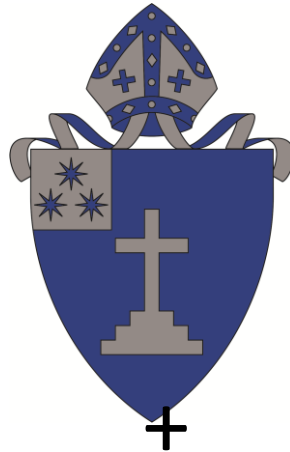


Anglican Diocese of Nelson



# Health and Safety Management Plan

September 2016

[www.nelsonanglican.org.nz/Diocese-resources](http://www.nelsonanglican.org.nz/Diocese-resources)



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# Introduction

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The Health and Safety at Work Act (2015) came into effect in April 2016. The new law seeks to improve health and safety in New Zealand workplaces to reduce the number of fatalities and injuries suffered every year. It has very wide application and now puts obligations for health and safety on churches and charities. Churches now have a duty of care to ensure no one is harmed while attending church or related church activities or while working for us or on our premises.

In 2013 The Nelson Diocese adopted the SafeHere programme which is designed to protect the welfare of people in our ministries, especially those involving children, youth and the elderly. SafeHere is based on the principle of acting in the best interests of those in ministry and those being ministered to by taking all reasonable steps to ensure their safety. SafeHere provides us with tools to manage the risks and hazards of ministry activities and forms part of our overall health and safety management plan.

In addition to ensuring the health and safety of those involved in ministry to others (covered by SafeHere), the Health and Safety at Work Act requires us to keep **all** our workers and volunteer workers safe, for example office staff and those who help with building and ground maintenance. While churches generally have few paid workers, there are many volunteers who are an integral part of running of the church. We now have a duty of care to ensure that these people, the general congregation, visitors and contractors carrying out work for us are all protected from hazards that may potentially cause them harm. We do not have a duty of care to trespassers and those on site solely for recreation or leisure (providing they were not authorised to be there).

This health and safety management plan is for the entire Diocese and is to be used in each parish. In the Appendices you will find useful policies and procedures for activities commonly undertaken in churches as well as other useful information, such as template forms.

# 1. Health and Safety Policy Statement

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As a Diocese we will follow the best standards of practice in all our locations in relation to the health and safety of our lay workers, members of the clergy and others who access and use our premises.

As a Diocese we will follow the guidelines set out in the SafeHere programme to ensure safe ministry.

In particular we will:

1. Systematically identify and control risks to health and safety in our workplace by taking all reasonably practicable steps to eliminate or minimise those risks to prevent any injury or damage.
2. Keep up to date with, and comply with, all laws and regulations applicable to our work places and activities.
3. Develop and implement emergency and evacuation procedures.
4. Regularly review our safety management system and practices to ensure they are effective (at least annually).
5. Include health and safety as a regular agenda item at all governance, management and staff meetings in order to identify health and safety improvements.
6. Ensure relevant health and safety information is provided to all workers, volunteers and members of the clergy.
7. Ensure all workers, volunteers and members of the clergy are fit for the task and receive the training and/or supervision they need to perform their work safely.
8. Notify a manager, warden, SafeHere Coordinator or parish Health and Safety Advocate of current or impending health and safety issues or suggestions on how to improve health and safety.
9. Accurately report and record all workplace incidents and injuries and take all practicable steps to prevent these events from happening.
10. Actively involve workers in health and safety matters.
11. Take personal responsibility for a safe work environment.
12. Review this policy every two years.

*Policy approved by Standing Committee 09/02/2016*

## 2. Identifying and Controlling Risks

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As a Diocese we commit to taking all reasonably practicable steps to eliminate or minimise any risks/hazards under our control, to prevent harm from occurring. We will do this by systematically identifying all hazards and risks in our church, then putting appropriate controls in place to prevent harm occurring. The risk assessment form in Appendix A1 can be used to record the hazards/risks for each area or activity and how we intend to control them.

### 2.1 SafeHere

As part of our risk management system, we have adopted a safety management system called SafeHere. SafeHere sets a standard of safety and care in the church and is based on the principles of acting in the best interests of those in ministry and those being ministered to, taking all reasonable steps to ensure their safety. It applies to anyone in a church who is involved in ministry to, for or with children, young people, their families and other adults, regardless of age. SafeHere provides us with tools to identify and manage the risks and hazards of ministry in our church, including social activities and outings.

The Health and Safety at Work Act requires us to have systems in place to ensure safe ministry. By following SafeHere we will be complying with that Act in terms of safe ministry. In some cases SafeHere imposes higher requirements than the Health and Safety at Work Act – Synod has voluntarily adopted these higher standards because caring for others is central to our calling as Christians.

From time to time other legislation may apply to ministry activities and may impose additional requirements to those of SafeHere. For example, the Vulnerable Children’s Act imposes specific obligations over and above those required by SafeHere in certain clearly defined situations. As the Vulnerable Children’s Act applies only where services to children receive state or local authority funding, the funder will let you know if additional health and safety requirements apply.

### 2.2 Assessing and Managing Risks

In addition to following SafeHere requirements for managing risk in ministry, each parish in our Diocese will also undertake a risk assessment of their buildings and equipment, as well as activities (such as lawn mowing) which don’t come under the umbrella of SafeHere. Risk assessments will be repeated whenever changes are made to buildings, equipment and activities.

In completing a risk assessment, we will first consider whether the risk can be eliminated (ie, can we remove the source of the harm?). If the risk can’t be eliminated, then it must be minimised by putting in place controls. The completed risk assessment forms will be collated and kept as a Site Hazard/Risk Register and referred to as required.

Where hazards/risks can only be minimised, we will ensure:

- Any identified hazards/risks are recorded in the Site Hazard/Risk Register and all relevant people informed.
- Any relevant guidelines, codes of practice, etc. are considered to ensure the risk is minimised most effectively (for example, by referring to the policies / procedures set out in the Appendix to this document). In addition you can access information about health and safety best practice guidelines, codes of practice, etc, through the Worksafe NZ website <http://www.business.govt.nz/worksafe/>
- Where applicable, protective clothing and equipment is provided and used by everyone involved in the activity – ie high visibility vests for parking wardens, ear muffs for lawn mowing etc.
- Team leaders and participants are properly trained and/or supervised.
- Safety signs and other forms of communication are used to let people know of the risk.

## 3. Information and Training for Workers and Volunteers

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### 3.1 Our Duty to Workers and Volunteers

As a church, not a business, our personnel structure is quite unique. The Bishop appoints clergy and individual parishes may employ a small number of workers in paid positions. These paid workers generally report to the Vicar. Aside from these, most people involved with the Diocese are unpaid volunteers and church members.

Under the law we have a duty to ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace, and anything arising from the workplace are without risks to the health and safety of any person, regardless of whether they are a worker or a volunteer. The workplace is defined as a place where work is carried out or is customarily carried out, and includes any place where a worker goes, or is likely to be, while at work.

For the Diocese and its parishes, therefore, the workplace will most often mean the site where the church building and offices stand. However, it may also include other sites where work is carried out or where church members congregate for a church organised activity, such as a church camp. Appropriate safeguards (including information and training) must be in place to protect the safety of workers and volunteers in all their places of work.

### 3.2 Workers and Others Have Duties Too

Workers and others have their own duties under the law:

- They must take reasonable care for their own health and safety.
- They must take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- They must comply, as far as they are reasonably able, with any reasonable instruction given by the Diocese or parish to allow them to comply with the law.
- In addition, workers must co-operate with any reasonable diocesan or parish policy or procedure of which they have been notified.

### 3.3 Safety Training

Our aim is to ensure that anyone involved with our Diocese who may be exposed to hazards through the work they do or activities they are involved in (either as a paid employee or a volunteer) are given appropriate training to ensure they remain safe and can keep those in their care safe.

#### **SafeHere Training for Those Involved in Ministry**

Most of our safety training for those involved in ministry is covered by SafeHere.



SafeHere training ensures that all our leaders are trained in the basics of how to assess and manage risk to prevent harm from occurring. This includes risk from physical hazards in the environment, but also the risk of harm being done by a person towards vulnerable children or adults.

The training modules required depend on whether someone is a Team Member, Team Leader, Coordinator or Risk Management Officer (RMO). SafeHere defines each of these roles and their associated responsibilities.

There are strict criteria around who can be appointed to a ministry team in the role of a Team Member or Team Leader. This involves a full application process including police and referee checks. For full membership of a ministry team a person must be over the age of 18 years.

Each parish, group of parishes or deanery will hold regular training sessions for new people becoming involved in a ministry. Records of this training for each person are stored online in the SafeHere programme and can be accessed by the Coordinator for each parish and the Diocesan RMO.

