

Health and Safety Manual

Manukau City Baptist Church



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1 COMMITMENT TO HEALTH AND SAFETY

1.1 Health and Safety Policy

The management of Manukau City Baptist Church is committed to continuous improvement in Health and Safety and undertakes to:

Provide each worker with a safe and healthy workplace.

Take all practicable steps to prevent accidents and incidents and protect workers, members of the public and contractors from risk and to promote the health and well-being of workers.

In meeting this commitment we will:

1. Establish and insist upon safe methods and safe practices at all times.
2. Comply with all legislative requirements, codes of practice and safe operating procedures relevant to our workplace.
3. Ensure that all accidents and incidents are accurately reported and recorded.

It is the policy of Manukau City Baptist Church to conduct our business at all times without risk to our workers. We acknowledge our ongoing commitment to and responsibility for maintaining the highest possible health and safety standards. The safety and occupational health of our workers is a matter of prime concern to the church.

This safety manual has been compiled to meet the requirements of and in accordance with the Australia / New Zealand safety standard AS/NZS 4801.

Every worker is expected to share in the commitment to this policy. We encourage all workers to take responsibility for their own safety and that of others while at work and to actively involve themselves in the health and safety process.

Alastair Hall: _____ Date Signed: _____

Lead Pastor

The Health and Safety Policy will be reviewed every 12 months and updated as required.

Date Policy Reviewed	Review completed by:

1.2 PCBU and Officer Responsibilities

To ensure that Health and safety policies and procedures are implemented.

Identify and report to the Safety Officer any hazards, potential hazards, accidents or near misses.

Take the appropriate steps to identify any hazards.

Eliminate risks to health and safety as our first priority or if this is not possible to minimise those risks as far as reasonably practicable.

To ensure that workers are fully trained for their job (including safety training) and to ensure that they are properly supervised while training is provided.

To ensure that workers are engaged in the process of hazard identification and risk assessment.

To ensure workers are informed of any hazards, the preventative measures in place and also where protective equipment is stored and how it is used.

To ensure workers are engaged in any proposed changes that may affect their health or safety.

To provide workers with adequate facilities for their welfare and review with them the adequacy of these facilities.

Our primary duty of care is to ensure the health and safety of our workers and that the health and safety of other persons is not put at risk by our workplace activities.

Duty of Officers

Any officer of Manukau City Baptist Church is expected to exercise due diligence in relation to health and safety at work. This means:

- Having a good understanding and knowledge of health and safety matters and to keep this knowledge current.
- Having an understanding of the operations of the business and the hazards and risks associated with it.
- To ensure that the appropriate resources and processes are available to eliminate or minimise risks arising from work carried out.
- To ensure that sufficient resources exist for the accurate reporting and recording of accidents, injuries and near misses.

1.3 Worker Responsibilities

Identify and minimise any hazards that may occur in the course of their work.

Report all hazards or potential hazards and accidents or near misses to the safety officer.

Understand and comply with all safety procedures relating to their work.

Report any unsafe or faulty equipment, or low supplies of any item to the Safety Officer. To be recorded on the monthly safety report.

Advise management of any allergies or health issues and the treatment necessary.

Be aware of instructions for emergencies and to familiarise themselves with these instructions.

While at work all workers must take reasonable care for ensuring their own safety and the safety of others.

To wear all personal protective equipment required by Manukau City Baptist Church.

1.4 Safety Officer Responsibilities

The Safety Officer is responsible for:

Informing workers of workplace hazards.

Recording any new hazards in the Risk Register.

Hazard Monitoring.

Recording all accidents, incidents and near misses in the Accident Register.

Risk assessment of all hazards and near misses.

Investigating all accidents, incidents and near misses recorded in the Accident Register and advising management of the results including any recommendations for improvement.

Regular checks of the workplace to identify potential hazards.

1.5 Safety Contacts

Your Safety Officer is: **Norah Greyling**
She is the first contact on any safety issue.

1.6 Rehabilitation Policy

The management of Manukau City Baptist Church will ensure that where necessary the occupational rehabilitation process is commenced as soon as possible after an injury in a manner consistent with the medical advice given.

We will consult with workers and their representatives on any matters arising out of the rehabilitation process.

We will ensure that the safe and early return to work of an injured worker who has sufficiently recovered takes place as soon as possible.

Where necessary, as part of the rehabilitation process, we will provide alternative duties for an injured worker. This may include options such as light or restricted duties.

1.7 Health and Safety Objectives

Safety objectives are to be reassessed annually as part of the annual internal audit. Everyone is expected to work actively towards achieving the safety objectives. The objectives of our Safety Policy are:

- To achieve an accident and incident free workplace.
- To make Health & Safety an integral part of every position.
- To ensure Health & Safety is considered in all planning and work activities.
- To involve our workers in the decision making processes through regular communication, consultation and training.
- To provide an ongoing training program to ensure that our workers work in the safest possible manner.
- To identify and control all potential hazards and risks in the workplace through hazard identification and risk analysis.
- To ensure all potential accidents/incidents are controlled and prevented.

2 HAZARD IDENTIFICATION AND RISK MANAGEMENT

2.1 Identification of Hazards and their Management

All hazards or potential hazards must be reported to the Safety Officer.

A risk register will be maintained that lists known hazards and the control measures applied.

All reported hazards or potential hazards will be investigated to assess the level of risk and added to the risk register if necessary.

When purchasing, implementing or modifying new equipment, vehicles or services the hazards and any potential associated risks are to be assessed by the Safety Officer, Management and where required, workers. Consultation with relevant health and safety personnel or outside health and safety experts should be considered to ascertain whether there are any health and safety issues that need to be taken into account.

