



1/. HEALTH AND SAFETY POLICY

Manukau City Baptist Church is committed to the protection of its employees, its property and other people from accidental injury or damage from work carried out on behalf of the church.

In meeting this commitment Manukau City Baptist Church will comply with all legislative requirements and take all practicable steps to ensure that it:

- Provides a safe place of work.
- Establishes and insists that safe work methods are practised at all times.
- Ensures employees and other persons understand and accept their responsibilities.
- Promotes a safe and healthy place.

Overall Safety Responsibility

To achieve the church's commitment to promote Health and Safety on its premises, the Management Team have appointed a Safety Officer who is responsible for ensuring that the church's Health and Safety procedures are complied with. The Safety Officer is

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Safety & Health Duties

- Understand the legislative requirements for Health and Safety in the place of work
- Develop the church's Safety Policy and Procedures
- Assign safety responsibility to specific individuals where appropriate
- Involve employees in the development of Safety Policy and Procedures
- Make sure that all employees and sub-contractors understand the church's approach to safety and that they are aware of their responsibilities
- Ensure that a safety check programme is established and maintained
- Carry out a regular Hazard Management inspection
- Make sure employees have the opportunity to comment on Health and Safety issues
- Prepare, distribute and file all records, inspections reports and accident reports

Employer Duties

The Employer is required to take all practicable steps to ensure the safety of employees while at work. To achieve this aim, the church will:

- Provide and maintain a safe working environment
- Provide and maintain facilities for the health and safety of employees at work
- Ensure that employees are not exposed to hazards in the course of their work
- Develop procedures for dealing with emergencies that may arise while employees are at work.

Hazard Management

The Act requires that employers must take a systematic approach to control hazards in the workplace.

Identify Hazards

Systematically identify existing hazards or new hazards (before they arise if possible) to employees at work. A hazard is any activity, situation or substance that is an actual or potential cause of harm.

Regularly assess each hazard identified and determine whether or not it is a significant hazard. A significant hazard means a hazard that is actual or potential cause of:

- Serious harm
- Harm (being harm that is more trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

Significant Hazards

Once a Significant Hazard has been identified the following process must be followed:

- Take all practicable steps to eliminate it. If that is not practicable then;
- Take all practicable steps to isolate the significant hazard from places of work or employees. If that is not practicable then;
- Take all practicable steps to minimise the likelihood that the hazard will be a source of harm to employees and;
 1. Provide, and ensure employees wear, suitable protective clothing and equipment to protect the employees from any harm that may arise from the hazard; and
 2. Monitor the employees exposure to the hazard (with the consent of the employee as far as possible); and
 3. Obtain employees consent to monitor their health.

Control of Hazards Summary

The process for the control of hazards is to;

- Identify hazards
- Determine if they are serious hazards
- If yes, eliminate them
- If not practicable, isolate from employees
- If not practicable, minimise risks and monitor hazard.

Health and Safety Training

Employers are responsible to ensure that employees do not work or use any plant until they have been given information about;

- What to do if an emergency arises while the employee is doing work, and
- All identified hazards to which the employee is, or may be, exposed and the steps that can be taken to minimise the likelihood that the hazard will be of harm to the employee, and
- All identified hazards the employee will, or may, create while doing work or using equipment and the steps that can be taken to minimise the likelihood that the hazard will be a source of harm to other people.

Employees are required to receive information on:

- Emergency procedures
- Hazards they may be exposed to or create
- Location of safety equipment
- Results of health and safety monitoring

Developing Health and Safety Procedures

Employers have an obligation under the Act to ensure that all employees have the opportunity to be fully involved in the development of procedures for dealing with, or reacting to, emergencies or imminent dangers.

An employer must take all practicable steps to ensure customers, visitors and the general public are not harmed at the place of work.

Accidents

Employers must keep a register of accidents and must investigate, record and report where someone was or might have been harmed.