In addition to SafeHere training, we will ensure that everyone involved in a ministry leadership role is:

- Informed of any hazards/risks they will be exposed to on our premises and the controls or procedures necessary to prevent harm or damage to themselves, other people or property.
- Aware of what to do in an emergency, including who to inform and where first aid kits are stored.
- Aware of how to report accidents and to whom, depending on the seriousness of the accident.

### **Vestry training**

Those in senior management and governance positions in the Diocese or parishes, eg, vestry members, priest in charge or vicar, must receive training on their legal obligations for health and safety, either personally or by a Diocesan DVD. They must also read and understand this Health and Safety Management Plan.

### **Training for those carrying out physical work on church property**

There are people in parishes who do not work in ministries involving children, youth or other vulnerable people, but who may be exposed to risks through work they carry out on our premises or on our behalf, such as those who mow lawns or help with working bees. These people will receive a basic safety induction before beginning work to ensure they are aware of the risks and safety controls for the tasks they undertake. They must also be trained in using equipment and supervised where necessary. A risk assessment must be completed for each task and kept in the Site Hazard/Risk Register. The risk assessment form is the same as that used for activities under SafeHere and is available in the parish office and in Appendix A1 of this document.

The safety induction/briefing will consist largely of going through with workers the controls identified on the risk assessment form to minimise the risks of the particular activity. For working bees, this is best done by gathering helpers together for the safety briefing at a set time before work begins.

### **Training for Parish Leaders and Paid Workers**

Workers employed by the Diocese/parish and other parish leaders must be given a health and safety induction when they begin work and annually thereafter. The induction will cover:

- Risks they may be exposed to while working and to how control those risks.
- How to deal with emergencies.
- How to deal with and report accidents.
- Who to speak to about safety concerns.

Paid employees and other parish leaders must read and understand the Health and Safety Management Plan. A template Induction / Training Form that you may find useful can be found in Appendix A3.

## 4. Involving and Communicating with Workers

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### 4.1 Feedback on Health and Safety

We will ensure that we have clear, effective and reasonable opportunities for our workers and congregations to suggest improvements and raise concerns about health and safety, on an ongoing basis.

We will engage and consult by:

- Including health and safety as a discussion point in staff meetings.
- Appointing a vestry member in each parish as a Health and Safety Advocate, to coordinate health and safety matters and act as a parish contact person. Ideally this person will also be the SafeHere Co-ordinator, but this may not always be possible. If the roles are held by different people it is essential that they liaise regularly to share information. Where it is not possible to appoint a vestry member to the role of Health and Safety Advocate, a suitable person should be appointed with the approval of the vestry and must report regularly to vestry.
- Involving workers in the hazard identification, control and review process.
- Inviting our workers to provide feedback on the adequacy and effectiveness of our systems and facilities.
- Providing feedback to our workers on any changes and outcomes from investigating accidents.
- Providing information and training for our workers and leaders – eg, SafeHere training, safety inductions.
- Engaging workers in any changes that may affect their safety.

### Role of the Health and Safety Advocate

The Health and Safety Advocate is the main 'go-to' person for health and safety matters in the parish. They should be known to everyone and be approachable and friendly. The ideal Advocate will have been exposed to health and safety in a workplace outside the church environment, so will have a basic knowledge of NZ health and safety requirements.

The Advocate's role is largely a co-ordinating role. They don't necessarily have to carry out all tasks themselves, but need to identify people to do so and check that tasks are done. Their role includes:

- Ensuring a Site Hazard/Risk Register is created and maintained.
- Ensuring records are kept of all accidents.
- Ensuring the Site Hazard Register is updated as new hazards come to light from accident reports and other forms of reporting.
- Ensuring emergency drills are carried out each year.
- Ensuring the necessary signs are up around the church.

- Ensuring contractors receive a safety briefing and a record of this is kept.
- Keeping a compliance register to record that legally required testing, etc. is carried out (when is this due and who will action), eg, electrical leads tested and tagged annually or 6 monthly, fire extinguishers serviced.
- Reporting on health and safety matters to vestry.

The Health and Safety Advocate will work closely with the SafeHere Coordinator to ensure information is shared and well documented.

## **4.2 Vestry Involvement**

Health and safety will be an agenda item at all vestry meetings. The Health and Safety Advocate will report to each vestry meeting.

We recommend that the Advocate prints out a copy of the checklist in Appendix A5 for each Vestry meeting, checks those items that have been dealt with and records action taken. The checklist can then form part of the vestry minutes to record vestry's engagement with health and safety matters in compliance with its legal obligation to do so.

## 5. Reporting and Investigating Accidents

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### 5.1 Accident Reporting and Recording

We will keep a record of all accidents, serious near misses and serious ministry situations that occur in our Diocese. Record keeping will be done at parish level and all such cases reported to the SafeHere Coordinator or Health and Safety Advocate, depending on where and when they occur. The accident report form is the same in all cases and a template is set out in Appendix A2.

#### **SafeHere Coordinator**

The SafeHere Coordinator is responsible for keeping a record of all accidents, serious near misses and serious situations that occur within ministry. When an accident occurs, an accident report form must be completed by either a team leader or member and given to the SafeHere Coordinator for recording.

#### **Health and Safety Advocate**

The Health and Safety Advocate is responsible for keeping a record of all accidents that occur outside of ministry situations, eg on church grounds during the week or while maintenance to the church buildings or grounds is being carried out. Parishioners should know the Advocate's name so they know who to go to to report an accident. Alternatively, any parish leader can help an injured person complete an accident report form and hand it to the Advocate.

### 5.2 Different Reporting for Different Types of Accident

There are three levels of accidents – minor accidents, moderate accidents and serious accidents. The reporting requirements differ for each.

#### **Minor Accident**

A minor accident only requires first aid such as a bandaid. If first aid is given for any reason, this will be noted in a notebook kept with the first aid kit. Any such note should be initialled by the person who received first aid or, in the case of a minor, by a caregiver.

#### **Moderate Accident**

A moderate accident is one that results in an injury such as a sprained ankle, broken finger, bump to the head, etc. These injuries are not so severe that they need to be notified to Worksafe NZ, but are more significant than a first aid injury. In the event of a moderate accident, an accident report form must be completed and given to either the Health and Safety Advocate or SafeHere Coordinator, depending on when and where the accident occurred.

## **Serious Accidents**

Serious accidents are those that fall within the definition of a 'notifiable incident' or 'notifiable injury' under the Health and Safety at Work Act (see below) and/or are a serious ministry situation far beyond what is normal or expected.

### ***Notifiable incident or injury***

Where a notifiable incident or accident that results in a notifiable injury occurs, whether during ministry or otherwise, the scene must not be disturbed until Worksafe NZ has been notified and authorisation given by an inspector. The only exceptions are if the scene needs to be disturbed to assist an injured person, to remove a deceased person or if it is essential to make the site safe or to minimise the risk of a further notifiable event.

The person in charge must contact the Diocesan Executive Secretary (Annie Fraser) immediately so she can notify Worksafe NZ. Please note that no one other than the Executive Secretary, or in her absence the Bishop's Chaplain (Rev. David Hollingsworth), should contact Worksafe NZ directly unless their permission to do so is given. Worksafe NZ needs to be notified as soon as possible. The Worksafe inspector will decide if the scene can be disturbed or if it must remain secured until they have visited. The Executive Secretary may decide to activate an Emergency Response Team to assist with the pastoral care of those involved.

**Under the Health and Safety at Work Act the definition of a Notifiable Injury is:**

1. 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 degloving 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 zoonosis) 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
    - 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.

**The meaning of a Notifiable Incident is as follows:**

1. In this Act, unless the context otherwise requires, a **notifiable incident** means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk 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
  - l. a collision between 2 vessels, a vessel capsizes, 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.

### ***Serious Ministry Situation***

A serious ministry situation is one far beyond what is normal or expected, eg a suicide or report of abuse, which does not come within the meaning of a notifiable incident or injury. The Team Leader will contact the Executive Secretary (Annie Fraser), or in her absence the Bishop's Chaplain (Rev. David Hollingsworth), who may decide to activate an Emergency Response Team.

### **5.3 Information Sharing and Co-operation**

The Health and Safety Advocate and SafeHere Coordinator will share information and cooperate to ensure the right people are involved in investigating accidents. They will ensure those involved work as a team to prevent harm from recurring.

All accidents, near misses and other serious ministry situations must be reported as soon as possible. When the accident report form is complete, the Health and Safety Advocate or SafeHere Coordinator will look at what occurred and consider how it could have been prevented. The outcome will be shared with those involved and anyone else for whom the information is relevant. The relevant risk assessment forms will be updated if changes to hazard management are made or a new hazard identified.

### **5.4 Medical Emergencies**

From time to time someone may become unwell at church or a parish run event. Our priority is to seek immediate medical help. Depending on the seriousness of their condition, this will involve calling 111 for an ambulance or sending them to a doctor.