All workers involved must be made aware of any risks identified and the action taken in regard to them.

Definitions

A Hazard is defined as:

A hazard is anything that may cause harm and includes a person's behaviour where that behaviour has the potential to cause death, injury or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects a person's behaviour).

Risk Assessment

List the potential risk for each hazard and assess whether the risks can be eliminated. If it is not possible to eliminate the risk then controls must be put in place to minimise the risk. Decide whether the risks are High, Medium or Low having regard to the likelihood of the risk occurring and the degree of harm that might result.

Control Measures

Risks must be controlled by Eliminating or Minimising – In this order:

- Decide whether they are High, Medium or Low risks and decide how you will control them.
- The higher the risk, the more extensive the control measures need to be.
- The PCBU must decide whether it is possible to eliminate the risks and who will be responsible to do this.
- If it is not possible to eliminate the risks identified the PCBU must take measures to minimise the risk.
- These measures include doing one or more of the following:
 - Substituting (wholly or partly) the hazard giving rise to risk with something that gives rise to a lesser risk.
 - Isolating the hazard from any person exposed to it.
 - Preventing any person from coming into contact with the hazard.
 - Implementing engineering controls.
- If the risk still remains the PCBU must minimise the risk by implementing administrative controls as far as reasonably practicable.
- If this is not possible then the PCBU must minimise the risk as far as reasonably practicable by ensuring suitable protective equipment is provided and used.
- List the High and Medium hazards in your Risk Register.
- Advise all workers of the hazards and risks and what you are doing about them.

Risk control measures can also be found in the:

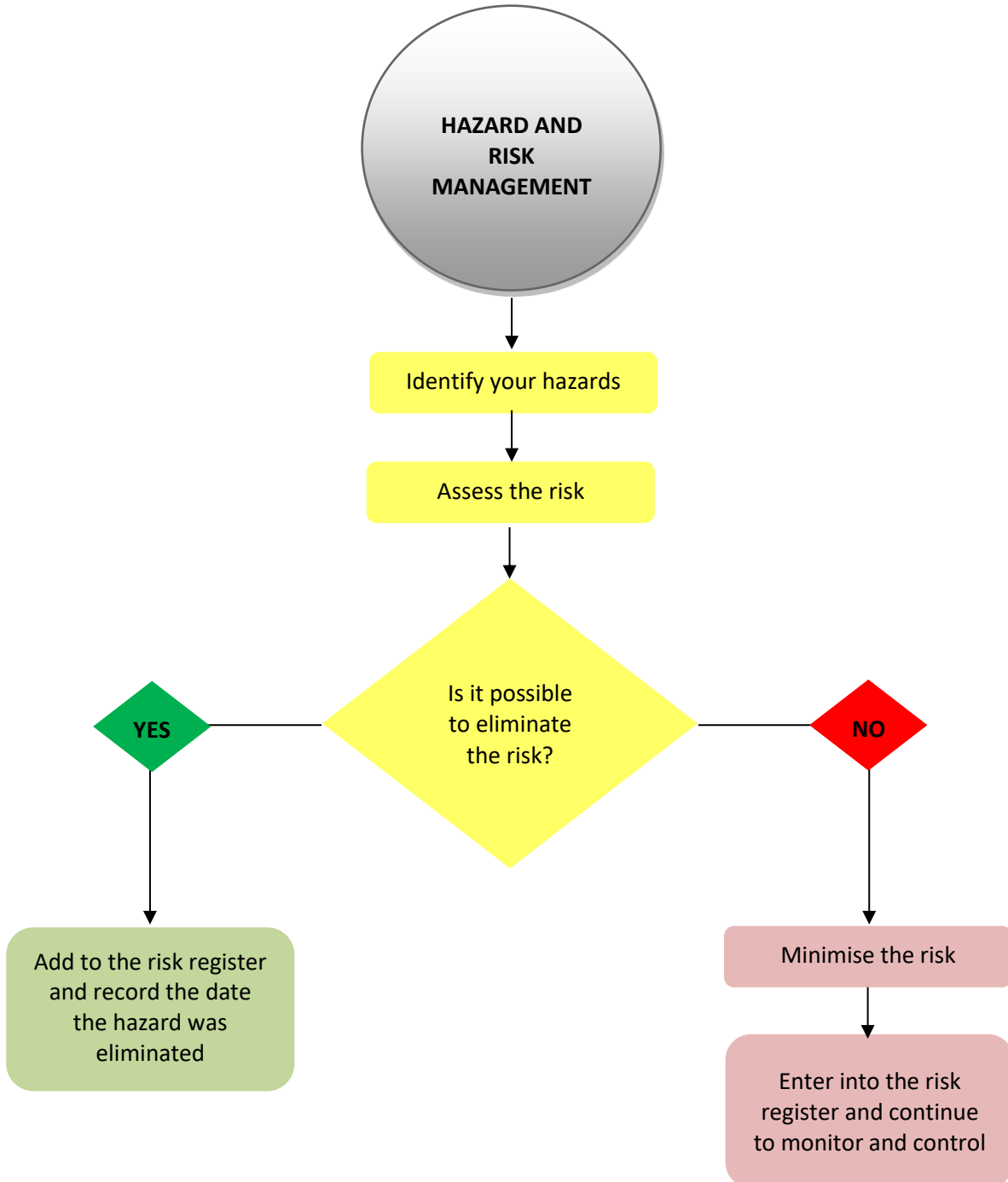
- Good Practice Guidelines – First Aid for Workplaces
- Code of Practice for Manual Handling
- Fact Sheet for Volunteers
- Fact Sheet – Injury Hot Spots – Cafes and Restaurants
- Good Practice Guidelines – Working at Heights in New Zealand
- Good Practice Guidelines – Mobile Elevating Work Platforms

Monitor

Risks need to be monitored to ensure your control measures are effective.

