



<b>Work, Health and Safety Policy</b>			
<b>Body adopting policy:</b>	Diocesan Council	<b>Date of adoption or last review:</b>	November 2020
<b>Related Documents:</b>	WHS Procedures WHS publications at <a href="#">SafeworkSA</a>	<b>Review schedule:</b>	5 Years

## 1. Purpose

The Synod of the Diocese of Adelaide of the Anglican Church of Australia Incorporated (“the Synod”), as the primary “Person Conducting a Business or Undertaking” as defined under the Work Health and Safety Act (SA) 2012 (WHS Act), is responsible for compliance with the WHS Act, as well as the supporting Regulations and associated Codes of Practice.

The Diocesan Council, as the executive committee of the Synod, has broad powers delegated to it under the Constitution of the Anglican Diocese of Adelaide. The Diocesan Council is responsible for providing and maintaining a safe and healthy workplace, and considers work, health, safety and welfare above all other operational considerations.

It is the aim of the Synod to provide a working environment that minimises the risk to work health and safety as far as is reasonably practicable. This will be achieved by adopting a planned and systematic approach to the management of occupational health, safety and welfare and providing the resources for its successful implementation and continuous improvement.

## 2. Objectives and Implementation

The Synod will achieve its workplace health, safety and welfare objectives as set out in this Policy by ensuring that:

- a. the conduct and practices of Church Workers align with this Policy;
- b. all hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled, in consultation with workers;
- c. providing adequate resources to cost effectively eliminate or minimise the risks or hazards;
- d. providing relevant and practical policy and procedures that document standards and guide work health and safety officers and workers in carrying out their responsibilities;
- e. allocating accountabilities and responsibilities for work health and safety in plans, position descriptions and procedures;
- f. workers are consulted and encouraged to contribute to the decision-making process on work health and safety matters affecting their health and safety at work;
- g. all officers and workers receive the appropriate information, instruction, training and supervision needed to work in a safe and healthy workplace;
- h. reviewing the management of work health and safety to identify gaps for improvement; and
- i. supporting a culture that values health and safety of all.

## 3. Scope

This Policy and associated procedures apply to **all** Synod sites. This Policy applies to all to all members of the Episcopate, the Synod, members of the Diocesan Council and Committees, operational/lay

employees, clergy, lay ministry workers, parish office bearers, church volunteers, contractors, parishioners and visitors.

#### 4. Definitions

- a. **Synod** refers to the **Synod of the Diocese of Adelaide of the Anglican Church of Australia Incorporated** including its properties, assets and people.
- b. **Senior Management** refers in the context of this policy, to Diocesan Council, and the Secretary of Synod.
- c. **Manager** refers to the senior person at each workplace or place of worship and community. In the parish context, this includes the Parish Priest and Wardens.
- d. **Due Diligence** means taking reasonable steps to acquire and keep knowledge current of work health and safety matters, to understand the nature of the business and associated hazards and risks, to ensure there are adequate resources and processes to manage those risks, to ensure there is effective communication of health and safety matters.
- e. **Hazard** is anything that has the potential to cause harm
- f. **Risk** is the probability of harm occurring
- g. **Incident** is any unplanned event that occurs which may result in undesirable consequences
- h. **Person/s Conducting a Business or Undertaking (PCBU)** refers to the Synod, Diocesan Council, Diocesan Boards and Committees, Parish Priests and Parish Councils.
- i. **Officer** for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU. It also includes all members of Diocesan Council.
- j. **Reasonable care** means the standard of care that workers, including volunteers must meet. It means what a reasonable person would do in the circumstances.
- k. **Reasonably Practicable** means what could have been done or can be done to ensure compliance with work health and safety.
- l. **Regulator** refers to SafeWork SA.
- m. **Related entities** refers to those entities within the Synod, including any congregational groups, that operate within the Ordinances of the Anglican Diocese of Adelaide.
- n. **Unfit state** refers to a worker being affected by drugs, alcohol, or tiredness such that it limits the ability of the worker and fellow workers to work safely in the workplace.
- o. **Visitors** refers to clients, customers and parishioners.
- p. **Worker** refers to Episcopate, the Synod, members of the Diocesan Council and Committees, operational / lay employees, clergy, lay ministry workers, parish office bearers, church volunteers and contractors.
- q. **Workplace** refers to offices, workshops and conference facilities.
- r. **Places of Worship and Community** refers to churches, halls and op shops.
- s. **Public Buildings** refers to a building or place or part of a building or place where persons may assemble for religious, educational, social or business purposes.
- t. **WHS Act** refers to the Work Health and Safety Act 2012 and Regulations and amendments.

