



SEVENTH-DAY
ADVENTIST
CHURCH

**Palmerston North Church
Health & Safety Plan**



**2017
Version 2**

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Palmerston North Church

Health & Safety Plan

1.0 Introduction

1.1 Objective of this Health and Safety Plan

This Palmerston North Church Health and Safety Plan has been written:

- To ensure Health and Safety compliance
- To assist its members and others in attendance at its ministries or facilities to meet their health and safety responsibilities
- Developed so that if one of Palmerston North Church members, contractors or their employees, or other person/s who may be in attendance at its Church, 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 Palmerston North Church’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 Palmerston North Church Profile

Palmerston North Church is an SDA Church in the North New Zealand Conference of the Seventh-day Adventist church

It is situated at:
257 Ferguson Street
PALMERSTON NORTH 4410

2.0 Palmerston North Church Health and Safety Commitment Statement

Palmerston North Church is committed to providing a safe, healthy and incident free environment for its members and others who may be present in its ministries or facilities. It expects its members and others present at its Church, its ministries and facilities to share in its commitment to providing a safe, healthy and incident free environment

Annually, Palmerston North Church 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 Palmerston North Church has in place policies, standards, and procedures consistent with current Health and Safety Legislation, Regulations, relevant Codes of Practices and NNZC Health and Safety documentation:

Signed _____ Date _____

Elder / Pastor
Palmerston North Church

3.0 Palmerston North Church Health and Safety Duties

It is Palmerston North Church Health and Safety policy to ensure that its leadership, members and others in attendance at its ministries or facilities clearly understand and implement those general health and safety duties that apply to their ministries or facilities

3.1 Church Board Duties

The Palmerston North Church Board recognises it has a clear duty to:

- Provide a healthy, safe and incident free environment for its members, contractors and their employees and others who may be associated with, or in attendance at its ministries or facilities
- Develop and maintain effective communication in all health and safety matters for all persons present at their ministries or facilities
- Integrate health and safety into all aspects of Palmerston North Church activities, ministries and programmes
- Develop and maintain effective systems that ensure continuous improvement of health and safety in their ministries and facilities
- Maintain a systematic and on-going system of identifying, assessment and management of their 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 Palmerston North Church 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.
- Manage contractors carrying out work for, and on behalf of Palmerston North Church to ensure their health and safety compliance

3.2 Church Member Duties

- Learn and understand required health and safety rules, follow them and avoid short cuts.
- Take responsibility for their health and 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.

3.3 Member Activity Rights

Palmerston North Church leadership recognises the member right to refuse to undertake work or activities deemed to be too dangerous, and placing themselves at risk of serious harm

This right covers:

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

3.4 Church Operational Duties

Palmerston North Church leadership have a duty to ensure that on an operational basis all operations are adequately resourced and run compliant with H&S legislation and other best practice guidelines

Also Palmerston North Church leadership shall require that all vehicles, machinery, equipment and appropriate PPE used in its operations 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

Palmerston North Church Health and Safety policies, rules and procedures outline the behaviour expected of members and others in attendance at its ministries and facilities to ensure the prevention of harm to themselves and to others in Palmerston North Church ministries or facilities, damage to equipment, vehicles, materials and property

4.1 Additional Safety Rules and Guidelines

Additional to those general Church 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, and NNZC Health and Safety requirements

4.2 Unacceptable Behaviour

Unacceptable behaviour in Palmerston North Church ministries or facilities can compromise the health, safety and welfare of its members and others in attendance at its ministries or facilities.

The Palmerston North Church has in place measures consistent with NNZC guidelines to deal with such behaviour and ensure the welfare of its members and others in attendance at its ministries and facilities.

