Work Health and Safety

POLICY

Commitment

Lighthouse Church recognises our responsibility to provide a safe and healthy environment for ministry staff, voluntary workers, contractors, members and visitors.

Objectives

Lighthouse Church will endeavour to:
- create and promote a safe ministry culture
- provide a safe environment including safe buildings, equipment, and work practices
- ensure compliance with WHS legislative requirements and expectations
- manage and control hazards and risks
- maintain, implement and review policies and procedures to ensure safety
- consult with people who may be affected by health and safety decisions
- provide for emergencies including evacuation and first aid/medical treatment
- provide appropriate support for staff and voluntary workers to maintain their physical and psychological health and wellbeing.

Responsibilities of all people involved in Lighthouse Church's activities and events:
- take reasonable care to perform 'work' safely and ensure the safety of others
- follow WHS and safe ministry policies and procedures
- actively participate in safety improvement activities
- report any hazards, incidents, or 'near misses'.

Consultation

Lighthouse Church is committed to encouraging consultation and cooperation to ensure people are involved in decisions likely to affect their safety, health and welfare.

Review

Lighthouse Church will regularly review WHS policies and procedures to ensure their continuing relevance to changing circumstances, and to drive continuous improvement in work practices.

Work Health and Safety

Contents

1. Introduction

The way that we care for our ministry team, volunteers, members and visitors, is an expression of the gospel of our Lord Jesus Christ. People participating in church and related events need to be confident that they are in a safe and caring environment. We demonstrate our care by planning for and addressing issues which may cause harm to them and ultimately to the ministry of the gospel[1].

The information contained in this document has been developed with reference to:
• State and commonwealth government requirements and resources www.sira.nsw.gov.au and www.safework.nsw.gov.au and www.safeworkaustralia.gov.au
• Sydney Anglican resources www.sds.asn.au
• *Essential Guide to WHS for Organisations that Engage Volunteers* (Safe Work Australia)
• Risk Management for Churches (ANSVAR).

Our aim in developing this documentation was to ensure we comply with our WHS obligations, without creating an unnecessarily burdensome management framework for our primarily volunteer 'workers'. Consequently we have prioritised use of information and tools provided by NSW government for small business and not-for-profit organisations with volunteers[2].

Diagram 1: Easy to do WHS toolkit overview

This document is lengthy so we recommend using the navigation pane - click 'View' in the top toolbar then choose 'Navigation Pane'. This document does not include individual ministry procedures, but informs the development and outlines a model for continually improving individual ministry procedures and practices.

2. WHS legislation

2.1 Requirements

WHS requirements are outlined in the *Work Health and Safety Act 2011*, and the *Work Health and Safety Regulation 2017,* and various codes of practice published by the safety regulator*.*

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[1] Overview – a risk management program for parishes. Sydney Anglican Network.
[2] Easy to do WHS. SafeWork NSW.

In WHS legislation the term 'person conducting a business or enterprise' (PCBU) is used instead of 'employer'. A volunteer organisation with paid workers is considered a PCBU and has responsibilities under the WHS legislation, including a duty of care to ensure the WHS of 'workers' (paid employees, volunteers, contractors) and others onsite.

Volunteers serving as officers of a PCBU are obliged to exercise 'due diligence' to ensure the volunteer organisation complies with its WHS requirements. An 'officer' is a person who makes decisions, or participates in making decisions that affect the PCBU. A person is not an 'officer' if they are only responsible for implementing decisions.

Volunteer officers are not prosecuted for failing to comply with duties under the WHS Act. Similarly, volunteer 'workers' are unlikely to have action taken against them under the WHS Act[3].

2.2 Defining a 'workplace'

For paid employees, legislation defines the 'workplace' as all sites and environments that an employee visits during the course of their work including community settings, member's homes, and vehicles (i.e. employees 'take the workplace with them').

WHS legislation does not apply to volunteers unless their work is conducted on premises belonging to or leased by the organisation or at other locations where there is a paid employee present with the volunteer. However, an employer does owe volunteers a duty to ensure they are not exposed to risks to health and safety. Unlike paid employees however this requirement does not extend to volunteers away from the premises eg vehicles, member's homes (ie volunteer workers do not 'take the workplace with them').

2.3 Leased premises

Where premises are rented, both the 'controller' and the 'occupier' of premises have responsibilities for safety. The occupier is responsible for:
● providing written notification when issues arise regarding safety to the controller of the premises (see 12. Incident and injury management – 12.4 Recording and reporting)
● for ensuring any event on the premises is undertaken in a way that is safe for all participants – employees, volunteer workers, members and visitors.

3.   Regulators

Safe Work NSW is the government authority responsible for administering WHS legislation. See www.safework.nsw.gov.au

The State Insurance Regulatory Authority (SIRA) is the government authority responsible for administering the worker's compensation legislation. See www.sira.nsw.gov.au

Safe Work Australia leads the development of national policy to improve work health and safety and workers' compensation arrangements across Australia. See www.safeworkaustralia.gov.au

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[3] *Essential Guide to Work Health and Safety for Organisations that Engage Volunteers.* *Safe Work Australia.*

4. Insurances

Adequate insurance is an essential requirement in providing for safety and welfare. Our administration committee are responsible for ensuring the appropriate insurance cover in consultation with our insurer.

Laws protect volunteers from personal liability if anything they do, or fail to do, when volunteering results in loss or damage to another person. These laws do not protect volunteers from:
- personal civil liability for any damage or loss that results from anything they do, or fail to do, while under the influence of drugs or alcohol
- personal civil liability while acting outside the scope of activities authorised by the organisation or contrary to the organisation's activities
- criminal liability.

