



ST JOHN'S ANGLICAN CHURCH CANBERRA

Policy on	Work Health and Safety
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Responsible agency	Parish Council
Electronic file name	Work Health and Safety Policy.pdf
Repository	https://www.stjohnscanberra.org/documents
First introduced	15 November 2017
Parish Council Approvals	19 November 2020 16 March 2022 15 November 2023
Next revision due	May 2025

LEGISLATION AND STANDARDS

St John's mission is to 'bear public witness to Jesus Christ through Anglican worship and pastoral ministry, loving community and outward-facing mission.' This governs all we do as a Parish including policy development.

This policy is guided by The Master Policy of the parish and diocesan ordinances and polices, most notably the Governance of the Diocese Ordinance.

This policy is also bound by:

- Diocesan Safe Communities of Faith Policy August 2015;
- The Work Health and Safety Act 2011 registered in 2018 , and its WHS Regulations and Codes of Practice which form the legislative framework which applies in the ACT;
- Diocesan WHS Policy Statement (to be displayed in key ministry buildings)¹;
- National strategic plan for asbestos awareness and management 2019-2023 (Australian Government, Asbestos Safety and Eradication Agency, November 2019)²; and
- Food safety standards for charities and community organisations.

PRINCIPLES

1. St John's Canberra is committed to meeting its obligations and duty of care to provide a healthy and safe environment.
2. Through Parish Council we aim to remove or reduce the risks to health, safety and well-being of all workers (clergy, staff, volunteers and contractors), visitors and any person who may be affected by our ministry and business operations.
3. All workers have the obligation to ensure they abide by all procedures and instructions, take reasonable care of themselves and others who may be affected by their actions or omissions.
4. That the Parish offers, as far as is practicable, resources and training sufficient for its staff, clergy, and volunteers.
5. Parish control owners are a key element in the identification and management of WHS risks.

¹ <https://anglicancg.org.au/ads/risk-and-compliance/safety/>

² <https://www.asbestossafety.gov.au/sites/default/files/documents/2019-11/ASEA%20NSP%202019-23%20ebrochure.pdf>

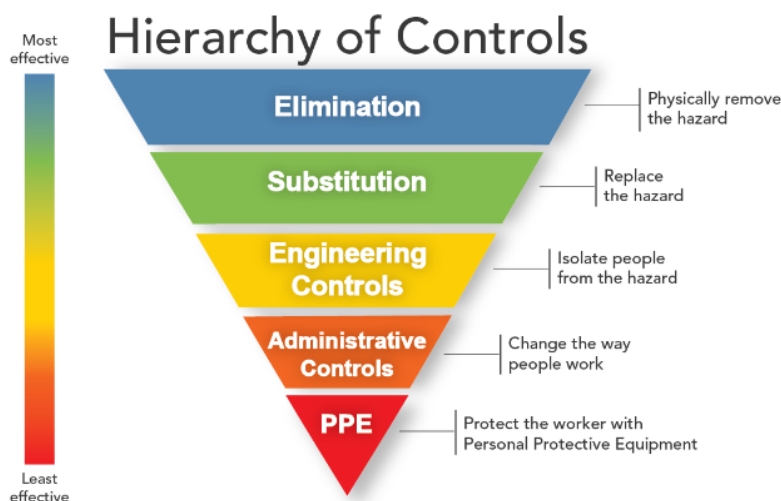
PROCEDURES

The St John's Work Health and Safety procedures are aligned with, and cascade from, the Anglican Diocese of Canberra & Goulburn Risk Management Policy January 2019³ (Attachment A).

The Rector of St Johns is the Risk Owner. Each building on the St John's precinct contains a poster explaining that any health and safety matters is to be communicated to the Risk Owner.

Work Health and safety is a permanent agenda item in each monthly meeting of Parish Council. A note is included in the weekly Parish Pew Sheet encouraging workers to report any hazards to the Risk Owner.

Parish Council calls for an annual Safe Environment Survey from all Control Owners and considers their findings on an annual basis and respond appropriately. Hazards will be managed in accordance with the level of risk and using this hierarchy of controls.



Parish Council will establish an induction process and ensure all Control Owners provide an appropriate induction process that addresses all hazards/risks associated with the tasks workers are required to perform.

The Risk Owner reports hazards and incidents using the Diocesan online hazard and incident reporting process accessed from the Diocesan website.



ANGLICAN DIOCESE OF CANBERRA AND GOULBURN



St John's Reid

WORK HEALTH AND SAFETY POLICY

St John's is firmly committed to a healthy and safe workplace. We aim to remove or reduce the risks to health, safety and wellbeing of all workers (clergy, employees, volunteers, and contractors), visitors, and anybody else who may be affected by our ministry and business operations, and to ensure all work activities are undertaken in a safe manner.

We are committed to ensuring we comply with the Work Health and Safety (WHS) Act, the WHS Regulations and applicable Codes of Practice and Australian Standards as far as practicable.

Scope

This policy applies to all ministry and business operations and functions, including those situations where workers are required to work off-site.

Responsibility

As far as is practicable, St John's Parish Council will provide and maintain:

- a safe working environment and safe systems of work
- plant and substances in safe condition
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.

Policy:	Policy – Work, Health & Safety – Parish/Ministry Unit	Release Date:	Jan 2016
Document Map:	TBA	Version:	Ratified
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Workers will:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents, incidents and hazards

St John's Parish Council will ensure that:

- all workers working under their direction are made aware of and comply with this policy and when a concern is raised in relation to WHS, a response is provided in a timely manner.
- all new workers are inducted into the worksite and the induction includes work health and safety policies and procedures.
- safe working practices are developed in consultation with workers and are specific to the nature of the service undertaken at the site in addition to any site specific requirements.
- WHS is a standing agenda item at all meetings and all workers have the opportunity to participate in the WHS consultation processes where practicable.

Feedback

Feedback on this policy can be submitted to the Anglican Diocesan Services, Director Risk and Legal - Business.Support@anglicands.org.au

Approval

This policy was adopted by the St John's Parish Council at its meeting on [Insert Date]

Rector/ Priest in charge

Signature:

Print Name

Chair of (Insert Parish Name/Ministry Unit) Council

Signature:

Print Name

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