

Baptist Union of NZ

Health & Safety System

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Church:

The person with overall responsibility to ensure compliance to Health & Safety Legislation in this church is

Date

Write the name and date in pencil as this will change

Role = The Health and Safety Coordinator



Safework Systems Ltd

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The heath & safety field is vast and expanding, and there exists multiplicity of overlapping laws, regulations, and codes of practice and standards. Please Note: not every process, procedure or condition has been covered in this publication; however every effort has been made to present suggestions, recommendations, and ideas based upon commonly accepted safety practices. Safework Systems Ltd make no representation or assume any responsibility that, locations, situations, workplaces, operations, plant, equipment and substances are safe, healthy or comply with any law, code of practice, standard, rule or regulation. While all effort are made to insure the correctness and suitability of information under our control and to correct any errors brought to our attention, no representation or guarantee can be made as to the correctness or suitability of that information or any linked information presented, referenced, or implied. We make no warranty of any type respecting this information.



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A resource library is included as a separate file on the CD



Health and Safety Policy

he Leadership of _____

are committed to providing and maintaining a safe and healthy working environment for its employees, volunteers and anyone entering its premises or site with connection to the company's business operations. In demonstrating Management's duty of care, we will take all practicable steps to provide a working environment that minimises incidents of risk or personal injury, ill health or damage to property. We will comply with the Health and Safety at Work Act 2015; this includes the relevant legislation, regulations, codes of practice and safe operating procedures.

We are committed to:

- ✓ Providing employees and volunteers with appropriate training.
- ✓ Clarifying worker health and safety responsibilities
- ✓ Providing safe plant, equipment, and systems of work.
- ✓ Regular consultation on health and safety issues.
- ✓ Designating health and safety co-ordination roles at senior level
- Ensuring managers (including senior management) have an understanding of health and safety management relative to their positions.
- ✓ Supporting injured staff to return to work safely as early as possible.

A safe working culture is the responsibility of everyone and this can be best achieved and continuously improved through co-operative efforts of workers (employees, volunteers and contractors). A safe culture will be reinforced through:

- Continually identifying, assessing and controlling possible risks to the health and safety of people that may arise in the workplace.
- ✓ The provision of information concerning such risks and the promotion, instruction, training and supervision of workers to ensure safe work practices.
- ✓ Giving workers, volunteers and when appropriate customers the opportunity to participate in health and safety decisions that affect them.
- ✓ Accurate reporting and recording in all health and safety matters
- ✓ Formally recognising excellence in health & safety management & innovations by staff

In the interests of maintaining safety, contractors their employees, visitors and customers are required to observe and comply with all health and safety standards and rules produced. This includes any safety signage or warnings, or instruction given by any company employee whilst on our premises. (Or site)

Signature..... Board chairperson

Date.....



General duties of Workers

Everybody at work has a part to play in ensuring that work is done in a healthy and safe way. While employers have duties to ensure a safe working environment for employees, employees also have a role in ensuring their own health and safety, and that of people around them.

While at work, a worker must-

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Though it is not a formal requirement, a worker should speak up if he/she have a concern, or want to suggest an improvement.

General Responsibilities of PCBUs

A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers. To achieve this they are expected to:

- Provide and maintain a work environment that is without risks to health and safety
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work, including the safe use, handling, and storage of plant, substances, and structures
- Provide adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- Provide information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking;
- Monitor the health of workers and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from work
- Engage with workers on health and safety matters
- Provide reasonable opportunities for workers to engage in health and safety matters



The Hazard Management – Section A

- The Safety Information Sheets clarify what safety information sheet(s) is to be read and by whom (current page)
- The process for assessing the risk and also and rating the risk is on page 9
- The hazard/risk register with initial and residual risk rating and control references is on pages 10-12

Attention:

- Review the Hazard/risk register annually with a small team people who are exposed to the risks
- To clarify due diligence duties use appendix 1

Safety Information Sheets:

Cover Hazards		Must be read by	Safety Information Sheet	Sheet	Page
1-12	General	Paid staff and the regular volunteers	Paid staff and regular volunteers work	1A	11+12
13	Crèche	Crèche staff	Working in the crèche	2A	13
14-18	Office	Office staff and the regular volunteers	Working in the office	3A	14
19-21	Hazardous Substances	Persons handling & using hazardous substances	Working with hazardous substance	4A	15
22-25	Kitchen	Persons using the kitchen	Working in the Kitchen	5A	16
26	Church Vehicles	Everyone using a church vehicle	Working with Church vehicles	6A	17
27	Children's Play Equipment	Supervisors of the children's play area	Supervising the children's play area	6A	17
28	Work in Isolation	All church personnel who work alone	Working in isolation	6A	17

THE EMERGENCY PROCEDURE SECTION - must be read by the paid staff and regular volunteers

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NOTE: Read all sections relevant to your work, then sign and date the 'Employee Training Records' 203 on page 31. (One form per staff member)

Baptist Union of NZ – H&S System

Written to assist compliance to New Zealand Health and Safety Legislation



Assessing the risk

Risk assessment is not an exact science and is a best estimate made on the basis of available information. Therefore the people doing the risk assessments need the right information, knowledge and experience of the work environment and work process.

The process

Step one: Gather information about each hazard identified and then think about how many people are exposed to each hazard and for how long.

Step two: Identify the consequence level of a hazard/risk:

• In your informed opinion if a hazardous event or situation occurred what would the BELIEVABLE outcome or consequence be?

Step three: Identify the likelihood level of a hazard/risk:

• In your informed opinion, what is the BELIEVABLE likelihood of a hazardous event or situation occurring given the exposure level?

Risk Rating Table

		CONSEQUENCE of injury or harm to health											
LIKELIHOOD of injury or harm to health	Insignificant = 1 slight bruise etc.,	Moderate = 2 first aid or medical treatment	Major = 3 extensive injuries	Catastrophic = 4 fatality or fatalities									
Very likely = 5	Moderate (M)	High (H)	Extreme	Extreme (E)									
Likely = 4	Moderate	High	Extreme	Extreme									
Moderate = 3	Low (L)	Moderate	Extreme	Extreme									
Unlikely = 2	Low	Moderate	High	Extreme									
Highly unlikely (rare) =1	Low	Low	High	High									

Use the risk rating table to work out the risk associated with each hazard that has been identified

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			ER [MACRO FORMAT]					CONTROLS Only fully competent or fully supervised person can undertake this work							
					nitial	R			Residual R					Rev	iew
	Location	Hazard Identified	Risks/Harm	Consequence	Likelihood	Rating	D	Control Actions Eliminate=E; Isolate=I; Minimise=M	Consequence	Likelihood	Rating	Monitor	Whom	Review	Whom
1	Wherever exposure occurs	Blood & Body Fluids Contaminated blood or body fluids in an open cut or sore or in eyes or mouth	HIV, Hepatitis B Virus etc., [blood borne diseases]	1	3	L	* *	Controls: Isolate and Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	1	2	L	Daily	All	Yearly	
2	All work areas	Burn Injuries Electrical shorts, machine malfunction, deliberate intent	Serious burns, death by asphyxiation	4	2	E	* *	Controls: Isolate and Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	4	1	н	Daily	All	Yearly	
3	Electrical equipment areas	Electrical Hazards E.g. faulty leads or equipment or improper use	Electric shock, burns, lacerations, fractures, death	4	2	E	* *	Controls: Isolate and Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	4	1	н	Daily	All	Yearly	
4	Food areas	Personal Hygiene	Food poising etc.,	1	4	M	✓ ✓	Controls: Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	1	1	L	Daily	All	Yearly	
5	All Areas	Slip trip and fall caused by slippery surfaces, obstacles, worn floor coverings, spillage etc.,	Sprains and strains, fractures, bruises and contusions	2	4	н	* *	Controls: Isolate and Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	2	2	М	Daily	All	Yearly	
6	Where used	Fall from a step ladder	Fractures, breaks, lacerations, concussion, death	2	3	н	✓ ✓	Controls: Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	2	2	м	When Used	User	Yearly	
7	All areas with storage	Storage Falling objects, collapse of units; poor positioning of units	Crushing and impact injuries; Sprains and strains moving product; Electric shocks and burns	3	3	E	✓ ✓	Controls: Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	3	2	н	Daily	All	Yearly	
8	All staff	Stress Interpersonal conflict; Deadline pressure; change; abuse; management processes etc.,	Depression, anxiety, irritability, raised blood pressure, chest pains, palpitations, hyperventilation, headaches, etc.,	2	2	м	✓ ✓	Controls: Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	2	2	М	Daily	All	Yearly	
9	All areas	Violence at Work [Dangerous persons]	Verbal abuse to physical attacks [death]	3	3	E	✓ ✓	Controls: Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	3	2	н	Daily	All	Yearly	

Note: Personal protective equipment is abbreviated to PPE in the control sheets

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		•	ER [MACRO FORMAT]	-				CONTF Only fully competent or fully supervis			ın un	dertake i	this work		
		,			itial	R				idual				Rev	iew
	Location	Hazard Identified	Risks/Harm	Consequence	Likelihood	Rating		Control Actions Eliminate=E; Isolate=I; Minimise=M	Consequence	Likelihood	Rating	Monitor	Whom	Review	Whom
10	Collection areas	Waste Disposal	Hygiene related harm	1	4	м	✓ ✓	Controls: Isolate and Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	1	2	L	Daily	All	Yearly	
11	All Areas	Personal Safety Volunteer & Paid Staff	Accusations, betrayal of trust etc.,	1	2	L	✓ ✓	Controls: Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	1	2	L	Daily	All	Yearly	
12	Anywhere on site	Occasional Volunteer Labour [working bees]	Wide ranging injuries	1	3	-	✓ ✓	Controls: Isolate and Minimise Refer to "Paid staff and regular volunteer workers – safety information sheet"	1	2	L	During Project	Project leader	Yearly	
13	Crèche area	Infectious Waste. Nappies, Toileting, Projectile Vomit "All body waste"	Gastroenteritis, Hepatitis, Tetanus, Occupational asthma, HIV etc.,	1	2	L	* *	Controls: Isolate and Minimise Refer to "work in the crèche – safety information sheet"	1	2	L	Daily	All	Yearly	
14	Wherever used	Computers – Portable	Gradual process injury	2	4	н	✓ ✓	Controls: Minimise Refer to "work in the office – safety information sheet"	2	2	М	Daily	All	Yearly	
15	Office	Computer workstation	Gradual process injury	2	4	н	✓ ✓	Control: Minimise Refer to "work in the office – safety information sheet"	2	2	М	Daily	All	Yearly	
16	Office	Guillotine - Paper	Serious cuts, finger amputations	2	3	м	✓ ✓	Control: Minimise Refer to "work in the office – safety information sheet"	2	1	L	Daily	All	Yearly	
17	Office	Paper Shredder	Finger injuries, electric shock etc.,	2	3	м	✓ ✓	Control: Minimise Refer to "work in the office – safety information sheet"	2	1	L	Daily	All	Yearly	
18	Office	Photocopier [electricity, heat, ozone]	Electric shock, burns, sore irritated eyes, lungs, throat and nasal passage	2	3	М	✓ ✓	Control: Minimise Refer to "work in the office – safety information sheet"	2	1	L	Daily	All	Yearly	
19	Wherever used	Chemicals and Storage Hazardous Substances	Can affect respiration, eyes, skin, consciousness and death	3	3	E	✓ ✓	Controls: Isolate and Minimise Refer to "working with hazardous substances – safety information sheet" REMOVAL RECOMMEDED	3	1	Н	When in use	User	Yearly	
20	Wherever used	Solvents Hazardous Substance	Known to cause irritation of the eyes, lung and skin, headaches, nausea, dizziness, unconsciousness and death	3	3	E	✓ ✓	Controls: Isolate and Minimise Refer to "working with hazardous substances – safety information sheet" REMOVAL RECOMMEDED	3	1	Н	When in use	User	Yearly	
21	Wherever used	Pesticides Hazardous Substances	Can be severely irritating or corrosive to the skin or even cause death.	3	3	E	✓ ✓	Controls: Isolate and Minimise Refer to "working with hazardous substances – safety information sheet"	3	2	Н	When in use	User	Yearly	

