Work Health and Safety Management Plan

WORK HEALTH AND SAFETY MANAGEMENT PLAN

1.   Issued with the authority of the Minister and Session.

P. CASE

Feb 13

Amendment Number	Effects of Amendment	Date Amended	Initials of Amending Officer
1.0	Initial development of the WHS management plan.		

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WORK HEALTH AND SAFETY MANAGEMENT PLAN

References:

A.   Work Health and Safety (WHS) legislation

B.   Presbyterian Church of Queensland (PCQ) WHS policy

Introduction

1.   Coorparoo Presbyterian Church (CPC) is committed to Work Health and Safety (WHS). The CPC Work Health and Safety Management Plan (WHSMP) defines how the Church manages WHS as an integral part of its normal management activities and relates to the policies at refs A and B.

2.   **Concept, Goals and Values.** WHS is **not** a destination, or an exercise in ticking boxes, it is a journey that needs to be continually addressed to ensure we do not become complacent with existing hazards and risks, or fail to identify new risks as they arise. Ensuring the health and safety of all people at CPC is fundamental to core Christian values and principles as set down by Christ in Mark 12:31, that we love others as much as we love ourselves The fundamental goals and values of the CPC WHSMP are:

   a.   Ensure that every person working at, or visiting the Church is able to go home in the same condition that they came to the church in that day and this is core to the Christian principle of loving one another.

   b.   Safety is the most basic responsibility of every individual at CPC.

   c.   Unnecessary risk taking is **never** acceptable.

   d.   Everyone must adhere to safe work practices for the safety of themselves and everyone around them.

   e.   A zero tolerance for unsafe practices requires everyone to be vigilant and looking out for those around them.

3.   **Aim.** The aim of the WHSMP is to preserve the health, safety, and welfare of all people (including contractors) working at or visiting the Church. After reading this plan, you should understand how safety is managed in CPC through embedding WHS in all activities.

4.   **Policy.** This Plan details the practical application of refs A and B within CPC to provide a safe workplace.

Authority

5.   This plan is issued by the Session of CPC and remains authoritative until revoked in writing by the Session of CPC, regardless of appointment changes. This plan cascades from the requirements and plans published from PCQ.

6.   **Application.** This plan is applicable to all staff, contractors, external users, members and visitors of CPC.

Scope

7.   This plan describes how CPC:

   a.   achieves compliance with WHS legislative requirements while providing and maintaining a safe work environment;

   b.   identifies the WHS organisational structure;

    c.   identifies the accountability of staff, session, members, adherents and visitors;

    d.   determines the structure for addressing WHS issues;

    e.   identifies, reports and controls hazards;

    f.   conducts the assessment and reduction of workplace hazards and management of risks to an 'as low as reasonably practicable' level where possible;

    g.   demonstrates compliance with the legislative and PCQ recording and reporting obligations;

    h.   demonstrates an organisational awareness of WHS policy; and

    i.   conducts continual improvement of the WHS system.

WHS Organisation Structure

8. The PCQ is a "Persons Conducting a Business or Undertaking (PCBU)" under the terms of ref A, and as such all members of the PCQ are "Officers" of the PCBU. These obligations are dispersed through ref B to all of the Sessions of all Churches under the PCQ, including CPC. This means that all members of Session are expected to conduct themselves as if they were an Officer of a PCBU.

9. **Session.** The Session demonstrates a genuine commitment to Safety through leadership and allocation of resources as detailed in this WHSMP. In practice, this is achieved through:

    a.   endorsement of the PCQ Work Health and Safety Policy Statement;

    b.   having Risk and Safety as a standing agenda item of both Session and COM meetings;

    c.   Development, implementation, review and improvement of the CPC WHSMP;

    d.   Including Safety and Risk Management topics in ministry planning activities; and

    e.   Allocating resources in support of WHS activities.

10. **Church Safety Coordinator.** The COM shall appoint a WHS Coordinator (WHSC) to undertake the responsibilities and functions of Safety Advisor under ref A. Annex A details the requirements and responsibilities of the WHSC. The WHSC is responsible to the Session (through COM) for:

    a.   Providing advice, implementation and on-going support of the CPC Work Health Safety Management System and supporting processes.

    b.   Ensuring the accuracy of the CPC WHSMP to ensure the Church's core functions and activities includes and supports WHS and environmental issues.

Accountability

11. **All Staff, Members and Adherents.** All staff, members and adherents are to be aware of, and comply with, WHS required practices and take steps to identify and mitigate hazards in the church. Safety is the responsibility of every individual at CPC. Hazard identification and timely reporting is imperative to control any potential for risk. All staff, members, adherents and contractors, have responsibilities as defined under the term 'Worker'.

12. **Leaders and Supervisors.** CPC has a zero tolerance for unsafe workplaces and practices. This means it is **never** acceptable to take short cuts or break safety rules.

