

# **Box Hill Baptist Church**

## **Workplace Health and Safety Policy**

The Box Hill Baptist Church recognises its moral and legal responsibility to provide a safe and healthy work environment for its employees and volunteers and will ensure the safety and health of employees and volunteers.

The church will endeavour to:

- provide safe systems of work, safe plans and equipment for both employees and volunteers;
- provide adequate facilities, e.g., first aid, lighting, landings, flooring, roofing, etc.
- provide suitable and adequate information, instruction & training for any duties required to be performed;
- provide for safe handling and storage of hazardous substances;
- provide personal protective equipment where necessary, e.g., gloves, caps.

Responsibilities of employees and voluntary workers:

- follow all WHS procedures, as notified;
- report all hazards to Safety Officer (Church Administrator or Pastor);
- not behave in a wilful reckless manner.

### **SAFETY RULES**

1. Smoking is not permitted on grounds/buildings belonging to the church.
2. Illegal drugs are not permitted on grounds/buildings belonging to the church.
3. Follow food safety procedures.
4. Do not undertake work for which you are not qualified.
5. Record/report all hazards as soon as possible so they can be fixed.
6. Clean the area you have been using when finished.
7. Know and observe emergency procedures for your activity or group.
8. Know and observe all WHS rules and provisions:
  - Details of any alarms
  - Names of Fire Wardens (responsible for ensuring that everyone is out of the building)
  - Details of assembly points (places where people assemble after leaving the buildings)
  - Location of fire-fighting equipment
  - Procedures to let everyone know that it is safe to re-enter the building
  - Number of fire station, police and ambulance.

**Policy Adopted: November 2017 Church Conversation**

**Review due: November 2020**

**Responsible Group: Ministry Reference Group**