4.1 Public liability insurance

Public Liability insurance covers costs and compensation to be paid if someone commenced legal action against Lighthouse Church as a result of participating in church activities or events. Lighthouse Church maintains public liability insurance cover for at least $20 million. Activities outside our day to day operations may not be automatically covered by public liability insurance. We will advise our insurer of special events including events on our premises with more than 1,000 in attendance, or on other premises with more than 500 people in attendance.

When we hire venues, the venue owner's public liability insurance covers their activities and responsibilities, however the hiring organisation requires public liability insurance for their activities while using the venue[4].

Personal Accident (Volunteers) insurance is designed to pay a small amount to help a volunteer cover their costs while they are recovering if they are hurt when volunteering[5]. Church does not hold Volunteers insurance as the minimal benefits do not justify the premium payable.

4.2 Workers compensation insurance

Lighthouse Church maintains a current workers compensation insurance policy with icare. Workers compensation insurance does not generally cover volunteers, contractors and visitors. These other groups may be covered under different insurance such as public liability insurance, or for contractors their own accident/income protection or workers compensation insurance.

4.3 Professional indemnity, directors', and employment practices

Lighthouse Church maintains insurance cover with Ansvar Insurance.

4.4 Motor vehicle insurances

Requirements and procedures regarding appropriate insurance cover when church employees and volunteers use their private vehicles to perform 'work' for church are outlined below.

Personal injury

If staff are injured while driving in the course of their work they may be covered by Lighthouse Church's workers compensation policy. If a church employee is the driver 'at fault', their CTP insurance will cover

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[4] Council of Social Service of NSW (NCOSS)
[5] Council of Social Service of NSW (NCOSS)

personal injury for any third parties involved including passengers in their vehicle, other drivers and passengers and pedestrians. CTP insurance is compulsory and it is the responsibility of all Lighthouse Church employees to maintain a current CTP policy on private vehicles used to perform work duties. If the other party was 'at fault' our workers compensation insurer will seek to recover costs from the other parties' compulsory third party (CTP) insurer.

Volunteers injured while driving in the course of performing 'work' for church are not covered by Lighthouse Church's insurance policies. If the other driver is at fault, the volunteer will be covered by that driver's CTP insurer. If a volunteer driver is 'at fault', they will not be covered for personal injury under their own CTP insurance unless they have 'driver at fault' add-on cover. Where the driver is 'at fault', or fault can not be determined, both driver and passengers will be reliant on sick leave, social security, Medicare, private health insurance, or their own personal injury insurance policy. Exception is the Lifetime Care and Support Scheme (LTCS) which provides lifetime medical care and support for people severely injured regardless of fault[6].

Property damage

Staff are encouraged to have comprehensive car insurance which covers damage to the employee's vehicle, and to other vehicles or property, regardless of whether the employee was at fault. This is based on recommendations from the Council of Social Service of NSW (NCOSS) suggesting it is possible that employers will be liable to third parties for damages as a result of actions of employees carried out in the course of their employment. As a minimum, third party property insurance must be held for any private vehicle used by staff to perform work for church.

5. Roles and responsibilities

5.1 Safe ministry representatives

Safe ministry representatives assist church to meet our WHS obligations including:
- risk assessment and management
- reviewing WHS incidents, injuries, and near misses and WHS policies and procedures
- supporting the first aid team
- maintaining working with children screening and training
- ensuring safety information is provided regularly in church
- advising/assisting leaders to meet WHS requirements
- reporting to admin committee and pastoral team
- acting as nominated return to work coordinator in the event a staff member experiences a work related injury to facilitate recovery and return to work.

5.2 Admin committee and staff
- Ensure we meet our WHS commitments
- Consider recommendations made by Safe Ministry representatives and/or ministry leaders
- Liaise with church's insurers in relation to WHS issues
- The pastor rostered on each Sunday acts as Emergency Warden in the event of any emergency.

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[6] Council of Social Service of NSW (NCOSS) Insurance Information Sheet - Insurance and Driving as part of Volunteering http://www.ncoss.org.au/content/view/1628

5.3 Ministry and event leaders
- Be familiar with WHS policy and procedures
- Ensure individual ministry procedures align with WHS policies and procedures
- Ensure team members are aware of, and conduct 'work' in line with, WHS procedures
- Consult with team members regarding WHS issues, and ways of improving WHS
- Discuss safety concerns, risks, injuries, incidents or near misses with Safe Ministry Representatives
- Complete reporting documentation eg incident report forms, activity planning forms.

5.4 Church members
- Take reasonable care to complete tasks safely, and ensure the safety of others
- Follow WHS policies and procedures and participate in safety improvement activities
- Report any hazards, incidents, or 'near misses' to ministry or event leader.

6. Risk management model

WHS legislation requires the implementation of a risk management approach to eliminating or controlling WHS risks. This approach should be applied to all activities that can give rise to safety issues such as planning a church activity or event, a change in venue, or buying new equipment.

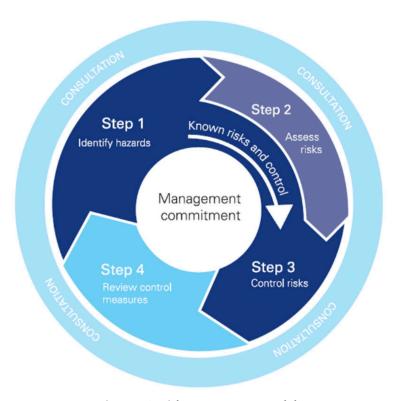The risk management model we use is provided in the Easy to do WHS toolkit as shown in the diagram below.

