



Church H&S Package Section 9 Material



2017

Table of Contents	Page
Managing Other Church Ministry or Facility Duties	3
Local Church (PCBU) and its Officers Health and Safety Duties	5
Church Member Activity Rights	6
Church Hazard / Risk Management Process	7
Basic Hazard Assessment Matrix	9
Church Accident Reporting Recording and Investigation Procedures	10

Managing Other Church Ministry or Facility Duties

Duties to Non-members

It is Church policy to identify and implement those measures to be taken to ensure no action or inaction by their leaders, members or by those involved with its ministries or facilities causes harm to any other person in attendance at its Church, ministries or facilities

Duties as a Principal

- By definition a Church on occasion will engage other persons on a “**for service**” basis, and be the Principal in a principal / contactor employment arrangement
- It is Church policy to determine what reasonably practicable steps can be taken, as the principal in a contract, to ensure that contractors, sub-contractors, and their employees are not harmed while doing work they are engaged to do

Persons in Charge of a Place of Work, Ministry or Facility

In Church Ministries or Facilities its Leaders (**by definition, are persons who control the Church ministries or facilities**) owe a Health and Safety duty to the following person/s:

Leaders / Managers No Harm Duties

They shall ensure the following persons are not harmed

- Church members or others in attendance at the Church ministries or facility meetings or services under their control or direction
- Those who are not paying individuals but have been invited or been given permission to be there by the person in charge of the workplace, ministries or facilities (e.g. Public cooking demonstrations or other programmes etc. run by the Church)
- Those who have paid to attend a program or function run by the Church in its ministries or facilities
- Those in the Church, ministries or facilities for business purposes (e.g. Delivery of goods or services to a Church ministry or facility)
- Those persons in the vicinity of the Church, its ministries or facilities (including those in the vicinity for leisure purposes), and

Providing Health & Safety Information to the Following Persons

Church leaders have a duty to provide information on significant hazards in the Church, ministries and facilities and how to minimize harm from such hazards to the following persons in attendance at its Church ministries or facilities:

- Those in attendance at the Church Facilities who have permission and have paid to be present and use the Church Facilities for approved activities (e.g. Facility hire)
- Those with statutory authority to be at the Church ministry or facility and who have advised the person in charge of the Church, ministry or facility that they intend to be in that ministry or facility (e.g. Metre readers, fire service inspections)

Local Church (PCBU) and its Officers Health and Safety Duties

Local Church - (PCBU)

Under the current Health and Safety legislation the Local Church would be classed as a PCBU and has a primary duty of care to ensure that no person under its control, direction, influence or in attendance at its ministries or facilities are harmed

Local Church Officers Health & Safety Duties

As officers of a PCBU, (Local Church), the Church Board has a duty to exercise due diligence to ensure that the Local Church complies with any duty or obligation under current Health and Safety Legislative provisions and requires:

- acquiring and keeping up-to-date knowledge of Health and Safety matters and have an understanding of risks and hazards associated with its ministries, facilities and activities it may undertake
- ensuring that the Local Church has, and implements processes for complying with any duty or obligation it has under Health and Safety Legislation.
- ensuring that the Local Church has available appropriate resources and processes to eliminate or minimise risks in the Local Church ministries, facilities or activities it may undertake
- ensuring that the Local Church has appropriate processes for receiving and considering information regarding incidents, hazards, and risks associated with its ministries, facilities or activities it may undertake

Church Member Activity Rights

Member Activity Training and Supervision

The Local SDA Church will ensure that members are trained or supervised to ensure their health and safety while carrying out Church maintenance or other physical Church related activities

Member Activity Rights

The Local SDA Church leadership recognises the member right to refuse to undertake work or activities deemed to be beyond their expertise, ability or too dangerous, and placing themselves at risk of serious harm

This right covers:

- dangerous activity deemed to be outside of one's normal activity range or ability, or
- where environmental or other influences make normal activity requirements, if undertaken, likely to result in serious harm to the member
- **e.g. Certain Church maintenance or working bee activities, some outdoor venue activities)**

Church Hazard / Risk Management Process

Hazard Management Process

NNZC has in place a comprehensive, systematic and effective method for identifying, assessing, and managing workplace hazards and in particular those hazards assessed as being significant