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			ER [MACRO FORMAT comprehensive hazard controls	-				CON1 Only fully competent or fully superv	_	-	can u	Indertake	this work		
				In	itial	R			Res	idual	R			Re	view
	Location	Hazard Identified	Risks/Harm	Consequence	Likelihood	Rating		Control Actions Eliminate=E; Isolate=I; Minimise=M	Consequence	Likelihood	Rating	Monitor	Whom	Review	Whom
22	Kitchen	Dishwasher Steriliser	Burns are possible, but more common are secondary injuries caused through dropped trays or items breaking and cutting	3	4	E	√ ✓	Controls: Minimise Refer to the "Working in the Kitchen – safety information sheet"	3	2	н	Daily	All	Yearly	
23	Kitchen	Hygiene: Dishcloths and Towels	Sickness and disease	2	3	н	×	Controls: Minimise Refer to the "Working in the Kitchen – safety information sheet"	2	1	м	Daily	All	Yearly	
24	Kitchen	Hygiene: Food	Food poisoning	2	3	H	* *	Controls: Minimise Refer to the "Working in the Kitchen – safety information sheet"	2	1	м	Daily	All	Yearly	
25	Kitchen	Microwave	Burns	2	3	н	✓ ✓	Controls: Minimise Refer to the "Working in the Kitchen – safety information sheet"	2	1	м	Daily	All	Yearly	
26	Wherever used	Vehicle Management Road accidents, unsecured load	Head injuries, fractures, crushing, death	4	4	E	✓ ✓	Controls: Isolate and Minimise Refer to the "Working in the Kitchen – safety information sheet"	4	2	н	Daily	All	Yearly	
27	Play area	Children's Play Area Fall and impact injuries	Bruising to broken bones	2	3	н	✓	Controls: Minimise Refer to the "Supervising the children's play area – safety information sheet"	2	1	м	As used	Super- visors	Yearly	
28	Wherever it occurs	Work in isolation – due to the time, location or the nature of the work	Accident or incident Fully range of injuries	3	3	н	✓ ✓	Controls: Minimise Refer to the "Working in isolating – safety information sheet"	3	1	м	Ongoing	Super- visors & Staff	Yearly	
							✓ ✓								

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Paid Staff and Regular Volunteers Work - Safety Information Sheet – 1A

Only fully competent or fully supervised person can undertake this work

Note: Personal protective equipment is abbreviated to PPE

Blood & Body Fluids can be contaminated and transfer HIV, Hepatitis B Virus etc., [blood borne diseases]. Treat all blood and body fluids as a threat, always use skin protection from pathogens and when applying first aid wear gloves. If contact does occur flush and wash, example: flush the eyes and face for 15 minutes and wash hands thoroughly with antibacterial soap. If blood, vomit or faeces accident occurs restrict the access to contaminated area and for personal protection wear the appropriate PPE; gloves, apron etc and stay alert for sharp objects; broken glass etc. Clean the entire area with disinfectant and include the cleaning equipment, use disposable towels and dispose of properly afterwards. Isolate contaminated linens and inform the person laundering of the danger.

Common sense rules when applying first aid or cleaning up afterwards always keep your hands away from your eyes, mouth or nose. Remove PPE, gloves apron etc and wash your hands before eating, drinking, smoking, handling contact lenses, applying lip balm or cosmetics.

Burn Injuries - electrical shorts (to deliberate intent) can result in serious burns, death by asphyxiation.

Fire prevention: Keep the passageways, entrances and exits clear and do not allow fire hazards like waste paper and packaging to accumulate, remove it from the building. Make sure that fire and smoke doors are kept shut where they are installed and that escape stairs and exit doors are not locked or blocked. Train staff in fire duties and evacuation procedures (regular fire drills) and ensure the site has adequate fire protection equipment that is it is being checked regularly. Do not smoke in the building.

Electrical Hazards (E.g. faulty leads or equipment or improper use) can result in electric shock, burns, lacerations, fractures, death. Do not use appliances that smell or give off smoke and do not use damaged electrical power outlets, extension cords, tools or appliances; these at risk items must be removed from service. If you get a tingle while using a tool, turn it off immediately and get it serviced. Never drape electrical cords over heat sources or store flammable liquids near electrical equipment, even temporarily, or keep an extension cord plugged in when not in use. Always fully unwind an extension lead before connecting it to a power source. Ensure air circulation around heat producing equipment is adequate and that all machines/appliances are switched off at night. If working outside use a residual current device (RCD) and don't operate electrical equipment in wet conditions. Electrical leads & equipment must be tested & tagged by a suitably qualified person.

Poor Personal Hygiene can result in food contamination (food poising etc.,) Always wash and dry your hands after going to the toilet, working with chemicals, emptying rubbish bins or waste, and working with soiled surfaces or body fluids. Always wash and dry your hands before preparing or eating food. Keep yourself and your clothing clean, dress cuts correctly and wear disposable gloves over dressed cuts on hands. Keep the kitchen clean & tidy, dispose of deteriorating food promptly and where appropriate use a face mask to minimise the spread of germs.

Slip trip and fal caused by slippery surfaces, obstacles, worn floor coverings, spillage etc can result in sprains and strains, fractures, bruises and lacerations. To prevent the risk of incident clean up spills immediately [isolate large spills until the floor is dry] and display wet area signage while floor is drying. Ensure cleaning substances and equipment are readily available when needed. Inspect all walking areas, not just heavy traffic areas to ensure they are kept clear of obstacles and obstructions and replace worn mats, carpets & floor coverings before they become a hazard. Use signage to warn of any uneven flooring; until repair or renovation is possible and reinforce the no running or speed walking inside the building rule. Ensure there is good lighting throughout the building.

A fall from a step ladder can result in fractures, lacerations, concussion, and possible death. Stepladders must be robust and comply with AS/NZS 1892.1 and rubber boots should be fitted on all aluminium ladders [replace if worn or brittle]. The maximum height for an aluminium step ladder is 6.1 metres. If stepladders are to be used as a work platform [planked] they shall be fitted with the industry guarding standard and additional bracing to ensure stability if used above three metres.

<u>Essential Safe Work Practices</u>: Do not attempt to work from the top 2 treads; face the treads when on the ladder and never attempt to use a stepladder with a single stay, or a temporary stay. Do not use a stepladder for access or egress into another workspace. If using a stepladder do not lean to one side or overreach, keep three points of contact with the ladder at all times [while on it]. Always visually inspect a ladder before each use, to provide the stability required ensure it is placed on a flat surface and firm ground, do not place a stepladder on boxes or scaffolds to gain extra height and set up suitable barriers around stepladders where necessary.



Storage risks: Falling objects, collapse of units or poor positioning of units can result in crushing and impact injuries, sprains and strains from moving product and electric shocks and burns. Secure storage unit with bracing so that it does not stand-alone. Storage system should have a "safe weight limit" and meet Department of Labour "safe stacking & storage" requirements. Never climb up a storage unit, this is a very dangerous practice as it could topple; provide users with safe access [ladders etc]. Don't store heavy items overhead; storing them between thigh & waist levels will reduce the risk of strain incidents. Ensure safe lifting procedures are implemented, correct each other if required. Items stored should be kept tidy not be allowed to protrude.

Stress can result in depression, anxiety, irritability, raised blood pressure, chest pains, palpitations, hyperventilation, headaches, etc (causes: interpersonal conflict, deadline pressure; change; abuse; processes etc.,) Managers & staff should have a clear understanding of all site issues and processes, work priorities should be clear so that workers can avoid wasting time and staff should know their job responsibilities and decision making latitude. Provide adequate resources to avoid staff frustration and adequate staffing to avoid either under or overstaffing problems. Listen to employees who have concerns about safety or productivity and provide appropriate training and time for trainee staff. Implement a conflict and grievance resolution process and an "Employee assist programme" to help staff when required.

Violence at work can take the form of verbal abuse to physical attacks [death]. <u>Neutralise the situation</u> [Let the person know who you are and the limitations of your role]. Give the angry person the opportunity to express their anger without interruption. Once they have vented, their anger should pass. Interrupting them or trying to defend your position may provoke more abusive or aggressive behaviour. Try to remain calm, polite and attentive, regardless of the person's anger. Deal with the person's concerns objectively; the aggression is likely to decrease.

<u>If your attempts to neutralise the situation fail, follow these important rules:</u> Ask the person not to be aggressive or abusive; if your request is ignored, politely but firmly ask the person to leave. If the person refuses to leave, call 111 and ask for the police. Do not argue with the person and never turn your back on them or block the exit. If possible, ensure you have someone else with you, or someone watching. Do not try to touch the person or escort them out and if the person assaults you, escape, or cover up if injury is likely. <u>Weapons:</u> Never attempt to disarm or accept a weapon from the person in question, calmly ask the person to put it in a neutral location while you continue to talk with him or her.

Waste Disposal raises hygiene and related harm issues. Regularly remove all rubbish/waste from all areas. Provided enough rubbish containers [more is better than less], bins should be weatherproof, sealable and where appropriate specially marked. Wear protective gloves where necessary [rubbish disposal] and wash hands well immediately after working with waste [Hygiene] remember to cover cuts and abrasions to prevent exposure to bacteria.

Personal Safety from accusation. Induction will precede the commencement of work of a new volunteer staff member. <u>Best Practice:</u> All staff should have passed a police check to ensure safety to Church families. All staff working in crèche, Sunday school, youth and young adults groups should never work alone if changing children's clothes, washing children, toileting etc is required. All issues, conflicts or accusations that arise must be reported to your supervisor ASAP. It is extremely unwise to minister alone, and it is almost indefensible if accusations arise, so stay visible to others [an open door policy will help].

Managing Occasional Volunteer Labour [working bees] can result in a wide ranging injury risk. Schedule all volunteer work so that Health & Safety management is planned. A Health & Safety induction must precede all volunteer projects and all volunteer work must be supervised. Work that requires trade competency is to be undertaken by suitably qualified persons. All volunteers must check in at the start and check out when finished. All new hazards identified must be reported to the supervisor ASAP. Volunteers must comply with the H&S procedures of the Church.

Work in isolation can result in facing a wide range of incidents alone. Consequently unauthorised visitors are not permitted inside the buildings and there must be a means of communication to call for help in the event of an emergency. If a phone is not readily accessible no one is permitted to work alone. The person working in isolation must notify someone of expected work commencement and completion. Ensure regular contact with the isolated person occurs during their work, a general guideline is phone contact on arrival and hourly phone contact thereafter until finished. Undertake all personal security measures e.g. lock doors, walk in well-lit areas etc and request a security escort where necessary. Some work may require another person to be present such as meeting with a potential aggressor or working at height changing lighting in the auditorium. Some work may require another person to be easily accessible; such as when counselling a disturbed or troubled person.

Monitor daily or as applicable – safety is the responsibility of everyone



Work in the Crèche - Safety Information Sheet – 2A

Only fully competent or fully supervised person can undertake this work

Note: Personal protective equipment is abbreviated to PPE

Infectious Waste from nappies, toileting and projectile vomit: "All body waste" can result in Gastroenteritis, Hepatitis, Tetanus Occupational asthma, Polio etc. Use safe systems of work and wear the protective equipment that is provided; gloves etc. Use the clean up kit [disposable paper towels and sealable bags / or flush down toilet]. If using hazardous cleaning substances read their material safety data sheets [MSDS]. After cleaning up infectious waste do not touch your face or smoke, eat or drink, unless you have washed your hands and face thoroughly with soap and water. Wash hands thoroughly even if gloves have been worn and cleanse all exposed wounds, however small, and cover with a sterile waterproof dressing. If your clothing has been contaminated during the infectious waste incident, make sure you change out of them before eating, drinking or smoking. Clean contaminated equipment on site and do not take contaminated clothing home to clean. It is imperative that hands are washed & dried after each change to prevent spreading germs.

General: Blood & Body Fluids can be contaminated and transfer HIV, Hepatitis B Virus etc [blood borne diseases] Treat all blood and body fluids as a threat, always use skin protection from pathogens and when applying first aid wear gloves. If contact does occur flush and wash, example: flush the eyes and face for 15 minutes and wash hands thoroughly with antibacterial soap. If blood, vomit or faeces accident occurs restrict the access to contaminated area and for personal protection wear the appropriate PPE: gloves, apron etc and stay alert for sharp objects broken glass etc. Clean the entire area with disinfectant and include the cleaning equipment, use disposable towels and dispose of properly afterwards. Isolate contaminated linens and inform the person laundering of the danger.