Diagram 2: Risk management model

The requirement under WHS legislation to consult relates to paid workers only, however the National Standards for Volunteers produced by the peak body, Volunteering Australia, recommends inclusion of volunteers as equal team members in consultation.

Information regarding our risk management approach to safety is outlined below.

6.1 Identify the hazard

A hazard is anything that has the potential to negatively affect the health or safety of a person, or to significantly damage property and equipment. Hazards arise from the environment, equipment, substances, work design, management systems and procedures, and human behaviour. Hazards types are summarized in the table below. Further information is provided in the SafeWork guide: https://www.safework.nsw.gov.au/safety-starts-here/easywhs/managing-risks/learn-more

Hazard type	Examples
Physical	Property and equipment related, manual handling, ergonomics, working at heights, noise, fatigue, fire, slips trips and falls, impact, falling objects
Chemical	Exposures including inhalation, ingestion, skin contact
Electrical	Electrocution
Biological	Infection, contamination
Radiation	Ultraviolet
Psychological	Work related stress, harassment

Table 1: Hazard types

Our WHS policy confirms all people involved in church activities and events have a responsibility to report any hazards identified. Hazards may be identified by:
● Formal assessments – regular, scheduled, systematic observation and assessment
● Casual observation – made during the attendance / performance of events and tasks
● Consultation/communication – seeking input from those who do the job.
● Reports/complaints – from people who have noticed or raised concerns or problems
● Incident report forms – information records regarding injury, illness, 'near misses'
● Self audits – systematic, periodic inspections to evaluate the organisation's WHS system.

6.2 Assess the risk

Risk assessment is the process of identifying:
● what could happen as a result of a hazard
● what will be the severity or consequences
● what is the likelihood of this happening.

The risk assessment process provides information about which hazards should be addressed first, that is, to prioritise the hazards identified. To achieve this, risks are analysed according to the matrix below and assigned a risk rating.

LIKELIHOOD / CONSEQUENCES	Likely Event has occurred several times in your career	Possible Event might occur once in your career	Unlikely Event occurs somewhere from time to time	Rare Heard of event like this occurring elsewhere
Extreme Fatal, permanent disability or illness	1	1	2	3
Major Serious injury, long term illness	1	2	3	4
Moderate Medical treatment, short term illness	2	3	4	5
Minor First aid required	3	4	5	6

Table 2 – Risk assessment matrix

6.3 Control the risk

This part of the process considers how to address problems identified. There are five main ways to control risks which are outlined in order of effectiveness below.

Hierarchy	Method	Details	Examples
Most effective to Least Effective	Eliminate hazard	Discontinue the practice, remove the hazardous item	Eliminate the task in the work activity
	Substitute	Substitute the hazard for something that has a lesser risk	New equipment
	Isolate hazard	Separate the hazard from the person at risk	Placing barriers around hazard, using a different route
	Reduce the risk	Engineering controls – reduce risk by changing work environment	Greater automation, improved ventilation or lighting
		Administrative controls – develop and implement safe work practices	Develop procedures, provide training
		Personal protective equipment – should be viewed as a last resort	Safety glasses
	Transfer the risk	Risk to your organisation is transferred to or mitigated by another organisation	Insurance
	Accept the risk	Not a control measure but does require a pro-active, documented decision	

Table 3: Risk control measures

All possible risk control measures will be considered, and where possible the most effective risk control measure will be implemented. Timeframes and responsibilities will be determined and documented to facilitate implementation.

The following table provides a guide to the timeframes considered acceptable for implementing control measures, however this aim is moderated by the fact that:
● the task or event being considered is likely to only occur for an hour or two each week eg Sunday meeting, weekly growth group
● implementation of control measures will primarily be by volunteers.

Risk Class	Risk Description	Required Action Timing	Timing
1	High	Urgent	Now or before work proceeds
2	High	Immediate	Within days
3	Medium	As soon as possible	Within weeks
4	Medium	Tolerable	At the discretion of working party
5	Low	Negligible	Ongoing
6	Low	Negligible	Ongoing

Table 4 – Risk response times

6.4 Review the process

This involves evaluating the effect of the risk control measure to ensure it adequately controlled the risk and did not cause any unforeseen or unintended issues. A timeframe for evaluation and person responsible for conducting the review should be documented at the time of implementation of the risk control measure.

Risk assessments and risk control measures for hazards should be reviewed when there is:
● evidence that the risk assessment is no longer valid or
● an injury or illness due to a particular hazard or
● a significant change is proposed in the workplace e.g. premises, plant or work procedures.

7.   Emergency procedures

Our emergency procedures are informed by:
● risk assessments to identify emergency events that may occur onsite
● a Safework NSW safety and compliance checklist
● existing emergency procedures developed by the 'owners of premises' at the hall.

Emergency procedures are a necessary component of induction for employees. Employees and safe ministry representatives must be familiar with the evacuation plan to the extent they would be confident to lead an evacuation. Evacuation and emergency procedures are presented in church at least once annually to ensure members are aware of what is required should evacuation be necessary.

Gorokan High premises are leased and occupied under 'usual conditions' only on Sundays for our morning and afternoon services. Similarly, the Hub is only occupied for various activities during the week for short periods. Consequently the likelihood of an event necessitating emergency evacuation of the site is considered to be low compared to a usual workplace.

