



ANGLICAN DIOCESE OF GRAFTON

POLICIES AND PROCEDURES

SUBJECT: WORK HEALTH AND SAFETY		REFERENCE NUMBER GEN-013
DATE APPROVED 24 February 2022 by Bishop-in-Council		VERSION Original
IMPLEMENTATION DATE Immediate	REVIEW DATE AND FREQUENCY As required but at least 3 yearly	RESPONSIBLE FOR REVIEW Bishop-in-Council

1. PURPOSE

The purpose of this policy is to communicate the Diocese's approach to meeting its obligations for the health and safety of employees, officers, volunteers, clients and visitors.

2. SCOPE

- 2.1 This policy applies to workplaces and activities in all Ministry Units (except as per 2.2) including the Bishop's Registry.
- 2.2 This policy does not apply to Anglicare North Coast or the schools of the Diocese although each is expected to have a policy on this topic informed by the specific risks and requirements of their situation.

3. DEFINITIONS

"Church" – the Anglican Church of Australia in the Diocese of Grafton.

"Clergy" – bishops, priests and deacons licensed to serve in the Diocese.

"Diocese" – the Anglican Diocese of Grafton.

"Worker" – a person is a worker if they carry out work in any capacity for the Diocese, including work as an employee, a clergyperson, a volunteer, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned to work for or with the Diocese, an outworker, an apprentice or trainee, or as a student gaining work experience.

"Workplace" – a place where work is carried out for the Diocese and includes any place where a worker goes, or is likely to be, while at work.

4. PRINCIPLES

- 4.1 In accordance with its obligations under the Work Health and Safety Act 2011 (the Act), the Anglican Diocese of Grafton (the Church) is committed to creating and maintaining a work environment that ensures the health and safety of its workers, clients and any other person that may be impacted by its activities.

- 4.2 The Church is committed to:
- 4.2.1 achieving a safe and incident free workplace;
 - 4.2.2 ensuring its activities conform with relevant Federal and State legislation, including, but not limited to the Act and established practices such as Australian Standards and Industry Codes of Practice;
 - 4.2.3 ensuring the health and safety of all persons exposed to its activities by implementing risk management strategies aimed at continuously monitoring and, where necessary, improving health and safety in the work environment;
 - 4.2.4 consulting with workers and providing them with a genuine opportunity to participate in matters with the potential to affect their health and safety at work;
 - 4.2.5 maintaining safe systems of work, the work premises and work environment, including systems to adequately manage an emergency response;
 - 4.2.6 providing, monitoring and maintaining systems for the safe use, handling, storage and transport of plant, equipment and substances;
 - 4.2.7 providing sufficient information, instruction, training and supervision to enable all workers to carry out their responsibilities in a safe manner and effectively participate in the health and safety management system;
 - 4.2.8 considering health and safety in project and event planning and work activities; and
 - 4.2.9 undertaking a regular review and evaluation of health and safety management systems including audits and workplace inspections.
- 4.3 Health and safety is relevant to all aspects of the Church's operations.
- 4.4 The safety of the public is given equal priority to that of our workers.
- 4.5 All persons in the workplace share responsibility for their personal health and safety and the safety of co-workers and this includes:
- 4.5.1 taking reasonable care for personal health and safety;
 - 4.5.2 assist in the identification and control of risks in the workplace;
 - 4.5.3 taking reasonable care that personal acts or omissions do not adversely affect the health and safety of other persons;
 - 4.5.4 complying, so far as reasonably able, with any reasonable instruction given by someone acting on behalf of the Diocese for the purposes of health and safety;
 - 4.5.5 complying, so far as reasonably able, with any Diocesan policy or procedure which, at least in part, is to promote health and safety;
 - 4.5.6 undertake training provided by the Diocese required for safety in the workplace.
- 4.6 The success of the Church's health and safety efforts relies on the willingness of all to cooperate and work in a manner which supports and encourages healthy and safe work practices.

5. REFERENCES

- 5.1 Relevant Policies and Procedures of the Diocese
- MUP-008 Risk Management
- 5.2 Relevant Legislation, Regulations and Standards
- Work Health and Safety Act 2011 [NSW]
 - Work Health and Safety Regulation 2017 [NSW]