Common sense rules when applying first aid or cleaning up afterwards, always keep your hands away from your eyes, mouth or nose. Remove PPE, gloves apron etc and wash your hands before eating, drinking, smoking, handling contact lenses, applying lip balm or cosmetics.

Personal Safety from accusation: Induction will precede the commencement of work of a new volunteer staff member. <u>Best Practice</u>: All staff should have passed a police check to ensure safety to Church families. All staff working in crèche, Sunday school, youth and young adults groups should never work alone if changing children's clothes, washing children, toileting etc is required. All issues, conflicts or accusations that arise must be reported to your supervisor ASAP. It is extremely unwise to minister alone, and it is almost indefensible if accusations arise, so stay visible to others [an open door policy will help].

Refer also to Appendix 3: Police vet for limited-attendance childcare centres (where applicable)

Monitor daily or as applicable – safety is the responsibility of everyone



Working in the Office - Safety Information Sheet - 3A

Only fully competent or fully supervised person can undertake this work

Computers – Portable: Possible discomfort, pain and injury [DPI]

Use detached keyboards where possible or better still use a docking station. Monitor discomfort pain which can occur with prolonged use.

Computer workstation - Discomfort, pain and injury [DPI] --- OOS etc

Design workstations and tasks with people in mind and pay attention to the work environment (lighting, temperature etc). Avoid stress by organising a reasonable workload and by monitoring staff. Take allocated breaks and include micro-pauses into your work pattern and work at keeping good body posture. Refer to <u>www.habitatwork.org.nz</u> for assistance in setting up workstations and help you identify the causes of body pain and show you how to alleviate it.

Computer & Power Cables: Electric shock, burns, lacerations.

Ensure power cords do not cross-walkways/passageways & work areas and wherever possible cables should be protected in an approved duct or conduit. Always unplug the computer when carrying out repairs on a workstation and ensure power cables should not be mixed up with computer and telephone cables. Untangle and tape the cords under your desks. [Unplug first]

Guillotine: Serious cuts, finger amputations

Position the guillotine away from busy walkways and when it's not in use keep the blade closed (in the down position). Keep the blade sharp so that force is kept to a minimum and do not attempt to cut more paper than the guillotine can handle or operate it if it has a broken handle. Always keep your hands clear of the cutting edge.

Paper Shredder: Finger injuries, electric shock etc

Ensure the shredder is fully guarded; keep fingers clear of the danger area and always unplug before trying to free a paper jam.

Photocopier: Electric shock, burns, sore irritated eyes, lungs, throat and nasal passage

Before attempting to remove paper jams, switch off the copier and allow the mechanism to stand for a few minutes to cool, then use non-metal tongs to remove jammed paper. Avoid inhalation or skin or eye contact with the toner. If contact does occurs flush the contaminated area thoroughly with cold water (read the toner's Material Safety Data Sheets). Ensure the photocopier lid is closed when operating the photocopier otherwise eye strain may result. If copying and collating large quantities, the work area should be designed to facilitate best posture for the operator. Locate the copier in a well ventilated room/work area and ensure it is properly maintained

Monitor daily or as applicable – safety is the responsibility of everyone



Working with Hazardous Substances - Safety Information Sheet – 4A

Only fully competent or fully supervised person can undertake this work

Note: Personal protective equipment is abbreviated to PPE

Chemicals, Storage and Use: Chemicals can affect respiration, eyes, skin, consciousness and cause death

It important to know what chemicals are stored on site and their quantity; remove the unnecessary ones and look for safer alternatives for the chemicals you deem necessary. Store the chemicals in a designated secured chemical storage area or cupboard; never use soft drink containers etc to store hazardous substances as it results in confusion. The name of the substance must be clearly labelled on all chemical containers.

Handling Chemicals:

Only the personnel who are fully competent in handling hazardous substances and those they fully supervise are able to work with chemicals. The Safety Data Sheets (SDS) are required reading before work commences. Always follow the manufacturer's instructions for mixing and spraying hazardous substances. Use the recommended protective equipment [PPE], this can be found on the SDS. Never smoke or eat when using hazardous substances and do not sniff the fumes. If contact with the substance occurs it must be washed off the body immediately with soap and water. **ATTENTION:** Ensure children and youth do not have access to the organisations hazardous substances.

Solvent, Storage and Use: Read in conjunction with Chemical, Storage and Use (above)

To prevent unnecessary evaporation of solvents only use the minimum amount for the job and make the most of natural ventilation [open door etc], or if available use a ventilation system. Keep the lids on containers, use sealed containers for solvent waste and do not leave solvent contaminated rags lying around. Avoid skin contact by wearing appropriate PPE. Have a dry powder fire extinguisher close by and ensure personnel are trained in its use; do not smoke, burn or use any naked lights in areas which may contain solvent vapour. If working in confined spaces ensure emergency procedures are in place. Do not use solvents to remove grease or paint from your skin and always wash thoroughly after working with solvents and before eating or smoking. Never eat in areas where there are solvents.

Pesticides can be severely irritating or corrosive to the skin or even cause death

Use personal protective equipment appropriate for the pesticide in use. Refer SDS. Wear a light pair of disposable protective gloves under the outer gloves and discard the disposables after each use. Wear relatively loose-fitting outer gloves for easy removal. Always stand upwind of all spraying operations.

If your skin or clothing becomes contaminated remove all contaminated clothing immediately and follow SDS or first-aid advice on the product label for skin/eye contact. For example: rinse eyes with clean water and obtain medical attention; scrub the contaminated skin area vigorously with soap and water; wash the entire body, including hair, with soap and water then rinse for 15 minutes with clean water. Contaminated clothing must be stored separately from the family clothing and laundered professionally or according to manufacturer's recommendations.

General rules for working with hazardous substances (not exhaustive)

Refer to the SDS for the appropriate personal protective equipment PPE to use and how to address skin contact or contamination. Keep hazardous substances isolated from children and youth in a secure cupboard or cabinet and do not smoke or eat or chew gum when working with hazardous substances.



Working in the Kitchen - Safety Information Sheet – 5A

Only fully competent or fully supervised person can undertake this work

Note: Personal protective equipment is abbreviated to PPE

Dishwasher Steriliser: Burns are possible, but more common are secondary injuries caused through dropped trays or items breaking and cutting.

Avoid overloading this machine, if the machine jams or stops, switch off the power before carrying out an examination. (Wear appropriate protection). To prevent burns or scalds the machine must be allowed to cool before contents are removed unless: (a) appropriate PPE is used (gloves) and; (b) trays can be pulled through/out with a hand tool designed for the task, and once out; (c) the tray and contents must be allowed to cool. Spillages must be cleaned up immediately and if a burn occurs place the burn under gently running cold water for a minimum of 10 minute and if applicable seek medical attention.

Dishcloths and towels if contaminated can result sickness and disease (Hygiene)

Wash dishes as soon as possible after use. If you have left them to soak in water, ensure they are washed thoroughly afterwards, then allow the dishes to air dry. If a tea towel is used, change it for a clean one when it becomes soiled or wet. Disinfect chopping boards used for raw food at least once a week in a solution of weak bleach made from a teaspoon of bleach in a litre of water, or anti-bacterial cleaning products. Better still put them in the dishwasher. Clean all work surfaces and utensils well as unclean surfaces can harbour harmful microbes. Keep cloths clean and dry. Clean dishcloths daily in a solution of bleach or put them in the dishwasher with a load. Ensure cloths and towels are washed daily at a hot temperature of 60 ° C and use anti-bacterial soaps or detergents/bleaches. Ensure the cloths & tea towels are thoroughly dry before being used again. Only use the dish cloths and towels for washing and drying dishes, do not use tea towels for wiping your hands, use the paper towels provided in kitchens.

Food preparation and handling can result in food poisoning if protocols are not followed

Enforce strict waste management, remove all scraps after preparations, refrigerate food wherever possible and store perishable foods below 4°C [use plastic containers to separate stored food]. Disinfect all food preparation surfaces to control & reduce harmful bacteria/contamination and store food securely away from sources of possible contamination (insects, vermin etc). Ensure strict food management and guard against potential cross contamination: clean surfaces & equipment thoroughly before you start to prepare & after they have been used with raw food and always wash your hands thoroughly before and after touching raw food.

Microwave use can result in burns

Don't operate an oven if the door does not close firmly or it is damaged or you have reason to believe the oven will operate with the door open. Do not heat water or liquids in the microwave oven for excessive amounts of time and do not place metal containers such as tin foil in the oven. Always let cooked items sit before removing them from the oven.

Kitchen Sharps can result in lacerations (implements used for cutting, grating and chopping etc)

Store sharp knifes in drawers with handles to the front of the drawer. Wash sharp knives in the dish washer with the blade point in the basket or if the knife is too long for the basket lay the knife in the dish washer drawer with and ensure the handle is at the front of the drawer; alternatively if using the sink wash sharps separately to other items. Keep your hands dry when using knives to chop or slice food, make sure they are sharp and always cut away from your fingers.

High temperatures from kitchen equipment can result in serious burns (hobs/elements, fry pans, ovens etc). To manage pots and fry pans on the hob ensure handles are not over hob rings. The oven door should be kept closed. Turn off the toaster at the plug and wait for it to cool before attempting to pry bread that has got stuck. Always read the safety controls on new equipment purchased for the kitchen before using it.

Electricity in the kitchen provides the necessary power but also has the power to burn or kill. Keep appliances, cables and cords away from water sources, turn off appliances that are not in use. As a guide use one plug for one socket so overloading does not occur.

Monitor daily or as applicable - safety is the responsibility of everyone



SAFETY INFORMATION SHEET - 6A

Working with Church Vehicles - Safety Information Sheet

Only fully a person with a full driver's license can undertake this work

Road accidents and unsecured load etc can result in harm including head injuries, crushing and death. All drivers must have a current drivers licence and carry it on them at all times. Regular maintenance is to be carried out on the vehicles. [Do not use if known to be unsafe]. If there is any damage/defect on the vehicle it must be immediately reported to either the office manager or the church administrator/secretary. All vehicles are to be maintained in good repair, with current registrations and W.O.F and work vehicles are to be driven only by person(s) authorised by the Church. Vehicle seat belts must be worn and all freight should be properly secured. Trailers are to be securely fixed to the towing vehicle & stored safely when not in use. Always load and unload vehicles on even ground. Any people receiving fines while driving are responsible and liable for these themselves. All staff involved in cartage must use manual handling techniques. Use lifting equipment when available to lift heavy item on or off a trailer etc. Do not stand behind backing vehicles or use hand held cell phones when driving. Ensure Safety equipment is available in the vehicle: first aid kit, fire extinguisher suited to motor vehicle fires, torch, and high visibility reflectorised jacket or belt.

Monitor daily or as applicable – safety is the responsibility of everyone

Supervising the Children's Play Area - Safety Information Sheet

Only fully competent or fully supervised person can undertake this work

The Children's Play Area has inherent danger and unsupervised children can be injured.

Inspect the play equipment area regularly [weekly, each term and annually – use a checklist]

Walk through play area prior to use to check for hazards. Provide adequate supervision for children on the play area equipment. This means systematically scanning the whole area [concentration] and frequently changing positions so all the children can be seen and making sure the children are playing safely. Ensure children do not wear helmets on play equipment – chin straps can catch [strangle] and ensure children use suitable footwear during play. The play equipment must be appropriate for the age of the children that will use it. Use an appropriate surface under the equipment such as: bark chips or rubber products etc

Note: The playground should comply with NZS: 5828:2004

Monitor daily or as applicable - safety is the responsibility of everyone

Working in Isolation - Safety Information Sheet

Only fully competent or fully supervised person can undertake this work

Work in isolation can result in facing a wide range of incidents alone. Consequently unauthorised visitors are not permitted inside the buildings and there must be a means of communication to call for help in the event of an emergency. If a phone is not readily accessible no one is permitted to work alone. The person working in isolation must notify someone of expected work commencement and completion. Ensure regular contact with the isolated person occurs during their work. A general guideline is phone contact on arrival and hourly phone contact thereafter until finished. Undertake all personal security measures e.g. lock doors, walk in well-lit areas etc and request a security escort where necessary. Some work may require another person to be present such as meeting with a potential aggressor or working at height changing lighting in the auditorium. Some work may require another person to be easily accessible; such as when counselling a disturbed or troubled person

Monitor daily or as applicable - this is the responsibility of everyone



Emergency Procedures Section

CONTENTS	
Evacuation Procedures	А
Emergency Help	В
Emergency Readiness	С
Fire and Explosion	
Gas Emergency	
Natural Disaster	
Electrical Emergency	
Small Chemical Spill	
Dangerous Person [Out of Control]	

Note: Print the emergency procedures and display them on the wall.