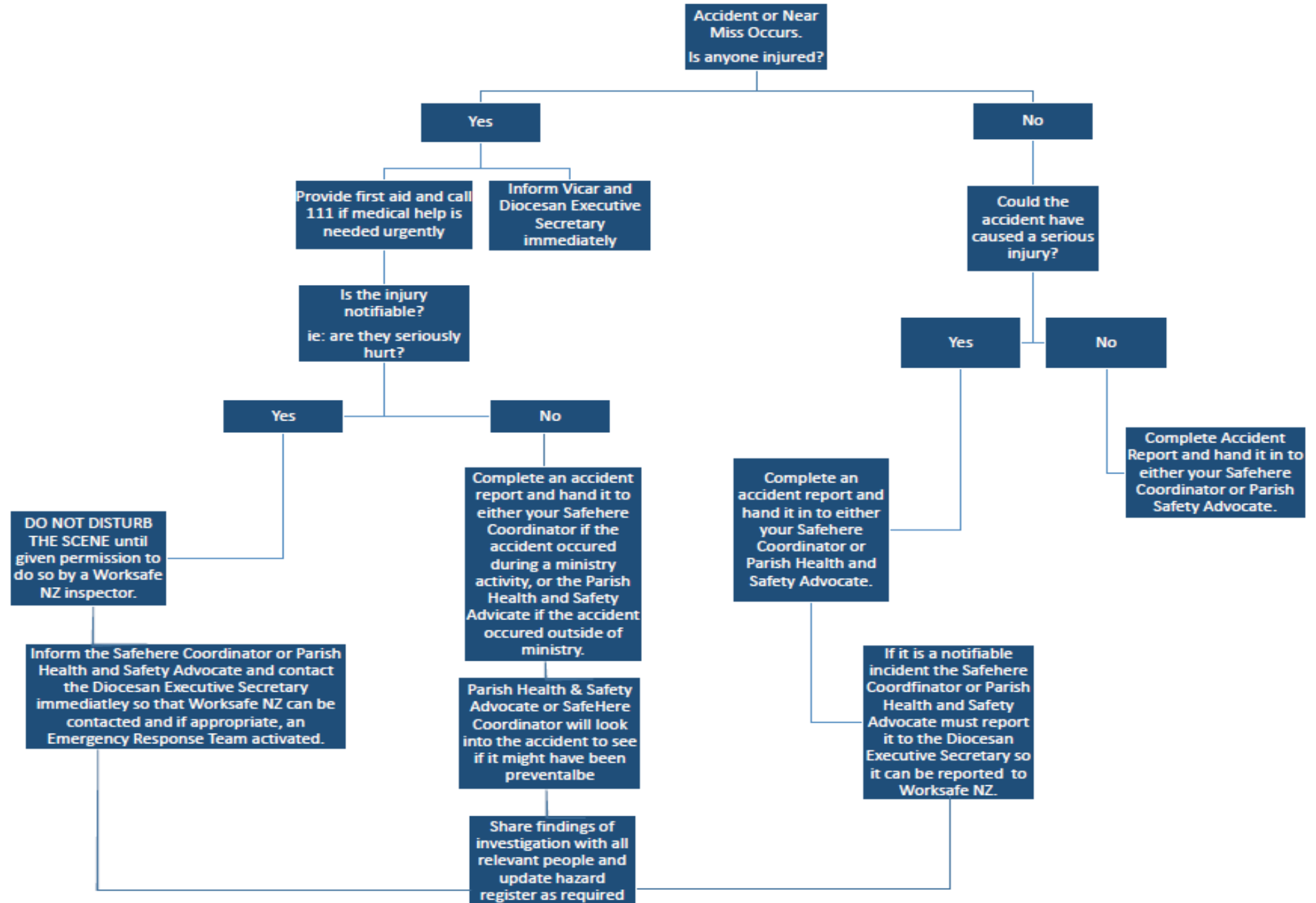
Although such medical emergencies do not fall within the meaning of an 'accident', we will nevertheless complete an accident report form to record what happened and enable us to review whether we dealt with the situation properly.

### **5.5 Accident Reporting**

A diagram outlining accident reporting and investigation procedures is attached overleaf.



# Accident Reporting Process



## 6. Emergency and Evacuation Procedures

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As part of our safety management plan we have considered the types of emergency our parishes may face. Outlined below are some basic procedures around which parishes can create their own particular procedure suitable for their location.

The Vicar and Vestry are responsible for ensuring emergency plans are communicated to the leaders and congregation and that any relevant emergency drills are carried out and recorded. Each parish must also designate fire wardens and a person in charge at each event in case there is a fire. The person in charge will speak to the fire service and give the all clear once the fire service has confirmed the buildings are safe to re-enter.

### 6.1 Earthquake

#### During An Earthquake

- If inside, stay inside.
- Follow the “drop, cover and hold” procedure.
- Don’t use lifts or stairs.
- Take only a few steps and take shelter in doorways, under desks or down beside an internal wall.
- If in a church, stay in your seats or crouch on the floor protecting your head and neck. Do not rush for the exits.
- Stay clear of large areas with glass or glass roofs.
- Keep away from windows or objects that could fall on you.

#### If Outside, Stay outside

- Take shelter clear of buildings, trees, power lines or anything that could fall on you
- If driving, pull over and stop.

#### When the Earthquake Stops

- Check for signs of fire or major structural damage.
- Account for all staff and visitors and treat any minor injuries.
- Don’t use lifts – use stairwells.
- Close all smoke stop doors in your area.
- Expect after-shocks.

An important hazard with earthquakes is resultant fire. Precautions should be taken by switching off electrical and heating equipment.

### 6.2 Medical Emergency

If there is a medical emergency at church or a church run activity, call 111 for emergency services.

Keep the person calm by reassuring them that help is on the way. Report the incident using an accident report form.

### **6.3 Fire**

The following action should be taken in the event of fire:

- If fire is small enough, extinguish immediately, otherwise;
- Alert everyone on the premises by shouting FIRE! If the premises have an alarm, hit the nearest alarm button to activate.
- Evacuate the area immediately by the nearest safe exit, leaving lights on and doors closed.
- Do not use lifts. Walk, do not run.
- Assemble at the evacuation assembly area (usually in front of the building).
- Designated fire wardens should check toilets and ensure everyone is accounted for.
- Person who finds the fire or anyone in vicinity should call 111 and advise the fire service that there is a fire at your location.
- Person in charge will meet the fire service on the street and direct them to the fire.

**DO NOT GO BACK INTO THE BUILDING UNTIL THE FIRE SERVICE HAS GIVEN THE ALL CLEAR.**

### **6.4 Unwanted Visitor on Site**

Each parish will create their own plan of what to do if there is an unwanted visitor on site, as each location is unique. Please refer to the “Working Alone” policy for help with this plan.

## 7. Contractors and Sub-Contractors

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### 7.1 Our obligation to contractors

From time to time we may owe health and safety duties as a “principal”. A principal is someone who “engages any person (other than as an employee) to do any work for gain or reward.” For example, we may engage an electrician to carry out electrical work.

As a principal, we must take all reasonably practicable steps to ensure a contractor’s safety (and the safety of any employees of that contractor). The new Health and Safety at Work Act classes contractors as workers, the same as employees. Therefore, our duty of care to them is the same as our duty of care to our own staff.

### 7.2 Information to be provided

- Contractors must undergo an induction before they begin work. This will be carried out by a designated person at each parish and will involve pointing out the hazards and safety rules for our premises. In particular contractors must be told of:
  - All specific hazards they may be exposed to, and their controls, while carrying out work on our premises.
  - Emergency and evacuation procedures.
  - Accident reporting procedure.
  - Any other relevant policies or procedures.
- Contractors will be informed that they are responsible for any hazards they introduce or create while on our premises.
- Contractors must inform us of any hazards they may introduce to our workplace and show us how they plan to manage these hazards to ensure no one is injured.
- Contractors must advise us of all accidents resulting in a notifiable injury that occur on our premises.
- Contractors must provide documentation to confirm they have complied with their own responsibilities under the Health and Safety at Work Act, for example that they have appropriate health and safety policies and procedures in place.

### 7.3 Preferred Contractors

To help carry out these requirements, we recommend that a list of preferred contractors is kept in each parish. A suggested template for gathering information about contractors to go on the preferred contractors list and ensuring they have all the information they need is set out in Appendix A4. We also recommend that parishes enter into the Contractors Agreement set out in Appendix C.

The information given and collected when completing these forms will help ensure that both we and the contractors we engage comply with the law. Some information may need to be repeated if there is a delay between completing the paper work and carrying out the work.

## 8. System Review

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We will analyse the information we collect through the year from near miss reports, accident reports and serious ministry situations to identify trends or new issues. This information will be communicated to the relevant workers.

We will review meeting minutes to ensure that health and safety tasks are completed in a timely way and relevant information is fed back into the safety management system.

The Diocesan office will review this health and safety management plan annually. It will also review this plan following any notifiable injuries/incidents.