The following unacceptable behaviour includes

4.2.1 Disregard for Health and Safety Rules

Disregard by persons in attendance at Palmerston North Church 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 Palmerston North Church health and safety rules

Continued disregard for Palmerston North Church H&S rules by the offender/s will result in their removal from the ministry or facility they are attending

4.2.2 Safe Places Requirements

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

4.2.3 Bullying

Bullying by Palmerston North Church members or those in attendance at its 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 Church ministry or facility leadership to curtail this behaviour

4.2.4 Harassment

Unwelcomed harassment of Church members, ministry or facility attendees will not be tolerated and action will be taken 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 Church steps will be taken to deal with them

4.3 Drugs and Alcohol

In the interests of healthful living the Palmerston North Church promotes its ministries and facilities as drug and alcohol free

4.4 Smoking Policy

Palmerston North Church has a non-smoking policy relating to its ministries, facilities and vehicles

5.0 Hazard Management

Palmerston North Church 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

Palmerston North Church in managing its ministry and facility hazards has adopted the NNZC '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 reasonably practicable to take all reasonable practicable steps 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) in your Church Health and Safety Package

5.2 Hazard Recording

In carrying out its hazard management responsibilities Palmerston North Church 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 Palmerston North Church Significant Hazard Register is a separate document

6.0 Information

It is Palmerston North Church policy to provide its members and those in attendance at its 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 church activities or in attendance at Palmerston North Church ministries or facilities
- Hazards members or other person/s might introduce to Palmerston North Church, its ministries or facilities

- Methods to reduce the likely harm arising from hazards in, or introduced to Palmerston North Church, its ministries or facilities

6.2 Emergency Procedures Information

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

6.3 Accident / Incident Information

Palmerston North Church will provide its members with information on how to respond to an accident / incident emergency in their Church, 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 Palmerston North Church to identify levels of exposure to harm by its members or others in attendance at its 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 Palmerston North Church ministries and facilities and copies of this information strategically located (e.g. First Aid Kits)

7.0 Training and Supervision

7.1 Training Assessment

Palmerston North Church shall not permit to be undertaken any task by any person involved with its Church, 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 ministries or facilities

7.2 Activity Supervision

Palmerston North Church training and supervision policy is to ensure that all members or other persons involved with its 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 Palmerston North Church induction programmes and then on an ongoing basis as circumstances dictate

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

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

7.4 Training Records

Training records will be maintained and updated to reflect the training status of all Palmerston North Church members or others involved in its ministries and facilities

8.0 Managing other Duties

8.1 Contractor Management

It is Palmerston North 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

The Palmerston North Church will use the NNZC Contractor management forms and associated documentation in managing their contractor obligations

8.2 Other Church Duties

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

Section 9 (Managing Other Church Ministry or faculty Duties) of your Church H&S package

9.0 Emergency Procedures

An emergency affecting a Palmerston North Church ministry or facility may be beyond its control, but preparation to meet such an occurrence is not

- Palmerston North Church has in place emergency procedures and systems to minimise the risk of harm to its members, contractors, their employees and others who may be in attendance at its ministries or facilities should any emergency situation arise

- Palmerston North Church Emergency Procedures will be communicated to its ministry and facility members and to other persons present at its 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 Palmerston North Church will provide first aid supplies and fire extinguishers appropriate to its Church, ministry and facility requirements

9.2 Disabled Response

Palmerston North Church 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 Church, ministries or facilities

9.3 Emergency First Aid

Palmerston North Church will identify its Church and ministry First Aid requirements and implement procedures to ensure access to adequate first aid facilities by its members and ministry 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

Palmerston North 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 personnel and those in attendance at its ministries or facilities

10.1 Legislative Requirements

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

Section 9 Accident Reporting, Recording Procedures in the Church Health and Safety Package

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 Coordinator** 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 church members and others who may be in attendance at its 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 workplace, 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

Palmerston North Church recognises the need for regular appraisal of its ministries and facilities to ensure its Health and Safety standards are being maintained, and are effective

11.1 NNZC Inspections / Monitoring / Audits

- NNZC will work with Palmerston North Church to 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 ministry and facility attendees is maintained
- Special attention will be directed to the monitoring and auditing of those 'high risk' activities (e.g. Youth camps, working bees)
- Inspection checklists and audit reports will be filed with other
- NNZC health and safety documents

12.0 Church Health and Safety Committee

This Palmerston North Church 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 Church's legal compliance and ensure the welfare of its members and others involved or present at Palmerston North Church, ministries or Facilities. Minutes shall be kept and filed of these Health & Safety Committee meetings.

The Church Board may operate as the Church Health & Safety Committee and at its Board or Business meeting Health & Safety will be an agenda item