7.1 Evacuation

Below is a general overview of our evacuation plan for Gorokan High. A separate procedure has been developed for and is available onsite at the Hub.

In the event of an emergency the person in authority – the Emergency Warden - is the pastor giving the talk at church that day. If emergency evacuation is required, the procedure below will apply.

1. Notify Emergency Warden of situation
● Information regarding the emergency threat is reported to the Warden
● Warden assesses the risk and determines whether to phone emergency services
● Warden determines whether to commence evacuation.

2. Notify to prepare for evacuation
● Warden uses microphone (if available) to announce evacuation may be necessary
● Requests cooperation to 'remain in place and await further instruction'
● Requests others (employees, WHS reps, leaders) position near exit doors and open the doors.

3. Notify groups/leaders in areas other than the main building
● Warden sends two appropriate people as 'runners' to quietly advise the kids church leader in each room to commence evacuation on Sundays, or to advise those in the brick building and bathrooms at the Hub.
● Warden may also ask parents of children with mobility or other additional needs to go with runners to assist their children evacuate safely.
● Runners stay with kids church classes (especially crèche) to assist evacuation.

4. Commence evacuation
Warden announces (using microphone if available):
● 'Other groups (eg kids church) have been notified and are moving towards assembly point, children are to remain in classes till marked off at assembly point'
● 'We are evacuating the hall, please calmly exit via the closest exit and follow the person positioned at the door to the assembly point on the grassed oval' (see evacuation map).

5. Ensure hall empty
● Warden nominates two people to assist people to leave the hall and ensure everyone has left the hall.

6. At the assembly point
● Warden confirms with assistance of leaders/teachers that all other groups have arrived at assembly point
● Warden ensures people remain at the assembly point
● Warden decides when to re-enter the hall or to leave the site in conjunction with emergency services
● Staff and Safe Ministry representatives provide assistance until either re-entry is complete and everyone is accounted for, or everyone has left the premises.

7. Complete reporting requirements and documentation
● Warden, WHS reps and relevant witnesses assist emergency services with enquiries
● Warden ensures the site contact person/premises owner is notified
● Warden liaises with Safe Ministry representatives to determine if additional external reporting is necessary (insurer and/or Safework NSW)
● Develop a plan for following up members as necessary
● Review and update policies and procedures as necessary.

The hall at Gorokan High has three exits. The assembly point is the concrete area outside the main entry door. If an emergency requires evacuation of kids church only (eg fire in kids church rooms), children/youth will be evacuated to the hall and returned to the care of parents/carers.

7.2 Fire

The main fire hazards identified onsite at Gorokan High are electrical fires from faulty equipment (eg sound or music equipment or hot water urn), and heating in kids church rooms. Fire extinguishers are located at the back of the hall (see Diagram 3 - Hall evacuation map) and in classrooms. The owner of premises is responsible for servicing fire extinguishers every 6 months in accordance with Australian Standard AS 1851 (evidenced by a current inspection tag). The emergency procedures poster/booklet (see Appendix 1 – Emergency procedures) includes the emergency fire procedure.

Fire hazards at the Hub are from cooking in the kitchen, electrical fires from faulty equipment or leads, any heating that may be used in winter, and the outdoor firepit (refer to WHS risk assessment report). Fire safety procedures for the Hub are outlined and displayed in the 'Emergency Plan for the Hub'.

7.3 Gas leak

There are two gas tanks on the edge of the front carpark at Gorokan High. The tanks are within a high wire fence with a padlocked gate. There is a large red diamond 'flammable gas' sign on the side of the tanks, and signage indicating the police or fire brigade should be called on 000 if there is an emergency. The Emergency Main Gas Shut Off is located on the field side of the hall. Church has been provided with a key. Emergency gas leak procedures are included in Appendix 1 based on communication with Gorokan High.

7.4 Electrical emergency

Information regarding electrical emergencies is included in the emergency procedures poster/booklet (see Appendix 1) and in the Emergency plan for the Hub.

7.5 Disruption or aggression

This includes any verbal threat or physical action against an individual, a group, or to property. Safework NSW's Workplace Violence checklist was utilised to consider scenarios that may occur. With reference to the risk management model (see Section 6), likelihood of an aggressive event was considered to be 'unlikely' or 'rare', however the consequences could be 'major'. Procedures for managing a disruptive or aggressive intrusion at church are outlined in the emergency procedures poster/booklet (see Appendix 1).

7.6 Severe storm or flooding

The morning church hall building is constructed of brick and concrete, and can be readily secured by closing exit doors. The windows are high, and are sheltered by the walkways and eaves on the second floor of the building. Premises are not prone to flooding. The emergency procedures poster/booklet includes a procedure for responding to severe weather (see Appendix 1). Procedures for the Hub are outlined in the 'Emergency plan for the Hub'.

8.   Onsite environment

The primary 'on-site' environment is Gorokan High School in Goobarabah Avenue, Gorokan leased from the Department of Education and Training under a contract based on Community Use of School Facilities Implementation Procedures. The senior pastor is the nominated school liaison contact. The premises are used for Sunday meetings including kids church in selected classrooms. Our secondary onsite environment is the Hub owned by Lighthouse Church at 3 Arizona Road, Charmhaven. General risk assessments of the onsite environment are conducted annually. Results are used to inform and improve the following policies and procedures relating to onsite hazards.

8.1 Slips, trips and falls
The church hall has a smooth timber floor that is in good condition and is not generally slippery unless wet. The area is free of obstacles and lighting is good. Entrances to the hall are covered which minimises water on the floor in wet weather. Classroom floors have low pile carpet and meet Department of Education safety requirements.

