

Workplace Health and Safety Policy

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SECTION 1 - INTRODUCTION

PURPOSE

Workplace Health and Safety (WHS) exists as a statutory obligation for Employers to provide a safe working environment for the Employee, Volunteer and visitor. St Alfred's Anglican Church (St Alfred's) acknowledges the requirements of State and Commonwealth legislation and is committed to the ongoing review of high standards in the workplace. The key function of WHS policy is to provide the framework for hazard and injury identification and reporting. These processes should be updated annually.

SCOPE

This policy applies to all staff, Volunteers and Visitors to St Alfred's. The safety principles outlined here are also applicable to off-site activities that St Alfred's participates in, such as Whitehorse Carols, combined church celebrations, etc.

St Alfred's Blackburn North is a Parish of the Anglican Diocese of Melbourne (ADOM). The ADOM operates various entities including Melbourne Anglican Diocesan Corporation (MADC).

DEFINITIONS

Word/Term	Definition
Designated area	Corner Koonung Road and Springfield Road, Carpark on Koonung Road. 107 Springfield Road, Blackburn North VIC 3130
First Aid Officer	Person designated to provide first aid and who has appropriate training.
Hazard	A hazard is a situation that poses a level of threat to life, health, property, or environment.
Incident/Hazard Report Form	The form found in Appendix A.
Injury	Damage or harm done to or suffered by a person.
Onsite Supervisor	The leader of the ministry or event.
Risk	Risk is the potential that a chosen action or activity (including the choice of inaction) will lead to a loss (an undesirable outcome).
Volunteer	A person who provides time and effort willingly given for the common good, without financial gain.
Visitor	Including congregation members, persons hiring the venue, suppliers and contractors.

ABBREVIATIONS

Word/Term	Definition
St Alfred's	St Alfred's Anglican Church, Blackburn North
WHS	Workplace Health and Safety

LEGISLATIVE CONTEXT

Name	Location
Disability Discrimination Act 1992	www.comlaw.gov.au/Series/C2004A04426
Fairwork Act 2009	www.safeworkaustralia.gov.au
Model Codes of Practice	www.safeworkaustralia.gov.au/resources_publications/model-codes-of-practice
Occupational Health and Safety Act 2004 (Victoria)	www.worksafe.vic.gov.au
Occupational Health and Safety Act 2004	www.safeworkaustralia.gov.au
Occupational Health and Safety Act 2004 Victoria	www.legislation.vic.gov.au
Workplace Relations Act 1996	www.safeworkaustralia.gov.au
Workplace Health and Safety Act 2011	www.safeworkaustralia.gov.au

SECTION 2 - POLICY

PRINCIPLES

The Work Health and Safety (WHS) management system is to apply to the whole of St Alfred's premises and any premises under management by the Church, along with any offsite project involving its staff/Volunteers, excluding private meetings, as in the case of the vicarage.

The purpose of this system is to establish and maintain effective management of WHS. It is designed to provide compliance with all WHS legislative requirements and promote excellence in occupational health and safety management through a process of continual improvement.

St Alfred's has implemented a structured safety management system to achieve a consistently high standard of safety performance. In addition, it will serve to ensure St Alfred's meets the obligations of its internal occupational health and safety policy and relevant occupational health and safety legislation.

St Alfred's will review this system regularly in order to provide guidance for internal/external consultation, development and improvement processes. More frequent reviews will take place in response to organisational and legislative changes.

POLICY

2.	Workplace Health and Safety
2.1	St Alfred's has developed and implemented a structured health and safety management system to meet its obligations and legislative requirements. This will also assist to achieve a consistently high standard of safety performance.
2.2	St Alfred's will demonstrate strong leadership in setting and achieving WHS goals and objectives.
2.3	Heads of Department and supervisors will consult with staff, Volunteers and Visitors on decisions that may impact upon their health and safety.
2.4	As part of our risk management strategy, St Alfred's will make sure that potential risks are identified, eliminated or minimised in regards to WHS.
2.5	St Alfred's staff and Volunteers will ensure corrective actions are undertaken for reported hazards, incidents, inspections and audits and that all associated forms are available on the appropriate St Alfred's IT systems.
2.6	St Alfred's staff and Volunteers will ensure our First Aid response and Evacuation procedure is on prominent display throughout the premises.
2.7	This policy also incorporates our First Aid Guidelines.

SECTION 3 - PROCEDURE

PROCEDURE

3.	Procedure steps
3.1	Reporting Hazard.
3.1.1	When a hazard has been identified by a staff member, Volunteer or visitor, the hazard must be reported to the Onsite Supervisor.
3.1.2	The Onsite Supervisor shall ensure the safety of all attendees as far as reasonably possible.
3.1.3	The Onsite Supervisor shall complete the Incident/Hazard Report Form (Appendix A) and forward it to the Business Manager for appropriate action.
3.2	In the case of Injury
3.2.1	When a person is injured; <ul style="list-style-type: none"> a. The Onsite Supervisor should immediately contact the First Aid Officer (FAO) onsite. b. If no designated FAO is onsite, another suitably trained person who is present should act as FAO for the purposes of section 3.2. c. Where no FAO or suitably trained person is present, appropriate medical assistance should be sought.
3.2.2	The First Aid Officer should follow recognised First Aid practice.
3.2.3	<ul style="list-style-type: none"> a. The First Aid Officer, if present, will complete the Incident/Hazard Report Form (Appendix A). b. When a designated First Aid Officer is not present, the Onsite Supervisor is to complete the Incident/Hazard Report Form in conjunction with the person acting as FAO, where applicable. c. The First Aid Officer or onsite supervisor should then forward and lodge the completed Incident/Hazard Report Form with the Business Manager.
3.2.4	The Business Manager will conduct a follow up review of the incident to establish any improvement of the status of the injured individual or if further assistance is required. If no further action is required the Business Manager will close the case.
3.2.5	On receipt of the report from the FAO, the Business Manager will report the injury to the Parish Council.

SECTION 4 - GOVERNANCE

RESPONSIBILITY

Policy Owner	Parish Council
Policy Oversight	Senior Minister
Record Keeping	Business Manager

VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Review Date	Amendment
1.3	16 Nov 2020	Parish Council	Nov 2023	
2.0	Apr 2024	Parish Council	Apr 2026	

POLICY & PROCEDURE DIRECTORY REQUIREMENTS

CATEGORY
Human Resources
Volunteers
Workplace Health and Safety

KEYWORD or SUBJECT MATTER
WHS; Workplace; Safety; Hazard; Injury; Health; Checklist; Report Form; Incident;

For Group	Location
All staff and Volunteers	https://stalfreds.elvanto.com.au/pages/governance/

Disclaimer: A printed or stored version of this document may be obsolete. The latest version is available in the church's document management system.

First Aid Officers list

#	Name:	Contact number:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

