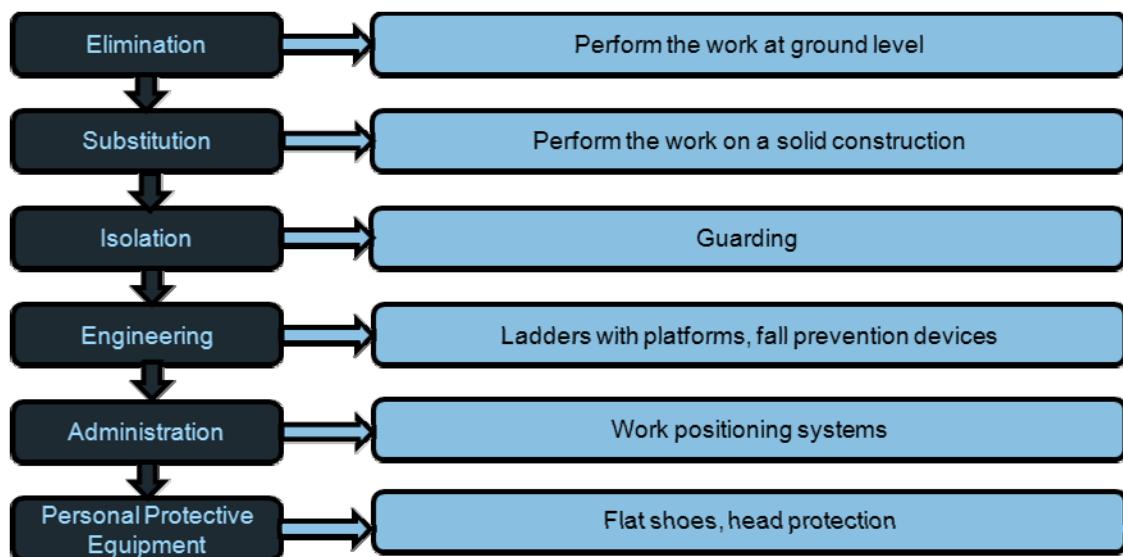
The Presbytery/Charge/Committee must also identify fall hazards through consultation with workers and inspection of workplace including:

- Surfaces - Stability, fragility or brittleness, potential to slip, safe movement of workers where surfaces change, strength and capability to support load
- Slope does not exceed 7 degrees
- Levels - Where they change and may be exposed to fall from one level to another
- Structure – temporary or permanent
- Ground – evenness and stability to support scaffolding or work platform
- Work area
- Entry and Exit
- Edges – protection from open edges of floors, roofs, work platforms, walkways etc.
- Holes
- Hand grip – places were grip may be lost.

A risk assessment must be conducted on the identified hazard(s) associated with the plant (e.g. Elevated work platforms) using the Church's risk methodology. The person conducting the risk assessment should utilise additional guidelines provided in the *Managing the Risk of Falls at the Workplace Code of Practice 2011*.

If a contractor or subcontractor has been engaged by the Church to undertake work which may be associated with fall hazards the Site Manager, Work Coordinator or person in charge of the Church site must ensure that a safety plan has been developed and provided to the Church before the work commences.

Risk should be eliminated or removed where reasonably practicable as the first option. If the risk cannot be eliminated, the hierarchy of control should be used to determine the most appropriate action. The diagram below shows examples of possible fall hazard control options. A combination of controls may be suitable.



Each Presbytery/Charge/Committee is responsible for ensuring the risk assessment is specific to their particular activity's requirements. This should be done in consultation with all workers who may be at risk of a fall hazard.