The floor at the Hub is low pile carpet squares. Stairs have handrails and anti-slip edging. The primary risk at the Hub is children running and playing games on concrete areas outside. Where possible these activities are confined to grassy areas. The first aid kit included provisions to treat abrasions.

For all ministries, the guide below is used to minimise the risk of slips, trips and falls:
●   Keep main aisles, exits and stairs clear of obstacles
●   Keep extension cords to a minimum and/or bundled cords together and mark with high-visibility tape
●   Restrict access to high risk areas eg stage, storage areas
●   Spills will be cleaned up immediately
●   Running is not permitted in the hall
●   Use handrails on stairs.

8.2 Vehicle movement
Parking at Gorokan High School is confined to the two car parks near the main entry gates. Safety announcements in church include instructions to ensure children do not play or walk unattended in or near the car parks, and speed is limited to 10 km per hour or less. At the Hub, parking areas are located on the perimeter of the site, and vehicle speed is limited to 10 kph onsite.

8.3 Electrical hazards
An electrical risk is a risk to a person of death, shock or other injury caused directly or indirectly by electricity. The main hazards associated with these risks are contact with exposed live parts causing electric shock and burns (eg exposed leads or other electrical equipment coming into contact with metal surfaces such as metal flooring or roofs), and faults which could cause fires[7]. The *Work Health and Safety Regulation 2011* requires employers to manage risks to health and safety associated with electrical risks at the 'workplace'.

Visual inspection
Many electrical defects are detectable by visual inspection for example, damaged cords[8]. Electrical equipment should be visually inspected regularly. The *Code of Practice* information above outlines what this might involve and the recommended time frames. Team members involved in setting up electrical equipment (primarily our music and sound teams) are aware of the need to regularly check leads and plugs and remove damaged items from service.

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[7] Electrical risks at the workplace factsheet. Safe Work Australia. 2012.
[8] Electrical risks at the workplace factsheet. SafeWork Australia.

Testing and tagging

Testing requirements vary depending on factors such as the nature of the electrical equipment, how it is used and its operating environment. Lower-risk workplaces that are dry, clean, and well organised include offices, retail shops or classrooms. Electrical equipment commonly used in these types of lower-risk workplaces includes computers, photocopiers, stationery or fixed electrical equipment. In these instances Safework Australia recommends the manufacturer's recommendations as a key source of information to guide inspection and testing of this electrical equipment[9].

The *WHS Regulation 2016* defines the higher risk or 'hostile' conditions under which an employer must ensure electrical equipment is regularly inspected and tested. This is when electrical equipment is:
a. supplied with electricity through an electrical socket outlet, and
b. exposed to conditions likely to cause damage or reduced life span e.g. moist, hot, dusty or corrosive environments, exposure to vibration or mechanical damage eg portable electrical equipment[10].

High risk equipment must be tested and tagged by a 'competent person' who with the appropriate training, qualification, experience and instruments to perform electrical testing and tagging and interpret the result. A person testing under AS/NZS 3760:2010 must be:
• a licensed or registered electrician (whichever applies), or
• a licensed electrical inspector, or
• a person who has successfully completed a structured training course and been deemed competent to use a pass-fail type portable appliance tester and in visual inspection.
A 'competent person' should hold Public Liability and Professional Indemnity insurances.

As a general rule electrical equipment used in higher-risk operating environments should be tested at least once every 12 months[11]. Brand-new electrical equipment that has never been put into use does not have to be tested before first use but should still be visually inspected[12]. A record of testing must specify who conducted the testing, the date and outcome of testing, and the date when testing must next be conducted. The record of testing may be in the form of a durable, water resistant, non-metallic, self-adhesive, well-secured tag or a log book, database, register or similar record.

'Safety switches' or residual current devices (RCD's) protect against certain types of electrical faults. Gorokan High circuits have earth leakage protection so plug-in residual current devices (RCDs)[13] are not necessary. Care will be taken to ensure the load on power boards in the hall does not exceed the capacity of the power point they are connected to.

8.4 Hazardous substances
Other than cleaning products, there are no hazardous substances onsite. Care will be taken when considering other offsite venues such as member's homes for growth group, particularly when children are in attendance. An offsite venue checklist is available to assist in the assessment of new venues. Any hazardous substances including cleaning products and medication should be clearly labelled and in a locked cupboard. If exposure to hazardous substances does occur or is suspected, advice may be sought from the Poisons Information Centre (ph: 131 126).

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[9] Managing electrical risks in the workplace code of practice. SafeWork NSW.
[10] Electrical risks at the workplace factsheet. Safe Work Australia. 2012.
[11] Managing electrical risks in the workplace code of practice. WorkCover. 2015
[12] Managing electrical risks at the workplace Code of practice.
[13] A residual current device (RCD) or 'safety switch' is an earth leakage device designed to protect people from electrocution by cutting the power in the event of a current flow to earth which might occur due to faulty wiring, appliances or electrical leads, or in 'wet areas' where water and electricity may come in contact.

8.5 Hot water

A risk assessment identified use of hot water for hot drinks at church as a risk that will primarily be managed by appropriate supervision. Hot water burns at the Hub when cooking was also identified as a hazard. Temperature will be set at an acceptable level with the aim of avoiding serious burns.

8.6 Plate glass

Plate glass must have presence-of-glass indicators (decals), or some other visual barrier across the panel to reduce the risk of someone mistaking the glass panel for an opening. This is not relevant in our onsite environments but should be assessed at offsite venues eg growth groups at member's homes or community halls. This is included in our offsite venue checklists.