<u>Fill in all relevant details</u> – phone numbers, the location of the assembly point and first aid kit(s) etc.

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DIAL:

Evacuation Procedure - A

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate the fire alarm & telephone the fire service immediately

From a safe phone:[outside line if required]

111

WHEN WARNED OF A FIRE IN THIS BUILDING Leave the building immediately by your nearest exit which is at:

Your alternative is at:

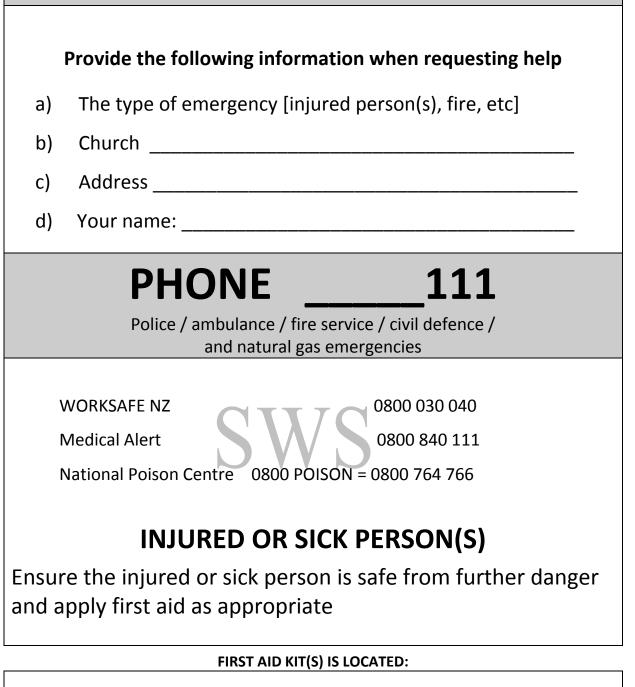
Assemble at:

STAY AT THE ASSEMBY POINT UNTILL THE "ALL CLEAR" IS GIVEN,

<u>DO NOT</u> RUN – "WALK" <u>DO NOT</u> USE LIFTS – [if available in the building]

SAFEWORK

EMERGENCY HELP - B



Persons Trained in First Aid Are:

Baptist Union of NZ – H&S System

Written to assist compliance to New Zealand Health and Safety Legislation



EMERGENCY READINESS – C

NATURAL DISASTER FIRE AND EXPLOSION First priority is the immediate safety of parishioners, visitors EARTHQUAKE: stay calm, stay inside and staff followed by containment of fire **DROP, COVER and HOLD BUILDING IN FIRE – FOLLOW FIRE ACTION PLAN** Keep away from windows, electrical equipment, and heavy ~ Sound the alarm or tall furniture. ✓ Evacuate the building ✓ Telephone the fire service -111FLOOD: stav calm √ Switch off electricity supply to the site, if possible ✓ Turn off water and electrical mains Clear vehicles from around the building Note: Only trained persons should attempt to fight a fire **IMMEDIATELY** PERSONS CLOTHING ON FIRE - PHONE 111 Secure any reserves of water \checkmark Ensure the person is lying down \checkmark Do not drink the floodwaters ✓ Use a dry powder extinguisher (If available) ✓ Do not go into flood waters alone ✓ Avoid directing the powder to the face Note: To avoid sewage backflow weigh down toilet seats √ If unavailable, cover the flames tightly with a blanket or and where possible seal doors and windows against entry coat, starting at the point closest to the head. ~ Drench the burn area with clean water [once fire is out] **TSUNAMI** – know the alerts VEHICLE ON FIRE – PHONE 111 **GET TO HIGH GROUND** Turn off ignition, place in park and engage hand brake. 1 as soon possible as fast as possible ✓ Evacuate the vehicle and shut the doors Turn your radio on an follow its instructions (alerts) 1 Keep people away from the vehicle (safe distance) \checkmark Call the fire service. Take a get away kit with you if told to evacuate Leave the area immediately if you are on the beach or 1 If the fire is small you can attempt to put it out: near a river when a strong earthquake occurs. If the fire is in the engine compartment, release the bonnet catch and direct the extinguisher through the gap. Note: Go at least 1 km inland or 35 metres above sea level. Warning: The fire must be out before the bonnet is lifted GAS EMERGENCY - Look, listen, smell (like rotten eggs) SMALL CHEMICAL SPILL - Guide only Refer to individual MSDS for relevant procedures. If the odour is strong PHONE 111 (If the spill merits it) LEAVE THE BUILDING IMMEDIATELY Note: if it is safe to do so shut off the gas Stop all work activities and evacuate area (if appropriate) Remove all ignition sources and ventilate the areas **PHONE** ____111 from the house or building next door \checkmark Place fire extinguishers to advantage [as appropriate] ✓ Disperse the spill kit material to absorb the spill DO NOT - DO NOT - DO NOT Our spill kit is located: Sound the fire alarm; attempt to locate gas leaks; turn the lights on or off; unplug electrical appliances; use telephones or cell phones in the building area; smoke or use matches or an open flame. Place contaminated materials in sealable bins for disposal **DANGEROUS PERSON** – Out of Control **ELECTRICAL EMERGENCY** – Keep others away Do not touch the person (live electrical source) LEAVE THE AREA IMMEDIATELY Have someone phone 111 and direct other to follow Turn off the mains power (De-energise the circuit) \checkmark **Phone 111** – and inform the police of the situation Separate the person from the energy source. If leaving or hiding is not possible: Apply first aid (trained first aid person) \checkmark Do not antagonise the person Note: Make sure the victim receives professional medical ✓ Explain who you are and the limitations of your role attention (shock can result in heart failure hours later) ✓ Keep a safe distance between you and the person ✓ Never attempt to disarm the person or accept a weapon **EMERGENCY RESPONSIBILITY:** Assigned by position **IF AN ASSAULT OCCURS - COVER UP** THE FIRST AID KIT IS LOCATED:



SWS

SAFEWORK

Note: Do not write on these forms – print as needed

Important: Completed forms become paper trail evidence that can be used to help verify health and safety management at work.

C1

Health & Safety Management Forms

Additional Health & Safety Forms are available from SWS if needed:

Section	Description	Page	Form
There is a	brief over view of each form – Read first!	23	
Start	Activation Checklist - Start up assistance	24	
	Hazard Identification sheet - condensed	25	101
Hazards &	Hazard Control Review Form – annually	26	102
Emergencies	Hazardous Materials Register – Summary of MSDS	27	103
	Stress and Fatigue Questionnaire	28	104
	New Staff Induction Guidelines	29	201
Training	Competency Matrix [group]	30	202
Training	Employee Training Records	31	203
	Working Bee – Induction Acknowledgement Form	32	204
Principal &	Contractor Agreement	33	401
Contractors	Work Schedule & Task Analysis	34	402
Accidents &	Record of all accidents including serious harm	45	Accident.
Near Misses	Accident investigation plus First Aid Treatment	46	Register.

Note: The checklist section starts on page 35

Baptist Union of NZ – H&S System

Written to assist compliance to New Zealand Health and Safety Legislation



Brief Overview of Each Form

Activation Checklist: This is a checklist of things to do to activate the Health & safety system.

Form 101 - Hazard Identification sheet \ condensed

You can use this hazard identification sheet for a working bee etc around the church or when you are doing an annual review of the hazards involved in church work

Form 102 - Hazard Control Review \ (Use this form annually)

The act instructs employers to review hazard controls regularly. In low risk industries 12 monthly reviews are normal. In the Hazard Register each hazard sheet is numbered, in a review you are asking the question are these written controls working? With this in mind the form is self explanatory

Form 103 - Hazardous Material Register Most churches don't store or use hazardous chemicals, but if your church does store gardening chemicals and enamel paints or solvents etc you should complete this form. Form 103 is a summary cover sheet for your material safety data (MSDS). MSDS sheets must be held for every hazardous substance on site

Form 201 - New Staff Induction guidelines

Each staff member (paid or volunteer) should be taken through an induction.

Form 202 – Competency Records Matrix and or Form 203 Individual Competency Records

The law requires that only fully qualified or fully supervised person can undertake hazardous tasks, therefore having a system that identifies the level of training becomes important. Use these form to develop a competencies profile on each staff member (paid and regular volunteer). **Form 203** also provides a means for staff to acknowledge understanding of the hazard controls.

Form 204 - Working Bee – Induction training form

Start every working bee with an induction. The induction should address the hazards and the hazard controls.

Form 301 - Stress and Fatigue Questionnaire – use as and when needed

Form 401 - Contractor Agreement Form - for use with all contractors

Form 402 - Work schedule – Task Analysis form

The contractor must complete this form and return them to the church office prior to commencing work. This form provides evidence that the contractor has thought about the hazards associated with the work schedule [tasks], and how those hazards will be controlled. It also provides some verification that the principal is ensuring the contractor is planning to work safely.

Section D - Accident recording reporting and investigation – 2 forms at the back of this manual

One accident report form covers all accidents; non serious, serious harm & non injury accidents The investigation form on the back of the accident report form must also be completed for each incident.

Forms C1, C2, C3, C4, C5 & C6 --- Self explanatory checklist

Summ	Summary = There are 5 Forms that will be used by most churches, they are:											
Form	Details	Use										
101	Hazard Identification sheet - use as and when needed - working bees etc	Annually										
102	Hazard Control Review											
201	New Staff Induction guidelines - use as a guideline to induct all new staff as needed	As recruited										
203												
Accide	nt Register – complete the accident report form then the investigation form on the reverse.	As needed										

For additional information contact Safework Systems Ltd



Health & Safety Manual – Activation Check list

Key: Most churches will not need to activate this = ∇

Ref	Action	Person Responsible	Date Completed
	Activate accident, reporting, recording and investigation		
	✓ Show the workers the report and the investigation forms – (pg 45+46)		
a.	 Explain the requirement to contact WorkSafe NZ for notifiable events (pg 44) 		
	 Explain the requirement secure the scene of an accident (pg 44) 		
	 Outline the definition of notifiable event (pg 44) 		
h	Complete the blank section in Evacuation Procedure - A		
b.	✓ Fill in the nearest and alternative exists plus the assembly area (page 19)		
	 Display this Evacuation Procedure in prominent areas [print as required] Complete the blank costions in Emergency Poodiness. (cost act) 		
	Complete the blank sections in Emergency Readiness - (pages 21)		
c.	✓ Where the first aid kit(s) is located? & who are the first aid personnel?		
	 Where the chemical spill kit is located –if applicable 		
	 Identify who is responsible for emergency readiness [position not name] 		
	Set time frame for:		
d.	 Staff to read the Hazard Sheets (pages 11-17) 		
ŭ.	 Volunteers to read the hazards relevant to their work 		
	 Staff & Volunteers to read the emergency procedures (pages 19-21) 		
	When ordering chemicals/solvents etc	∇	∇
e.	 Ensure supplier provides material safety data sheets (MSDS) 		
	 The MSDS must be available to staff using chemicals 		
	✓ Keep a copy of the MSDS where the hazardous substances are stored		
	Fill out the hazardous material register (HMR) form 103	∇	∇
f.	✓ Get the relevant information from the MSDS		
	 Ensure a copy of the HMR is kept with the MSDS 		
	Compile information on staff competencies –		
a	 Ensure all staff have basic induction knowledge - Form 201 		
g.	✓ Set up one training records for each staff member – Form 203		
	 Ensure personnel that are not fully trained are supervised. 		
	Review the hazards & hazard control regularily		, , , ,
h.	 Annually with staff involvement – Form 102 – 		
	 And whenever process or environment change Form 102 		
	Worker engagement, participation and representation		
i.	✓ Read appendix 2		
	✓ Under 20 workers – Health & Safety should be tabled at least 3 monthly		
	If a principal		
	 Ensure contractor complete the agreement form –Form 401 		
j.	✓ Have contractors complete a Work schedule / Task Analysis - Form 402		
	 Ensure induction and monitoring is undertaken for contractors 		
	✓ Plan in regular communication moments with contractors you engage		



