



SEVENTH-DAY  
ADVENTIST  
CHURCH

**North New Zealand Conference  
Health & Safety Plan**



**2017  
Version 2**

## Contents

1.0	Introduction .....	1
1.1	Objective of this Health and Safety Plan .....	1
1.2	Plan Review.....	1
1.3	NNZC Profile.....	1
2.0	NNZC Health and Safety Commitment Statement .....	2
3.0	NNZC Health and Safety Duties.....	3
3.1	NNZC – Person in Control of a Business or Undertaking (PCBU) .....	3
3.2	NNZC Senior Management Duties .....	3
3.3	Employee Duties.....	4
3.4	NNZC Operational Duties.....	4
4.0	Health and Safety Policies, Rules and Procedures.....	5
4.1	Additional Safety Rules and Guidelines .....	5
4.2	Unacceptable Behaviour.....	5
4.2.1	Disregard for Health and Safety Rules .....	6
4.2.2	Safe Places Requirements .....	6
4.2.3	Bullying.....	6
4.2.4	Harassment .....	6
4.3	Drugs and Alcohol.....	7
4.4	Smoking Policy .....	7
5.0	Hazard Management.....	7
5.1	Hazard Management Process.....	7
5.2	Hazard Recording.....	8
6.0	Information .....	8
6.1	Hazard information.....	8
6.2	Emergency Procedures Information.....	8
6.3	Accident / Incident Information .....	9
6.4	Health Monitoring Results.....	9
6.5	Health and Safety Equipment Information .....	9
7.0	Training and Supervision.....	9
7.1	Training Assessment.....	9
7.2	Activity Supervision .....	10
7.3	Induction Programmes .....	10
7.4	Training Records .....	10
8.0	Managing other Duties .....	11
8.1	Contractor Management.....	11
9.0	Emergency Procedures .....	11

9.1	Emergency Drills and Exercises .....	11
9.2	Disabled Response.....	12
9.3	Emergency First Aid .....	12
10.0	Accident Reporting, Recording and Investigation .....	12
10.1	Legislative Requirements.....	12
10.2	NNZC Accident Management Requirements.....	13
10.3	Accident Rehabilitation .....	13
11.0	Health and Safety Monitoring / Audits .....	13
11.1	NNZC Inspections / Monitoring / Audits .....	13
12.0	NNZC Health and Safety Committee.....	14

# North New Zealand Conference

## Health & Safety Plan

### 1.0 Introduction

#### 1.1 Objective of this Health and Safety Plan

This North New Zealand Conference (NNZC) Health and Safety Plan has been written:

- To ensure Health and Safety compliance
- To assist its employees and others in attendance at its workplace or its controlled ministries or facilities to meet their health and safety responsibilities
- Developed so that if one of NNZC employees, contractors or their employees, or other person/s who may be in attendance at its workplace, ministries or facilities does have an accident, and is harmed, it would be in spite of **‘all reasonable practicable steps’** having been taken, rather than because one was omitted

#### 1.2 Plan Review

To meet NNZC’s ever changing environment this Health and Safety plan is a **“living document”** and will be reviewed and updated to reflect such changes as necessary

#### 1.3 NNZC Profile

NNZC is the headquarters of the Seventh-day Adventist church in North New Zealand

It is situated at:  
47 Ben Lomond Crescent  
Pakaranga Heights

## **2.0 NNZC Health and Safety Commitment Statement**

NNZC is committed to providing a safe, healthy and incident free environment for its employees and others who may be present in its workplace or its controlled ministries or facilities. It expects its employees and others present at its workplace, ministries and facilities to share in its commitment to providing a safe, healthy and incident free environment

Annually, NNZC will set Health and Safety objectives appropriate to its activities and will make available sufficient resources to ensure its Health and Safety objectives are realised

Supporting its Health and Safety commitments and objectives NNZC has in place policies, standards, and procedures consistent with current Health and Safety Legislation, Regulations, relevant Codes of Practices and stakeholder expectations

Signed \_\_\_\_\_ Date \_\_\_\_\_

NNZC President

### **3.0 NNZC Health and Safety Duties**

#### **3.1 NNZC – Person in Control of a Business or Undertaking (PCBU)**

Under the current Health and Safety legislation NNZC would be classed as a PCBU and has a primary duty of care to ensure that no person under its control or influence or affected by its operations or activities are harmed, and