All workers who work may be at risk of a fall hazard must be provided with adequate information, instruction and training on the developed risk assessment and safe work procedure (utilising a JSA). This will include information relating to:

- The type of control measures used to prevent falls
- Procedures for reporting fall hazards and incidents
- The correct selection, fitting, use, care, inspection, maintenance and storage of fall-arrest and restraint equipment
- The correct use of tools and equipment used in the work (for example, using a tool belt instead of carrying tools)
- Control measures for other potential hazards (for example, electrical hazards).
- Emergency procedures

Site Managers, Work Coordinators or person in control of the workplace must:

- Ensure only workers who have received training and instruction in relation to the safe work procedure/risk assessment are authorised to carry out the work
- Ensure workers use any fall control measure in the correct manner
- Confirm workers ability to perform tasks (emphasis on volunteers)
- Ensure workers are physically fit for the task they are being asked to perform
- Be certain that the worker has an appropriate trade background and qualifications (if required) for the work they are performing
- Ensure the worker has the appropriate tools or safety equipment for the task they are to perform (a Church duty)
- Ensure a worker does not work alone

If there is any doubt about workers' ability to complete a task safely, they must not be allowed to proceed.

Each Presbytery/Charge/Committee must retain records of any information, instruction and training provided to workers.



# Emergency Preparedness

## Introduction

The Church is committed to ensuring the health and safety of all its workers, worshippers and other persons at Church sites. Through this commitment PCQ has developed emergency procedures to ensure that in the event of an emergency there are processes in place to ensure the appropriate management.

## Purpose

To outline the processes required to ensure that all workplaces within the Church are prepared and key parties have a thorough understanding of the action required in the event of an emergency.

An emergency can develop from a number of causes outlined below. Each site within the Church is responsible for developing an individual Emergency Management Plan (EMP). In the case of a Church activity (e.g. working bee, function), the Work Coordinator should develop an EMP that takes into account the potential emergency circumstances that may arise where the activity is to occur.

If a Presbytery has more than one site, the responsible person must conduct a risk assessment on the potential emergencies and determine if an EMP plan is required for each site or if one EMP plan is suitable with separate evacuation plans for each site.

The EMP must identify the scope of the EMP, outline emergency procedures, testing of emergency equipment and process for training, information and instruction. This procedure outlines the general guidelines only.

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

Building Fire Safety Regulation 2008 (QLD) <https://www.fire.qld.gov.au/buildingsafety/owner-occupier.asp>

Fire Safety Management Tool for Owner/Occupiers <https://www.fire.qld.gov.au/buildingsafety/owner-occupier.asp>

How to write an Emergency Plan <https://www.fire.qld.gov.au/planning/>



## Procedure

### Stage 1

#### Potential Emergencies

##### Step 1

Each Presbytery/Charge/Committee must identify all potential emergency circumstances (both internal and external) which may impact the workplaces within their area of responsibility. These may include:

Internal emergency situations:	External emergency situations:
Fire	Bush fires
Explosion	Flood
Bomb threat / suspicious package	Explosion
Hazardous material spill / toxic emission	Civil disturbance
Security breach / civic disturbance	Storms
Aggressive or violent incidents	Other natural disasters
Service failure	Neighbouring businesses
Medical	Other external hazards

### Stage 2

#### Emergency Equipment

##### Step 2

#### Review Emergency Equipment

All sites must review their emergency equipment to ensure it meets the requirement of the Building Code of Australia, part E.1 and the Australian Standard AS-2444: *Portable fire extinguishers and fire blankets – Selection and location* requirements. Where the activity is a Church event or function, the organisers should identify any requirement for portable equipment (e.g. fire extinguishers, fire blankets).

If assistance is required, the matter should be referred to the Committee of Management. Matters that cannot be resolved by the Committee of Management should be escalated to the Assembly.

##### Step 3

Detail use and maintenance of equipment required to deal with specific types of emergencies.



### Stage 3

Emergency roles and responsibilities

#### Step 4

Each Presbytery/Charge/Committee must clearly allocate roles and responsibilities for specific actions in an emergency to persons with appropriate skills (such as wardens/first aiders). Clear lines of communication between the person authorised to co-ordinate the emergency response and all persons at the workplace must be documented.