NNZC, in managing its workplace hazards has adopted a 'Eight Step Process' and taken all reasonable practicable steps to:

Step One *Identify*, on an operation / workplace basis, ministry or facility all existing and potential hazards

Step Two *Assess* identified hazard's and determine if the hazards are **significant** and where a hazard has been identified as significant, then all reasonable practicable steps shall be taken to:

Step Three *Eliminate* / the hazard, and if this is not reasonably practicable

Then all reasonable practicable steps taken to:

Step Four *Minimise* the harm likely to impact employees, or others who may be in attendance at NNZC workplaces, ministries or facilities by providing:

- Step Five**
- Safety clothing and equipment to affected persons and used by them to ensure their health and safety.
 - Employee training designed to minimise harm
 - different operating methods to be used, or
 - alternative products being introduced, or
 - machinery alternatives used to minimise the risk of harm to employees, students or others in NNZC workplaces

Step Six Environment Monitoring of the workplace may be necessary in the interests of preventing harm to NNZC employees, students and others in its workplaces

Step Seven Personal monitoring may need to be carried out in the interests of preventing / minimising harm to employees and others in its workplaces
NNZC personnel and others in its places of work ministries or facilities will be informed if there arises any need to monitor their exposure to any health hazard in the workplace ministry or facility to which they may have been exposed. Personal health monitoring will only be carried out with the informed consent of the person being monitored and in accord with the Privacy Act Provisions

Step Eight NNZC will, on a regular basis, review and evaluate its hazard management system to ensure its effectiveness and to reflect changes in its workplace, ministries or facilities environments

Hazard Recording

In carrying out its worksite hazard management responsibilities NNZC shall ensure appropriate hazard identification, assessment and hazard management documentation is filled out as required and information on significant hazards entered into the **Significant Hazard Register**.

NNZC Significant Hazard Register/s are stand- alone documents

Basic Hazard Risk Assessment Matrix - (Provides a guide for priority action)

Risk level / Rating = (hazard severity) X (likelihood of Occurrence)

Hazard Severity (consequence)		1	2	3	4	5
		Negligible insignificant <i>First Aid Only</i>	Minor Medical attention <i>Temporary off work</i>	Moderate Disabling Injury <i>Off work for some time</i>	Major <i>Permanent Disabling injuries</i>	Very Severe Critical injuries <i>Fatality</i>
Frequency (Occurrence)	1 Seldom Rare Remotely Possible	1	2	3	4	5
	2 Unlikely Has happened before	2	4	6	8	10
	3 Very likely Strong possibility Strong chance	3	6	9	12	15
	4 Near Certain Frequent Highly Likely	4	8	12	16	20
	5 Certain Inevitable	5	10	15	20	25

Matrix Key



Low



Medium



High

Church Accident Reporting, Recording and Investigation Procedures

Church accident, recording, reporting and investigation system is designed to ensure compliance with the relevant provisions of Health and Safety legislation and the welfare of its members and those in attendance at its ministries or facilities

- Additional to meeting legislative accident provisions individual Churches or their ministries may on occasion also be required to meet those accident reporting, recording and investigation procedures set out by the various organisations they are contracted to or operating in their workplaces or facilities

Legal Requirements

- An accident register (in the prescribed form) will be kept, and
- All accidents / incidents including near misses will be recorded in the register
- All persons in Church ministries or facilities are included in recording requirements
- In the case of a serious accident, (as defined within legislation), the accident must be reported to WorkSafe NZ as soon as possible (ASAP)
- The accident site must not be disturbed until WorkSafe NZ advise otherwise. Some exceptions to this rule apply
 - To relieve further suffering
 - To maintain vehicle access
 - To prevent property loss
 - Investigation by other authorities
- A written accident report, on the prescribed form, must be sent to WorkSafe NZ within seven days of the accident
- The accident must be investigated, (using the appropriate forms), to determine the cause of the accident. If the cause was from a significant hazard, this will be entered in the **Significant Hazard Register** and dealt with under the procedures set out for managing significant hazards

All accident / incidents and near misses are to be recorded on NNZC purpose designed forms.

All serious accidents are to be reported to the NNZC General Conference Secretary or the NNZC Health and Safety Advisor ASAP for appropriate action