8.7 Noise

Risk assessed as minimal. Consideration of neighbours not a significant concern. Music will be kept at a level that is enjoyable for most people. Music is for a short period each week so risk is minimal.

8.8 Working at heights

A risk assessment did not identify any tasks involving working at heights at onsite locations e.g. ladders, working on roof. If at some stage it becomes necessary (eg specific event like Summerfest) a risk assessment will be completed prior to the commencement of the task.

8.9 Amenities

Amenities are facilities provided for the welfare and personal hygiene of employees, volunteers, members and visitors including rest rooms, seating, dining area and drinking water. Safework NSW provides information regarding requirements in the Code of Practice: Managing the work environment and facilities.

Rest rooms

Required provision for toilets is one toilet per 20 male, and 1 toilet per 15 females. In situations with less than ten people, unisex facilities may be acceptable. At Gorokan High toilets are located some distance from the main hall, and require negotiation of stairs. An accessible bathroom for people with disabilities is available. At the Hub there are two cubicle toilets, a single small handwashing basin near the door, and another sink in the adjoining room. In addition, there is a single standard dimension disabled toilet with handwashing facilities. This is less than the required minimum for permanent workplaces (1 toilet per 15 site attendees/workers) however people will not generally be on site for more than 3 hours at a time.

Seating

At morning church rows of chairs are provided by the school as part of the hire of premises. In addition to ample seating for meetings in the hall, rows of seats are placed at the back of the hall for mothers with babies and young children. In the kids church rooms the school desks and chairs are available for use. There is also ample bench-style seating outside the main hall. At the Hub there is ample seating inside and outside the building.

Dining/food preparation areas

At morning church there are no dining or food preparation areas for use by church, although this is not considered an issue as the church meeting is only 2 hours long and does not span usual meal times. Occasionally a simple lunch such as filled rolls or a barbeque may be served at church. In this instance the majority of food preparation is completed off site. Drinking water is available in the main hall during and after the Sunday meeting. Tea, coffee and a simple morning tea is also provided. These provisions are set up on tables towards the back of the hall or in the outside undercover area. There are appropriate food preparation and storage areas available at the Hub.

9.   Offsite environment

Our 'off-site' environment is any environment other than Gorokan High School or the Hub at Charmhaven. Our primary safe ministry 'rule' (below) must be considered when planning off site activities, and strictly adhered to at all times during any offsite activity, including transportation.

To ensure the safety of our children, ministry workers should not be alone with a child or young person, except in an emergency situation that would warrant completion of an incident report. In all situations it is preferable that at least two children/youth ministry workers are present. As an absolute minimum there must be at least two children/youth with you at all times.

This requirement applies for other vulnerable people (any person requiring additional care, support and/or safeguarding) participating in church activities.

For offsite activities where ministry workers will assume responsibility for children, youth, and/or other vulnerable people:
● an activity planning form (risk assessment) should be completed by the event overseer/organiser
● information on the activity planning form is used to develop a specific permission form where relevant and to inform any additional planning is required to manage risks (eg specific medical conditions)
● our public liability insurer must be advised of any high risk activities prior to the event - the following are not covered under our policy: canyoning/caving/ climbing, shooting, aircraft/parachuting/gliding, bungee jumping, canoeing/kayaking, scuba diving, dune buggies/go karts, gladiator games or boxing.

9.1 Member's homes

Member's homes are regularly used for growth groups and other meetings. When considering homes for use the following five factors will be considered:
● parking – is there sufficient, readily accessible, safe parking?
● access – is it safe for most people (including people who are aged or have a disability)?
● amenities – are the amenities adequate and accessible for most people?
● appropriate – does it meet the needs of the group, is it a place where people will feel comfortable?
The Home Residence Checklist is available to determine whether member's homes are suitable to be used as premises for church activities.

9.2 Offsite community venues

When considering community venues such as local clubs, cafes and community centres for church events, the following factors will be considered:
● parking – is there sufficient, readily accessible, safe parking?
● access – is it accessible and safe (including people with mobility limitations)?
● exits – are the exits from the area in which people will meet clearly marked?
● amenities – are the amenities safe and accessible for most people?
● insurance – has an acceptable level of public liability insurance been confirmed?
● appropriate – given the values, beliefs and expectations of those attending and of church?

Prior to selecting a venue a 'walk through' will be conducted where possible by the event or ministry Leader using the offsite venue checklist to confirm suitability. This will assist in determining whether it is necessary to take a first aid kit. For events in a local club environment for example, it would be expected the venue would maintain a first aid kit on site. For offsite activities or events involving children and/or youth the risk assessment the checklist will also assist in developing the specific permission form.

9.3 Home office

Staff maintain offices in their own homes. Assessment of employee's home residence will be conducted, including workstations. Where necessary, provision of equipment (eg telephone headset, document holder, foot rest) this will be provided. A review of the workstation assessment will be conducted when:

• there are any significant changes in the workstation eg new chair
• there are any reports of discomfort associated with performing work at the workstation.

9.4 Transport

There are two focus areas in relation to transport based on assessed risk for church. The first is in relation to employees who are covered under Lighthouse Church's workers compensation policy. Lighthouse Church's employees use their private vehicles for work duties, and consequently are responsible for maintaining current:

● driver's licence
● vehicle registration
● compulsory third party insurance
● comprehensive car insurance.