Leaders and supervisors are to ensure that this is part of the CPC culture, and they are accountable to the Session and all members, adherents and visitors for ensuring the safety of the workplace. In the event of an absence of responsible appointments in a workplace, leaders and supervisors are expected to take action to minimise the hazard or control the situation.

WHS Structure to Address Issues

13. **Management Meetings.** The Session has overall responsibility for ensuring effective WHS at CPC. The COM is responsible to the Elders for the actual implementation of effective WHS processes and procedures in CPC. The existing bi-monthly meetings of the COM and Session shall be used to manage and record WHS management and assurance at CPC as follows:

    a.   **COM Bi-Monthly Meeting.** WHS is a standing agenda item where the CPC WHSC shall table a WHS report for detailed consideration and action. The COM shall then provide a summary of issues discussed for consideration and noting by the Session at their bi-monthly meeting. The minimum points to be covered in the report are:

        (1)   the results of all safety inspections conducted since the last report;

        (2)   any safety incidents that may have occurred;

        (3)   the safety Corrective Actions Register (CAR); and

        (4)   any external audits scheduled or conducted.

    b.   **Session Bi-Monthly Meetings.** The Session bi-monthly meeting shall review the report from the COM meeting to ensure they are appraised of the state of WHS management in CPC and provide direction to the COM as required.

Identification and Reporting of Hazards

14. Hazards are those things that have or may have the potential to cause harm or to have an adverse effect on people and/or the environment. This is not limited to the workplace, but may include the site and workplace approaches. Hazards may be identified in the course of routine business, on occurrence (i.e. ad-hoc) or during scheduled activities. Staff, members, adherents and contractors have obligations to identify hazards at CPC.

15. **Hazards- New Starter/Visitors/Contractors.** Most workplaces have hazards; some are of such nature that staff, visitors and contractors need to be made aware of them. Staff arranging for work, directing others to a place of work or being part of an activity (induction) are duty bound to identify existing hazards to staff, visitors and contractors to the building or site, and to control the access for emergency reasons.

16. **Hazards- Scheduled Activities.** Complementary to the ad-hoc identification of hazards is the conduct of Risk Assessments for all scheduled activities. Standing Risk Assessments may be used for recurring activities, but their life is for no longer than 12 months. Risk Assessments are to be approved by the Minister of CPC. Annex B is the template for Risk Assessments.

17. **Buildings, Facilities and Workplace Inspections.** The inspection of buildings and facilities, including surrounds and approaches, are scheduled and are the responsibility of the COM, but should always include a staff member or Elder also. Annex C and details the schedule, responsibilities, resources, and templates to be used in the course of workplace inspections. The scheduled Workplace Inspection program ensures that

occupiers of CPC facilities conduct regular review of assets, workplaces, plant and equipment, miscellaneous equipment and material that may pose a hazard to health or to the environment.

18.   **Identification and Reporting.**   The identification of hazards is the start point for assessment of risks, the steps in addressing hazards are:

a.   **Identify** the hazard.

b.   **Take action** and depending upon your assessment of the risk to others, take immediate action to mitigate the risk, but do not place yourself at risk.

c.   **Report the hazard** to the workplace supervisor, or in the event one is not apparent, to the senior staff member on site; this must be immediate. The formal hazard report is at Annex D.

d.   **Determine the risk** in conjunction with the person the hazard has been reported to, determine the level of risk and take steps to mitigate these, and record the outcome. The WHSC is available to assist in risk mitigation strategies and where a significant hazard may require both urgent and detailed action.

e.   **Advise** the WHSC of action undertaken or still required.

f.   **Manage and monitor to completion**, the workplace supervisor manages and monitors the hazard until resolved.

g.   **Finalise the register**, report outcomes to the WHSC who updates the safety CAR.

Assessment and Treatment of Risk

19.   The following basic principles are to be employed when assessing or mitigating risks:

a.   do not accept unnecessary risks;

b.   make risk decisions at the appropriate management level;

c.   where a risk must be accepted, then ensure the benefit outweighs the possible consequences; and

d.   always be ready to seek guidance and advice.

20.   The risk management process is an inherent part of all our activities to address work health, safety and welfare. Annex E provides a summary of the Risk Management principles and their application in CPC.

Hazards - Hierarchy of Controls

21.   Hazard control is the process of implementing measures to remove or reduce the risks associated with a hazard. The control process must follow a hierarchy of controls noting that it is important that the control measures do not introduce new hazards, are practical, and that ongoing effectiveness of the controls are monitored. The hierarchy of controls are:

a.   **elimination** of the hazard;

b.   **substitution** of the hazard (e.g. use something different);

c.   **isolation** of the hazard (e.g. use hazard tape);

d.   **engineering controls** (e.g. residual current devices);

e.   **administrative controls** (e.g. following documented safe work procedures); and

      f.   use of **Personal Protective Equipment** (PPE) (e.g. gloves, or fire retardant clothing).