#### Step 5

Emergency coordinator/chief warden and wardens (Emergency Management Team – EMT) must be identifiable to all workers and emergency services. This may be achieved through coloured helmets, vests etc. Equipment colours must align with Australian Standard AS3745-2010 *Planning for Emergencies in facilities*. The current identification colours are:

- |                         |        |
|-------------------------|--------|
| - Chief Warden          | White  |
| - Deputy Warden         | White  |
| - Communication Officer | White  |
| - Floor/Area Warden     | Yellow |
| - Warden                | Red    |
| - First Aid Officers    | Green  |

In the case of a specific Church activity (e.g. worship service), the responsible person should determine the appropriate makeup of the EMT as the makeup and roles of the EMT should be adapted to the requirement of the Church activity.

### Stage 4

Communication

#### Step 6

Each site must indicate who will activate the alarms and who will alert all workers and other persons at the site.

#### Step 7

Each site must have a site plan that outlines the location of fire protection equipment, emergency exits, assembly points, emergency phone numbers and if required out of hours contacts. The plan should be displayed throughout the site.

### Stage 5

Evacuation Procedure

#### Step 8

The EMP will include specific evacuation procedures, relevant to the emergency situations identified for the site, which will detail:

- Process for assisting any workers or other persons who require mobility assistance to evacuate
- Specific procedures for critical functions such as a power shut-off (where required);
- Identification of assembly areas
- Any potential traffic restrictions
- Access for emergency services (such as ambulances) and their ability to get close to work areas
- Personnel checks (including how neighbouring businesses will be advised of the evacuation)
- After-hours emergency response



## Stage 6

### Training

#### Step 9

The site will organise the following emergency training where appropriate:

- Emergency coordinator/chief warden and warden training –
- Evacuation drills – Each site must conduct evacuation drills on a regular basis (at least annually). Drills must be documented with outcomes, improvement and change to evacuation procedure/plan. It is recommended that different potential emergencies be utilised in a drill.
- Workers– All new workers should be provided with training, instruction and information on commencement of their engagement at the site. Training should be provided on a regular basis (at least biennially)

## Stage 7

### EMP Review

#### Step 10

Sites must review their EMP on an annual basis, following evacuation drills and emergencies.



# Plant Operation and Maintenance

## Introduction

There is a wide range of plant used throughout the Church. The Church recognises all plant risks must, so far as is reasonably practicable, be risk assessed to ensure appropriate controls are implemented.

## Purpose

To ensure all plant used within the Church is used safely by workers and maintained appropriately to prevent and minimise injury to workers and other persons. The Church will ensure, as far as reasonably practicable, that risks associated with plant are eliminated or mitigated.

The Church recognises that the use of plant provides vital services for maintaining Church sites. The Church aims to provide plant for all workers to use where reasonably practicable, however it recognises that some worker owned plant is used in some Church related activities. This procedure applies to any plant, including leased or hired plant, used at any Church site by a worker, regardless of ownership.

Plant is defined as 'Machinery, equipment, appliance, container, implement or tool, and includes any component or anything fitted or connected to any of those things'.

Relative to Church work activities, this may include but is not be limited to:

- Vehicles
- Power tools
- Computers, printers and office equipment
- Mowers, brush-cutters and whipper-snippers
- Kitchen implements and appliances
- PA sound systems

The Church has identified the following tasks as using plant:

- Food preparation
- Social events
- Using power tools for maintaining Church property
- Using powered equipment for maintaining Church grounds or in voluntary congregational activities
- Driving between Church sites
- Administration

Whilst plant exclusively reliant on manual power for its operation and is designed to be primarily supported by hand (e.g. a screwdriver) is not specifically addressed in this procedure, the Church must exercise a general duty of care for such plant.

Whilst the Church has a primary duty of care to ensure a safe and healthy workplace, there are specific duties that apply to a PCBU with management or control of fixtures, fittings and plant at a workplace.

In addition, specific duties apply to PCBUs that design, manufacture, import, supply, install, construct or commission plant. The Church aims to ensure that PCBUs engaged for complex work involving anything other than minor plant must have a robust WHS Plan developed and provided to the Church before the work can be approved. These projects will be approved and managed at a higher level within the Church.