Specify a timeframe to do this – Daily, Weekly, Monthly etc.

2.2 Hazard Identification and Risk Management Process



2.3 Protective Equipment

The management of Manukau City Baptist Church will provide the protective equipment necessary for the safe operation of its business.

It is church policy that workers will use appropriate protection and safety equipment.

Protective equipment that is damaged, faulty or in need of repair must be returned to the Safety Officer for replacement.

3 ACCIDENT AND INCIDENT PROCEDURES

3.1 Reporting of Accidents, Incidents and Near Misses

All work related accidents, incidents, injuries and near misses must be accurately reported and accurately recorded by the Safety Officer in the Accident Register.

Any injury sustained at work must be reported to the Safety Officer **within a period of eight hours**.

All accidents resulting in injury and all incidents of a notifiable injury or illness must be reported. These will be registered, investigated and documented on the appropriate forms by the Safety Officer who will ensure that corrective action is taken.

Near misses should be reported to the Safety Officer who will assess the risk they pose in order to prevent an accident happening in the future.

The Safety Officer is to advise management of all reported accidents and the results of any accident investigation, including any responses and initiatives taken and recommendations made to prevent a reoccurrence, **within two working days of the accident occurring**.

Should a notifiable event including a notifiable injury or illness, occur management is to advise WorkSafe New Zealand as soon as possible. **This is a legal requirement.**

Notification may be made by telephone, in writing or by email or other electronic means. It must be made by the fastest means possible given the circumstances.

The notifiable incident, injury or illness is to be investigated and a documented record kept and where requested provided to WorkSafe New Zealand.

3.2 Work Related Accidents

All work related accidents, other than minor cuts and scrapes, shall be properly notified and accurately reported. Notify your Safety Officer and ensure that the accident report is completed.

3.2.1 Minor Accidents

- Initiate/arrange first aid or other assistance as applicable.
- All workers involved in work related accidents will need to report the accident to the Safety Officer who will complete a Work Related Accident Report in the Accident Register.
- The Safety Officer will investigate the accident.
- Management is to be notified immediately of accidents that will result in time off work.

3.2.2 Procedure in case of a Serious Accident

- Stay calm. Do not move the injured person unless there are other dangers.
- Arrange first aid or other services or assistance as applicable.
- DO NOT DISTURB the accident site unless further harm will occur or the potential for further harm exists.
- Management is to be notified immediately of any notifiable injury or illness.
- WorkSafe New Zealand must be advised as soon as possible of any notifiable injury or illness.
- Written notice must be given to WorkSafe NZ if they require it. They will tell you if they require this during the notification process.
- An investigation into the incident will be done and a documented record kept and where requested provided to WorkSafe New Zealand.
- All notifiable injuries or illnesses will be investigated and an accident report completed.

3.2.3 Procedure in case of a Notifiable Incident

- DO NOT DISTURB the site unless further harm will occur or the potential for further harm exists.
- Management is to be notified immediately of any notifiable incident.
- WorkSafe New Zealand must be advised as soon as possible of any notifiable incident.
- Written notice must be given to WorkSafe NZ if they require it. They will tell you if they require this during the notification process.
- An investigation into the incident will be done and a documented record kept and where requested provided to WorkSafe New Zealand.
- All notifiable incidents will be investigated and an accident / incident report completed.

3.2.4 Injury Response Procedure

In the event of injury administer immediate first aid and seek medical intervention if required.

Take control of the accident scene to prevent further injury.

If the injury is serious call the emergency services – **DIAL 111**.

Advise management immediately.

3.2.5 Definitions

A **near miss** is a close call.

An **accident** is an event that causes any person to be harmed.

An **incident** is an actual event such as an accident or a near miss.

Each **near miss/ accident / incident** must be accurately reported, recorded and investigated.

Injury means any physical damage or harm that occurs at work and results in the need for treatment from a doctor or medical centre, or hospital.

3.2.6 Notifiable Injury or Illness Definition

- (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 (eg: 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 Zoonosis) to which the carrying out of work is a significant contributing factor, including an 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 purpose of this section.

3.2.7 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.

3.2.8 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 two 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.

3.3 Accident Investigation

All minor workplace accidents are to be investigated by the Safety Officer within **two working days** of the accident occurring. The investigation must accurately report what happened and where necessary introduce corrective action to ensure a reoccurrence does not take place.

Notifiable injuries, illnesses or accidents must be investigated immediately. The investigation and report must be completed in accordance with the procedure for accident or incident notification listed in the accident register and where requested provided to WorkSafe New Zealand.

For advice on how to proceed when a notifiable injury, illness or incident occurs, contact:

Leigh Tobeck

Health and Safety Systems Ltd

0800 313 912 or 0274 365 972

The responsibility for the implementation of corrective action following an accident rests with management. All accident investigations must be signed off by management once corrective action has been implemented.

Workers must be advised of the outcome of all workplace accidents and any corrective action taken.

Any high or medium risks identified as a result of a workplace accident investigation are to be added to the risk register and all workers advised of the action taken and of any training requirements that may be necessary.