Lighthouse Church's employees must observe the road rules when driving for work. This includes:

● not exceeding speed limits
● ensuring seat belts are worn by everyone in the vehicle
● no hand held mobile use, no smoking, eating, drinking or other activities when driving
● vehicles are to be maintained in good working order
● safe and courteous driving.

Where possible employees carry mobile phones when in transit and, where possible, ensure someone is aware of where they are travelling to and how long they expect to be.

The second focus area in relation to transport is where children or youth are transported by ministry workers as part of a church event. *LC04 Policy and Procedure – Serving in children's/youth ministry* includes procedures relating to transportation to offsite activities. In summary:

● where possible it will be the responsibility of parents to arrange transportation for their children to and from church activities and events
● if ministry workers are involved in arranging transport eg youth camp, a risk assessment completed before the activity is approved AND permission forms must be completed.

10.   Work practices

10.1   Manual handling

Manual handling is any task involving use of your body to exert force on something else, and may include lifting, lowering, carrying, pushing, pulling, stretching, bending, sustained and awkward postures, and repetitive movements. Guidance about managing manual handling tasks is provided by SafeWork NSW.

A risk assessment was undertaken to identify manual handling tasks. While everyone serving at church likely to be involved in performing manual handling tasks, the following ministries involve significant manual handling risks:

• Set up/pack up including putting out A-frames
• Music and sound
• Morning tea – hot water urn
• Kids church – moving tables and chairs.

Maximum manual lifting limits no longer apply as this does not account for differences in the shape of the load, height from which the load was lifted, the position the lifting occurred in, or the wide variation in people's maximum safe lifting capacity. Generally however any load over 20 kg lifted below shoulder height is considered heavy. We will aim to eliminate:
- manual lifting or carrying of any load in excess of 20 kg below chest height
- manual lifting or carrying of any load in excess of 10 kg above chest height
- any manual handling task performed in an awkward, high risk posture including forward bending/reaching, or twisting.

The following general principles will be utilised when considering control measures to reduce risks associated with manual handling tasks:
- mechanical means of handling (eg trolley) will be used in preference to manual handling
- carrying distances will be minimised
- loads will be split into two or more loads where weights exceed those outlined above
- team lifting to ensure maximum loads are below those above
- heavy loads will be stored between shoulder and knee height.

10.2   Security

Our onsite venues are fenced with the only entry being through the main gates. However, as Sunday church meetings and some events at the Hub are open to the community, the following strategies aim to address the risks associated with 'open' meetings:
- set up procedures include management of keys and alarm
- welcomers are positioned at the entrance to the hall
- clear messaging about areas that are 'out of bounds' or restricted to specific people
- access to the storage areas are restricted to those who have a need to be there
- entrance gates are closed and locked on conclusion of the Sunday meeting.

If on any occasion we arrive onsite and:
- vandalism or theft was in process, or threatening behaviour by trespassers contact police 000
- there is evidence vandalism or theft had already occurred, take photos of any damage using a phone camera, and contact the security company.

See also Section 7. Emergency procedures - 7.5 Aggression and violence.

10.3   Money handling

A money handling procedure is included in LC08 Financial management which, in addition to ensuring good money handling practices, aims to ensure safety and prevent theft and assault.

10.4   Food safety

A food business is a business or enterprise (including a charitable or not-for-profit organisation) that involves handling and sale of food even if this is on a single occasion only and/or whether 'payment' is by donation. Food businesses have to follow requirements for handling, storing, processing, transporting and displaying food, as well as in relation to the equipment and premises you use. Where food is provided without payment, these obligations may not exist, however there is still an obligation to ensure food is safe to eat.

The Food Standards Australia (FSA) website provides information to assist charities and non-for-profit organisations meet food safety obligations. This includes information relevant to preparing, cooking and transporting food, as well as specific events such as barbeques and camps. Anyone overseeing the preparation, cooking or serving of food on behalf of church should consider and follow the procedures outlined in the Lighthouse food hygiene checklist or the FSA Food Safety checklist for charities. People leading food preparation/serving at Lighthouse events should complete the free online Food Handler Basics training | NSW Food Authority course.

When planning provision of food at any Lighthouse event, use of high allergen food such as eggs, nuts, and seafood will be avoided as a standard precaution, and information regarding dietary requirements and medical conditions will be sought to enable specific tailoring of a menu based on participant needs. Registration procedures for children aim to ensure information about food allergies and how to manage food safely for participants is understood.

10.5   Infection control

Infection control is the prevention of the spread of microorganisms from person to person with the aim of preventing the spread of infection and disease. When performing any task that involves (or may involve) contact with any body fluids/substances 'standard precautions' must be used. 'Standard precautions' are work practices that ensure a basic level of infection control, and are applied when dealing with every person where contact may occur regardless of infection status. Standard precautions include:
• personal hygiene practices such as hand washing
• standard use of protective apparel eg gloves
• appropriate handling and disposal of sharp instruments and waste
• correct cleaning and disinfecting of non-disposable equipment
• appropriate use of cleaning agents
• environmental controls such as maintenance of premises, cleaning and spills management.

Risk assessments are conducted to determine where infection control risks were likely to be encountered at church. Where relevant this information has been included in individual ministry procedures and training. A summary of this information is provided in the table below:

Risk	Control
Provision of first aid	Disposable gloves are available in first aid kits. Gloves must be worn when administering first aid if skin is compromised.
Rubbish collection onsite	Gloves are available for rubbish collection.
Nappy changing or toileting for younger children	See LC04 – Serving in children's/youth ministry Section 6.3 Personal care
Infection spread by skin or droplet contact eg gastro-intestinal bacteria, flu	See LC04 – Serving in children's/youth ministry Section 6.6 First aid and emergencies Children who are unwell cannot be accepted into care. Children who become unwell during care will be returned to carers. Sanitising hand wash is available in crèche and pre-school rooms.
Cleaning bathrooms before and/or after church	Disposable gloves will be worn when cleaning bathrooms. Hand washing afterwards is also essential.