The Committee of Management must be consulted before any high risk work involving plant is undertaken including:

- Commissioning plant
- Making changes to or altering the design of plant
- Decommissioning, dismantling and disposing of plant

Should ANY of the following plant be planned to be used by a worker on a Church site, the Site Manager and/or Committee of Management must be contacted immediately and prior to its use.

- Pressure equipment
- Plant that lifts or suspends loads
- Powered mobile plant (i.e. forklift)
- Crane
- Earth-moving machinery
- Tractor
- Scaffolds

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

Managing Risks of Plant in the Workplace Code of Practice 2013

<http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

Demolition Work Code of Practice 2013 <http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

## Procedure

Site Managers, Work Coordinators or other persons in control of a Church workplace must identify any plant to be used at a Church site. Some common items of plant used at Church sites include:

- Vehicles
- Computers and related office equipment
- Kitchen implements and appliances
- Power tools
- Lawn mowers and powered gardening equipment

### Step 1

Identify any hazards associated with the plant.

Consideration should be given to how the plant is to be used. This may include installation, operation, inspection, maintenance, repair, transport, storage and dismantling.

Hazards relating to plant may include, but not limited to:

- The condition of the plant: e.g. its age, its maintenance history, how frequently the plant is used, is it old and missing safety features found on new plant? Is it reliable or often needing emergency maintenance?
- The suitability of the plant: e.g. is it actually being used for its intended purpose?
- The location of the plant: e.g. what is its impact on the design and layout of the workplace and are workers able to access the plant without risk of slips, trips or falls to the worker or visitors?
- Abnormal situations: e.g. what abnormal situations, misuse or fluctuation in operating conditions can you foresee?



## Step 2

A risk assessment must be conducted on the identified hazard(s) associated with the plant using the Church's risk methodology.

		Consequence						
		Severe	Major	Moderate	Minor			
Likelihood	A	E	E	H	M			
	B	E	H	M	M			
	C	H	M	M	L			
	D	M	M	L	N			
Consequence: Amount of harm								
Severe: Death/ extensive injuries			A: Event is expected to occur					
Major: Medical treatment			B: Event is likely to occur					
Moderate: First aid			C: Event could occur					
Minor: No treatment			D: Event is unlikely to occur					
Risk Rating: Determine where the two columns meet on matrix:								
E = Extreme - must action immediately								
H = High - must action within 24 hours								
M = Medium - must action within 48 hours								
L = Low - must action within 1 month								
N = Negligible –general monitoring, no action required								
<i>Risks Assessments should consider what is the most likely or credible outcome and chance of injury/ illness occurring, if a potential hazard is realised.</i>								

Other factors to consider that will be considered as part of the risk assessment include:

- Environmental conditions the plant will be used in: e.g. muddy or dusty environment
- Other people or items of plant in the vicinity of the plant and what effect will this have
- Where and when access required during the installation, operation or maintenance of plant and in an emergency?
- What safe work procedures exist in relation to the plant safety
- What information, instruction and training supervision is provided to workers and other persons who may be exposed to plant
- Does the plant's safety depend on the competency of its operator?