NNZC will ensure that its management, employees and others who may be in attendance at its places of work, ministries or facilities understand and implement those general Health and Safety duties outlined in this Health and Safety Plan to ensure their own Health and Safety and that of others in their places of work, ministries or facilities

#### **3.2 NNZC Senior Management Duties**

As Officers of a PCBU the Senior NNZC Officers recognise they have a clear duty to:

- Provide a healthy, safe and incident free environment for NNZC employees, contractors and their employees and others who may be associated with, or in attendance at its workplaces, ministries or facilities
- Develop and maintain effective communication in all health and safety matters for all persons present at its workplaces, ministries or facilities
- Integrate health and safety into all aspects of NNZC activities, ministries and programmes
- Develop and maintain effective systems that ensure continuous improvement of health and safety in their workplaces, ministries and facilities
- Maintain a systematic and on-going system of identifying, assessment and management of their workplaces, ministry or facility hazards
- Ensure accidents will be investigated to determine the cause and take appropriate action to minimize the risk of further re-occurrence;

- Have in place procedures to deal with emergencies that may arise in their workplaces, ministries or facilities
- Ensure that health and safety is taken into account and given high priority in all new operations, projects or expansion programmes;
- Develop, implement and monitor health and safety policies and procedures for their effectiveness
- Provide the necessary training and information on the correct and safe use of vehicles, machinery, equipment, materials and safe work methods that may be used in connection with NNZC activities.
- Manage contractors carrying out work for, and on behalf of NNZC to ensure their health and safety compliance

### 3.3 Employee Duties

- Learn and understand required health and safety rules, follow them and avoid short cuts.
- Take responsibility for their health and safety
- Not endanger themselves or others by a disregard for safety
- Make sure they know what to do in an emergency.
- Use safety clothing and equipment where appropriate
- Know where First-aid, medical and other emergency help can be obtained.
- Report all accidents and unsafe equipment and practices to church leadership for remedial action.

### 3.4 NNZC Operational Duties

NNZC leadership have a duty to ensure that on an operational basis all its operations and activities are adequately resourced and run compliant with Health and Safety legislation and other recognised best practice guidelines

**Also NNZC** leadership shall require that all vehicles, machinery, equipment and appropriate PPE used in its operations and activities are legally compliant, operator safe and used in a manner to ensure the user's health and safety

#### **4.0 Health and Safety Policies, Rules and Procedures**

NNZC Health and Safety policies, rules and procedures outline the behaviour expected of its employees and others in attendance at its places of work, ministries and facilities to ensure the prevention of harm to themselves and to others in NNZC places of work ministries or facilities, damage to equipment, vehicles, materials and property

##### **4.1 Additional Safety Rules and Guidelines**

Additional to those general NNZC health and safety rules and guidelines the following rules and guidelines will also apply:

- Relevant machinery / equipment manufacturers and supplier Health and Safety operating guidelines
- Those applicable National, Local and Territorial Authority health and safety compliance requirements

##### **4.2 Unacceptable Behaviour**

Unacceptable behaviour in NNZC places of work, ministries or facilities can compromise the Health, Safety and welfare of its employees and others in attendance at its places of work, ministries or facilities.

The NNZC has in place measures and guidelines to deal with such behaviour and ensure the welfare of its employees and others in attendance at its places of work, ministries and facilities.

***The following unacceptable behaviour includes***



#### 4.2.1 Disregard for Health and Safety Rules

Disregard by persons in attendance at NNZC places of work, ministries or facilities of Health and Safety rules is unacceptable behaviour and will require the offender /s being told of the need and reason for rule compliance and an expectation that they will follow the NNZC Health and Safety rules

**Continued disregard** for NNZC Health and Safety rules by the offender/s will result in their removal from the place of work, ministry or facility they are attending or for employees it may result in employment termination

#### 4.2.2 Safe Places Requirements

Another type of unacceptable behaviour is taking advantage of at risk persons in NNZC places of work ministries or facilities. In this regard, NNZC has in place policy, rules and guidelines consistent with legislative requirements and the South Pacific Division's AdSafe requirements that are designed to assist in creating a healthy and safe environment for at risk persons who may be in attendance at NNZC places of work, ministries or facilities. Authorities will be notified of this type of unacceptable behaviour