Compliance, Assurance and Reporting

22. Compliance, Assurance and Reporting are achieved through:

      a.   The quarterly inspections and checks of CPC buildings and facilities; and

      b.   The WHS reports tabled and discussed at the COM and Session meetings.

Continual Improvement

23. All CPC hazards are recorded in the safety CAR. The COM and Session reviews the CAR at their bi-monthly COM meetings. The ongoing monitoring of risk control measures is important to ensure that the controls implemented are, and remain effective.

Conclusion

24. Work Health and Safety is fundamental to everything we do in CPC. It is part of everyday ministry and not something separate or additional to our work for the gospel. The three key points of this WHSMP are:

      a.   Every individual is responsible to note hazards and undertake action as they arise.

      b.   All members of session are responsible for the conduct and reporting of monthly and quarterly checks of the church environment.

      c.   WHS matters are managed and assurance gained through the COM and Session meetings.

Annexes:
A. Roles and Responsibilities- WHS Coordinator
B. Risk Assessment Template
C. Workplace Inspection Program
D. Hazard Report Template
E. Risk Management Requirements and Principles

Roles and Responsibilities- WHS Coordinator (WHSC)

25. The WHSC is responsible to the Session for Work Health and Safety (WHS) advice and for coordination of the CPC safety programs and provision of WHS reports as follows:

- Implementation and review of the CPC WHSMP.

- Co-ordinate the implementation of WHS improvement strategies across CPC.

- Monitor the Unit WHS performance for reporting to PCQ as required.

- Provide safety advice to the Session on all safety related matters.

- Serve as point of contact for all WHS and safety management issues affecting CPC.

- Provide reports to COM an Session meetings on WHS covering:
    o   the results of all safety inspections conducted since the last report;
    o   any safety incidents that may have occurred;
    o   the Corrective Actions Register (CAR); and
    o   any external audits scheduled or conducted.

- Coordinate reporting of WHS incidents to PCQ and State regulators in accordance with legislated requirements.

- Ensure Contractors and external users of CPC facilities are briefed on and meet WHS requirements and that an auditable register of these briefings and acknowledgements are maintained.

- Maintain the CPC Corrective Action Register (CAR).

- Ensure scheduled Church building inspections are carried out and findings are included in the CAR.

- Carry out an annual WHS audit (or self assessment) and ensure findings are included in the CAR.

- Ensure the intent of the CPC WHSMP has been incorporated and is continually monitored and reported to the COM and Session.

Risk Assessment Template

Activity:			
Time / Date:		Location:	
People (description):			
Responsible person:		Safety & First Aid Person(s):	

Activity/Tasks:

General Description of Activity and/or tasks.

Hazard	Initial Risk Rating	Control	Residual Risk Rating	Check/Monitor
Manual handling injury	*Substantial*	*Team lift for heavy or large loads.* *Initial reminder and instruction on safe lifting technique.*	*Medium*	*Witness*

Risk Assessment Endorsement:

Name:		Date/Time:		Reference:	

SUPPORTING NOTES FOR RISK ASSESSMENT

(*to be conducted by originator & supervisor*)	Consequence How severe would an injury be from this hazard?				
Likelihood What are the chances of this consequence actually occurring?	**1. Catastrophic**	**2. Critical**	**3. Serious**	**4. Disruptive**	**5. Minor**
A. Almost Certain	1	2	5	9	16
B. Likely	3	4	8	14	21
C. Occasional	6	7	12	15	23
D. Rare	10	11	13	20	24
E. Highly Improbable	17	18	19	22	25

Risk Index	Level	Authorisation	Tolerance
1-2	Extreme	PCQ	**Intolerable without Treatment –** the activity should immediately cease and be subjected to further assessment, unless operation reasons preclude doing so
3-5	High	PCQ	**Intolerable without Treatment –** must be endorsed before activity proceeds if risk index cannot be reduced further. The activity should be reviewed with all hierarchy of control measures being re-evaluated.
6-9	Substantial	Session	**Tolerable with continual review –** activity may continue with strong control measures in place and subject to appraisal before every iteration or use. Control measures must be documented for every iteration/use, and the hierarchy of controls should be reviewed for further possible risk index reduction
10-16	Medium	COM	**Tolerable with periodic review -** activity may continue with existing control measures in place. Control measures must be documented, and additional controls considered at each review date.
17-25	Low	COM	**Acceptable without any additional controls** – decision must be documented. A review date must be provided to ensure conditions surrounding the original evaluation have not altered.

Workplace Inspection Program

Month	Church	Upper Hall (including Kitchen)	Lower Hall (Including toilets)
January	X		
February		X	
March			X
April	X		
May		X	
June			X
July	X		
August		X	
September			X
October	X		
November		X	
December			X

Separate Inspection Template to follow.

Summary of the Risk Management principles