Record Retention

Records of each notifiable event will be kept for at least 5 years from the date on which WorkSafe New Zealand was notified.

3.4 First Aid

Manukau City Baptist Church will ensure that there are an adequate number of trained first aiders and first aid facilities at the workplace.

Where workers are on site, working alone or at remote locations, Manukau City Baptist Church will ensure workers carry a first aid kit with them and the Healthline contact phone number to locate their nearest medical centre / pharmacy.

Healthline 0800 611 116.

4 EMERGENCY MANAGEMENT PROCEDURES

4.1 Emergency Planning

The management of Manukau City Baptist Church will ensure that there is an emergency plan that includes:

- An effective response to an emergency.
- Evacuation procedures.
- Procedures for notifying emergency service organisations at the earliest opportunity.
- Medical treatment and assistance procedures.
- Procedures to ensure effective communication between the person authorised by the PCBU to co-ordinate the emergency response and all persons at the workplace.

Testing of emergency procedures will be conducted at six monthly intervals by the safety officer and the results evaluated for effectiveness using the Emergency Drill Review form.

Training and instruction will be provided to relevant workers in relation to implementing the emergency procedures.

4.2 General Emergency Procedures

4.2.1 Fire

Evacuation of the work area must take place in the event of a fire.

All persons in the building must be aware of the following:

- Every exit.
- Assembly point.
- Where a fire extinguisher is located and how to use it.

If you discover a fire raise the alarm and Dial - **111**.

If possible, attempt to extinguish the fire **but only** if you can do so safely.

If the fire spreads – leave the building immediately and make your way to the assembly area.

4.2.2 Electric Shock

- Turn the power source off.
- If the power can't be turned off use heavy insulated **dry** gloves or something made of rubber, **dry** cloth or wood to free the casualty.
- Start resuscitation immediately if breathing is not evident.
- Leave equipment as is.
- Notify your manager immediately.

4.2.3 Earthquake

If an earthquake occurs: **DROP - COVER - HOLD**

- Do not rush outside.
- Move away from windows and storage racks.
- If possible shelter under a desk, stand in a doorway or lie beside a solid structure and hold on.
- Your first priority is to ensure your own safety.
- Evacuate only when it is safe to do so.
- Make your way to the assembly area.

The 3 step rule when an earthquake happens

- Find shelter.
- Protect yourself.
- Evacuate when it is safe to do so.

Do not remove any unconscious or seriously injured victims unless they are in immediate danger of further injury.

Stay by them and send for help.

Give first aid to the injured.

4.2.4 Volcano

If a volcanic eruption is imminent

- Listen to the radio station for advice.
- Bring all livestock into closed shelters to protect from ash.
- Bring all machinery under cover.
- Follow your emergency plan.

If a volcanic eruption occurs

- Seek shelter and cover nose and mouth with a dust mask or cloth
- If indoors, close all windows and doors.
- If you have to go outside, wear protective clothing, dust mask and wear glasses instead of contact lenses.
- Listen to the local radio for advice from civil defence.
- Be aware of the risk of flooding and move to high ground if necessary.
- Evacuate when it is safe to do so.

Give first aid to the injured.

4.2.5 Accident/Injury

Administer first aid or provide assistance.

Seek medical attention as soon as possible if necessary.

In the event of a serious accident or injury ensure the Ambulance Service is notified.

Dial - **111**.

Clearly state the nature of the emergency and the location (this may include the name and address of the property).

Do not remove any unconscious or seriously injured victims unless they are in immediate danger of further injury.

4.2.6 Important Points to Remember

How you react in an emergency will depend on how well you have prepared yourself *before* it happens.

Identify areas that will provide the best protection if an earthquake occurs and know the location of all exits.

Make sure you know where the assembly area is and how to get there.

Do not re-enter the building until the all clear is given.

If you get trapped in smoke, crawl low at floor level because that is where the clear air will be.

The worst mistake that can be made on discovering an emergency usually stems from a natural reluctance to cause a disturbance. Serious fires can develop from a failure to inform the Fire Service quickly. Lives can be lost from a failure to evacuate the building while the opportunity exists.

4.3 Location of Health and Safety Documentation

The Accident Register, Risk Register, Contractor Register and Health and Safety Manual are located in the office.

4.4 Location of Fire Extinguishers

Fire Extinguishers are located throughout the building and in each vehicle owned by the church.

4.5 Location of First Aid Kits

First Aid Kits are located at the information desk, in each vehicle owned by the church and there is a portable first aid kit.

4.6 Location of Assembly Area

The assembly area is the paddock at the left rear of the property. All staff and visitors are to assemble here. Keep clear of the building and roadways.

4.7 Emergency Contact Numbers

Alastair Hall (Lead Pastor)	09 278 8998	027 296 1878
Mark Dawson (Buildings / Property)	021 381 138	
Norah Greyling (Admin)	09 278 8898	021 478 789
Leigh Tobeck of Health and Safety Systems Ltd	0274 365 972	0800 313 912

5 WORKER TRAINING IN HEALTH AND SAFETY

5.1 Safety Induction Policy

It is the policy of Manukau City Baptist Church that all workers will receive safety induction training before they commence work. The training will include accident and injury reporting, hazard identification, employer responsibilities, designated roles, worker responsibilities, the review process, rehabilitation procedures, protective equipment requirements, site procedures and emergency and evacuation procedures.

How to access safety information such as the risk register and the safety manual must form part of safety induction training. It is sufficient to explain this requirement verbally.

5.2 Temporary or Casual Workers

All temporary or casual workers are to receive safety induction training before commencing work.