## 9. Definitions

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### **Hazard**

A **hazard** is something which has the potential to cause harm. This may be something physical such as a piece of machinery or equipment, an environmental hazard such as a pool of water, weather conditions such as sun causing sunburn, or a person who could cause harm to a colleague through their own actions or inaction. The church has a duty to identify the hazards present on our premises and at our activities, and to take all reasonably practicable steps to control them so that no harm occurs.

### **PCBU**

**PCBU** is a legal term which refers to a person conducting a business or undertaking. In our context the PCBU is the Diocese.

### **Officer**

Under the new legislation, an **officer** is the most senior person or people who are in paid positions and have the power to influence health and safety in the church.

### **Worker**

A **worker** means an individual who carries out work in any capacity for the church, including work as— an employee or a contractor, a volunteer workers, an apprentice or trainee or a labour for hire employee.

### **Volunteer Worker**

A **volunteer worker** means a volunteer who carries out work in any capacity for the church with the knowledge or consent of the church; and on an ongoing and regular basis; and that is an integral part of the church, ie an unpaid youth leader.

### **Workplace**

A **workplace** means a place where work is being carried out and includes any place where a worker goes, or is likely to be, while at work. In the church context this includes our church building and grounds, as well as any places where church activities are held, such as a camp ground for a church camp.

### **Personal Protective Equipment**

**Personal Protective Equipment (PPE)** means anything used or worn by a person (including clothing) to minimise risks to the person's health and safety. Examples of PPE are high vis vests to make people more visible, safety glasses or goggles to protect eyes, ear muffs to protect hearing etc.

### **Plant**

**Plant** refers to any machinery, vehicle, vessel, aircraft, equipment (including personal protective equipment), appliance, container, implement, or tool; and any component of any of those things; and anything fitted or connected to any of those things, ie a chainsaw, a car, a hammer etc.

# Appendix A – Template Forms

## 1. Risk Assessment Form

RISK ASSESSMENT AND ACTION PLAN – ACTIVITY OR ENVIRONMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

Identified safety risk	Likelihood descriptor	Consequence descriptor	Risk Level from matrix / Priority	Action plan (What we will do to reduce this risk to an acceptable level)	Emergency Strategy (What we'll do if this risk becomes reality)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

**Likelihood:** Common, Possible, Unlikely, Rare, Very Rare

**Consequence:** Severe, Major, Moderate, Minor, Negligible

**Risk Level:** Low, Medium, High, Extreme

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Anglican Diocese of Nelson  
**ACCIDENT REPORTING FORM**

Prevention:

What action has or will be taken to stop another accident like this happening?

Tick items already actioned.

Write below if you need more space.

ACTION	TICK	BY WHOM	WHEN

**5. Treatment and Investigation of Accident**

Type of treatment given:

Name of person giving first aid:

Doctor/Hospital:

Accident investigated by:

Date: / /

Worksafe advised: Yes  No

Date: / /

Once completed, please hand this form in to either your Safehere Coordinator or Parish Safety Advocate.



## 4. Preferred Contractor Form

Date:

Trade represented:

Name of individual:

Name of Company:

Copy taken of annual practicing certificate or similar and kept with this form:

- YES       NO  
 NOT APPLICABLE

Professional organisation issuing certificate (Name):

Confirmation that contractor has own/company health and safety policies/procedures

- YES       NO

### Site Induction

- Check personal protective equipment for task i.e safety footwear/ eyewear/hearing protection if required
- Explain layout of complex – exits/ location safety equipment
- Explain emergency and evacuation procedures
- Ask if there is anything they would like to know

### Hazard Identification

- Explain and list general site hazards:
  
- Explain and list specific hazards contractor may encounter while doing their job [eg position of electrical cables, working at height, slope considerations for outdoor work]:

Induction carried out by: [Name] [Role within church]

*Form to be filed in Preferred Contractor Database*

## 5. Vestry Checklist

**To consider annually after the parish AGM and appointment of new vestry members:**

- Has each vestry member read and understood the Health and Safety Management Plan?
- Has each vestry member viewed the 'Safety in the Church' DVD or attended diocesan training on their obligations under the Health and Safety at Work Act in person?
- Has a Health and Safety Advocate been appointed and are they aware of their responsibilities?
- Have any trends emerged over the last year from a review of accident reports, near miss reports and records of serious ministry situations?
- Has an emergency/evacuation drill been carried out over the last year and parishioners informed of emergency procedures?
- Has a preferred contractor list been completed / updated?

**To consider at each meeting:**

- Have outstanding health and safety tasks from the last vestry meeting been completed?
- Has there been any new feedback on health and safety matters?
- Are any new ministry / parish activities planned? If so, is a risk assessment complete / who is responsible for this?
- Have there been any changes to the premises or grounds? If so, is a risk assessment / hazard identification complete / who is responsible for this?
- Have any accidents been reported since the last meeting and, if so, what has been done to prevent them recurring? Have the relevant risk assessments been amended?
- If any changes have been made to risk assessments / hazard identifications, have all relevant people been informed?
- Are there any upcoming working bees? If so, who is responsible for coordinating the provision of safety equipment and providing a safety briefing?
- Are there any new staff members / workers undertaking regular tasks? If so, has a safety induction been carried out?
- Is any outstanding SafeHere or staff training required?
- Are any contractors due to work on the site? If so, who is responsible for providing a safety briefing?
- Any other health and safety matters vestry should know about?

# Appendix B –Specific Policies and Procedures

## 1. Police Vetting Policy

---

### Policy statement

We are committed to ensuring the safety of all in our care from the inappropriate conduct of others in ministry or leadership positions. To this end, all those to whom this policy applies must receive a satisfactory police vetting before appointment or commissioning.

### Purpose

The Diocese of Nelson seeks to create a safe environment for people of all ages, whether they are church members or receive ministry from the church. In particular, the Diocese seeks to ensure that all relevant information about those holding office or ministering in the church is disclosed, so that no appointment is made of those whose ministry practice is likely to be unsafe.

We acknowledge that some behaviours can be repented of and need not affect appointment to ministry if the repentance is profound and lasting. However, extra care must be taken where there is a risk of sexual abuse and some behaviours can never safely be presumed to be a thing of the past.

### Scope

This policy applies to all people (clergy and lay) aged over 18 years

- appointed to or formally seeking appointment to licenced ministry positions;
- formally seeking a contractual position involving direct interface with the public;
- involved in ministry to children, youth and the elderly in an acknowledged parish based ministry.

### Process

1. All applicants for such positions must provide to the Executive Secretary a signed “Vetting Service Request and Consent Form” (available on the diocesan website) as part of the application process. The Request and Consent form should be provided as early in the appointment process as possible to allow time for processing by the Vetting Service.
2. The Diocese of Nelson is the Vetting Service Approved Agency and the vicar of each parish or mission unit is the Approved Agency Authorised Representative. In the absence of the vicar, forms should be signed by the Executive Secretary. Proof of identity is required in all cases.
3. On receiving the results of the police vet, the Executive Secretary shall advise the person in charge of the appointment process whether the appointment can proceed. If the vet raises questions, the Executive Secretary shall assess whether the disclosed information is relevant to the position sought and discuss this with the person in charge of appointment. Any necessary caveats shall be advised by the Executive Secretary, who shall keep a record of his/her advice.

The Executive Secretary will not disclose details of the vet to any staff other than the person in charge of appointment and the subject of the vet.

4. As a general rule, police vetting is required at least every five (5) years. Where the Vulnerable Children's Act applies, police vetting shall be required at least every three (3) years.
5. The following procedure applies to all positions decided at parish level:
  - All applications must include a signed "Vetting Service Request and Consent Form".
  - Appointments may only proceed if a satisfactory police check is carried out or the Executive Secretary confirms that a satisfactory police vet has been carried out in the previous five (5) years. However, where the person concerned has not lived continuously in the parish for the previous five (5) years, a police vet must be carried out.
  - The person in charge of the appointment process may for any good reason require a police vet even if one has been carried out in the previous five (5) years.
6. Where a position or licence is being renewed, a police vet need not be carried out if a satisfactory vet has been completed at the request of the Diocese in the previous five (5) years.
7. The Bishop has discretion to decide whether to require a police vet for those applying for a change in position that requires a Bishop's licence where the applicant has lived continuously in the Diocese since their last police vet, provided that no more than five (5) years have elapsed since the previous police vet.
8. Where applicants have not lived in the Diocese continuously since their last police vet, a police vet must be sought, except where the applicant has lived in an overseas jurisdiction/s where obtaining a police check is difficult or impossible, in which case, at the Bishop's discretion, the Diocese may seek alternative information about the character and conduct of the applicant.

## 2. Harassment and Bullying Policy

---

### Policy statement

We are committed to ensuring that our workplace is free from harassment, discrimination and bullying.

### Purpose

This policy sets out rules of behaviour to support such a workplace.

### Scope

It applies to all workers, whether onsite at a parish or Diocese office or out in the field at other workplaces, as the work requires.