#### 5. Policy Principles

##### General

1. The Synod will provide a safe and healthy workplace/place of worship and community for workers and visitors and will meet legislative requirements as a minimum standard.
2. The Synod has a duty to exercise due diligence to ensure that the Diocese complies with the WHS Act and Regulations, including taking all reasonable steps to ensure that appropriate processes and resources to eliminate or minimise risks to health and safety are implemented.
3. All church workers have a duty to take reasonable care for their own health and safety, must comply with any reasonable instruction, policy or procedure relating to health and safety in the

workplace/place of worship and community, and must not adversely affect the health and safety of other persons.

4. There is a high degree of responsibility for WHS outcomes vested in:
  - 4.1. the Secretary of Synod and the maintenance, risk and compliance framework administered by Synod Office; and
  - 4.2. clergy, wardens and other managers where they have the control or can reasonably be expected to have control of tasks, activities, and access to and from the sites under their care.

## 6. Responsibilities

### 1. Senior Management

- a. The Senior Management, including Diocesan Council of Synod must ensure, so far as is reasonably practicable, the health and safety of:
  - i. workers they engage; and
  - ii. workers whose activities in carrying out work are influenced or directed by the PCBU.while the workers are at a workplace of the Synod.

- b. Senior Management (defined as “officers” for the purposes of WHS Act) are responsible for:
  - i. exercising due diligence to ensure the Synod and related entities comply with a duty or obligation under the WHS Act;
  - ii. consulting with Synod workers and with related entities on WHS matters;
  - iii. adopting Diocesan Council approved WHS policies and procedures; and
  - iv. communicating to workers and related entities updated WHS Policies and Procedures and collective WHS issues raised affecting those entities.

Senior Management is responsible for reviewing this policy every 5 years.

### 2. Managers

Managers, while at work, are responsible for:

- a. taking reasonable care for their own health and safety;
- b. taking reasonable care that any actions or omissions do not adversely affect the health and safety of others;
- c. managing the work health and safety of the workplace under their control by ensuring that this Policy, and all procedures and work instructions are implemented, communicated to and followed by all workers and visitors;
- d. ensuring that workers and volunteers receive appropriate supervision, information and training; and
- e. ensuring that workers do not work if in an unfit state that may put workers at risk while at work.

### 3. Workers

Employees, volunteers, contractors and other workers, while at work, are responsible for:

- a. taking reasonable care for their own health and safety, and the health and safety of others;
- b. complying, so far as the worker is reasonably able, with this Policy, associated procedures any reasonable instruction issued by the PCBU that complies with the relevant Work Health and Safety Act;
- c. reporting hazards and incidents promptly according to established procedures;
- d. not being in an unfit state that may put themselves or others at risk while at work; and
- e. participating in a planned return to work program following workplace related WHS incidents.

## **7. Policy review**

The health and safety policy will be reviewed every 5 years as part of a program of continuous improvement. The review will involve assessing the effectiveness of the policy and program by reviewing overall health and safety performance and monitoring the effectiveness of policies and procedures.

## **8. Regulation making powers**

The Secretary of Synod may make further regulations or issue new guidelines or forms in relation to:

1. any matter relating to work, health and safety; and
2. any matter or thing required by this Policy to give effect to this Policy.

## **9. Policy dissemination**

Each worker will be provided with a copy of the health and safety policy as part of their induction. Workers will have access to all work health and safety policies and procedures.