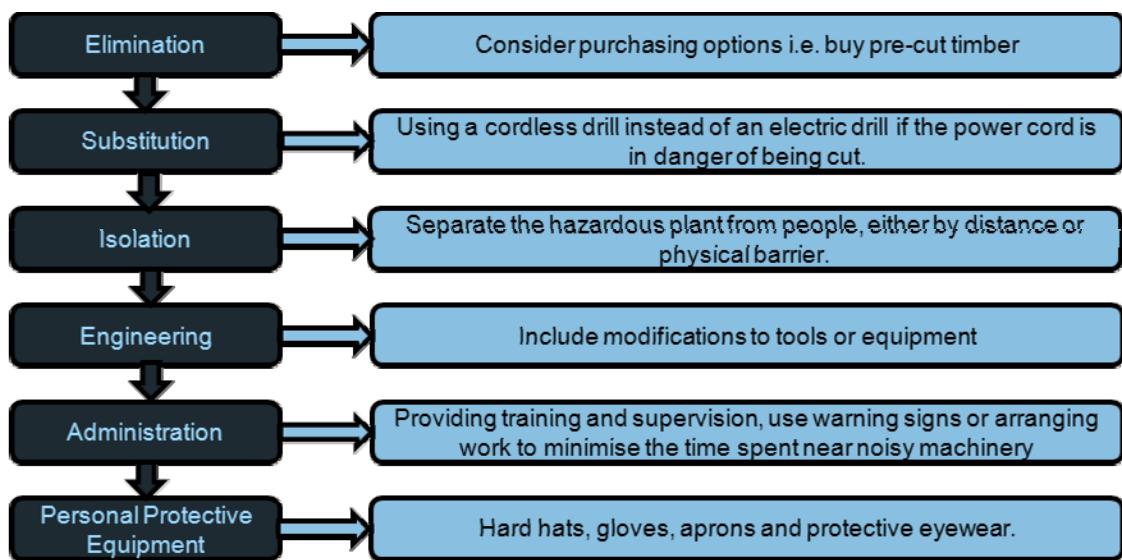


### Step 3

Control the risks associated with the plant, using the hierarchy of control

Risk should be eliminated or removed where reasonably practicable as the first option. If the risk cannot be eliminated, then the Presbytery/Charge/Committee will utilise the hierarchy of control (as outlined below) to determine the most appropriate action.

The diagram below provides examples of possible plant control options. A combination of controls may be suitable.



### Step 4

The Site Manager/Work Coordinator is responsible for ensuring the safe work procedure/risk assessment, based on the hierarchy of controls, is specific to their particular site/activity's requirements. This must be done in consultation with all workers who use the plant.

### Step 5

All workers who work with plant shall be provided with adequate information, instruction and training on the developed safe work procedure/risk assessment. This will include information relating to:

- The use of guarding and other control measures
- How to safely access and operate the plant
- Who may use an item of plant
- How to carry out inspections, shut-down, cleaning, repair and maintenance
- Testing and tagging requirements of any plant in used in an environment which is likely to result in damage to the plant or a reduction in its lifespan (i.e. woodwork areas)
- Emergency procedures



## Step 6

Confirm workers (including volunteers) ability to perform tasks.

Make sure the worker:

- Is physically fit for the task they are being asked to perform
- Be certain that the worker has an appropriate trade background and qualifications (if required) for the work they are performing
- Has the appropriate tools or safety equipment for the task they are to perform (It is the Church's duty to see they are provided with the equipment needed)
- Is not working alone

If there is any doubt about their ability to complete a task safely do no let them proceed.

## Step 7

Each Site Manager or Work Coordinator shall retain records of any information, instruction and training provided to workers.

## Stage 2

Plant Inspection

## Step 8

Regular plant inspections will be conducted to identify any:

- Potential problems
- Deficiencies in plant associated with use of plant, for example wear and tear, corrosion and damaged plant parts
- Adverse effects of changes in processes or materials associated with plant
- Inadequacies in control measures that have been previously implemented

## Step 9

A preventative maintenance register and inspection checklist will be maintained at each site. It will include information on:

- Allocated responsibilities for persons dealing with inspections
- Any standards against which plant should be inspected (such as manufacturer instructions)
- The frequency of inspections
- Critical safety instructions to be followed during inspection as per manufacturer instructions
- The procedures for particular types of inspections, including:
  - periodic inspections
  - specific tests
  - repaired or modified plant
  - plant taken out of service
- Any variations from normal operation or dangerous occurrences and any trends that may be occurring.



### Stage 3

Plant maintenance, repair and cleaning

#### Step 10

Plant will be maintained and repaired according to the manufacturer's specifications or, in the absence of such specifications, in accordance with a competent person's recommendations. For example, ensure fluid levels and pressures are correct and ensure brakes are functioning properly.

Plant must be isolated before maintenance or cleaning commences.



# Asbestos Management

## Introduction

The Church recognises and is committed to their obligation to ensure the health and safety of all workers whilst they are engaged in Church activities. The commitment extends to ensuring structures containing asbestos or asbestos containing materials (ACM) are safe.

