



ANGLICAN DIOCESE OF GRAFTON POLICIES AND PROCEDURES

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| SUBJECT: WORK HEALTH AND SAFETY | REFERENCE NUMBER GEN-013 | |
| DATE APPROVED 4 December 2025 by Bishop-in-Council | VERSION 2.0 | |
| 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.

“PCBU” – Person Conducting a Business or Undertaking

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. REPORTING

- 5.1 In the first instance, all injuries must be reported to the Insurance team at insurance@graftondiocese.org.au (with admin@graftondiocese.org.au copied in) with the appropriate claim form. Forms and information are found at <https://www.graftondiocese.org.au/documents/insurance-risk/>
- 5.2 To ensure the ongoing safety and well-being of all employees, volunteers, and visitors, each parish is required to report on Workplace Health and Safety (WH&S) statistics twice per year. This policy aims to promote transparency, accountability, and continuous improvement in WH&S practices across all parishes.

5.3 Each parish must submit a biannual WH&S report to the Registry. The report should include the following statistics:

5.3.1 Incident Reports

- i. Number of incidents reported
- ii. Types of incidents (e.g., slips, trips, falls, equipment-related injuries)
- iii. Severity of incidents (minor, moderate, severe)
- iv. Actions taken to address and prevent future incidents

5.3.2 Near Misses

- i. Number of near misses reported
- ii. Description of near misses
- iii. Measures implemented to prevent actual incidents

5.3.3 Safety Inspections

- i. Number of safety inspections conducted
- ii. Number of findings from inspections
- iii. Descriptions of findings
- iv. Measures taken to remedy adverse findings

5.3.4 Compliance

- i. Compliance with WH&S regulations and standards
- ii. Number and details of complaints made
- iii. Any non-compliance issues identified and actions taken to rectify them

5.4 The Registry will provide parishes with a template report for their use.

5.5 The Registry will conduct trend analysis of the parish reports, with a focus on continuous improvement and increasing safety for all stakeholders.

6. RESPONSIBILITIES

6.1 Each parish and the Registry must appoint a safety officer, who is the lead contact person for WH&S in their respective workplace. This officer may be an employee or volunteer.

6.2 The WH&S responsibilities of the Diocese are as follows:

| Area | Responsibility |
|------------------------|--|
| Diocese | <ul style="list-style-type: none">- Providing oversight and governance of WH&S processes- Assisting parishes with improvements to parish processes- Assist with incident reports and insurance claims |
| Parish Council | <ul style="list-style-type: none">- PCBU for the parish- Responsible for ensuring the health and safety of workers, volunteers, parishioners, and visitors.- Has WHS as a standing item in parish council meetings |
| Safety officer | <ul style="list-style-type: none">- Preparation of the biannual report for the Diocese- Maintaining safety records for the parish/registry- Establishing a schedule for safety Inspections- Conducting safety inspections- Ensuring compliance with WH&S standards and legislation- Conducting basic investigations after incidents, and ensuring that any findings are implemented |
| Employees & Volunteers | <ul style="list-style-type: none">- Contributing to a safe workplace |

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| | <ul style="list-style-type: none">- Following all WH&S legislation, policies and procedures |
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7. REFERENCES

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