Hazard	Identific	ation Sheet - Con	densed	a	ivel							Form 101
Date	Area	Hazard	Risk/Harm	Consequence	Likelihood level	Risk rating	Action Proposed Eliminate, isolate, minimise	Residual consequence Residual likelihood		Risk rating	Finish Date	Frequency of Monitoring
Example 08/08/07	Play ground	Broken glass bottle in playground equipment area	Severe Cuts	3	3	9	Check the playground prior to use Remove glass	3	1	3	08/08/07	Daily prior to use by supervisor
					- - - - - - - - - - - - - - - -							
				S			VS					
					- - - - - - - - - - - - - - - - - - -							
					- - - - - - - - - - - - - - - - - - -							
Form pre	orm prepared by:				natu	re(s)	<u>.</u>	Da	: te: _	/	:/	

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SAFE WORK

HAZ	ZARD CONT	FROL REVIEW FORM	Date://	Form				
1		xisting hazards: Are all existing controls reviewed - numbers:	ols working? Yes No If "Yes" go straight to section 2					
	Hazard Number	Control problem(s)	Solution(s) Eliminate, Isolate, Minimise	Person(s) Responsible	Finish Date			
	1 1 1 1 1				- - - - -			
			ATTA					
2	New Haza	ards: Are there any environment or pro	cess changes? Yes No If "No" go straight to section 3					
	Changes	New Hazard Identified	Solution(s) Eliminate, Isolate, Minimise	Person(s) Responsible	Finish Date			
	 				1			

Prepared By: 3

Signature(s):

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Hazardous Materials Register

Chemical	Trade	Hazchem	Quantity	Nature	Containers	MSDS	Safety Equipment
Name	Name	Number	Stored	Of Hazard	Labeled	√	Safety Equipment Required – PPE etc

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Form 103



Form 104

Employee's stress & fatigue assessment Questionnaire

Table 5: Assessment of an employee's safety to carry on working

Name:	Date:	Time: Comments:
Criterion	Assessment scale	
	Won't usually need assessmen	t Increasing need for assessment
1. How many hours did the employee work in the past week?	Under 40 hours	Over 65 hours
2. What is the pattern of the hours worked in the past week?	Regular 8-hour shifts	Extended irregular shifts
3. Is the employee suffering from acute sleep loss?	Regular sleep of usual day/ nig pattern & length	ht Disturbed or curtailed sleep
4. Does the employee have a sleep debt?	No reason for sleep debt	Hours worked and personal circumstances make sleep debt a probability
5. Is the employee required to work at a time that is out of synchrony with the waking cycle of the employee's circadian rhythm?	No	Sleep periods are out of synchrony with the employee's present circadian rhythm
6. What events are currently occurring away from work — is	Nana	Life quests pase major problems
the employee experiencing life stressors?	None	Life events pose major problems
7. How well has this employee coped in the past?	Has coped well	Has not coped well
8. Does the employee receive support at work and at home?	Has had good support in the p	ast Support networks not evident
9. What is the physical intensity of work?	Medium	Very low or very high
\sim		
10. Does the employee's physical fitness match the demands of the work?	Close fit between fitness &require	ments Obvious discrepancies
11. What are the mental and emotional demands of the	Medium	Very low or very high
work?		
12. Does the employee's mental/emotional state match the	Close fit	Obvious discrepancies
demands of the work?		
13. Do environmental factors pose an additional load?	No influences	Major influences

This form can be used in conjunction with 'Some of the common signs and symptoms of stress," which is be found in the Library file.

<u>SAFEWORK</u> S

✓ New Staff Induction Guideline:	Form 201
Name:	Position:
Trainer:	Date://
I am familiar with the facilities - Conducted tour of	f premises
I am familiar with	Injury management
The company health and safety policy statement	I know where the first aid kit(s) are located
My responsibility as an employee	I know who the first aid personnel are
Employee participation in Health & Safety	Rehabilitation – I know to:
Where the health & safety manual(s) are kept	Tell my boss about recommended treatment
Incident and injury reporting	Stay in touch weekly if I am off work
I know to report injuries and near misses	Participate in the return to work plan – it
I know to report early signs of discomfort	could include; reduced, selected duties and
I know where the report forms are kept	modified work tasks
I know who to report injuries to	Attend appointments & follow up treatments
I know injuries are to reported immediately	
Emergency Equipment & Procedures	
I am familiar with:	I am familiar with procedures for:
Where the emergency procedures are displayed	Injured or sick person
The location of the emergency exits	Fire – Building, vehicle & clothes
The location of the fire extinguishers/hoses etc	Gas emergency
The evacuation procedures	Natural Disaster (Earthquake & Flood)
The assembly area [to stay until all clear is given]	Electrical Emergency
The emergency/floor wardens	Small Chemical Spill
The building warden	Dangerous person [out of control]
	How to alert co-workers–Help is required
General – I know	activities and work areas clean and tidy
To keep walkways, access and egresses clear of ob	istruction and work areas clean and tidy.
Personnel are not to smoke inside the premises	
The meaning of workplace signs- ears / eyes / nos	
Personnel are not allowed to work under the influe	_
My supervisors must be informed if I am on medic	-
What Material Safety Data Sheets (MSDS) are, and	
That only fully trained or fully supervised personne	
	ational prior to using any machinery (guards, fences etc)
What personal protective equipment (PPE) is and	
That if I am unsure about anything that I am not to	
I have the right to refuse work that I think it is like	
Misconduct will not be tolerated [including discrim	nination and sexual harassment]
To keep in touch if working away from the base	
That ministering alone is unwise and almost indefe	ensible if accusations arise
The hazards associated with the work I will be doir	ng
	ctee Signature:
Follow Up:	
Training needs identified	Employee training record created
Trainers Signature:	

Competency, Licenses & Training Records [Matrix]

2 = Competent; 3 = Can train others;

C = Completed

Form 202

			-						_		()	50			Expiry o		lates	
Name	Induction	Paid staff work	Regular volunteer work	Crèche work	Office work	Hazardous substance work	Kitchen work	Work with children	Work with youth	Church vehicle	Event work (working bee etc)	Manual handling	Police Check	хх	Driver's license	First Aid	Ministry registration	XX
Example: Ps Anne Smith	С	3	3	-	3	-	3	2	3	2	3	3	С		10.09.25	10.09.18	10.09.16	
																		1
								_			7							
									λ									L
																		L
																		I
																		1

Make copies of all training course certificates, licences and qualifications and keep with this Matrix

SYSTEM



Employee Training Record (also use for regular volunteers = 30 hr + per week) Г

Form 203

Name:	ed employment:			izards &	Do not to	Under supervision (Date Required if yes)	ent * yes)	Able to train others (Tick required if yes)	Reviewed: Trainer's name:
				trols are derstood	engage in these tasks	super if yes	Fully competent (Tick required if yes)	train uired if	
Safety	Equipment,		Date & sign		Date & sign	nder s quired	IIy co ck requ	ole to ck requ	Verified by trainer
sheet	processes and roles		by trainee		by trainee	Ur	ЧĒ	Ak (Ti	Date and Sign
1A	Paid staff work								
1A	Regular volunteer wor	·k							
2A	Crèche work								
3A	Office work								
4A	Hazardous substance v	work							
5A	Kitchen work								
1A+6A	Working with children								
1A	Working with youth								
6A	Using church vehicles								
6A	Working in isolation								
Sheet	Emergency readiness								
А	Evacuation procedures	s							
В	Emergency help servic	ces							
С	Emergency readiness								
Licenses				relevant					
Qualifica Drivers li	tions / Courses	Da	ite	Renewal	Irain	ing prov	viaer		Verified by:
	certificate								
	credentials								
Counseli		+							
Courselli	סי								



Attach the working bee hazards list [and controls] to this acknowledgment form

Form 204

I participated in the Induction for the working Bee on the	/	/
	//	

			5	Ļ	lt	or	Tick the are	a relevant to yo	ur induction		
NAME Arrival			Child	youth	Adult	Senior	Outside Work	Inside Work	Specialist Work	Departure	Signature
1	Anne Example	9.30				~		~		1300	хххх
2											
3											
4											
5											
6											
7											
8											
9											
10											
11					7			7			
12											
13					J			5			
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											

Specialist work examples: height work, power tools, hazardous substances etc



Form 401

Contractor Agreement

Date: ____/___/____

To comply with the Health and Safety at Work Act, we require all contractors who wish to tender for contracts or maintain a service agreement or remain a preferred contractor or supplier to provide the following information.

- 1. A Site Specific Safety Plan that includes
 - a. Safety policy, hazard/risk register and the risk controls; and accident reporting and investigation procedures, worker competency matrix, emergency readiness / rescue plan and communication strategy. The contractor shall notify the principal about significant hazards identified during the course of the work including the measures taken to control such hazards.
- 2. Contractors are reminded that all work is subject to the provisions of the Health and Safety at Work Act 2015. Contractors must take all reasonable steps to ensure the safety of all workers and people other than employees that maybe affected by the contractor's work. In particular:
 - a. Contractors are to comply with all regulations, enactments, and codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
 - b. We, as the principal are to be advised by the contractor prior to the event of any and all hazardous plant, equipment, machinery or substances which they bring into our workplace or worksite;
 - c. Contractors must supply people who are fully trained in the work to be undertaken, or if not fully trained then they must be closely supervised by someone who is.
 - d. Contractors must report to us as principal, any accident or incident which harms or may have harmed any person in the workplace and any notifiable event. This is in addition to your own recording of the incident, if required due to the nature of the event provide notification to WORKSAFE as required under the Health and Safety at Work Act 2015 for notifiable events.
 - e. All safety clothing and equipment required to minimise the risk of injury is to be provided, it must be accessible to and used by any person engaged in the workplace undertaking the contractor's work.
- 3. Before commencing work on our premises, all contractors must ensure that all of their workers, on our premises are conversant with:
 - a. The emergency procedures (to be followed in the event of an emergency);
 - b. Safety rules and procedures;
 - c. Hazards which have been identified, and the hazard controls in place.
- 4. We as the Principal to the contract retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being suspended or terminated immediately. In such circumstances the principal will not be liable for losses incurred by the contractor due to suspension or termination of the contract.
- During this contract regular meetings will occur between the Principal and Contractor to enhance the flow of information and address health and or safety concerns. Worker representation is a requirement The meeting frequency is set at

I agree to abide by all the above conditions, on behalf of:

Contractor's Name:		Contractor's Signature:
Date:	Phone:	email

Please sign the attached copy & return it with your Site Specific Safety Plan for verification

Baptist Union of NZ – H&S System

Written to assist compliance to New Zealand Health and Safety Legislation



Consequence level = CL, Likelihood level = LL, Risk rating = RR, Residual consequence = RC, Residual likelihood = RL

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WORK SCHEDULE – TASK ANALYSIS

Date: ___/___/___

Form 402

[Part of the Contractors Workplace Health and Safety Plan]

Task	Start Job	Hazard	Potential Harm	CL	LL	RR	Control Measures Eliminate, Isolate, Minimise]	RC	RL	RR	Monitor, By Who
EXAMPLE: Erect scaffold so the building can be cleaned and painted	01/07/08	Work at height	Falls, dropping scaffold etc., Broken bones, lacerations, death	4	3	12	(1) Isolate work area to restrict access [fence](2) Use certified person(s) to erect the scaffold	4	1	4	Daily By Supervisor
			au	-							
			SN					 - - - - - - - - - - - - - - - -			
								 - - - - - - - - - - - - - - - -			
						 		 	· · · · · · · · · · · · · · · · · · ·		

Contractor:

Signature:

This form provides evidence that the contractor has thought about the hazards associated with the work schedule [tasks], and how those hazards will be controlled. It also provides some verification that the principal is ensuring the contractor is planning to work safely.