## **10. Further Information**

Anglican Diocese of Adelaide

- Secretary of Synod 8305 9356
- website link [WHS](#)

## **11. Relevant Legislation**

Work Health and Safety Act (SA) 2012

Work Health and Safety Regulations (SA) 2012

Work Health and Safety Procedures 2020 (Anglican Diocese of Adelaide)

Codes of Practice

## **12. Forms**

Form 1: Emergency Contact List

Form 2: Hazard/Injury/Incident Report Form

Form 3: WHS Induction Checklist for New Workers

Form 4: WHS Induction for Contractors/Visitors

Form 5: Detailed WHS Instruction Checklist for Contractors

Form 6: WHS Training Register

Form 7: WHS Risk Assessment Proforma

Form 8: WHS Hazard Inspection Procedure

Form 9: WHS Hazard Inspection Checklist for places of Worship and Community

Form 10: Activity and Event Checklist for Parishes

Form 11: Asbestos Register

Form 12: Hazardous Substances Register



# Work, Health and Safety Procedures

## 1. Objective

The Work Health and Safety Procedures are designed to provide officers and workers of the Anglican Diocese of Adelaide with procedures that will help them comply with the Work Health and Safety Policy.

## 2. The Role of Officer

The duty of an “Officer” (for Work Health and Safety purposes) is as stated in the approved work health and safety policy. It includes the Diocesan Council members, Senior Management and Managers as defined in the Work, Health and Safety Policy.

To exercise due diligence, officers will be required to take reasonable steps to:

- Acquire and keep up to date knowledge of work health and safety matters,
- Consider the work health and safety impacts of operational and strategic decisions made and ensure any resulting risks are addressed,
- Ensure management undertake regular (at least annually) work health and safety risk assessments in the workplace, and document the outcomes on a risk register that is reported to Diocesan Council,
- Ensure the Anglican Diocese of Adelaide has appropriate processes for receiving and considering information regarding incidents, hazards and risks, and responding in a timely way to that information. Each meeting of Diocesan Council should include an agenda item for work health and safety issues, which may include references to outstanding items on a risk register, and matters raised through a WHS Committee.
- Ensure that any correspondence with the Regulator is processed through the Diocesan Council,
- Ensure workers are instructed, trained, and supported as far as is reasonably practicable, to carry out work activities in a safe and healthy manner in the workplace (which may include working from home). Guidance can be obtained from Codes of Practice issued by SafeWork SA (refer [www.safeworksa.gov.au](http://www.safeworksa.gov.au) ).

## 3. Consultation Process

### a. Consultation with Workers

All workers are involved in WHS. The Anglican Diocese of Adelaide has a process for involving workers in identifying hazards, reporting problems and providing possible solutions to work health and safety issues.

This is carried out through periodic worker meetings arranged by the Secretary of Synod, and the availability of a suitable Diocesan interactive WHS website accessible by workers.

#### **b. Induction of new workers**

All new workers at the Anglican Diocese of Adelaide will be informed of the Work Health and Safety policy (refer to **Form 3**). Workers will be made aware of safety procedures and of the commitment by all to safety and accident prevention in the workplace.

#### **c. Induction of contractors**

All contractors at the Anglican Diocese of Adelaide must be informed of the Work Health and Safety policy and the applicable workplace or place of worship and community must ensure the contractor is informed to report themselves on the first day of the contract commencement (refer to **Forms 4 & 5**).

#### **d. Complaints and Enquiries (including names and positions of to receive complaints and enquiries)**

Synod shall appoint a WHS Contact Person. That person is the conduit for health and safety matters between workers, other persons and Diocesan Council.

#### **e. Work, Health and Safety Committees**

- i. A Work, Health and Safety Committee (WHSC) is to be constituted to cover every workplace/place of worship and community in the Synod. Separate WHSCs are to be constituted to cover:
  1. Anglican Diocese of Adelaide Diocesan Office;
  2. North Road Cemetery; and
  3. St Barnabas College.

