



## **Draft Health and Safety Policy**

December 2022

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This policy should be read in conjunction with:

1. The Health and Safety at Work Act 2015
2. St Peters in the City Employee Handbook
3. St Peters in the City Health and Safety Manual (Complete)

### **Introduction/Rationale**

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all workers (employees), parishioners, visitors, volunteers, users and contractors and others in the workplace.

### **Purpose**

The Board of Managers (BOM) is responsible for ensuring health and safety procedures are developed and implemented. However, all workers (employees), parishioners, visitors, volunteers, users, contractors and others need to be aware of their responsibilities and comply with St Peters in the City Health and Safety Policy (Manual) and the procedures in the Employee Handbook

We will achieve this through:

- Making health and safety a key part of our role
- Working with our workers/employees to improve the health and safety system at our Church
- Doing everything reasonably possible to remove or reduce the risk of injury or illness
- Making sure all incidents, injuries and near misses are recorded on the appropriate forms
- Investigating incidents, near misses and reducing the likelihood of them happening again
- Having emergency plans and procedures in place
- Training everyone about hazards and risks so everyone can work safely
- Providing appropriate induction, training and supervision for all new and existing workers
- Helping workers who were injured or ill return to work safely
- Making sure contractors and sub-contractors working at the church operate in a safe manner.

**All workers are encouraged** to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in improving health and safety systems at work
- Following all instructions, rules, procedures and safe ways of working
- Reporting any pain or discomfort as soon as possible
- Reporting all injuries, incidents and near misses
- Helping new workers, staff members, volunteers and visitors to the workplace understand the safety procedures and why they exist
- Reporting any health and safety concerns or issues through the reporting system
- Keeping the work place tidy to minimise the risk of any trips and falls
- Wear protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

**All others in the workplace** including all workers (employees), parishioners, visitors, volunteers, users and contractors and other students and visitors are encouraged to:

- Follow all instructions, rules and procedures while on the church property
- Report all injuries, incidents and near misses to the Administrator/Minister and/or BOM
- Wear protective clothing and equipment as and when required to minimise the exposure to hazards
- All workers (employees), parishioners, visitors, volunteers, users, contractors and others students and visitors are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.
- Health and safety is everyone's responsibility.

### **Expectations and limitations**

The Board will, as far as is reasonably practicable<sup>1</sup>, comply with provisions of legislation dealing with health and safety in the workplace by:

- Providing a safe physical and emotional environment
- Ensuring a Health and Safety Plan is in place

The Senior Minister or his delegatee has responsibility for implementing this policy and therefore must exercise due diligence in accordance with the provisions of the health and safety legislation:

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<sup>1</sup> *reasonably practicable* means what is or reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters

- Take all reasonable steps to protect all workers (employees), parishioners, visitors, volunteers, users, contractors and others; students and visitors from unsafe or unhealthy conditions and practices
- Ensure staff code of ethics<sup>2</sup>/conduct<sup>3</sup> is implemented safely
- Ensure there is zero tolerance of unacceptable behaviour such as bullying and that there are effective processes in place<sup>4</sup>.
- Smoke-free and drug-free environment<sup>5</sup>
- Ensure a risk analysis and management system (RAMS)<sup>6</sup> is in place and carried out
- Provide information training opportunities for employees
- Advise the Board Chair of any emergency situation as soon as possible
- Appointed delegatee monitor that all workers (employees), parishioners, visitors, volunteers, users and contractors take reasonable care to:
  1. Cooperate with church health and safety procedures
  2. Comply with health and safety legislation and duties of workers
  3. Ensure their own safety at work
  4. Promote and contribute to a safety-conscience culture at church

### Delegations

The Board delegates to the Senior Minister or his delegatee the responsibility to

- Write/develop and implement Health and Safety procedures<sup>7</sup>
- Ensure employees have the information they need in order to comply with policy and procedures<sup>8</sup>

### Authorised by

Keith Campbell

Signed \_\_\_\_\_

Board Chair/Health and Safety Officer

Date \_\_\_\_\_

Policy Review Date December 2022

Next Review Date December 2023

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<sup>2</sup> Code of Ethics SUPPLEMENTARY PROVISION TO THE BOOK OF ORDER Issued by the Council of Assembly 17 March 2018 [11.12.18 Code of Ethics 2018.pdf \(presbyterian.org.nz\)](http://presbyterian.org.nz)

<sup>3</sup> Employee Handbook p7

<sup>4</sup> Employee Handbook p4-5

<sup>5</sup> Employee Handbook p5

<sup>6</sup> Health and Safety Manual p21-24

<sup>7</sup> St Peters in the City Health and Safety Employment Booklet (HSEB) September 2020

<sup>8</sup> St Peters in the City Employee Booklet (CEB) October 2019