C2

Checklists Section

CONTENTS	Ref	Page
Health & Coordinators Checklist	C1	36
Church Services Checklist	C2	37
Sunday School & Crèche Checklist	C3	38
Youth Group Checklist	C4	39
Working Bee Checklist	C5	40
Playground Assessment Checklist	C6	41

Note: Do not write on these checklists – photocopy as needed

SAFE WORK S S

C1

HEALTH & SAFETY COORDINATOR'S CHECKLIST

Name: Month:						
Date: WK1 / / WK2 / / WK3 / / WK4 / / WK5	/ /					
Weekly Check Activity		1	2	3	4	5
Are the following areas clean & clear of obstruction: Offices, walkways, stairs, toilets, kitchen, access & egress?						
Are the following floor coverings clean and free of tears and frays: Carpet(s), Vinyl(s) & Mats?						
Are all staff (paid & volunteer) addressing the issue of people running or speed walking in the building?						
Are people treated with kindness and care? (They are not intimidated, humiliated or physically abused)						
Are any conflicts that arose during the week immediately followed up?						
Is all waste removed from the site at the end of the week?						
Are all machines turned off and unplugged at the end of the day?						
Is all the equipment and aids returned to their storage compartment and the room(s) left clean and clear?						
Are items stored securely with heavier items on shelves between thigh and waist height?						
Are sharps stored in containers?[scissors etc]						
Are people in the building with disabilities identified and emergency assistance available if required? (Evacuation	n)					
Have the monthly health & safety checklists been handed in from the church departments?						
3 Monthly Check Activity	Jan	Α	pr	Jul	0	Oct
Has all staff (paid or volunteer) undergone a Health & Safety induction?						
Do chemicals provided for cleaning display safety data?						
Have the dangers and safety procedures on blood, body fluids and body waste been communicated to staff?						
Does our staff understand how to contain a potentially violent situation?						
Does our staff understand the hazards of counselling alone \ meeting people alone? (refer policy)						
Has a health & safety meeting been held?						
Is the office 1st Aid box stocked and available if needed?						
Are accidents and near miss accidents being reported, recorded and investigated?						
Do all staff know where the First Aid box and the accident register is kept?						
Have the dangers of microwave usage been communicated to all staff?						
Have the hazards associated with ladder use been communicated to all staff?						
6 Monthly Check Activity – discuss with Senior Minister or Business Manager		Febru	ary	Α	ugus	st
Has a Mock Evacuation been undertaken?						
Annual Check Activity – discuss with Senior Minister or business manager					June	
Have the Fire Extinguishers been inspected? – Check they are dated & signed within last 12 months						
Have the electrical extension leads been checked by a qualified electrical contractor?						
Has staff recruitment and training event occurred?						
Does a qualified person audit the annual financial reports? – (Arms length policy)						
One Off Events - discuss with Senior Minister or business manager						
Transportation: Do all drivers hold current driver licences and are the vehicles warranted and registered?						
Communication: Are the hazards of one off events tabled and discussed at staff meeting prior to the actual events	ent?					
Head counts: Is a system of head counting being used for one off events?						
Debrief: Is a review tabled after an event (at a staff meeting) to identify ways to improve on the management?						
Working Bees: Are working bees planned with consideration given to current Health & Safety responsibilities?						



C2

SERVICES CHECKLIST

Name: Month:						
Date: WK1 / / WK2 / / WK3 / / WK4 / / WK5	/ /	/				
Weekly Check Activity		1	2	3	4	5
Are the following areas clean & clear of obstruction: Auditorium, walkways, stairs, toilets, kitchen, access & egr	ess?					
Are the following floor coverings clean and free of tears and frays: Carpet(s), Vinyl(s) & Mats?						
Are all staff & volunteers continually addressing the issue of people running or speed walking in the building?						
Are people treated with kindness and care? (They are not, intimidated, humiliated or physically abused)						
Are there were at least two adults counting the offering at all times?						
Is the 1st Aid box stocked and available if needed?						
Are conflicts that arose reported immediately to the supervisor?						
Is all waste removed from the building at the end of the service and placed in appropriate bin(s)?						
Are all machines turned off and unplugged at the end of the service?						
Is all the equipment and aids returned to their storage compartment and the room left clean and clear?						
Are items stored securely with heavier items on shelves between thigh and waist height?						
Are sharps stored in containers?						
Are people in the building with disabilities identified and emergency assistance available if required? (evacuation	า)					
Are accident and near miss accidents reported recorded and investigated?						
Monthly Check Activities						
Have you handed in your monthly health & safety checklist to the office?						
3 Monthly Check Activity	Ja	n .	Apr	Jul	0	Dct
6 Monthly Check Activity – discuss with Senior Minister or Business Manager		Febr	uary		Augu	st
Annual Check Activity – discuss with Senior Minister or Business Manager					June	9
One Off Events						
One On Lvents						



C3

SUNDAY SCHOOL & CRECHE (SUPERVISOR'S) CHECKLIST

Name: Month:						
Date: WK1 / / WK2 / / WK3 / / WK4 / / WK5	/ /					
Weekly Check Activity		1	2	3	4	5
Are the following areas clean & clear of obstruction: Classroom(s), walkways, stairs, toilets, kitchen, access & o	egress?					
Are the following floor coverings clean and free of tears and frays: Carpet(s), Vinyl(s) & Mats?						
Are all staff & volunteers continually addressing the issue of people running or speed walking in the building?						
Are children treated with kindness and care? (They are not physically disciplined, intimidated or humiliated)						
Are there were at least two adults in each classroom(s)?						
Is the First Aid box stocked and available if needed?						
Are any conflicts that arose during the session reported immediately to the supervisor?						
Is all waste removed from the class room at the end of the session and placed in appropriate bin(s)?						
Are all machines turned off and unplugged at the end of the session?						
Is all the equipment and aids returned to their storage compartment and the room left clean and clear?						
Are items stored securely with heavier items on shelves between thigh and waist height?						
Are sharps stored in containers and kept out of reach of children?						
Are accident and near miss accidents reported recorded and investigated?						
Has the play ground equipment been checked? [use checklist]						
3 Monthly Check Activity	Jan	A	pr	Jul	(Oct
Have adults who teach or supervise children undergone a police check?						
Has the policy "not to use chemicals or solvents" been re-communicated to all staff?						
Have the dangers and safety procedures on blood, body fluids and body waste been communicated to staff?					_	
Have the dangers of microwave usage been communicated to all staff?					_	
Has a health & safety meeting been held?					_	
Do all staff know where the First Aid box is kept?					_	
Have the hazards associated with ladder use been communicated to all staff? - (used for decorating rooms etc)		_				
6 Monthly Check Activity - discuss with Senior Minister or Business Manager	L F	ebru	arv	Δ	lugu	st
			<u></u>	-		
Annual Check Activity - discuss with Senior Minister or Business Manager					June)
One Off Events - discuss with Senior Minister or business manager						
Sleep Over: Have parental permission slips been signed? – they should cover activities of concern						
Field trips: Have parental permission slips been signed? - they should cover activities of concern						
Field trips: Are suitably qualified persons supervising activities – abseiling, caving etc?						
Transportation: Do all drivers hold current driver licences and are the vehicles warranted and registered?						
Head counts: Is a system of head counting being used for one off events?	-					
Communication: Are the hazards of one off events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled at				+		
Debrief: Is a review tabled after an event (at a staff meeting) to identify ways to improve on the management	ť					

SAFEWORK

C4

Name: Month:									
Date: WK1 / / WK2 / / WK3 / / WK4 / / WK5	/ /								
Weekly Check Activity		1	2	3	4	5			
Are the following areas clean & clear of obstruction: Classroom(s), walkways, stairs, toilets, kitchen, access & eg	gress?								
Are the following floor coverings clean and free of tears and frays: Carpet(s), Vinyl(s) & Mats?									
Are all staff & volunteers continually addressing the issue of people running or speed walking in the building?									
Are youth treated with kindness and care? (They are not physically disciplined, intimidated or humiliated)									
Are there were at least two adults in each classroom? (with each group)									
Is the 1st Aid box stocked and available if needed?									
Are any conflicts that arose during the session reported immediately to the supervisor?									
Is all waste removed at the end of the session and placed in appropriate bin(s)?									
Are all machines turned off and unplugged at the end of the session?									
Is all the equipment and aids returned to their storage compartment and the room left clean and clear?									
Are items stored securely with heavier items on shelves between thigh and waist height?									
Are sharps stored in containers?									
Are accident and near miss accidents reported recorded and investigated?									
atta									
3 Monthly Check Activity	Jan	Ap	or	Jul	0	Oct			
Have adults who teach or supervise youth undergone a police check									
Has the policy "not to use chemicals or solvents" with children & youth been communicated to all staff									
Have the dangers and safety procedures on blood, body fluids and body waste been communicated to staff									
Have the dangers of microwave usage been communicated to all staff									
Has a health & safety meeting been held									
Do all staff know where the 1 st Aid box and the accident register is kept									
Have the hazards associated with ladder use been communicated to all staff - (used for decorating rooms etc)									
6 Monthly Check Activity- discuss with Senior Minister or Business Manager	F	ebrua	ary	A	ugu	st			
Has a Mock Evacuation been undertaken									
Annual Check Activity- discuss with Senior Minister or Business Manager				Γ	June				
				-	June				
		_		<u> </u>					
One Off Events- discuss with Senior Minister or Business Manager									
Sleep Over: Have parental permission slips been signed? - they should cover activities of concern									
Field trips: Have parental permission slips been signed? – they should cover activities of concern									
Field trips: Are suitably qualified persons supervising activities – abseiling, caving etc?									
Transportation: Do all drivers hold current driver licences and are the vehicles warranted and registered?				<u> </u>					
Head counts: Is a system of head counting being used for one off events?				<u> </u>					
Communication: Are the hazards of one off events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled and discussed at staff meeting prior to the actual events tabled at tables at ta	nt?								
Debrief: Is a review tabled after an event (at a staff meeting) to identify ways to improve on the management?				<u> </u>					

SAFEWORK systems S

C5

WORKING BEE CHECKLIST

WORKING DEE CHECKLIST			
Name	Position: Dat	e: / /	
Check Activity		Tic	:k
PRIOR TO THE WORKING BEE			
Has a site meeting been held prior to the event to o	discuss the potential hazards and practical control measures?	(planning &	-
organising)			
	n: walkways, stairs, toilets, kitchen, access & egress?		
Are the following floor coverings clean and free of			
Have all persons undergone a Health & Safety indu	ction specific to the working bee? (Usually occurs on the day)	1	
Chemicals & Hazardous Substances:			
	re there supporting Material Safety Data Sheets? (Get from s		
	body fluids and body waste been communicated? (In case of	an accidents)	
First Aid & Emergency Response:			
Are the First Aid kit(s) stocked and the accident reg			
	appropriate responses and allocated responsibilities clarified		
Will there be people in the building with disabilities	s? If yes ensure emergency assistance is available if required i	n an evacuation.	
AFTER THE WORKING BEE			
Isolating Power:			
Are all machines turned off and unplugged at the e	nd of the working bee?		
Storing Equipment & Tools:			
Is all the equipment and tools returned to their sto	rage compartment and the room(s) left clean and clear?		
	elves between thigh and waist height - Are sharps stored in co	ontainers?	
Waste:			
Is all waste removed from the site and taken to the	tip on the day of the working bee?		
INDUCTION GUIDELINE:			
Communicate to all persons the no running or spee	ed walking in the building policy		
Ensure people know to treat each other with kindn	ess and care. (They are not, intimidated, humiliated or physic	cally abused)	
Show the working bee personnel the facilities - Cor	nducted tour of premises (if work occurring inside)		
Emergency Readiness:			
	oses & the means of escape– Exits/fire stairs and the rule on k		
	what to do on discovering a fire or a an emergency situation		
	er. Explain about the non smoking rule and workplace signage	е.	
Emergency procedures are clarified and those with			
	process is clarified as is the general duty of care (Employee R	(esponsibilities)	
Hazard Management:			
	ty for this working bee – including who is in charge of Health &	& Safety	
	is part of the site hazard Identification and control process	in an esta d h eferra (con)	
	Including Personal Protective Equipment – (All PPE needs to be		
Known Hazard:	and the task schedule - assigned people a buddy or a supervis		
	l equipment. – (Only fully trained or fully supervised persons	can operate)	
Explain the policy on ladder usage. – (Only fully tra			
	e practical controls to follow to minimise the risk of injury		
Communicate manual handling and lifting controls	• • • •		
Communicate the reason for guarding & emergence			
Chemicals:	<u>,,</u>		
	n chemical handling – (Only fully trained or fully supervised pe	ersons can use)	
	ENTS - discuss with Senior Minister or Business Manager		
	cences and are the vehicles warranted and registered?		
	staff meeting) to identify ways to improve on the H & S mana	agement?	
		<u>~</u>	



C6

Playground Hazard and Maintenance Assessment – Weekly, Term & Annual The following assessment tools are intended as a "hands on" checklist to review playground equipment, the surrounding playground, maintenance requirements, and to identify playground hazards e.g. significant hazards that can cause serious injury or death. The annual checklist is also the initial checklist to be conducted when beginning a playground safety programme.