These committees should meet at least four times a year.

- ii. The WHSC is to include management representatives and may include volunteer / elected health and safety representatives.
- iii. In parishes, the Parish Council is to double as the WHSC. The management representatives on this committee are the Parish Priest and Wardens.
- iv. The WHSC is to systematically identify potential causes of injuries and illness and act to minimise risks. At each meeting, the WHSC should consider:
  1. new or unresolved Incident or Hazard Reports;
  2. completed inspection checklists, including mandatory (Government regulated) testing and inspections; and,
  3. completed checklists for upcoming activities.
- v. Form 5 (Work, Health and Safety Agenda and Minutes templates) can assist parish WHS Committees in preparing their agendas and planning their meetings.

## **4. Risk Management Process**

The risk management process is a consultative process throughout. It involves:

- a. **the regular identification of WHS hazards** and the harm they may cause,
- b. **the assessment of risks** (if necessary) caused by the hazard, the extent of harm that could result, and the likelihood of it occurring. This step is unnecessary where the hazard, associated risks, and controls are well known, and controls simply require implementation,
- c. **control the risks**, by implementing the most effective controls measure that is reasonably practicable, and
- d. **review the control measures** taken to ensure they are working as expected.

The process involves:

### **4.1 Identify Hazards**

Identifying hazards should be carried out at least annually and whenever there is:

- a. A workplace environment change such as moving to different accommodation,
- b. The introduction of new office equipment,
- c. Changes to work processes that may result in changes in workload,
- d. Introduction of a new hazardous substance
- e. Response to a workplace incident, or
- f. Response to a WHS issue.

Workers should be consulted when carrying out the hazard identification process.

## 4.2 Assess the Risks

For each hazard identified, a risk assessment should be carried out taking the following steps:

- a. Determine the severity of harm if the risk occurred – is it a small isolated hazard that would result in a minor injury, or a significant hazard with more severe effects.
- b. Determine the likelihood of the risk occurring and causing injury – are many workers exposed to the hazard.
- c. Consider the causes of the risk (processes, sources) and the effectiveness of existing controls that would be expected to mitigate that risk.
- d. Identify what kind of control measures should be implemented if there are no existing controls, or if existing controls are not effective.
- e. Ensure a Safety Data Sheet is maintained on site and is readily accessible for all hazardous substances

## 4.3 Control the Risks

Controlling risks is achieved by working through the following order:

- a. Eliminate the hazard;
- b. Substitute the hazard with a less hazardous work practice;
- c. Isolate the hazard from workers;
- d. Introduce engineering controls such as adapted tools or equipment to reduce the risk;
- e. Introduce administrative controls such as documented work methods to reduce the exposure to a hazard;
- f. Take protective measures using personal protective equipment.

## 4.4 Review Controls

Review controls to ensure they remain effective. This could be achieved parallel with the regular hazard review process. Controls and their effectiveness are reviewed by workplace inspection, worker consultation, considering incident reports.

Controls should also be reviewed where there is an incident or where a new hazard has been introduced, such as a new work procedure or a significant change in work practice.

## 4.5 Keeping Records

Records should be kept of hazards identified and actions taken to manage associated risks (refer Hazard Review Procedure).

**Form 7** can be used to assist in the risk management process.

## 5. Reporting

### 5.1 Incident and Hazard Reporting

- i. All workers must report incidents and hazards. Analysing these reports can point to systemic issues, which may not have been otherwise evident. It can also lead to identifying deficiencies in policy or procedures.
- ii. The **WHS Form 2 - Hazard/Injury/Incident Report Form** is to be used for incidents resulting in injury to workers or visitors, or to report hazards with the potential to cause injury and near misses.

All incidents resulting in injury to workers or visitors, with the potential to result in an insurance claim, must be reported to the Secretary of Synod by emailing the completed form to [support@adelaideanglicans.com](mailto:support@adelaideanglicans.com) If a paid worker is seriously injured or killed, SafeWork SA and Synod Insurance must be informed.