### Harassment

Harassment is prohibited. Harassment occurs when someone is made to feel intimidated, insulted or humiliated because of:

- Age
- Disability
- Sexual preference
- Religion
- Skin colour or ethnicity
- Gender including pregnancy, marital status, family/carer's responsibilities
- Or any other characteristic specified under anti-discrimination or human rights legislation.

### Examples of harassment

- Telling insulting jokes about particular racial groups or genders
- Sending offensive or insulting emails
- Displaying offensive posters or screen savers
- Making derogatory comments about someone's race or religion

### Sexual harassment

Sexual harassment is also prohibited. This includes any unwanted sexually related behaviour that, in the circumstances a reasonable person would be offended, humiliated or intimidated by. Usually harassment and sexual harassment constitute an ongoing series of events, however legally, just one act can constitute harassment.

## **Examples of sexual harassment**

- Making obscene or sexually suggestive remarks or jokes
- Intrusive enquires into a worker's private life
- Unwanted body touching or physically molesting a person

## **Discrimination**

Discrimination occurs when someone or a group of people is treated less favourably or unfairly because of their:

- Disability
- Race or religion
- Age
- Gender including pregnancy, marital status, family/carer's responsibilities

This list is not exhaustive.

Workplace discrimination can occur during the following activities and circumstances:

- Recruitment and selection of workers (although choosing a person based on their Christian belief is permitted where their main duties are substantially the same as those of clergy, or involve the spreading of Christian belief)
- Terms, conditions and benefits offered through employment
- Who is offered training and what sort of training is offered
- Who is considered and selected for transfer, promotion, retrenchment or dismissal

As well as being against the law, discrimination in the workplace is also against the policies and values of the Anglican Diocese of Nelson.

## **Workplace bullying**

Workplace bullying is a form of harassment that, until recently, fell outside most current legal definitions of discrimination and harassment. It relates to a misuse or abuse of power in relationships between people. It includes the repeated less favourable treatment of a person by another or others in the workplace. It also includes behaviour that intimidates, offends, degrades or humiliates a person, and is unreasonable in the circumstances.

## **Examples of workplace bullying**

### **Physical:**

- Swearing



- Shouting
- Slamming doors

### **Psychological:**

- Silent treatment, ignoring a person or intentionally leaving them out
- Assigning meaningless tasks unrelated to the position
- Deliberately withholding information needed for effective work performance

### **Bullying is not...**

#### **Reasonable management action including:**

- Setting reasonable performance goals, standards and deadlines
- Providing constructive feedback on work performance or behaviours
- Following counselling or disciplinary policies and procedures
- Differences of opinion
- Poor or bad management practices
- An interpersonal conflict
- A one-off incident (e.g., outburst of temper)

### **Victimisation**

Victimisation is defined as a person or group of people retaliating or making reprisals including dismissing or harming the employment of those who submit a complaint about harassment, bullying or discrimination. Victimisation is prohibited behaviour and persons who victimise others may be subject to prosecution similar to that for bullying or harassment.

### **Definitions**

**Bullying:** means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s), even though it may not be unlawful.

**Harassment:** means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident but it is so significant that it adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment.

### **Responsibilities**

#### **The manager (or other designated person) is responsible for:**

- Providing a safe working environment free from discrimination and harassment.

- Responding to all complaints in the appropriate manner, ensuring the privacy and confidentiality of the complainant.
- Investigating all complaints in a timely manner.
- Keeping the complainant informed of how the investigation is going and what the outcomes are.

#### **All workers are responsible for:**

- Ensuring they do not harass or discriminate against any person within the workplace.
- Avoiding behaviours which may be perceived by others as bullying or harassment.
- Raising concerns about any behaviours of other workers which they perceive as bullying and harassment.
- Reporting harassment directly affecting them to their manager (or designated person).
- Helping create a safe working environment free from discrimination and harassment by reporting harassment directed towards other people within the workplace.

#### **Harassment reporting process**

The process to report harassment, bullying or discrimination within the workplace is as follows:

1. Report to your manager (or designated person) as soon as it occurs.
2. If you are not comfortable advising your manager (or designated person), directly contact a member of the vestry or other person in authority in the church.
3. An investigation into this behaviour will be actioned.
4. You will be advised of the process as it happens.

#### **Further sources of information**

<http://www.legislation.govt.nz/act/public/1997/0092/latest/DLM417078.html> - Harassment Act 1997

<http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html> - Human Rights Act 1993

<http://www.legislation.govt.nz/act/public/1961/0043/latest/DLM327382.html> - Crimes Act 1961

<http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html> - Privacy Act 1993

### 3. Fatigue at Work Policy

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#### **Policy statement**

We are committed to providing safe systems of work that eliminate or minimise the adverse effects of work related fatigue. This is a shared responsibility with our workers.

#### **Purpose**

This policy seeks to ensure a safe and healthy working environment free from injury or illness resulting from fatigue. It seeks to address the risks resulting from fatigue by establishing steps to manage workers and by encouraging workers to seek assistance.

#### **Fatigue**

Fatigue (tiredness, exhaustion, lethargy or listlessness) describes a physical and/or mental state of being tired and weak. Although physical and mental fatigue are different, the two often co-exist - if someone is physically exhausted for long enough, they will also be mentally tired. Someone experiencing physical fatigue cannot function at their normal level of physical ability. Mental fatigue results more in feeling sleepy and being unable to concentrate.

Nearly everyone struggles with being overtired or overworked from time to time. Such instances of temporary fatigue usually have an identifiable cause and a likely remedy.

#### ***Contributing factors***

A person's level of fatigue may be influenced by:

- Spending long periods awake.
- Inadequate or insufficient quality of sleep over an extended period.
- The type of work performed and work environment.
- Workload and length of shifts worked.
- The time of day or night worked.
- The time taken to travel to and from work.
- Consumption of alcohol.
- The use of drugs (prescription, non-prescription, illicit or other).
- Their general level of fitness and/or medical condition.
- Stress.

#### ***Managing Fatigue***

Managers should catch up regularly with their workers to monitor their job performance and how they are coping with their responsibilities. This should include how they are coping with tiredness and stress. Both the employer's responsibility for health and safety and the employee's responsibility to ensure his / her own health and safety and that of others likely to be affected (eg by poor judgement as a result of fatigue) should be identified.

***The Manager is responsible for:***

- Preventing or minimising risks caused by heavy workloads, eg limit shifts to a safe number of hours.
- Making sure staff take regular rest breaks during the day.
- Ensuring staff who regularly work in the evenings get sufficient time off in the day.
- Being alert for the contribution of fatigue when investigating accidents.
- Supporting staff as far as possible and asking them the best way to do this.
- Keeping the confidentiality of workers struggling with fatigue.

***Workers are responsible for:***

- Ensuring they are fit for work.
- Recognising the symptoms of fatigue and getting sufficient sleep.
- Knowing about:
  - What to eat and when
  - The impact of caffeine and alcohol on sleep
  - The impact of prescribed medications, such as antihistamines, on their alertness
  - How to make the most of their breaks and rest times
  - How to adjust their sleeping area to promote good sleep
  - The impact of exercise on fatigue.
- Seeking assistance if suffering from fatigue.

## 4. Stress Management Policy

---

### Policy Statement

We recognise our responsibility to actively reduce and manage stress in the workplace. Stress may arise from both personal and organisational sources. We have a degree of control only over the latter, and these guidelines provide a framework for stress management in the workplace.

### Purpose

To assist workers to understand the causes of stress, and work together in ways that encourage positive responses to work demands.

### Responsibilities

#### *The manager is responsible for:*

- Providing up-to-date and accessible information on stress.
- Adjusting the physical environment, workload, task design, pacing of work and work schedules to alleviate significant stress/distress in consultation with the person concerned.
- Making free specialist counselling available for workers.
- Ensuring workers take their breaks and use annual leave.
- Ensuring workers do not work an excessive number of overtime hours.

#### *Workers are responsible for:*

- Managing time and realistically prioritising tasks.
- Taking regular, necessary breaks during the day.
- Taking annual leave.
- Taking leave accrued as time in lieu as soon as possible.
- Not working excessively long hours.
- Discussing with a manager the issues causing stress, along with any suggested solutions.
- Seeking advice and help from others – if possible talk to partners, friends, colleagues, a professional counsellor or manager.

### Common signs of stress

- Headaches, feeling tired, or having difficulty sleeping.
- Worrying a lot, feeling anxious and tense for no explained reason.
- Having difficulty concentrating, finding it hard to make decisions.
- Lower level of confidence, making mistakes, forgetting things.
- Feeling impatient and irritable, drinking more alcohol, smoking more.