Accident scenes where serious harm has occurred must be left undisturbed unless a person has to:

- Save a life or prevent suffering
- Maintain access for emergency services
- Prevent serious damage or loss of property

Health and Safety Inspectors

The O.S.H. Inspectors have powers of inspection and entry to:

- Conduct examinations, tests, take photos, measurements etc.
- Bring other persons to assist
- Copy documents
- Remove samples
- Require places to remain undisturbed
- Require statements.

Hazard Management

To ensure compliance with the Act it is necessary to develop a Hazard Management procedure to demonstrate that procedures for on-site safety are in place and are working. Decide how often a formal site safety inspection needs to be carried out. This will need to cover the following;

- Examine the work site for hazards that have already been identified;
 1. Are they still safe or controlled?
 2. Has anything changed?
 3. Are there any new hazards?
 4. Are the right procedures being carried out?
- Note the potential dangers from the hazard.
- How serious is the likelihood of an accident?
- Deal with the hazards in a logical order starting with the hazards with the risk of the most serious accident and the highest likelihood of an accident.
- Carry out the eliminate, isolate and minimise procedure
- Is it practicable to eliminate the danger? Yes - eliminate it. No - why not? The reasons should be clearly stated.
- Is it practicable to isolate it from others? Yes - eliminate it. No - identify steps to be taken, assign responsibility, isolate, ensure this danger becomes part of the regular review. No - why not? State the reasons clearly.
- Then what steps can be taken to minimise the risks:
 1. Identify the steps
 2. Assign responsibility for carrying out those steps
 3. Ensure this danger becomes part of the regular review
 4. Identify any protective equipment and material.

It is important that adequate consideration be given to all these steps.

Remember : what is important is not what a person thinks is practicable in the heat of the moment but what a court finds a good employer, after reasonable deliberation, would find to be practicable.

Look at all the options and get a second opinion if the risks justify it.

2/. HEALTH AND SAFETY PLAN

It is the intention of the leadership of Manukau Baptist Church to list Health and Safety guidelines and procedures that are considered the minimum standards expected to be observed by users of the Manukau Baptist Church facilities, whether permanent, temporary or rental/lease.

These minimum standards shall be maintained by all employees, any contractors undertaking work on the premises and all the users of church facilities.

- All employees and users of church facilities have the following responsibilities;
- A duty to take all practical steps to protect themselves and those under their care.
- To comply with all specific and general safety procedures.
- Not to willingly interfere with or misuse items or facilities provided in the interests of health, safety and welfare.
- To report the following conditions to the Church Office Manager (as a representative of the Health & Safety Officer):
 - 1.Any hazardous condition or situation
 - 2.Any sub-standard/dangerous behaviour or conditions
 - 3.Any accidents, injuries and near misses experienced
 - 4.And/or take all reasonable action to reduce or eliminate the possibility of recurrence.

Specific Safe Practices

When undertaking any maintenance/construction activities on church property, appropriate personal protective clothing (PPC) and equipment shall be used for the task being taken. Such clothing or equipment may include, but is not limited to the following: head protection, footwear, eye protection, gloves and hearing protection.

Accident Reporting

Every accident/incident occurring at a church facility is to be reported to the Church Office Manager (as a representative of the Health & Safety Officer) as soon as possible. An accident form must be completed as well. Accident forms are available from the church office (or your section leaders).

This will include all vehicular accidents where a vehicle has been used for the transportation of church groups (eg youth group).

First Aid

First aid kits will be provided throughout the complex. See signs and/or ask your section leaders. These kits shall be kept fully supplied and clean.

In the event of an injury occurring, the following steps shall be taken:

- If the injury is minor, it should be cleaned and dressed at the scene and the injured person seen by a medical practitioner as soon as possible.
- If a serious injury occurs or the extent of the injuries is unknown, the injured person shall not be moved unless it is necessary to do so to prevent further injury. Keep the patient warm and calm and seek medical assistance immediately.
- When first applying first aid, protective gloves should be worn if contact with blood or other body fluids are possible.