## Purpose

To clearly outline the process identifying, labelling and managing asbestos with the Diocesan structures.

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

How to Safely Remove Asbestos Code of Practice 2011 <http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

How to Manage and Control Asbestos within the Workplace Code of Practice 2011  
<http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

## Procedure

### Stage 1

Identifying if asbestos and ACM are at the workplace

#### Step 1

Asbestos must be identified within that workplace by a competent person unless it is assumed that asbestos is present or there are reasonable grounds for asbestos not to be present.

A competent person is someone who has acquired knowledge and skills to carry out the task through training, a qualification or experience such as an occupational hygienist, licensed asbestos assessor or asbestos removal supervisors. As site staff/volunteers are not qualified to conduct any work related to asbestos, the Church policy is to engage a qualified specialist.

If a competent person cannot identify asbestos or ACM but believes it is present then it must be assumed that it is present. Additionally, if the workplace is inaccessible and is likely to contain asbestos or ACM then it must be assumed that it does.

Reasonable grounds for assuming that asbestos or ACM are not present include:

- Workplace constructed post 1990 and there is no plant or equipment made prior to 2004
- Pre 2004 building where the building is constructed entirely of brick, metal or concrete and the internal walls are not made of fibro, gyprock, or similar cladding.
- Register indicates that identified and assumed asbestos has been removed.



## Stage 2

Indicating the presence of asbestos at the workplace

### Step 2

Asbestos that has been identified or is assumed to be present must be clearly indicated through use of labels or warning signs.

A competent person should indicate where label should be located. If it is not reasonably practicable to use labels, due to risk of asbestos disturbance, then warning signs can be used. Warning signs must comply with Australian Standard *AS1319 Safety Signs for the Occupational Environment* and placed at the entrance of the work area.

## Stage 3

Asbestos Register

### Step 3

A Church wide asbestos register will be developed and maintained by Church head Office.

The register outlines the following:

- Record of asbestos or ACM identified or likely to be present at the workplace, including the date in which it was identified, location, type and condition of asbestos.
- State that no asbestos or ACM is identified or is likely to be present at the workplace.

The register must be reviewed at least every five years or when there are changes to the buildings, plant and structures.

The register must be readily available to workers, health and safety representatives and contractors that have carried out or intend to carry out work at Church workplaces.

## Stage 4

Asbestos management plan

### Step 4

An asbestos management plan will be developed and maintained by the Asbestos Management Team from Church head office

When asbestos has been identified or assumed to be in the workplace an asbestos management plan must be developed to complement the asbestos register.

The asbestos management plan outlines the following:

- Identification of asbestos and ACM with links to the register and location of signs and labels
- Decisions about the reasons for the management of asbestos
- Procedures for notifying incidents involving asbestos
- Workers carrying out work involving asbestos including consultation training and information requirements and responsibilities
- How asbestos risks will be controlled
- Timetable for managing risks
- Responsibilities
- Plan review
- Air monitoring procedures if required



The plan must be reviewed when:

- Asbestos is removed, disturbed, sealed or enclosed at the workplace
- The plan is no longer adequate, or
- At least every five years.

The plan must be readily available to workers, health and safety representatives and contractors that have carried out or intend to carry out work at Church premises.



# Contractor Management

## Introduction

The Church recognises that whilst work can be contracted to others, the process for managing hazards and risks associated with the work performed by contractors and other duty holders is a shared responsibility.

## Purpose

The Church aims to outline the health and safety requirements and expectations of contractors engaged to perform work at any Church site.

The Church is committed, so far as is reasonable practicable, to implementing a formal system when:

- Tendering and implementing contracts for services at the Church
- Assessing the level of risk involved in the work for which the contractor is engaged
- Managing risks associated with high risk, construction and structural work
- Reviewing the performance of contractors during and following contractual engagement with the Church and actively managing any non-conformance behaviour

The Church will also, so far as is reasonably practicable, ensure:

- Relevant information, instruction, training and supervision are provided to protect all persons from risks to their health and safety arising from work carried out.
- Active consultation, cooperation and coordination with contractors and other duty holders' where their work activities overlap with that of the Church.