## *“Stress is inevitable: distress is not”*

### **Prevention**

- Allow workers to participate in collaborative decision making.
- Allow workers to exercise as much autonomy and control as is practical.
- Provide training to enable work to be done most effectively.
- Consider job design, job descriptions and performance targets with the aim of reducing unnecessary stressors.
- Consult with workers to identify stressors in the workplace.
- Promote activities that make the workplace healthier, more stimulating and more fun.
- Carefully match people to jobs by considering their individual skills, capabilities and needs.

### **Early intervention**

- Act immediately if a worker seems overly stressed.
- Explore whether their stress is in any way job related, discuss ways of alleviating it in the short term initially, and then focus on the sources of stress to consider long-term solutions.
- Short-term solutions could include sharing tasks amongst other workers, taking leave, or adopting flexible or reduced hours.
- Long-term solutions should aim to eliminate or minimise the cause of stress where possible – the preventative strategies outlined above should be used.

## 5. Working Alone Policy

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### Policy Statement

We are committed to ensuring that proper procedures are in place to keep safe those of our workers who work alone.

### Purpose

Extra precautions are needed when normal contact with others is not available. The procedures below seek to ensure our workers' wellbeing and safety when working alone. They cover:

- working alone in the community
- working after hours or alone on church premises
- working from home.

### Working Alone in the Community

#### Risks

Due to the nature of our ministry, some workers are required to visit people in the community in their homes. Often these visits are undertaken alone. Most of the situations envisaged in this procedure relate to clergy or paid ministry staff, such as parish nurses. There may also be occasions where voluntary workers make home visits, but it is strongly urged that whenever possible volunteers make home visits in pairs.

Making home visits alone gives rise to the following risks, which are increased when working alone for significant periods:

- violence or personal harm during a home visit
- becoming unwell and unable to summon help
- stress from confronting medical emergencies
- being falsely accused of inappropriate behaviour
- lack of access to hygiene or rest facilities
- being stranded in an emergency, eg. earthquake or flood.

#### Minimising Risks

Those working alone must be aware of these risks and take all reasonably practicable steps to ensure their own health and safety. This includes being physically well before going out to visit, ensuring their vehicle is in good working order and has enough fuel, and being comfortable with situations they enter into.

#### *New home visits*

Extra precautions should be taken when visiting someone new. The visitor should inform a colleague of the expected duration of the visit, the address and any other relevant details. First time visits should be carried out during normal work hours and a check-in plan put in place. Workers should assess each situation as they arrive and ensure they have a safe exit. This may mean sitting in the chair closest to the door.

If at any time the visitor feels unsure or unsafe, they should immediately remove themselves from the situation and inform their manager.

### ***Check in system***

Those working alone must put in place an appropriate check-in system, informing another person of their whereabouts and timetable, to ensure that if something goes wrong an alarm is raised quickly. This is especially important for those who are unmarried and live alone and cannot rely on someone at home noticing if they don't arrive as expected.

There are different options available and each individual must choose that which works best for them. Some options include:

- Using a shared diary with other church workers or, for small parishes, another church in the Diocese, so others know your whereabouts. Workers can also text or phone a trusted person at the end of the day to confirm they are home safely.
- Using a Lone Worker phone app on a smartphone, allowing the worker to set the time a visit should finish. At that time an alarm will sound and, if not responded to, an alert will be sent to those designated. This is ideal for those living alone who may not otherwise be missed.

If confidentiality is an issue, workers can give a list of addresses they will be visiting without giving names. The list can be left with a trusted person at the parish who will only access it if the worker doesn't check in at the end of the day.

### ***Hygiene and rest facilities***

Workers should ensure they know the location of public rest rooms, schedule breaks throughout the day and ensure they have enough to eat and drink.

### ***First aid kit***

Workers are encouraged to carry a first aid kit in their car and consider what else they may need in an emergency. Those who travel for work should consider carrying an overnight bag with water, a torch, a change of clothing (including something warm), toiletries, non-perishable food etc. in case they can't get home for any reason.

### ***Medical emergencies***

If a worker arrives to find a person in need of medical attention or deceased, they should immediately call 111 for assistance. They should also report the incident to their manager, who will ensure they are supported and given an opportunity to debrief.

### ***Guarding against accusations of inappropriate behaviour***



Workers should keep notes of their visits and what was discussed. This may be as simple as making a diary or notebook entry. If ever in a situation where workers feel there may be a negative outcome, they should immediately share their concerns and details of the visit with their manager.

### **Working After Hours or Alone on Church Premises**

From time to time a staff member or volunteer may be the only person on church premises, or the last to leave at the end of the day, for example a church receptionist, cleaner, etc.

#### **Risks**

Risks include:

- having an accident and being unable to summon help
- sudden illness or incapacity
- fatigue
- physical violence from an unwanted visitor.

#### **Minimising Risks**

As with those working alone in the community, those working alone on church premises must take all reasonably practicable steps to ensure their own health and safety.

#### ***Check in***

A check –in system should be established so that an absence will not go unnoticed. In many cases this will involve making contact with a spouse, vicar or nearby parishioner.

#### ***Threats from others***

Workers should take precautions against the threat of an unwanted visitor, such as locking doors and having a phone close by to call 111 for help if in danger.

Wherever possible, a second person should be present when locking up at the end of the day/evening. Parishes should maintain good outdoor lighting and those leaving alone should ensure they park close to an exit door. If in any doubt about safety, workers should call a trusted person to meet them before they leave the building.

Workers should report instances where they feel in danger to the Safety Advocate and Vicar. All such will be investigated and, where possible, controls put in place to prevent recurrence.

### **Working From Home**

The church is committed to ensuring the safety of staff members who work from home.

#### **Risks**

- mental stress due to lack of support

- sudden illness
- emergencies such as earthquake or fire
- threat of harm from an unwanted visitor.

### **Minimising Risks**

Staff have a responsibility to take all reasonably practicable steps to ensure their own health and safety when working from home. Managers should discuss the home environment with their staff to ensure they have a suitable place to work that is free from uncontrolled hazards, eg, trip hazards from power cords.

If staff regularly work from home, their manager should check-in with them regularly by phone. The manager should also check-in in emergencies such as natural disaster. Staff must be contactable by phone during office hours.

All other Diocesan policies, such as confidentiality, apply to staff working from home.

## 6. Power Tool Policy

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### Policy Statement

We are committed to ensuring the safety of those carrying out work using power tools.

### Purpose

From time to time those involved in church property maintenance may consider using power tools. The procedures below are aimed at preventing harm from the use of these tools, many of which have significant associated dangers.

### General requirements

Before work begins, vestry must ensure that someone with appropriate competency assesses the power tool's suitability for use. Only those experienced (and with a proven competency) in use of that particular power tool are permitted to work with it. In all cases:

- a risk assessment must be carried out and measures put in place to minimise risk
- tools must be well maintained and serviced
- use must be in strict adherence to manufacturer's instructions
- all appropriate protective gear must be worn, eg safety glasses, earmuffs, safety gloves and boots, etc.
- preferably work should not be carried out alone, but, if it is, a check-in system must be put in place to ensure another person is aware of the worker's intentions and can make phone contact
- a first aid kit must be available on site.

### Chainsaws

Chainsaws may be used only by those with certain minimum qualifications.

#### ***Trimming small branches and cutting logs for firewood:***

All chainsaw operators must hold the following minimum qualifications, training for which is readily available, or demonstrate the equivalent experience:

- NZQA unit standard 6916 – demonstrate knowledge of the rules relating to chainsaw use
- NZQA unit standard 6917 – demonstrate basic chainsaw operation.

All chainsaw operators must follow the safety measures itemised above and, in particular, must wear the following protective gear:

- hi-visibility helmet
- earmuffs – grade 5
- visor or safety glasses

- hi-visibility shirt, vest or coat
- protective chainsaw legwear, chaps or trousers
- safety boots, steel capped leather boots or chainsaw resistant gumboots.

### ***Tree felling***

Only loggers or arborists with the appropriate qualifications may fell trees. Work must not be carried out without someone else being present.

## 7. Working at Height Policy

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### Policy Statement

We are committed to ensuring that everyone in our workplaces is safe when carrying out work at height.

### Purpose

The procedures below provide guidance on managing risk when working at height.

### Definition

Working at height means working in a place where a person could be injured if they fell from one level to another. This can be above or below ground level. Work at height does not include slipping, tripping or falling at the same level.

### Responsibilities

Managers must take all reasonably practicable steps to ensure:

- the safety of workers when they are exposed to a fall or where the risk of falling exists.
- that work at height is never carried out alone
- that wherever possible, safety equipment is used to prevent fall from height
- that work at height is planned out prior to commencing and all risks have been identified, with suitable controls established.

Workers must take all reasonably practicable steps to ensure:

- their own safety while at work; and
- that no action or inaction of the worker while at work, causes harm to any other person(s); and
- that any work at height work is planned out prior to commencing
- that work at height is done within the parameters set by Worksafe NZ.