Temporary or casual workers are not to operate any vehicle unless they have the appropriate licences to drive that class of vehicle.

Temporary or casual workers are not to operate machinery unless they have been trained in the use of the particular machine.

A training record will be kept that accurately records the training each temporary or casual worker has received.

Temporary or casual workers should be supervised initially to ensure they are familiar with all operating and safety procedures.

5.3 Volunteer Workers

A volunteer worker is someone who carries out work in any capacity for a PCBU:

1. With the knowledge or consent of the PCBU; and
2. On an ongoing and regular basis; and
3. That is an integral part of the business or undertaking.

Regular volunteer workers (those who are at the church on a weekly basis or more frequently) are to receive safety induction training in the same manner as any other worker before they commence work.

All other volunteer workers are to receive a safety briefing relevant to the work they are doing.

All volunteers involved in working bees must complete a declaration that they are competent to operate their machinery / equipment; that all guarding and safety features are in place and operational; and that they will wear all necessary personal protective equipment.

5.4 Safety Training and Competency

Specific and specialised training will be given to all workers undertaking tasks that require it.

On the job training will be conducted where necessary by suitably experienced or qualified workers approved and selected by management to conduct the training. Management will take into account the skills, experience, competency and safety record of the person selected to conduct on the job training.

Only suitably trained and experienced personnel shall be used in supervisory roles.

An individual training competency record will be kept that details the training each worker has received and for each new task the worker undertakes. The training competency record is to be signed off by both the worker and the trainer when both parties are satisfied that the worker is competent and conversant with the safety requirements before the worker is permitted to work unsupervised.

6 CONTRACTOR POLICY

A **contractor** is defined in the current Act as a person engaged by any person (other than as a worker) to do any work for gain or reward.

All contractors and their workers must be aware of the Health and Safety Manual before commencing any work.

A list of approved contractors will be kept and must be completed for all contractors undertaking work for the church.

6.1 Approved Contractor Status

All contractors undertaking work for Manukau City Baptist Church must complete a contractor safety induction process.

It is a requirement that all Contractors demonstrate competency, capability and commitment to Health & Safety in accordance with the Health and Safety at Work Act 2015 and its Regulations, Codes and Standards.

To this end, Contractors are required to complete a health and safety assessment in the form of a questionnaire.

Prospective contractors must declare if they have been prosecuted for any offence under the Health and Safety in Employment Act 1992 or the Health and Safety at Work Act 2015. They must declare if they have been issued with any prohibition or improvement notices by Worksafe NZ during the previous three years and if so, give details.

6.2 Contractor Obligations

All contractors must report to the Main Office.

Contractors are expected to wear or use any protective equipment necessary for the safe operation of their work.

Safety guards must be in place and used on all machinery operated by contractors.

Contractor's workers (including sub contractors used) must be fully trained and competent to complete their work safely.

Contractors must advise their presence in the workplace before beginning work.

Contractors must ensure that all their workers are aware of Manukau City Baptist Church Health and Safety requirements.

Any injury sustained or incident while conducting work for Manukau City Baptist Church must be reported to the Safety Officer or management as soon as possible.

The entire site (land and buildings) is smoke, alcohol and drug free.

6.3 Contractor Health and Safety Performance

Contractor's health and safety performance will be measured periodically to ensure that their work practices meet the requirements of the Health and Safety at Work Act 2015.

A contractor safety checklist form will be used for this purpose.

6.4 Post Contract Evaluation

Short term one off contracts do not require an evaluation however ongoing contracts such as maintenance contracts should be evaluated at least annually to ensure that health and safety performance is acceptable.

A contractor safety checklist will be used to document the evaluation process and will be completed by the Safety Officer.

7 POLICY FOR PERSONNEL OTHER THAN WORKER IN THE WORKPLACE

7.1 Visitor Policy

All visitors must report to the Main Office and sign into the visitors' register.

Unsupervised visitors are not permitted in the workplace. Visitors who have approval to be in the workplace must be supervised at all times.

All visitors must wear any necessary personal protective equipment.

Before entering the workplace all visitors must be made aware of:

- Any hazards that may affect them.
- The location of emergency exits.
- The location of the assembly area.

In the event of an emergency evacuation all visitors must be escorted to the assembly area and accounted for.

8 WORKER SPECIFIC HEALTH AND SAFETY POLICIES

8.1 Worker Involvement

The management of Manukau City Baptist Church supports the involvement of nominated or elected health and safety representatives in health and safety development, implementation, monitoring and review.

Management and workers will meet at least quarterly to discuss, plan and document any safety initiatives and concerns. Minutes of these meetings will be kept.

8.2 Health and Safety Meetings

Regular meetings are to take place. Meeting minutes are to be kept and recorded.

The purpose of the meetings is to table and discuss any relevant safety issues, to monitor and review existing safety policy and procedures, to seek continuous improvement in workplace health and safety and to actively involve all workers in the safety process in such a way that they are able to express their views, raise any safety related matters and to contribute in the decision-making process relating to the matter.

8.3 Health Monitoring

The Health and Safety at Work (General Risk and Workplace Management) Regulations 2015 requires a PCBU to ensure that health monitoring is provided to a worker who may be exposed to a substance hazardous to health.

Workers who are or will be working with substances hazardous to health will be informed of:

- (a) The type of health monitoring that will be done and how often.
- (b) The information that will be provided to the occupational health practitioner.
- (c) That WorkSafe New Zealand will be notified whenever exposure to substances hazardous to health has taken place.
- (d) The duration records of health monitoring will be retained for is 30 years, unless the monitoring is for asbestos when records will be retained for 40 years.
- (e) How the health monitoring records will be retained and stored.