Location:				sessmei		i	n 1 2 3 4 assessment	Annual Assessment
Completed by:		Date	e:/]/		L L	Date://	Date://
Inspections	Γ	Duratio	on	R	espons	es	I	
Weekly = 14 point inspection								
Term = 24 point inspection								
Annual = 35 point inspection	Weekly		a				• • • • • • • • •	
X = Inspection is required	ee	Term	Annual				Action: (What is the hazard,	
Items to be assessed: (Hazards)	Š	Te	An	Vac	Nie	NI / A	who will fix the hazard and	Review: (Date hazard fixed
				Yes	No	N/A	when?)	and by whom.)
¹ Surfacing								
Hard surfaces								-
Is the playground free of concrete, asphalt or other non-impact								
absorbing material under play equipment? (Any hard surface should								
be removed and replaced with an impact-absorbing surface when fall height is		Х	Х					
greater than 600mm.)								1
Loose-fill material	-							
Is there adequate drainage to prevent rotting?	-	Х	х					
	<u> </u>	~	~					
Does it extend at least 1.5m from all equipment that is less than 1.5m		Х	Х					1
in height, or 2.5m from equipment that is up to 3m height?								4
Is the loose-fill surface material checked regularly to ensure a depth of	х		х					
at least 30cm? (Use a tool to dig down.)	~		~					
Is it raked regularly to check for hygiene and foreign objects that	х		х					
may cause injury?	~		~					1
Are the borders enclosing the loose-fill surfacing secure?	Х	Х	Х					
Synthetic material								
Does it extend at least 1.5m from all equipment that is less than 1.5m	-							
in height, or 2.5m from equipment that is up to 3m height?	Х	Х	Х					
Is the surface material still in good condition and securely in place to		Х	X					
provide impact absorption?								
² Equipment								
Platforms, structures and frames								1
Is the maximum height from which the user can fall 3m for general	- Y		- r					
equipment, 2.2m for upper body equipment (e.g. jungle gym) or 1.5m			х					
for early childhood centres?*			~					1
	<u> </u>							
Are all structural foundations free of movement, checked for wear and		Х	Х					
below ground level?								
Are all structures free of rot or corrosion and have no missing parts,								
panels or fittings? (Check that plastic equipment is sound and free of cracks and	х	Х	Х					1
deterioration from the sun.)								
Are all components free of unintended movement, warping or	х		х					
twisting?	~		~					
Are all components designed to prevent water entering enclosed areas								1
and free of deterioration? (Check cap ends, grommets, on bolts		Х	Х					1
or screws.)								
Are all components free of corrosion and bulging and all nails and							l	
fixings flush with surface or countersunk?		Х	Х					1
Are all bolts and fasteners secure?	-	Х	Х					
Are all exposed protrusions and sharp edges removed? (Check for	-							
protruding nails, rivets & bolts, which may need to be covered or sawn off.)		Х	Х					
Are platforms and other standing surfaces free of moss, mould & other	Х		Х					1
unhygienic matter that may cause corrosion or slipping?	<u> </u>							
Are all guardrails and barriers around decks and platforms secure, free		Х	Х					
of sharp edges and small enough for a child's grip?								
Are all equipment surfaces and parts in good order? (Check for splits,								:
splinters, cracks, cuts and open joints. Look at specific pieces of equipment such as		х	х					1
swings and slides. Swing seats should be made of a soft material rather than		~	~					
wood. Slides should have a smooth surface and gradual surface at the bottom.)								
³ Moving parts								
Are the covers or guards that conceal pinch, crush or entrapment								
points well maintained?		Х	Х					
Are all parts of each piece of equipment such as links, chains and						1		
fasteners, secure and not excessively worn? (Check for empty bolt holes,	1			I				:
loose pieces of chain and S hooks not tightly closed. Replace pieces if wear is	1	х	х	I				
noticeable. Look at specific pieces of equipment such as swings and swinging	1			I				
bridges.)	1			I				1
Has the equipment been lubricated where necessary?	F	Y	×	i	1	1	*	

Continues over page



Playground Hazard and Maintenance Assessment Continued

Inspections					esponse	es					
Weekly = 14 point inspection Term = 24 point inspection Annual = 35 point inspection X = Inspection is required Items to be assessed: (Hazards)	Weekly	Term	Annual	Yes	No	N/A	Action: (What is the hazard, who will fix the hazard and when?)	Review: (Date hazard fixed and by whom.)			
4 Ropes, chains and tyres						-	· · · · ·				
Are ropes and chains securely fastened and all frayed rope ends											
trimmed and repaired? (Check that ropes have not been added to the original design.)		х	х								
Are rope, chain or tyre nets in good repair and to the original design? (Check that rope and chain nets are secured top and bottom.)	х	х	х								
Are the rims on all tyres intact and drain holes clear? (Check for reinforcing wires, which may come loose and poke out.)	х		х								
5 Access and entrance											
Are all access ramps and entrances to the equipment free of slipping and tripping hazards?	х		х								
Are all access and entrance points to the playground and equipment free of exposed protrusions and sharp edges?		х	х								
6 Entrapment and entanglement											
Are all entrapment points eliminated? (Check for any narrow openings, "V" shaped gaps or sharp angles hooks or protrusions, which could trap a child's head or limb.)			х								
Are all steps, ladders, guardrails and nets large enough to let a child get their body right through?			х								
7 Sandpits											
Is drainage from the sandpit adequate?	Х	Х	Х					 			
Is the sand raked regularly to check for hygiene and foreign objects that may cause injury? (<i>Remove any polluted sand immediately and add new</i> sand as required. The whole pit should be turned over to the full depth every 12 months.)	х		х								
8 General site layout											
Is there enough space between equipment so that children can move freely between areas without bumping or colliding			x	7							
Is the playground set out to allow for unobstructed supervision?		X	Х								
Are pathways around the playground clear of hazards? (Check for cracks, subsidence, jagged edges & signs of poor drainage [puddles.]	x	x	x								
Is the playground environment in good condition and free of rubbish? (Check playing fields and concrete areas.)	X	Х	Х								

*Note Early childhood moveable equipment cannot exceed 1.5m and moveable boxes 1.2m. All moveable equipment must be secured when not in use. Disclaimer: Though this assessment tries to reflect the requirements outlined in the playground standards NZS5828:2004, its implementation does not constitute an audit. It is recommended an audit should take place when installing a new playground or if there is technical concern about the equipment used in the playground. Reference: This compilation checklist was developed from the following ACC forms ACC2032, ACC2033, and ACC2031 included in the "Safe At play guide to making playgrounds safer for children". These forms are available at the ACC website www.acc.co.nz

Comments:





SWS

Incident Reporting Recording and Investigation

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Baptist Union of NZ – H&S System

Written to assist compliance to New Zealand Health and Safety Legislation



Health and Safety at Work Act come into force on the 4th of April 2016. The following information clarifies the requirement to inform Worksafe NZ of notifiable events.

Notify Worksafe NZ

56 Duty to notify notifiable event

(1) A PCBU must, as soon as possible after becoming aware that a notifiable event arising out of the conduct of the business or undertaking has occurred, ensure that the regulator is notified of the event.

(2) A notification under subsection (1)—(a) may be given by telephone or in writing (including by email, or other electronic means); and (b) must be given by the fastest possible means in the circumstances.

(3) For the purposes of subsection (2), a person giving notice by telephone must—(a) give the details of the incident requested by the regulator; and (b) if required by the regulator, give a written notice of the incident within 48 hours of being informed of the requirement.

(4) Notice given in writing under subsection (2) or (3) must be in a form, or contain the details, approved by the regulator.

(5) If the regulator receives notice by telephone and a written notice is not required, the regulator must give the PCBU— (a) details of the information received; or (b) an acknowledgement of having received notice.

55 Duty to preserve sites

(1) A PCBU who manages or controls a workplace at which a notifiable event has occurred must take all reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by an inspector.
(2) Subsection (1) does not prevent any action—(a) to assist an injured person; or (b) to remove a deceased person; or (c) that is essential to make the site safe or to minimise the risk of a further notifiable event; or (d) that is done by, or under the direction of, a constable acting in execution of his or her duties; or (e) for which an inspector or the regulator has given permission.

25 Meaning of notifiable event

In this Act, unless the context otherwise requires, a **notifiable event** means any of the following events that arise from work:

(a) the death of a person; or

(b) a notifiable injury or illness; or

(c) a notifiable incident.

23 Meaning of notifiable injury or illness

(1) In this Act, unless the context otherwise requires, a **notifiable injury or illness**, in relation to a person, means— (a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

(i) the amputation of any part of his or her body:

(ii) a serious head injury:

(iii) a serious eye injury:

(iv) a serious burn:

(v) the separation of his or her skin from an underlying tissue (such as de-gloving or scalping):

(vi) a spinal injury:

(vii) the loss of a bodily function:

(viii) serious lacerations:

(b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:

(c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:

(d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—

(i) with micro-organisms; or

(ii) that involves providing treatment or care to a person; or

(iii) that involves contact with human blood or bodily substances; or

(iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or

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(v) that involves handling or contact with fish or marine mammals:

(e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

(2) Despite subsection (1), **notifiable injury or illness** does not include any injury or illness declared by regulations not to be a notifiable injury or illness for the purposes of this Act.

24 Meaning of notifiable incident

(1) In this Act, unless the context otherwise requires, a **notifiable incident** means an unplanned or uncontrolled incident in relation to a workplace that <u>exposes a worker or any other person to a serious risk</u> to that person's health or safety arising from an immediate or imminent exposure to —

(a) an escape, a spillage, or a leakage of a substance; or

(b) an implosion, explosion, or fire; or

(c) an escape of gas or steam; or

(d) an escape of a pressurised substance; or

(e) an electric shock; or

(f) the fall or release from a height of any plant, substance, or thing; or

(g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or

(h) the collapse or partial collapse of a structure; or

(i) the collapse or failure of an excavation or any shoring supporting an excavation; or

(j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or

(k) the interruption of the main system of ventilation in an underground excavation or tunnel; or

(I) a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or

(m) any other incident declared by regulations to be a notifiable incident for the purposes of this section.(2) Despite subsection (1), **notifiable incident** does not include an incident declared by regulations not be a notifiable incident for the purposes of this Act.