### Procedure to be followed

Where the potential to fall exists, the following simple hierarchy of controls should be considered:

1. Can the job be done without exposing persons to the hazard, i.e. can you eliminate the hazard altogether?
2. If elimination is not practicable, then steps should be taken to protect people from the hazard. This can be achieved using safe working platforms, guardrail systems, edge protection, scaffolding, elevated work platforms, mobile scaffolds and barriers to restrict access.

3. If none of the above options are possible, consider the use of work positioning systems, safety harnesses, soft landing systems and rope access systems. Those using such safety systems must have received specific training in their use. A contractor will likely be needed for work of this type.

For work below 5 metres, sometimes a temporary work platform will be sufficient to prevent a fall. If regular work at height is going to be required, parishes should consider purchasing this equipment or, alternatively, companies like Hire Pool and Hire Quip have temporary work platforms for hire.

If a parish is unable to provide a safe way for workers to carry out work at height, then a contractor should be brought in who can provide his/her own safety protection and has been properly trained in its use. This work will still need to be monitored by the parish to ensure it is carried out safely.

### **Use of Ladders**

Ladders do not offer any protection from a fall. They should only be used for low risk and short duration tasks. Work above 3 metres is not considered low risk and an alternative option should be sought.

The following basic safety rules must be followed when working on a ladder:

- Do not overload the ladder – stick to the safe working load stated on the ladder.
- Do not overreach. Keep your belt buckle within the stiles and both feet on the same rung while working. Never stand on the top two rungs.
- Keep the rungs free from any items and do not hang tools from the rungs. Carry any tools you are using on a tool belt.
- Keep three points of contact on the ladder at all times – two hands and one foot, or two feet and one hand while climbing, and two feet and one hand when working.
- Ladders must be trade or industrial standard and be rated at not less than 120kg.

Ladders should be checked before use to ensure they are in good condition. This includes having undamaged feet.

Whenever possible the ladder should be positioned and secured to prevent it slipping or falling:

- Tie (or effectively secure) the ladder at the top. If not possible, tie the ladder where practicable
- Use an effective ladder stability device
- Wedge the ladder against a suitable fixed structure, eg, a wall
- 'Foot' the ladder by facing it with both feet on the bottom rung, each foot as far apart as possible on the rung (stile to stile) and both hands on the stiles. The person footing the ladder should stay in position until the person using the ladder has descended to a point where they can safely step on to the ground. The user and footer should not overload the ladder.

When using a step ladder always face the steps of the ladder towards the work you are doing and avoid side loading. Step platforms are a safer alternative to a step ladder as they are more stable and have a larger work surface. These can be purchased from a number of stores, including Mitre 10.

*Information taken from the Working at Height Best Practice Guidelines, 2014.*

## 8. Vehicle Use and Transport Policy

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### Policy Statement

We are committed to ensuring the safety of workers while travelling for work (some of whom have to travel long distances) and of those they may transport to and from church based activities.

### Purpose

The procedures below are designed to ensure the safety of all who drive for work purposes.

### Scope

This policy applies to everyone who drives as part of their work. However, additional requirements are imposed under SafeHere for those who transport others as part of a church activity. Driving as part of an organised activity is different from driving a vehicle at other times. You are responsible for those in your vehicle and have additional accountability for the manner in which you drive.

### Risks

Risks associated with driving include:

- Lack of necessary driving qualifications and disobeying legal requirements
- Driving while impaired, eg, sick or other physical impairment, including being under the influence of alcohol or drugs (prescription or non-prescription)
- Faulty vehicle
- Driver fatigue
- Dangerous conditions.

### Procedures to be followed

#### ***Legal requirements***

All drivers must:

- Have a current drivers' licence, appropriate for the type of vehicle.
- Not use mobile phones while driving, without appropriate hands-free equipment.
- Drive within the legal speed limits, including driving to the conditions.
- Comply with road rules while driving.
- Wear a seatbelt and ensure passengers wear seat belts at all times.



## ***Driving while impaired***

Drivers must:

- Avoid driving while suffering an impairment.
- Under no circumstances drive if under the influence of alcohol or illicit drugs. Medical advice should be sought on whether prescription drugs will impair driving.

## ***Vehicle safety***

- All vehicles must have a current warrant of fitness and registration.
- All vehicles should be well maintained and regularly serviced.
- Follow the POWER checklist:
  - **P**etrol – plenty of fuel
  - **O**il – correct level
  - **W**ater – correct level
  - **E**lectrics – indicators, brake lights and other devices are functional
  - **R**ubber – tyres are in good condition and correctly inflated.

## ***Driver fatigue***

- Drivers should carefully consider the timing of their travel, especially the journey home, to ensure they are not too tired to drive safely. Many in the church are willing to offer free hospitality for the night, and this option should be investigated if journeys would otherwise be at night.
- Take regular rest and refreshment breaks.

## ***Dangerous conditions***

- Unless absolutely urgent, consider postponing travel if weather conditions are bad.
- Take additional care in winter when roads are icy. Reduce speed and consider avoiding all travel in the early morning or late evening.

## ***Emergency situations***

If someone is injured or unwell and needs urgent medical attention, first call an ambulance. If an ambulance cannot arrive in good time and someone needs to be driven immediately to the hospital or doctor, the driver should be accompanied by someone else as the sick /injured person may deteriorate before reaching the destination.

## **Carpark safety**

### **Purpose**

The procedures below are to ensure everyone is kept safe from the risks associated with church car-parking.

The greatest risk is hitting a child who cannot easily be seen. Other risks include collisions with other vehicles, people or objects. These risks must be assessed as part of a parish site risk assessment. The procedures below seek to minimise these risks.

### **Procedures to be followed**

- Carparks should be well planned and laid out, with clearly marked entries and exits.
- Visibility should be clear and obstacles to visibility eliminated.
- Speed should not exceed 5km /hr.
- Protections should be put in place to guard against children entering carparks without proper supervision.
- 'No parking' signs should be used if there are unsafe areas in the carpark, eg, if there is flooding or the risk of falling debris from trees.

## 9. Hazardous Substances Policy

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### Policy Statement

We are committed to maintaining a safe and healthy environment for workers and others in our churches. This includes ensuring our workers are safe when working with or around hazardous substances.

### Purpose

To provide guidance on managing risk when working with hazardous substances.

### Definition

A 'hazardous substance' is any substance that has one or more of the following intrinsic hazardous properties:

- explosiveness
- flammability
- ability to oxidise (accelerate a fire)
- human toxicity (acute or chronic)
- corrosiveness (to human tissue or metal)
- ecotoxicity (with or without bioaccumulation)
- capacity, on contact with air or water, to develop one or more of the above properties.

### Asbestos

Anyone who works on the fabric of a building may be at risk of disturbing asbestos. This is especially so for buildings built before 2000.

Asbestos can be in places that you might not expect, so you could come into contact with it without knowing about it beforehand. Once asbestos-containing materials are disturbed, tiny asbestos fibres are released. These fibres are hazardous and if breathed in can cause lung disease and cancer.

If you uncover or damage materials that may contain asbestos:

- Stop work immediately.
- Keep people away.
- Minimise the spread of contamination to other areas.
- Get advice on what to do next.
- Removal of asbestos should only be carried out by a licensed asbestos removalist.

### Lead based paint

The use of lead-based paints, common until the 1980s, creates problems for those involved in repainting and redecorating. Stripping off any paint containing lead can create a serious health hazard, not only for the person doing the job but for the building's occupants and neighbours, particularly children.

Since redecoration generally covers earlier layers of paint, lead-based paint is likely to be present in most properties, although not necessarily on the surface. Assume that paintwork on pre-1980 buildings is lead-based unless records or tests show otherwise.

The following precautions must be taken to reduce the risk of lead poisoning:

- If removing paint from the inside of a building, always remove curtains and furniture and cover the carpets.
- If removing paint from the outside of a building, close all windows and doors to prevent contamination inside.
- Collect all paint debris on a large ground sheet. If working on a scaffold, tie a sheet underneath to catch falling paint. If removing paint with a water blaster, try and collect all flakes of paint from the surrounding area.
- Clean the area around the groundsheet with a vacuum cleaner to collect any other paint debris. Dispose of contents immediately after wrapping securely. Do not burn paint debris.
- After sanding, wet wipe surfaces to remove dust then use a commercial vacuum cleaner to clean up dust.
- Keep children and pets away from the work area.
- Wash face and hands carefully and change out of contaminated clothing before eating or handling children. Wash overalls separately.
- Wear a hat or cover hair, especially when dry sanding.
- Wear a good quality, properly fitted toxic dust respirator when sanding, making dust or burning off paint. If using a disposable respirator, only those with a double head straps are suitable
- If removing paint with chemicals, wear safety glasses, overalls and gloves. Ensure good ventilation.

## **Mould**

Moulds are fungi, which are simple, microscopic organisms. They are present everywhere, indoors and outdoors. Excessive indoor humidity resulting in condensation on walls from plumbing leaks, spills from showering or bathing and water leaking through foundations or roofs, will all promote mould growth. In principle, preventing mould is a straightforward matter of keeping things dry.