Reporting Safety Hazards

All hazards that may affect the health and safety of users of the church shall be reported to the Church Office Manager (as a representative of the Health & Safety Officer) as soon as possible. This includes unsafe work practices, machinery or other apparatus.

Personal Behaviour

All users of the church shall comply with all safety rules, policies and procedures. No one shall engage in any activity that could lead to dangerous situations.

Tidy Areas

Good housekeeping is a fundamental necessity in preventing injuries.

Keep areas clean and tidy to eliminate hazards. Trip, Slip and Fall accidents are directly related to poor housekeeping.

Access to fire fighting equipment, emergency exits, first aid kits and electrical switchboards shall be kept clear at all times.

Electrical Safety

Avoid using electrical equipment in wet conditions.

Avoid laying leads across floors and walkways where they may become tripping hazards or in conditions where they may become damaged

All damaged, leads, wiring and equipment shall be removed from service until they are repaired by a qualified service person.

Manual lifting, Shifting and Handling.

Care shall be taken when lifting, shifting and handling loads. Where it is necessary to lift objects that could cause strain, get some assistance.

When lifting, proper posture and techniques are most important. Stand as close as possible to the object to be lifted. Keep your back straight. Lift with your legs, not your back. Do not attempt to lift a load which is too heavy – get help.

Portable Ladders

Use only ladders in good condition equipped with rubber feet and placed in the proper position with the base one forth its length from the wall.

Vehicles

Drive safely to suit road conditions.

Drivers of any vehicles used for church purposes (eg transporting youth group, etc.) shall have a current driver’s license for the specific vehicle class being driven, and the vehicle shall have a current Warrant/Certificate of Fitness (WOF, COF). Ensure all passengers have safety belts fitted correctly where required to be used.

Machinery

Only authorised personnel may operate machinery or mechanical equipment at a church facility. The appropriate personal protective clothing (PPC) must be worn when operating machinery.

Fire Prevention

Fire prevention is the responsibility of everyone. Become familiar with the fire and emergency procedures applicable to church property. Know the location of fire extinguishers. Use fire-fighting equipment only for the purpose for which it is intended. If a fire extinguisher is used it shall be reported to the Church Office Manager (as a representative of the Health & Safety Officer) who will arrange refilling.

Summary

You have a responsibility to take care of and to ensure your own safety and that of those around you. The above guidelines are intended to assist you.

You must act to protect the safety of others at all times.

MANUKAU CITY BAPTIST CHURCH HEALTH AND SAFETY PLAN

I (print name)

have read (or had explained to me) and understand the guidelines set out in this Health and Safety plan and undertake to comply with them.

Signed Position
.....

Ministry Team..... Date

Organisation (other than above)

3/. HEALTH AND SAFETY IN EMPLOYMENT ACT COMPLIANCE CHECKLIST FOR EMPLOYERS

Hazard Identification and Management

- Have you properly identified existing hazards, including work activities liable to lead to employee stress and/or fatigue?
- Do you have an effective system for identifying and assessing new hazards?
- As far as practicable, have you eliminated significant hazards?
- If not practicable, have you isolated significant hazards or, if that is not practicable, taken steps to minimise them, for example, by providing effective safety clothing/equipment?

Involvement of Employees

For employers with less than 30 employees:

- Have employees been given the opportunity to be involved in the development of hazard identification and the development of hazard management procedures? If an employee has asked to have a health and safety representative elected has this been done, either by the employees themselves, or by you as their employer, if this is requested?
- For employers with 30 or more employees:
 1. Is there an existing employee participation system of which the employees approve and which provides for review? If not, have you ensured elections have been held for employee health and safety representatives, or for a health and safety committee?

After Hazard Identification

- Have you done everything which can be done (taken all practicable steps) to ensure the health and safety of all employees (and volunteers) at work?
- Do you:
 1. Provide and maintain a safe and healthy working environment?
 2. Provide and maintain protective clothing and equipment (if required)?
 3. Ensure that plant and equipment (including computer workstations) is safely designed, made, organised and maintained?
 4. Ensure employees are not exposed to hazards, or are protected if these cannot be avoided?
- Have well understood emergency procedures?

