



St John the Baptist 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-and-reports
First introduced	15 November 2017
Parish Council Approvals	18 November 2020
Next revision due	May 2021

LEGISLATION AND STANDARDS

This policy is bound by *The Master Policy* adopted by Parish Council based on the Five Marks of Mission of the Anglican Communion and of the *Governance of the Diocese Ordinance* as the foundations on which our actions are based.

(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

Parish COVID-19 policy

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 2019²)

Food safety standards for charities and community organisations

PRINCIPLES

1. St John's Canberra is committed meet 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. That all workers have the responsibility to ensure they abide by all procedures and instructions, take reasonable care of themselves and other 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, to resource and fund any necessary measures.
5. That while the ACT remains affected by the COVID-19 pandemic that the Parish's current COVID-19 plan will complement this policy.

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

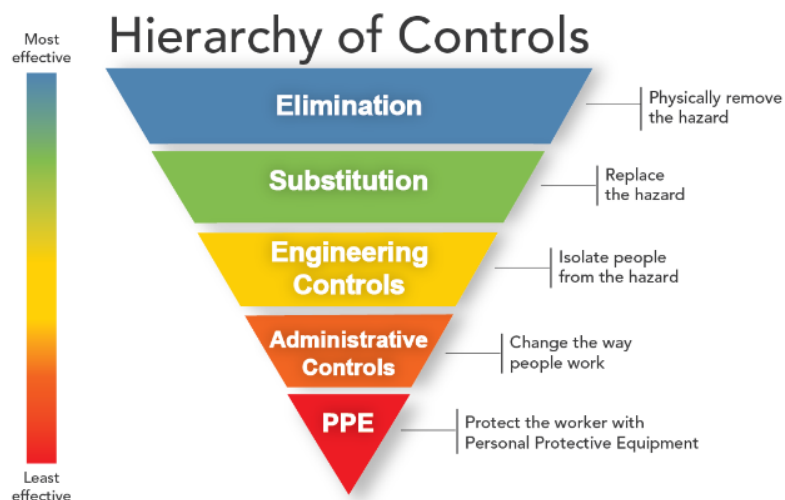
² <https://www.asbestossafety.gov.au/sites/default/files/documents/2019-11/ASEA%20NSP%202019-23%20ebrochure.pdf>

PROCEDURES

St John's appointed a Risk Officer (currently, the Rector, Canon Paul Black). In each key ministry building is a poster explaining that any health and safety matters can be communicated to the Risk Officer.

We include health and safety as a permanent agenda item in each monthly meeting of Parish Council and on a regular basis insert a note into the weekly newsletter encouraging workers to report any hazards to the Risk Officer.

Parish Council calls for an annual safe environment survey and considers its findings. Hazards are managed in accordance with the level of risk and using this hierarchy of controls.



Parish Council ensure all *workers* are provided with an appropriate induction to the parish which also includes all hazards/risks associated with the tasks they are required to perform.

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