#### 4.2.3 Bullying

Bullying by NNZC employees or those in attendance at its places of work, ministries or facilities is also unacceptable behaviour and those carrying out this behaviour will be spoken to regarding it and requesting them to refrain from this behaviour. Should offenders continue this behaviour further action will be taken by NNZC leadership to curtail this behaviour

#### 4.2.4 Harassment

Unwelcomed harassment of NNZC employees, ministry or facility attendees will not be tolerated and action will be taken by NNZC leadership against those who carry out such unacceptable behaviour.

This list is not exhaustive and should other types of unacceptable behaviour come to the attention of the NNZC leadership steps will be taken to deal with them

#### 4.3 Drugs and Alcohol

In the interests of healthful living the NNZC promotes its places of work, ministries and facilities as drug and alcohol free

#### 4.4 Smoking Policy

NNZC has a non-smoking policy relating to its places of work, ministries, facilities and vehicles

### 5.0 Hazard Management

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

#### 5.1 Hazard Management Process

NNZC in managing its places of work, ministry and facility hazards has adopted a 'Process' and taken all reasonable practicable steps to:

Identify existing and potential hazards, assessing hazard risk to determine those that are significant and taken all reasonable practicable steps to eliminate identified significant hazards or if this is not the case then all reasonable practicable steps will be taken to minimise harm that might result from exposure to such hazards

***For further information on the hazard identification, risk assessment and management processes refer to Section 9 (hazard / risk management process) material on the web-site***

## 5.2 Hazard Recording

In carrying out its 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**.

***The NNZC Significant Hazard Register is a separate document***

## 6.0 Information

It is NNZC policy to provide its employees and those in attendance at its places of work, ministries or facilities with the following information in a form clearly understood by them

### 6.1 Hazard information

- Hazards likely to be faced during the course of their employment activities or in attendance at NNZC places of work, ministries or facilities
- Hazards employees or other person/s might introduce to NNZC places of work, ministries or facilities
- Methods to reduce the likely harm arising from hazards in, or introduced to NNZC places of work, its ministries or facilities

### 6.2 Emergency Procedures Information

Ensure that all NNZC employees, contractors, their employees and others in attendance at its places of work, ministries or facilities know and understand the emergency procedures to be used should an emergency arise in any of NNZC places of work, ministries or facilities

### 6.3 Accident / Incident Information

NNZC will provide its employees and others in attendance at its places of work, ministries or facilities with information on how to respond to an accident / incident emergency in their places of work, ministries or facilities and would include; patient first aid, emergency services contact details, legislative and NNZC reporting and recording requirements and scene protection measures

### 6.4 Health Monitoring Results

Results of any Health and Safety monitoring undertaken by NNZC to identify levels of exposure to harm by its employees or others in attendance at its places of work, ministries or facilities will be made available to those who have been monitored for exposure to harm

*(Subject to the provisions of the Privacy Act)*

### 6.5 Health and Safety Equipment Information

The location of safety equipment and clothing and how to use it will be available to all in NNZC places of work, ministries and facilities and copies of this information strategically located (e.g. First Aid Kits)

## 7.0 Training and Supervision

### 7.1 Training Assessment

NNZC shall not permit to be undertaken any task by any person involved with its places of work, ministries or facilities who does not have the skill or experience to carry out the task without causing harm to themselves or others in attendance at its places of work, ministries or facilities

## 7.2 Activity Supervision

NNZC training and supervision policy is to ensure that all employees or other persons involved with its activities, ministries and facilities are trained to the level of competency required for them to work safely, while meeting appropriate production and quality standards

## 7.3 Induction Programmes

Compliance with the above training and supervision provisions will require Health and Safety information, skill assessments and appropriate training incorporated into the NNZC workplace induction programmes and then on an ongoing basis as circumstances dictate

***Activities that may be caught by the above training and induction requirements include:***

- NNZC working bees
- NNZC facility maintenance
- Outdoor NNZC activities leadership
- Pathfinder Leadership
- Safe Places Coordinators
- NNZC Run camps etc.