A PCBU with management or control of a workplace must ensure that no person at the workplace is exposed to a substance hazardous to health in a concentration that exceeds the exposure standard for the substance.

A PCBU must also consider other factors that may have an impact on worker health e.g. exposure to noise or dust.

Monitoring of workers' health will be conducted where necessary to monitor potential new and existing high or medium risks to ensure that workers do not suffer adverse accumulative long term health effects. Post critical event testing will be undertaken where necessary.

Results of monitoring are to be made available to the individuals concerned. The information is to be treated with absolute confidence.

Sub optimal test results will be discussed with the worker concerned in private. All options available for treatment or rehabilitation will be discussed at that time with the worker concerned. This may include options for future employment or internal redeployment.

Sub optimal test results will be assessed and if necessary will be fed back into the hazard and risk management system.

Should a critical event occur an assessment will be conducted as soon as possible in accordance with the hazard management process. If necessary any hazards identified will be added to the risk register.

8.4 Alcohol and Drugs

Alcohol and drug use is **STRICTLY FORBIDDEN**. Persons under the 'influence' at work are a danger to themselves and to their work mates.

Any worker under the influence of alcohol or drugs will be considered a safety hazard, will not be permitted to work and may be subject to dismissal.

Volunteer workers are not permitted to be under the influence of drugs or alcohol.

- Random drug or alcohol testing may be conducted at any time.
- All reports of drug or alcohol use at work or reports of any worker being under the influence of drugs or alcohol will be fully investigated.
- Investigation findings that indicate drug use may result in the worker/s involved being subjected to a drug or alcohol test.
- Workers involved in workplace accidents may be subjected to a drug or alcohol test.

The management of Manukau City Baptist Church will support workers with drug and alcohol recovery programmes where necessary but reserves that right to dismiss any worker who returns a failed drug or alcohol test if the circumstances concerned are considered serious enough.

8.5 Impairment Policy

Workers who are suffering with a degree of physical or mental impairment or are suffering from fatigue or who are impaired by the influence of prescription medication are a safety risk to themselves and the people around them.

If workers are prescribed medication they must ask the medical practitioner if the medication could impact their ability to work. If there are any restrictions to their work they need to inform management of these.

Report any signs of fatigue at the onset to your manager.

8.6 Fooling and Practical Jokes in the Workplace

There is nothing wrong with a bit of fun at work, but beware that fooling and practical jokes can cause injury or death.

8.7 Smoke Free Policy

Manukau City Baptist Church is a smoke free workplace.

Sec 5 of the Smoke Free Environments Amendment Act 2003 states that an employer “**must ensure that no person smokes at any time in a workplace**” and that “**no employee may smoke at any time in a workplace**”.

Smoking is not permitted on the church site, that is the land and buildings, nor is it permitted in vehicles owned by the church.

8.8 Summary of the Basic Safety Rules

- Report any safety hazards to the Safety Officer or Manager promptly.
- Report all accidents, unsafe working conditions and equipment.
- Wear protective safety clothing and equipment appropriate to the work.
- Do not remove or interfere with safety guards and ensure all equipment is in safe working order.
- Ensure operating procedures are followed for all equipment.
- Do not attempt to operate equipment you are not familiar with.
- **If you are unsure – ask.**
- House-keeping and hygiene in all aspects provides a safe and healthy work place.
- No smoking, drugs or alcohol permitted on the land or in the buildings owned by the church.
- Know the location of your nearest fire extinguisher and first aid kit.
- Never indulge in fooling or practical jokes.
- Be aware of evacuation and emergency procedures in your work place.

8.9 Young Persons

No person under the age of 15 years is permitted to work in our workplace at any time when:

- Construction work is being carried out in that area.
- Any work is being carried out in that area that is likely to cause harm to the health and safety of a person under the age of 15 years.
- Work is carried out in that area that involves the use of hazardous substances.

The only circumstances where a person under the age of 15 years is permitted to work in our workplace are:

- In any part of the area to which the public generally has access.
- Under the direct supervision of an adult in that area.

9 CHURCH SPECIFIC HEALTH AND SAFETY POLICIES

9.1 Review Procedures

It is the policy of Manukau City Baptist Church that an annual audit of the Health and Safety System is to be undertaken by Health and Safety Systems Ltd. An audit checklist will be used.

The purpose of the audit is to

- Confirm that the requirements of this safety system are being met.
- Identify any deficiencies or improvements that are necessary to ensure the efficient continuing operation of the safety system.
- Identify the achievements and gains that have been made during the audit period.
- The audit will include an assessment of the past years outcomes and set new objectives for the coming year.

Manukau City Baptist Church will increase audit frequency where audit results identify a high number of deficiencies or activities that are high risk.

Manukau City Baptist Church will provide information on the results of audits to management and workers.

Regular Health and Safety meetings will assist the audit / review process.

9.1.1 Management Review

The management of Manukau City Baptist Church will review the audit report and checklist and implement corrective actions as required.

In addition, the Safety System will be reviewed whenever a notifiable injury or illness or notifiable incident occurs or when work practices change.

The accident register will be analysed and reviewed annually to determine that the injury prevention actions taken continue to be effective and to identify any trends or patterns of accidents that may arise.

9.2 Resource Management Act

This Act was introduced to ensure that our environment is protected.

Safety issues often overlap with the environment issues and we should be aware of any accidents that may damage our environment.

Don't dispose of chemicals, solvents or petroleum-based products down storm water drains.