SWS

Form of register or notification of Notifiable Event

WOR

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		ns 1, 2, 3, 9, 10, 11, 14 and							
Near miss	Non Serious Harm		Serious Harm Injury						
1 Particulars of employer, self-employed pers (business name, postal address and telephone nu		□ biological factors □ chemicals or other substances □ mental stress							
		11 Agency of accident / serious harm: Imachinery or (mainly) fixed plant							
		□ mobile plant or tran							
2. The neuron neuronting is:		D powered equipment							
2 The person reporting is: □ an employer □ a principal □ a self-	employed person		tool, appliance, or equipment						
	employed person	Chemical or chemica							
3 Location of the place of work:		material or substand	•						
		environmental expo	osure (e.g. dust, gas)						
		🗖 animal, human or bi	iological agency (other than bacteria or						
		virus)							
(shop, shed, unit nos., floor, building, street nos. locality/suburb, or details of vehicle, ship or aircr		bacteria or virus							
locality/suburb, of details of vehicle, ship of dircr	ajt)								
4 Personal data of injured person		12 Body part:							
Name		□ head □ ne □ upper limb □ lov	ck 🛛 trunk wer limb 🗖 multiple locations						
Residential Address		□ systemic internal orga	•						
		13 Nature of injury or o	disease: 🛛 fatal						
Date of birth	Sex(M/F)	(specify all)	_						
		☐ fracture of spine	puncture wound						
5 Occupation or job title of inured person		 other fracture dislocation 	 poisoning or toxic effects multiple injuries 						
(employees and self-employed persons only)		sprain or strain	□ damage to artificial aid						
		□ head injury	☐ disease, nervous system						
		□ internal injury of trunk							
6 The injured person is:		amputation, including							
□ an employee □ a contractor (se	lf-employed	open wound	□ disease, digestive system						
person)		□ superficial injury□ bruising or crushing	 disease, infectious or parasitic disease, respiratory system 						
□ self □ other		□ foreign body	□ disease, respiratory system						
7 Period of employment of injured person (en	nnlovees only)	□ burns	□ tumour (malignant or benign)						
\Box 1 st week \Box 1 st month	\Box 1-6 months	nerves or spinal chord							
□ 6 months-1 year □ 1-5 years	Over 5 years								
non-employee		14 Where and how did the accident / serious harm happen?							
		(If not enough room attac	ch separate sheet or sheets.)						
8 Treatment of injury:	a n h i								
	□ Hospitalisation								
9 Time and date of accident / serious harm:									
Time am/pm Date									
Shift 🛛 Day 🗆 Afternoon 🗖 Night		15 Notification is from							
			ation been carried out? yes no						
Hours worked since arrival at work		(b) Was a significar	nt hazard involved?						
(Employees and self-employed persons only)		Signature and date	/ /						
10 Mechanism of accident / serious harm:		Name & position (capital							
□ fall, trip or slip □ hitting objects w body	with part of the								
	hit by moving	Fmail: seriousbarm notif	ication@worksafe.govt.nz						
objects			-						
□ body stressing □ heat, radiation of	or energy	Note: On the back of this for	rm is - The Investigation Report Form						



INVESTIGATION FORM

Date / /

Accident investigated by:		Was the Worksafe NZ advised – 0800 030 040 YES / NO						
Position(s):		– Date:/	/					
INJURY TREATMENT	Nature of injury:		Type of Treatment provided:					
Treatment date://								
Time:								
Person giving First Aid:	Doctor:		Hospital:					
DESCRIBE WHAT	Talk to injured person & eye v	e witness and ask the Who? What? How? Where? Why? Questions						
HAPPENDED:	Examine equipment & work e	environment etc. For all vehicle accidents use an additional diagram sheet						

CAUSE ANALYSIS: What were the causes of the accident? (<i>Tick possible deficiencies</i>)							
	IM	MEDIATE CA	AUSES	BASIC CAUSES			
	Substandard Actions		Substandard Conditions		Job Factors		
	Operating equipment without auth	ority	Inadequate guards or barriers		Inadequate supervision		
	Failure to warn		Inadequate or improper PPE		Inadequate tools/equipment		
	Failure to secure		Defective tools, equipment/ materials		Inadequate maintenance		
	Operating at improper speed		Congested or restricted action		Inadequate work standards		
	Making safety devices inoperable		Inadequate warning system		Wear and tear		
Removing safety devices			Fire and explosion hazards		Abuse or misuse		
Using defective equipment			Poor housekeeping - disorder				
	Using equipment improperly		Hazardous environmental conditions		Personal Factors		
	Improper loading or placement		Noise exposures		Inadequate capability		
	Improper lifting		Radiation exposures		Lack of knowledge		
	Improper position for task		High or low temperature exposure		Lack of skill		
	Servicing equipment in operation		Inadequate or excessive illumination		Stress		
	Horseplay		Inadequate ventilation		Improper motivation		
	Under influence of alcohol and/or of	lrugs					
Unsafe position or posture							
	Failure to use PPE						
	Caus	e analysis sour	rce: Massey – 114.271-Study Guide One, Topic 4	. The	e theories of injury causation, Reading 4		

PREVENTION	Attention: If you ticked VERY SERIOUS or SERIOUS below – and this hazard is not in the hazard register, a new control sheet must be written and added to the existing hazard register									
			register.							
HOW BAD COULD IT HAV	/E BEEN?		N N	HAT IS THE CHANCE	OF IT HAPPENING A	GAIN?				
Very Serious Serious	asional	Rare								
What action has or will be taken to	prevent	reoccurrence	2	By whom	When	Completed				
					//_	_/_/_				
					ASSOCIATED CC	STS				
PAID TIME LOST IN ACCIDENT - Estin	mate		DAMAGE TO PROPERTY							
Injured person(s) 1 st week liability		\$	Property / N	/laterial Damaged:						
Other person(s) attending – first aid	d etc	\$	Nature of D	amage:						
Stoppage, followed by slow work pace \$ Object/Substance Inflicting Damage										
Time – Recording & investigating et	c	\$	Person in control of Object/Substance:							
Estimated lost time	cost = A	\$	Estimated	cost of repair /r	eplacement = B	\$				
					TOTAL = A+B					

SAFEWORK

APPENDIX 1

Due diligence clarification

Is the Organisation a PCBU or a Volunteer organisation?

Engagement	РСВИ	Volunteer organisation
Organisation does not employee it only engages an individual(s) under contract for service. i.e. contractors	Not a PCBU	Yes – a volunteer organisation
Organisation engages an individual(s) under contract of service. i.e. employee(s)	Yes – Is a PCBU	Not a volunteer organisation

Does the governance board or minister have a duty of due diligence?

Roles	Due diligence duty exists	Exempt from prosecution	
Volunteer officers / governance board (not paid for their role)	Yes	Yes – exempt from prosecution.	
Paid officers/ governance board (paid to be on the board)	Yes	Not exempt from prosecution	
Paid minister is only an advisor to the governance board (not a member of the board)	No – because he only advisors the governance board		
Paid minister is a member of the governance board	Yes – due diligence exists for the minister	Not exempt from prosecution	

On 30/11/2015 16:47, Bryce Fleury, WORKSAFE NZ wrote:

PCBUs

Volunteer Associations are not regarded as PCBUS (section 17 (b) (ii). A Volunteer Association is defined as a group of volunteers working together for a community purpose who do not employ any person. The Act does not define 'employ' but it does define 'employee'. That definition refers to the Employment Relations Act 2000 and means 'any person of any age employed by an employer to do any work for hire or reward under a contract of service'. If the association (or any of its members) instead only 'engages' an individual to work for the association under a contract for service (i.e. a 'contractor'), then it would still be a volunteer association and not a PCBU. I would think a Minister being paid a stipend would not meet the definition of an employee in determining if the organisation is a voluntary association or not. However, if the Church employs other staff it will be a PCBU.

If the local church or national body does not meet the definition of a Volunteer Association then they will be PCBUs and have duties to the workers they engage or influence or direct and to 'other' people such as members of the public (so far as is reasonably practicable).

Officers

Officers are the governance group of the PCBU, such as Directors, Partners, trustees etc. The Act also describes Officers apart from these named roles as "any person in a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking (for example a Chief Executive)". It goes onto say, to avoid doubt the definition does not include a person who merely advises or makes recommendations to another officer or officers. Officers have a duty but the duty is of due diligence – to ensure the organisation is meeting its health and safety duties.

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Exemptions

There are some groups that are exempted from prosecution if they fail to meet their Officer due diligence duty. This includes elected members of a Board of Trustees in a school, elected members of Local Councils and volunteer Officers (people who do not receive a payment for performing their role as an officer). Such Officers still have a duty of due diligence but they cannot be prosecuted for their failure to meet that duty.

Important questions for the BUNZ

So in the case of the Baptist church	Bryce Fleury. Manager Sector	Feedback BUNZ National
some relevant questions would be;	Engagement – WorkSafe NZ	Administrator
Do Ministers who are paid a stipend meet the definition of an employee?	If they don't and there are no other staff employed by the church it would meet the definition of a Voluntary Association and would not be covered by the Act.	Baptist pastors are not employed but called to a church. In saying that they are still treated as employed under the Employment Act and also pay PAYE on their stipend so I would say they are technically employed.
Are the Ministers who receive a stipend members of the various governance bodies of the church or 'merely advisors' to them?	If they advise the governance group and are not a member of it then they probably would not meet the definition of an Officer.	There would be a mix here but I would say the in the majority of cases they are a member of the governance body and not just advisers
Are they paid to be on the governance group? Does their stipend cover their involvement in the governance of the organisation or is that over and above their Ministerial role?	If they are not paid to be on the governance group(s) they would be volunteer officers and not liable for prosecution	There stipend would cover their involvement with the governance and this would be seen as part of their job

Other considerations

Other things to consider are Officers only have duties to the extent they have the ability to influence and control a risk – so the level of influence and control they have is a consideration in any matter. And in the case of Officers due diligence must be exercised taking into account the nature of the business and 'the position of the officer and the nature of the responsibilities undertaken by the officer'. So Worksafe NZ would have to take into account the type of organisation the PCBU is and the nature of the Officers in that organisation.

Regards

Bryce Fleury Manager Sector Engagement WORKSAFE NZ Level 6, 86 Customhouse Quay, PO Box 165, Wellington 6140 P +64 4 901 4954 Mob +64 21 995 379



APPENDIX 2

Worker engagement, participation and representation - Not exhaustive

WORKER ENGAGEMENT

(1) A PCBU must, so far as is reasonably practicable, engage with workers who carry out work for the business or undertaking; and who are, or are likely to be, directly affected by a matter relating to work health or safety.

(2) If the PCBU and the workers have agreed to procedures for engagement, the engagement must be in accordance with those procedures.

Questions

Is worker engagement on health or safety matters required?	YES - when identifying:	•	work hazards and assessing risks to work health and safety
	YES - when deciding:	•	ways to eliminate or minimise those risks about the adequacy of facilities for worker welfare procedures for engaging with workers, monitoring worker health and workplace conditions, procedures (if any) for resolving health or safety issues
	Yes - when providing:	•	information and training for workers
	Yes - when proposing:	•	changes that may affect the health or safety of workers
	Yes - when developing:	•	worker participation practices and work groups

What does the nature of the engagement look like?	Regarding time fames	•	the relevant health or safety matter is to be shared with workers in a timely manner that the workers be advised of the outcome of the engagement in a timely manner
	Regarding worker opinions	•	that workers be given a reasonable opportunity to express their views and to raise work health or safety issues in relation to the matter; and to contribute to the decision-making process relating to the matter that the views of workers be taken into account by the PCBU

Is it mandatory to have a Health and Safety Committee?	NO - Not if:	• the work is carried out by fewer than 20 workers, and it is not within the scope of any high-risk sector or industry prescribed by regulations
Is it mandatory to elect Health and Safety Representative(s)?	NO - Not if:	Same as above
Is the BUNZ in a high risk sector?		The high risk sector or industries include: Aquaculture; Forestry and logging; Fishing, hunting, and trapping; Coal mining; Food product manufacturing; Water supply, sewerage, and drainage services; Waste collection, treatment, and disposal services; Building construction; Heavy and civil engineering construction; Construction services; Adventure activities, Major Hazard Facilities, Mining Operations and Quarrying Operations, Petroleum Exploration and Extraction, a PCBU subject to Civil aviation rules etc.,

Workers defined: a **worker** means an individual who carries out work in any capacity for a PCBU, including work as — (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the business or undertaking; or (e) an outworker (including a homeworker); or (f) an apprentice or a trainee; or (g) a person gaining work experience or undertaking a work trial; or (h) a volunteer worker; or (i) a person of a prescribed class.

Reference: sect 58-62 Health and Safety at Work Act 2015 2015; Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016



APPENDIX 2

Police vet for limited-attendance childcare centres

Questions		
Is there a duty to carry out Police vetting of workers at limited-attendance childcare centres?	Yes	 A PCBU must obtain a Police vet of every worker who is to work at the centre during normal opening hours; and who is not a registered teacher or a holder of a limited authority to teach
Is there a duty to ensure Police vet is obtained before the worker has unsupervised access to children?	Yes	 A PCBU must apply for the Police vet no later than 2 weeks after the worker begins working at the centre; and obtain the Police vet before the worker has, or is likely to have, unsupervised access to children at the centre during normal opening hours.
Are there procedures that must be followed around Police vets?		 A PCBU must ensure that strict confidentiality is observed for the Police vet, and must not take adverse action in relation to the worker who is the subject of a Police vet until— the worker has validated the information contained in the vet; or the worker has been given a reasonable opportunity to validate the information, but has failed to do so within a reasonable period.