## 7.4 Training Records

Training records will be maintained and updated to reflect the training status of all NNZC employees or others involved with its ministries and facilities

## 8.0 Managing other Duties

### 8.1 Contractor Management

It is NNZC 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

For other duties, the NNZC leadership may be responsible for refer to:

***Section 9 (Managing Other Church Ministry or faculty Duties) on the New Zealand SDA Web-site***

## 9.0 Emergency Procedures

An emergency affecting a NNZC place of work, ministry or facility may be beyond its control, but preparation to meet such an occurrence is not

- NNZC has in place emergency procedures and systems to minimise the risk of harm to its employees, contractors, their employees and others who may be in attendance at its places of work, ministries or facilities should any emergency situation arise
- NNZC Emergency Procedures will be communicated to its ministry and facility members and to other persons present at its places of work, ministries or facilities through various media

### 9.1 Emergency Drills and Exercises

- Emergency evacuation drills and exercises will be carried out, in cooperation with emergency services, as appropriate, to evaluate the effectiveness of the procedures, and such procedures updated or modified as necessary
- An Emergency Evacuation warden/s will be appointed and trained to ensure emergencies and evacuations are effectively undertaken, and

- The NNZC will provide first aid supplies and fire extinguishers appropriate to its places of work, ministries and facilities requirements
- NNZC will provide its employees with fire extinguisher use training

## 9.2 Disabled Response

NNZC in formulating its emergency procedures will ensure that such procedures take into account the needs of disabled personnel who may be in attendance at its places of work, ministries or facilities

## 9.3 Emergency First Aid

NNZC will identify its places of work, ministries or facilities First Aid requirements and implement procedures to ensure access to adequate first aid facilities by its employees, ministries and facilities attendees. First aid Kit locations will be clearly marked, be fully stocked and stored free from contamination of any kind

## 10.0 Accident Reporting, Recording and Investigation

NNZC 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 employees and those in attendance at its places of work, ministries and facilities

### 10.1 Legislative Requirements

For Legislative Accident reporting, recording, investigation and scene protection requirements refer to:

***Section 9 (Accident Reporting, Recording Procedures) on the New Zealand SDA Web-site***

## 10.2 NNZC Accident Management Requirements

Additional to legal requirements, all accident / incidents and near misses are to be recorded on NNZC purpose designed forms.

**All serious accidents are to be reported to *WorkSafe NZ ASAP* and to the NNZC Conference Secretary or the NNZC Health and Safety Advisor ASAP**

**Note!** The purpose of accident investigation is not to lay blame. It is to establish cause, and hazards involved. Such investigations are in the interests of employees and others who may be in attendance at its places of work, ministries or facilities to prevent similar accidents in the future

## 10.3 Accident Rehabilitation

It is NNZC policy to ensure all reasonable practicable steps are taken to assist in the rehabilitation process of any of its personnel or others injured while in its places of work, ministries or facilities and will cooperate to achieve this with:

- Government Agencies and ACC
- Medical and other private specialist providers of rehabilitation services, and
- Assist accident victims with ACC documentation requirements

## 11.0 Health and Safety Monitoring / Audits

NNZC recognises the need for regular appraisal of its places of work, its ministries, facilities and activities to ensure its Health and Safety standards are being maintained, and are effective

### 11.1 NNZC Inspections / Monitoring / Audits

- NNZC will appraise and evaluate its activities through monitoring and by more formal and comprehensive auditing procedures to ensure Health and Safety



compliance and the welfare of employees, ministry and facility attendees is maintained

- Special attention will be directed to the monitoring and auditing of those 'high risk' activities (e.g. Tui Ridge park, Youth camps, Sports programmes, working bees)
- Inspection checklists and audit reports will be filed with other NNZC health and safety documents

## **12.0 NNZC Health and Safety Committee**

This NNZC Health and Safety Committee will meet on a regular basis to discuss Health and Safety matters and receive reports from departments and other H&S matters from committee members and action any recommendations required to meet the NNZC's legal compliance and ensure the welfare of its employees and others involved or present at NNZC places of work, ministries or Facilities. Minutes shall be kept and filed of these Health & Safety Committee meetings.

**For additional and supporting Health and Safety material refer to the New Zealand Seventh-day Adventist Web-site (Health and Safety)**