Report any accidents or acts that could damage our environment.

9.3 Document Control

Manukau City Baptist Church will maintain sufficient records (including training competency records and the results of audits and reviews) to demonstrate that the requirements of the Health and Safety Manual are being met.

Manukau City Baptist Church will ensure workers can access current versions of all necessary health and safety documentation e.g. operating procedures, Material Safety Data Sheets in their workplace.

Controlled documents will be:

- Legible
- Dated
- Periodically reviewed and revised as required
- Approved by a competent person (Safety Officer / Manager)

Should there be any update of controlled documents, the updated version automatically becomes part of the Health and Safety System.

Non-controlled documents are either guidelines or external references. These are subject to change by others and are not a controlled part of the Health and Safety System.

Outdated documents will be recalled and destroyed. Updated and revised versions of documents are to be clearly identified by the issue date. The responsibility for the recall of outdated documents and the issue of updated documents rests with the Safety Officer.

Any outdated or recalled documents that are retained for legal or knowledge preservation purposes must be archived or filed and clearly identified that they are no longer current.

9.4 Manual Handling and Lifting

Occurrence of injuries can be reduced by using the correct lifting method:

- Check weight before lifting.
- Bend knees when lifting.
- Keep back as straight as possible.
- Reverse procedure for lowering load. Keep fingers clear.
- Obtain assistance for any bulky or heavy lifts.

There are no prizes for being superman. Get assistance when necessary.

9.5 Housekeeping

Housekeeping and safety go hand in hand, a tidy and uncluttered work area reduces the chance of accidents. The highest possible standard should be kept at all times.

Beware of any potential safety hazards, obstacles or fire hazards. Remedy or report any potential hazards to your supervisor as necessary.

Cleanliness and hygiene in all areas of the work place will ensure a healthy and pleasant work environment.

9.6 Operating Instructions for Tools and Equipment

The management of Manukau City Baptist Church will ensure that all tools and equipment are in safe working order.

Workers should be familiar with the operating instructions before using any tools and equipment. If a worker is unsure or feels he or she requires more training, management is to be advised immediately and training will be provided.

Church policy is: **“If you are unsure – ask”**

Report any unsafe or faulty equipment immediately

Keep all tools and equipment clean. Good working habits provide a safer environment.

Guarding

All tools and equipment guards shall be used in the designed manner at all times.

Guards must not be removed or displaced.

If any guard is removed for setting up machine, it is the responsibility of the person removing the guard to replace it.

If any guards are altered, notify your Safety Officer or Management.

Tools and equipment of all types MUST NOT be used unless all guards required are in place.

9.7 Vehicle Policy

Drivers of any vehicles used for church purposes (eg. transporting youth group etc) shall have a current driver's licence for the specific class being driven and the vehicle shall have a current WOF / COF.

Ensure all passengers have safety belts fitted correctly where required to be used.

Only authorised drivers are permitted to drive a church vehicle. Church vehicles of all types are not to be used unless Registration and Warrants of Fitness are current.

Drivers of church vehicles must have a current drivers licence.

Drivers of church vehicles and vehicles used for church purposes are expected to drive in a safe manner and obey the road code at all times. This means no driving under the influence of alcohol or drugs, observing speed limits and obeying the road rules at all times.

Drivers must report all vehicle accidents and traffic violations to the safety officer.

A fire extinguisher and first aid kit are installed in all church vehicles.

Workers must be aware of the location of, and how to use, the fire extinguisher and first aid kit.

It is the workers' responsibility to ensure the first aid kit in church vehicles is fully stocked. If you notice that stocks are low in a first aid kit, report it to the safety officer so that replacement items can be ordered and supplied.

In the event of an accident

Make the scene safe and provide first aid for anyone who is injured.

Contact management as soon as possible to co-ordinate any rescue attempts.

To operate a Fire Extinguisher

- Make the extinguisher ready to use by breaking the seal or, if applicable, removing the pin.
- Aim the extinguisher at the base of the flames.
- Start discharging the extinguisher in a sweeping motion across the base of the flames.
- Keep going until you have completely extinguished the fire.

If at any time the fire becomes uncontrollable, or there is too much heat or smoke for safety, leave immediately.

Load Security

All loads on church vehicles, including trailers, are to be securely fastened and a final check is to be conducted before departure.

It is the responsibility of the driver to ensure load security and complete the final check. Trailer connections and couplings are also to be checked before departure.

9.8 Church Outings

An Activity Assessment is to be completed prior to all church outings.

It is the responsibility of the Senior Leader in charge to complete this form and return it to the Safety Officer.

Any risks identified must be resolved and the appropriate solutions applied before the outing takes place.

9.9 Organised Activities

Before commencing, a documented risk assessment is to be completed. Hazards must be assessed and where required, control measures to be put in place.

Activities involving the elderly must consider access / egress and accessibility.

All activities must have adequate supervision in line with any legal requirements (for children).

9.10 Hazardous Substances

Manukau City Baptist Church will ensure a current material safety data sheet (MSDS) or key safety information e.g. product safety card provided by the manufacturer is readily accessible to each worker in their work area and to any emergency service worker, or anyone else, who is likely to be exposed to a hazardous substance.

Manukau City Baptist Church will maintain an inventory of all hazardous substances including, where applicable, hazardous waste. Consumer products used in the same way as household products may be excluded from this list.

The hazardous substances inventory must be readily available to emergency services attending the workplace in the event of an emergency.

If unsure whether any material used is hazardous, then the worker should ask.