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

Work Health and Safety Consultation, Cooperation & Coordination Code of Practice 2011

<http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

## Procedure

### **The need for a contractor is identified**

The Committee of Management may determine the type of work to be conducted at Church sites that requires the engagement of qualified specialist contractors. If a worker identifies the need for contracted work, the issue must be escalated to the Site manager or Work Coordinator who will consult with the Committee of Management.

The Site Manager/Work Coordinator must be informed of the requirement for contracted work.

Subject to the scope of work to be undertaken, the decision to engage a contractor will be made by the Church Assembly or Committee of Management. Minor works may be decided at Site level, subject to delegated authorisation.

### **Determination of requirement for contracted work**

If the contracted work is required, the Committee of Management will ensure that an assessment of the level of risk associated with the work is conducted by an appropriate person.



Contractors may be engaged to perform:

- General or routine work
- High risk work
- Construction or structural work
- High risk construction work
- Construction projects

The Assembly/Committee of Management is responsible for oversight of major project and construction work. WHS requirements must be addressed as part of the tender/engagement process.

### **General work**

The Committee of Management may arrange for paid contractors to undertake various repair and maintenance work across Church sites. Prior to engaging any contractor to undertake 'minor' works, the Committee of management must ensure that the contractor is appropriately competent, licenced and insured. Contractors shall be assessed on:

- General experience and ability to perform work
- Past performance when performing contractual work for the Church
- Evidence of the currency of insurances and licenses
- For general high risk work: Evidence of safe systems via safe work method statements, risk assessments or job safety analysis

Where possible, the Church will establish a 'pre-qualified' list of contractors to be used across Church sites. The Approved Contractor Register should be maintained centrally and be made available to all Church sites.

### **Contractor to be inducted and perform work**

The Site Manager/Work Coordinator must ensure the contractor undergoes the General Site Induction and is periodically monitored for the duration of the work. The Site Manager/Work Coordinator should maintain open communication and consultation with contractors regarding health and safety issues, as required, throughout the duration of contracted services.

### **Contractor Non-conformance**

Contractors should be subject to an ongoing review process whilst performing work with the Church. Contractors will be issued non-conformance reports if unsafe work is observed on site. Repeat non-conformance may result in termination of the contract and removal from the Church approved contractors' register.

The Site Manager/Work Coordinator must advise the Committee of Management/General Manager of any identified non-conformance.

### **Major Works**

Approval of major projects is the responsibility of the General Manager through the Assembly. The process for approval is also subject to, but not limited to:

- Evidence of their WHS Management Systems
- Past performance when performing contractual work for the Church
- Evidence of safe systems of work via safe work method statements, risk assessments or job safety analysis
- Evidence of any relevant and in-date insurance, license, certificate of competency and registration (copies to be retained) required for the work
- Evidence of training and supervisory for all workers, including any sub-contractors
- Price alone will not be the only determining factor when assessing a contractor's suitability.

Prior to commencement of any construction or structural contractual work, the contractor is required to provide documentation showing the contractor's minimum compliance and ability to comply with contractual, licensing and legislative requirements.



The level of detail to be provided by contractors in relation to their WHS Management System will be relative to the risk of the work the contracted PCBU has been contractually engaged to complete.

Contractors will be required to provide evidence of their own WHS Management System complying with the minimum legislative requirements. Additional requirements for construction project work may include appointment of a Principal Contractor or development a WHS Management Plan.

### **Induction**

The Site Manager/Work Coordinator or relevant Church representative will ensure the contractor undergoes the Contractor Site Induction.

As far as reasonably practicable, adequate supervision of contractual work will be facilitated or coordinated by the Church with the contractor.

Contractors must demonstrate that adequate supervision will be provided, where applicable, by persons in management or supervisory roles for the duration of the work.