Employee Training and Education

- Do all your employees know what the procedures are in the event of an emergency and have these been practised recently?
- Have employees performing particular work:
 1. Been properly trained in the use of plant, equipment, material and safety procedures, and do they understand when protective clothing must be worn and wear it?
 2. Been informed of all known hazards to which they may be exposed or may create and what steps to take to minimise these?
- Have health and safety representatives had time off for health and safety training?

Supervision

- Are all employees properly supervised, especially those who require supervision from someone with skills, knowledge and experience so that they are unlikely to harm either themselves or others?

Visitors to Premises

- Have all practicable steps been taken to ensure the safety of visitors to the employer's premises and of anyone who is nearby?

Principals and Contractors

- Are all practicable steps taken to ensure contractors and sub-contractors have relevant skills, experience and knowledge so that they are not likely to cause harm either to their own employees or to other people?
- Are contractors' and sub-contractors' actions adequately supervised?

Code of Practice

- Are you complying with all Codes of Practice relevant to your industry eg computer workstations?

If an Accident Occurs

- Are all accidents (and near-misses) recorded in an accident register?
- Are all accidents causing serious harm immediately reported to the Labour Department's Occupational Safety and Health (OSH) Service?
- Do all employees know they must co-operate with OSH (Health & Safety) inspectors?
- After an accident has occurred, is an assessment taken to determine its cause so that future accidents can be prevented?

4/. REHABILITATION POLICY

Manukau City Baptist Church is committed to facilitating an early return to productive employment for its ill or injured employees. Consistent with this, the Church will:

- Continue to focus on injury and illness prevention
- Promote an early return to productive employment for injured or ill employees by offering practical alternative duties while they graduate to a full recovery
- Seek a commitment from injured or ill employees to actively participate in early recovery programmes

5/. SUB CONTRACTOR OCCUPATIONAL SAFETY AND HEALTH

Manukau City Baptist Church

As part of Manukau City Baptist Church's Safety Management Plan and the Health and Safety in Employment Act 1992, Manukau City Baptist Church has an obligation to take all practicable steps to ensure that sub-contractors and their employees are not harmed while at work.

Accordingly all sub-contractors are required to provide a detailed Health and Safety plan which complies with all relevant New Zealand safety legislation, codes of practice and standards. If you do not have a Safety Management Plan you will be required to work with and comply with the Health and Safety Management programmes provided by the church. Please complete this questionnaire and return it with a copy of your proposed site safety plan.

- | | | | |
|--------------------------|--------------------------------------------------------------------------------------|-----|----|
| <input type="checkbox"/> | Do you have a written safety policy? | Yes | No |
| <input type="checkbox"/> | Is the safety policy communicated to all employees? | Yes | No |
| <input type="checkbox"/> | Who is the most senior person for safety matters _____ | | |
| <input type="checkbox"/> | Do you have a safety manual? | Yes | No |
| <input type="checkbox"/> | Do you have written working practices and safety instruction? | Yes | No |
| <input type="checkbox"/> | Do you have a system to identify and report hazards during the term of the contract? | Yes | No |
| <input type="checkbox"/> | Where hazards have been identified is there a system to determine | | |
| | • Significant hazards? | Yes | No |
| | • Methods for control? | Yes | No |
| <input type="checkbox"/> | What safety training is given to employees? | Yes | No |

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- Have the personnel who will undertake specific work received

training in all areas? Yes No

Have there been any fatalities, serious harm or accidents in your organisation in the last 5 years? Yes No

If yes, give details

Has your organisation been cautioned or prosecuted by an enforcement authority in the last 5 years? Yes No

Do you have in-house safety meetings? Yes No

Does your organisation conduct safety inspections? Yes No

We attach our Safety Management plan for your review and comment

Signed

Date

Position

Comments of Safety Officer

Signed

Date