A near-miss is an unplanned event which did not result in injury, illness or damage to property; but has the potential to do so. Hazards (and near-misses) should be reported to the relevant WHSC (in the parish context, this is the Parish Council). All property related hazards should be reported to the Secretary of Synod.

### 5.2 Reporting a “Notifiable Incident”

- a. Notify SafeWork SA of a “Notifiable Incident” (fatalities, serious injuries and illnesses, and dangerous incidents) that arise out of the conduct of the Anglican Diocese of Adelaide as soon as you become aware of the incident.
- b. The notification to SafeWork SA must be by the fastest available means and can be made electronically (<https://www.safework.sa.gov.au/notify/workplace-incident>).
- c. The person with management or control of a workplace must, so far as is reasonably practicable, preserve the incident site until an inspector attends the site, or directs otherwise. You may disturb the site to move a deceased person, assist an injured person, make the site safe, or assist with a police investigation.
- d. If someone suffers an injury or illness where workers’ compensation is, or may be, payable then appropriate notification must be made to Return to Work SA – for more information visit <https://www.rtwsa.com/>

### 5.3 Reporting other Accidents or Incidents

Where an accident or incident occurs that is not a “Notifiable Incident”, the relevant manager needs to complete and sign WHS Form 2 and return it to the Secretary of Synod.

### 5.4 Record Keeping

A record of a Notifiable Incident is required to be kept for five years from the day the notice was given.

## 6. Inspections

- i. Regular internal inspections should be conducted and the reports tabled in the WHSC meetings. It may be beneficial to have the inspections undertaken by different people on each occasion.



- ii. The **WHS Form 9** - Inspection Checklist for Places of Worship and Community and **WHS Form 10** - Activity Checklist for Parishes may assist parishes and other workplaces within Synod (i.e. Diocesan Office, Cemeteries, St Barnabas College ect.)

## 7. Preventive Risk Management Approach

The Synod will take a preventive risk management approach to WHS by:

1. Establishing and maintaining a risk management process in relation to workplace equipment, materials and substances, and tasks undertaken at the workplace; and
2. Providing adequate training and instruction to all workers as necessary, and to equip them with the knowledge and skills necessary to meet their WHS responsibilities. **Form 6** can assist in recording the training of all workers.

## 8. Proactive Injury and Illness Management Approach

The Synod will proactively manage work related injuries and illnesses by:

1. Systematically reporting, recording and investigating all hazards and incidents,
2. Encouraging the earliest possible safe return to work of injured workers, using accredited advisors, and positive return to work strategies with the affected worker,
3. Investigating the cause of workplace injury or illness, and taking steps to prevent or reduce the risk of any recurrence of that injury or illness.

## 9. Health and Safety Rules

1. All workers and volunteers have a work health and safety duty to take reasonable care for their own health and safety, and for the health and safety of others in the workplace.
2. All workers and volunteers have a work health and safety duty to comply, as far as they are reasonably able, with any reasonable instruction provided by the Parish or Diocese.
3. All workers and volunteers have a work health and safety duty to cooperate with any reasonable policy or procedure provided by the Parish or Diocese.
4. No smoking in the workplace.
5. No alcohol or drugs in the workplace, unless authorised by the Parish or Diocese.
6. Know and observe all Health and Safety Rules.
7. Know and observe details of emergency response and evacuation plans.
8. All work involving heights, electrical equipment, lifting, handling of chemicals, or asbestos must have the permission of Parish Council, the delegated WHS "officer" or WHS coordinator before commencement.
9. Report all potential hazards or accidents and incidents to the Secretary of Synod of the Anglican Diocese of Adelaide, a Parish Councillor or the delegated WHS "officer" or coordinator.
10. Report all **Notifiable Incidents** within 24 hours to either a Parish Councillor or the Secretary of Synod, Anglican Diocese of Adelaide. The required Safework SA form should be used where possible.
11. Keep workplace neat and tidy at all times.
12. If required to lift any items likely to cause injury, seek assistance before proceeding.