Training will to be provided to all workers involved in the use, handling, storage and disposal of hazardous substances (including where applicable hazardous waste).

9.10.1 Training

Training and instruction will cover:

- The health risks and safety issues of the hazardous substances in their workplace.
- Safe use, handling, storage and disposal of hazardous substances.
- Personal protective equipment to be worn.
- What to do in an emergency.
- Worker responsibility to work in accordance with the training provided to maintain compliance with the regulations.

Training will be followed with an appropriate period of practical experience under direct supervision.

Where required, hazardous substances will be handled by Certified Handlers.

Where a worker has previous experience with hazardous substances at another workplace we will review their training. The worker will be trained in the safe use of any hazardous substances that are new to them.

Training will be documented and refresher training provided where required.

9.11 Overhead Work / Working at Heights

Always ensure safety of other people working below.

Beware of electrical and other overhead hazards.

9.11.1 Ladders

Check all ladders before use, check for:

- Defective rungs, faulty feet and any other fault that could be a safety hazard.

A ladder should be used safely, note the following:

- On sound and level ground only and at the correct angle (1unit out to 4 units up). Of adequate length (minimum of one metre above landing).
- Held at bottom, or securely lashed at top.
- Use both hands and face ladder while climbing.
- Beware of electrical hazards.
- Never reach out to move ladder, go down and move it.
- Always use the stays on folding step ladders.

Report any sub-standard or faulty equipment to the safety officer or foreman.

9.11.2 Cherry Picker

For any work from a cherry picker a securely attached safety harness must be worn. Workers using a harness must be competent in how to wear, use and secure it. Check harness prior to use and never use if damaged. Emergency plan to be developed to cover rescuing an operator if the cherry picker cannot be lowered, or the operator is taken ill. Document the emergency plan.

9.12 Working Alone / Remote or Isolated Work

To cover any emergency when a worker is working alone regular checks are to be made throughout the day and at the end of each working day to ensure that workers who are working alone have safely completed their work.

After hours work

Management must be advised before any after hour's work is conducted.

To cover any emergency when a worker is working alone after hours, an emergency contact person is to be on standby.

The worker is to advise the emergency contact person of the intended hours of work (how long they will be there) and is to advise them when they leave.

It is the workers' responsibility to make these arrangements when conducting work after hours and to adhere to them.

10 INTERPRETATION

Hazard

A hazard is anything that may cause harm and includes a person's behaviour where that behaviour has the potential to cause death, injury or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects a person's behaviour).

Hazardous Substance

Means any substance –

- (a) with 1 or more of the following intrinsic properties
 - (i) explosiveness:
 - (ii) flammability:
 - (iii) a capacity to oxidise:
 - (iv) corrosiveness:
 - (v) toxicity (including chronic toxicity):
 - (vi) eco toxicity, with or without bioaccumulation; or
- (b) which on contact with air or water (other than air or water where the temperature or pressure has been artificially increased or decreased) generates a substance with any 1 or more properties specified in paragraph (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.

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) A 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 two 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.

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 Zoonosis) to which the carrying out of work is a significant contributing factor, including an 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.

Officer

In relation to a PCBU:

(a) Means, if the PCBU is:

- (i) A company, any person occupying the position of a director of the company by whatever name called;
- (ii) A partnership (other than a limited partnership), any partner;
- (iii) A limited partnership, any general partner;
- (iv) A body corporate or an unincorporated body, other than a company, partnership, or limited partnership, any person occupying a position in the body that is comparable with that of a director of a company; and

(b) Includes any other person occupying 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).

Person Conducting a Business or Undertaking (PCBU)

Means a person conducting a business or undertaking:

- (a) Whether the person conducts a business or undertaking alone or with others; and
- (b) Whether or not the business or undertaking is conducted for profit or gain; but

It does not include:

- (a) A person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking.
- (b) A volunteer association.
- (c) An occupier of a home to the extent that the occupier employs or engages another person solely to do residential work.
- (d) A statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking.
- (e) A person, or class of persons, that is declared by regulations not to be a PCBU for the purposes of this Act or any provision of this Act.

A Volunteer Association

Means a group of volunteers (whether incorporated or unincorporated) working together for one or more community purposes where one of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association

Personal Protective Equipment (PPE)

Means anything used or worn by a person (including clothing) to minimise risks to the person's health and safety and includes air supplied respiratory equipment

Reasonably Practicable

Means in relation to a duty of a PCBU that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:

- (a) The likelihood of the hazard or the risk concerned occurring; and
- (b) The degree of harm that might result from the hazard or risk; and
- (c) What the person concerned knows, or ought reasonably to know, about:
 - (i) The hazard or risk; and
 - (ii) Ways of eliminating or minimising the risk; and
 - (iii) The availability and suitability of ways to eliminate or minimise the risk; and
 - (iv) After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

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.

Volunteer worker

Means a volunteer who carries out work in any capacity for a PCBU:

- (a) With the knowledge or consent of the PCBU; and
- (b) On an ongoing and regular basis; and
- (c) That is an integral part of the business or undertaking;

but does not include a volunteer undertaking any of the following voluntary work activities:

- (i) Participating in a fundraising activity;
- (ii) Assisting with sports or recreation for an educational institute, sports club or recreation club;
- (iii) Assisting with activities for an educational institute outside the premises of the educational institution; and
- (iv) Providing care for another person in the volunteer's home workplace.

Workplace

Means:

- (a) A place where work is being carried out, or is customarily carried out, for a business or undertaking; and
- (b) Includes any place where a worker goes, or is likely to be, while at work.