The minimum requirements for management of contractors on site are:

- Maintenance of the Site Contractor Register
- Induction records
- Completion of the Contractors Log as record of site attendance

### **Consultation, Cooperation and Coordination**

Engagement of contractors to undertake work at Church sites does not absolve the Church or its 'officers' of their primary 'duty of care'. A 'duty of care' under the WHS Act cannot be assigned.

To ensure compliance with the WHS legislation, the Church representative (e.g. Site Manager/Work Coordinator or other person in control of the workplace) must consult with other duty holder(s).



Information to be shared between the Church and contractor(s) (other duty holders) may include, but is not limited to:

- what each will be doing, how, when and where and what plant or substances may be used;
- who has control or influence over aspects of the work or the environment in which the work is being undertaken;
- ways in which the activities of each duty holder may affect the work environment;
- ways in which the activities of each duty holder may affect what others do;
- identifying the workers that are or will be involved in the activity and who else may be affected by the activity;
- what procedures or arrangements may be in place for the consultation and representation of workers, and for issue resolution;
- what information may be needed by another duty holder for health and safety purposes;
- what each knows about the hazards and risks associated with their activity;
- whether the activities of others may introduce or increase hazards or risks;
- what each will be providing for health and safety, particularly for controlling risks; and
- what further consultation or communication may be required to monitor health and safety or to identify any changes in the work or environment.

Methods for consultation, cooperation and coordination with contractors may include, but are not limited to:

- Toolbox talks;
- Site induction programs/checklists;
- Daily/weekly meetings.

#### **Management of non-conformance**

Contractors will be subjected to an ongoing review process whilst performing work with the Church. Contractors can be issued non-conformance reports if unsafe work is observed on site. Repeat non-conformance may result in termination of the contract and removal from the Church approved contractors' register.

The Site Manager/Work Coordinator or relevant Church representative should advise the Committee of Management of any non-conformance.



# Audit and Review

## Introduction

The Church recognises that a key strategy in ensuring the effectiveness of its WHS Management System is implementing a robust audit and review program.

## Purpose

The Church understands that a key element of its obligation to exercise 'due diligence' is the requirement for PCBUs to 'have appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information'.

The Church aims to maintain continual improvement and effectiveness of the WHS Management System by implementing:

- Scheduled site inspections and reporting
- Internal and external audit programs
- Management review of the WHS Management System at least every two years.

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

## Procedure

### Site Inspections

Each Presbytery/Charge/Committee is responsible for conducting:

- scheduled site safety inspections
- Commissioning specialised inspections (e.g. Testing and tagging fire safety equipment/electrical equipment)
- Annual internal site safety audits

General site inspection checklists and the Church Safety Audit Checklist should be utilised to identify compliance with statutory obligations or established practices. Site Managers/Work Coordinators should conduct regular inspections and provide reports notifying findings with allocated responsibilities for action items to the Committee of Management.

### Church Safety Audits

The Committee of Management is responsible for ensuring that the annual Church Safety Audit is conducted for all sites within their area of responsible.

Reports on findings, actions and improvements should be forwarded to the Church Assembly to enable Church 'officers' to satisfy their statutory duty to exercise 'due diligence' to ensure the Church complies with its primary duty of care as a PCBU.

The Church Assembly is also responsible for implementing a suitable external audit program that is appropriate to the Church's activities. These external audits may be targeted at specific elements of the WHS Management System as deemed appropriate by the Assembly.



### **WHS Management Review**

The Church Assembly should ensure that the WHS Policy and Management System is reviewed and evaluated annually to ensure it remains appropriate to the Church's needs.

The Church Assembly is responsible for establishing reporting protocols that ensure that the WHS information and data provided is adequate to allow the Assembly to determine:

- The extent to which the Church's objectives and targets have been met
- The continuing suitability of the WHS Management System in relation to changing conditions or information
- Concerns of relevant Church stakeholders.

The Review should consider:

- WHS performance reports
- Incident reports
- Hazard identification
- Statutory performance
- Corrective action reports
- Community expectations



**Be shepherds of God's flock that is under your care, serving as overseers.**

**1 Peter 5:2**



**Make  
your church  
the safest  
place in town.**