Everyone is exposed to mould spores without noticeable harm, but they can cause health problems when inhaled in large numbers. People with pre-existing asthma are at greater risk, as even a relatively small number of spores may trigger an asthma attack. Similarly, those with weakened immune systems, the elderly and infants are more at risk.

If dealing with mould, respiratory protection should be used. A respirator with particulate filter(s) P1 minimum is required for spores. Protective clothing that is easily discarded and rubber or other suitable gloves should be worn.

## Chemicals

Many parishes store some chemicals on site, such as Round Up for weed killing or fuel for lawn mowers. It is important that these substances are stored and handled safely.

Each parish should list all of hazardous substances on site and the quantity of each substance held. This is called a hazardous substances inventory. The product label and safety data sheet will tell you if the substances are hazardous. Consider people's exposure to hazardous substances and then take necessary precautions to keep them safe, i.e. wearing safety glasses or gloves.

Where possible get rid of hazardous substances or isolate their use away from people. If someone may still be exposed, minimise exposure as much as possible. Train people about the substances they use and how to protect themselves, and store only what you need.

Store hazardous substances in labelled, leak-proof containers. Store incompatibles separately and store gas cylinders safely. Be aware that flammable vapour can build up and accidentally ignite.

Manufacturers and suppliers must sell you products that are correctly labelled, but you must make sure that the label stays on the container and continues to be readable. If a hazardous substance is decanted from one container to another, the receiving container must also be labelled. It is never safe to have hazardous substances in unlabelled containers because people may become confused about what hazardous substance they are using and not take the necessary safety precautions. Never put hazardous substances in food or drink containers because people may eat or drink it by mistake. Always read the label before using a hazardous substance so you know what you are dealing with.

For more information about safety with hazardous substances please visit [www.hazardoussubstances.govt.nz](http://www.hazardoussubstances.govt.nz)

# Appendix C - Contractor's Agreement

Date:

Dear

To comply with the Health and Safety at Work Act (2015) we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:
  - Safety policy;
  - Risks and the controls they have in place to manage them
  - Accident reporting procedures
  
2. Contractors are reminded that all work is subject to the provisions of the Health and Safety at Work Act 2015. In particular:
  - Contractors must comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
  - We, as the Principal, must be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace;
  - All people engaged in the workplace are fully trained in the work to be undertaken or are closely supervised by someone who is.
  - Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under the Health and Safety at Work Act (2015), must be reported to us, as the Principal.
  - All safety clothing/equipment required to minimise the risk of injury is to be provided, accessible to and used by any person engaged in the workplace.
  
3. Before commencing work on our premises, all contractors must ensure that they themselves, or any employees of the contractor, subcontractors on our premises are conversant with:
  - Emergency procedures (to be followed in the event of an emergency);
  - Safety rules and procedures;
  - Hazards which have been identified and the hazard controls.
  
4. As the Principal to the contract, we 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 terminated immediately.

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

Contractor's Name: .....

Contractor's Signature: .....

Date: .....

Contact Phone / Fax Number(s): .....

Sign the attached copy and return with your Health and Safety Management Plan

# Appendix D – Hall Hire Agreement

Parishes may find the following hall hire template useful. Feel free to alter conditions of hire to suit individual circumstances. Please note the safety requirements.

## Agreement for hire of \_\_\_\_\_ (name) Church Hall

- Please check that your booking details are correct.
- Read the **conditions for hire** and **safety requirements** set out overleaf.
- Sign both copies of the agreement, return one to the Hall Manager and keep one for yourself.
- The church may cancel the booking if a signed contract and full payment is not received before the first booking date.
- Any alterations to the booking times below are chargeable, including early arrival for set up.

### Details

#### Hire type:

Casual:           Date and time.....

Long term:       Date and day of first use and time .....

Group: .....

Activity: .....

Contact Name:.....

Address: .....

Phone: .....

Email: .....

Designated fire warden – name and phone: .....

.....

Other booking details: .....

.....

#### Booking charges:

Hall hire:                 \$

Bond:                         \$

Key bond:                 \$

Hourly charge:           \$

Total (GST incl.)        \$

#### Parish contact person – name and phone:

.....

**Declaration:**

I certify that I have read and accept the conditions of hire and safety requirements set out below and that I am over 18 years of age.

Signature of applicant: .....

Date.....

Office Use Only:	<i>Receipt</i>		<i>DATE</i>		<i>KEY</i>	
<i>CONFIRM</i>	<i>INV</i>		<i>Bond</i>		<i>DATE</i>	
<i>Fire</i>						

**Conditions of hire:**

- The consumption of alcohol is only permitted with the prior consent of the Hall Manager.
- Alcohol is not permitted for sale unless a special liquor licence is on display for the date and time of the booking. Failure to comply may result in a substantial fine and/or closure of your function.
- Smoking is not permitted.
- All safety requirements set out below must be complied with. In particular, no open fires, BBQ's, smoke or fog machines, naked flames or candles can be used during a booking without prior written consent of the Hall Manager.
- The hire is for the main hall, kitchen and toilet facilities only. All other rooms are off limits except as a fire escape.
- The hired facilities must be left clean and tidy. This includes cleaning the oven and washing any crockery, if used. All rubbish must be removed from the venue after hire, including from the carpark and adjacent grounds.
- A deduction from the bond will occur if:
  - venue, equipment or fittings are damaged
  - extra cleaning is required
  - you enter into or remain in the venue outside the booked period
  - the venue key(s) are not returned by the stated time
  - rubbish is left inside and/or outside the venue.
- Any cancellation later than 7 days prior to the event will forfeit 50% of the bond.
- Otherwise the bond will be returned in full within 30 working days of the date of the function. If additional charges are incurred the refunding of the bond may be delayed. Under no circumstances will the bond be refunded in cash.
- The Parish, at its discretion, may refuse any application for hire and may cancel any booking without providing a reason. In each case all charges paid will be returned in full.
- The Parish uses a key system. Hirers are given the key(s) upon receipt of the signed contract and hire charge payment. The key(s) are to be only used for the date(s) and time(s) that have been confirmed. The key(s) must be returned within 24 hours of the hirer's last booking or a charge of \$25 will be incurred and either invoiced or deducted from the bond.



- No decorations or scenery may be attached to, or hung from any part of the venue without prior approval from Hall Manager.
- Noise from amplifiers and loudspeakers must be kept to a moderate level at all times and should not be more than 50 decibels. Failure to comply may cause complaints to Noise Control which may result in the in the early closure of your function or confiscation of equipment.
- Stiletto style shoes are not permitted on wooden floors and care needs to be taken when moving furniture to avoid scratching/gouging.
- Hirers may not enter the hall until the time booked and all functions must end at the completion of the booked period. The booking period must include setting up, dismantling, and cleaning of the venue.
- The hirer is responsible for securing the facility on completion of the function. Please ensure:
  - all lights, heaters, stoves and electrical appliances are turned off
  - windows and doors are closed and locked.
- The Parish accepts no responsibility for loss or damage to any property of the hirer or any guest or invitee's property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property, including property left secured in any storage facility which may be provided.
- Breach of any of these conditions may result in:
  - forfeiture of all or part of the bond
  - closure of the function
  - refusal to accept future bookings
  - extra charges being incurred.
- The Parish reserves the right for its staff or hall manager to be present in the hall at any time.

### **Safety Requirements:**

#### **Location of first aid kit**

#### **WHERE**

#### **Accident reporting**

Hirers must report to the church any injury that happens during a function on church premises. Please provide details when returning the keys.

If a serious accident or injury occurs, or an emergency such as fire, the hirer should first Dial 111 for emergency services then call the parish contact person (name and phone provided above).

#### **Fire Warden**

- You must appoint a fire warden for the duration of your hire.
- The Fire Warden must inform themselves of the location of all fire exits and extinguishers.
- The Fire Warden must check that the means of exit are clear – once on entering the facility and again during the course of the function.

- In the event of fire, the fire warden must:
  - evacuate the facility **immediately**
  - dial 111
  - be able to account for all people attending the function
  - on the arrival of the Fire Service, inform them of the evacuation status
  - ensure that no one enters the building until the all clear is given by the Fire Service.

**Location of fire extinguishers**

Fire extinguishers are located **WHERE**.

**Evacuation procedures**

1. Dial 111 (**DESCRIBE LOCATION OF PHONE**)  
 Address of building: **INSERT DETAILS OF LOCATION**.
2. Leave the building promptly.
  - Do not run
  - Do not linger in passageways or rooms
  - Do not return until the all clear is given
3. Meet in the assembly area

**Assembly area**

The assembly area is located **WHERE**.

**Hazard awareness**

Hirers should be aware of the following specific hazards on church property:

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Please note that the facilities not designed for childcare purposes. Please ensure all children are supervised at all times, including in bathrooms and surrounding areas.