Table 5 – Infection risks

10.6   Drugs and alcohol

Environmental tobacco smoke has been recognised as a risk to be eliminated from workplaces. Smoking is prohibited in public indoor spaces under the *Smoke Free Environment Act 2000*. The Act also states that enclosed public places, and outside areas that are 'substantially enclosed' must be smoke-free. The *Smoke-free Environment Regulation 2007* indicates a public place is considered to be substantially enclosed if the total area of the ceiling and wall surfaces (the total actual enclosed area) of the public place is more than 75% of its total notional ceiling and wall area.

The Act does not cover private homes or places that are not enclosed (eg outside dining areas, open courtyards). In NSW it is recommended that 'employers' should:
- develop and implement a non-smoking policy
- designate all indoor areas as non-smoking
- inform staff of the policy and designated non-smoking areas
- post signs using standard symbols to indicate indoor areas are non-smoking.

As church is currently held at Gorokan High School, adherence to the Department of Training and Education Drugs in School policy is necessary. The policy states: 'smoking on school premises, including school buildings, gardens, sports fields and car parks, is prohibited … this includes visitors and other people who use school premises, including community groups'. This is particularly important in the vicinity of the car park located near the gas tanks.

The Department of Education and Training Policy indicates community groups may be permitted to consume alcohol on school premises outside school hours. Illegal drugs are not permitted onsite. These same restrictions and recommendations should be followed at the Hub and all offsite events.

10.7   Work related stress

Work-related stress presents a significant WHS issue resulting from negative, harmful stress or distress. The more obvious forms of stress are severe stress reactions from exposure to trauma and/or violence at work, however sometimes in the course of everyday work people are unintentionally exposed to work pressures beyond what is reasonable. Such pressures can affect health causing anxiety, depression and physical ill health. The following are known risk factors for work related stress:
- unrealistic workloads and deadlines
- long or poorly defined work hours
- job insecurity
- lack of understanding of the job
- lack of control over workload
- poor communication between management and employees
- working with persons who are sick, injured or dying
- handling complaints and/or dealing with abusive people
- poor job placement or job match
- lack of job satisfaction / repetitive unstimulating tasks.

The role of a pastor or paid ministry workers can involve multiple risk factors for work related stress including long and/or poorly defined work hours, some lack of control over workloads, dealing with people who are unwell or in personal crisis, and managing complaints and relationships within church.

Guidelines for **preventing** work related stress:
● Assist people to feel part of a team - to know they are valued and appreciated
● Ensure people know exactly what their job involves, what is expected of them
● Enable a degree of autonomy appropriate to their role
● Ensure consultation where possible/appropriate
● Provide a variety of tasks
● Provide adequate instruction and training and regular feedback
● Allow for social interaction
● Ensure there is not too much and not too little work
● Clear pathway for raising concerns and reporting problems, and an accommodating culture that encourages and supports early reporting.

As church only employs people in the pastoral team, the senior pastor is responsible for:
• Designing and delegating work with referenced to the principles and guidelines above
• Reviewing and evaluating work practices regularly with reference to the principles above
• Creating a culture of early reporting of difficulties and concerns
• Early liaison with the Safe Ministry Representative when reports of work related stress are first received /detected.

Early reporting and management of work related stress is important to enable early consideration of risk factors relating to the work/job and action to be taken to address specific risks or issues identified. If treatment is required it will be necessary to notify church's workers compensation insurer, however well before this a plan can be developed to address early concerns before they significantly impact function, health, and wellbeing.

The other area of risk in relation to work related stress is involvement in a single, serious violent or distressing incident. Information regarding immediate management of such situations is outlined in the emergency procedures in Section 7. Some people may be inclined to 'play down' aggressive or upsetting incidents. However in recognition of the long term effect such incidents may have at a minimum there will be discussion with the person to assess their response and the need for further assistance after any serious violent or distressing incident.

Response to a serious incident often continues for some time. People react differently to being involved in, or witnessing, a violent or distressing event. Some people may experience symptoms such as:
• disturbed sleep patterns and/or frightening dreams
• agitation and/or exaggerated startle reactions
• re-playing the event over and over in their mind
• anxiety and/or depression
• unreasonable fear, grief and/or guilt.

Following serious incidents, assistance of an external professional may be required. At this point associated costs may be covered by workers compensation insurance.

10.8   Contractors and suppliers

It is essential before engaging any contractor to ensure they have their own insurances. Many higher risk activities are not covered under our public and product liability insurance unless contractors or suppliers have a minimum of $5,000,000 insurance per occurrence.

To address risks associated with external contractors and suppliers the following will be addressed:
- any property or equipment to be hired must be well maintained and free of known defects
- proof of qualifications will be requested and confirmed eg licence for electrician
- the contractor/supplier has public liability insurance for a minimum of $10,000,000
- they are aware of safety considerations for our site eg first aid facilities, site restrictions
- they are asked about risk control measures that will be implemented to manage obvious risks associated with the work they will be doing eg working at heights
- they are aware they are responsible for any of their own property they may bring onsite
- they are aware they are responsible for incident and injury management[14].

A hire contract for external contractors has been developed based on the ANSVAR Insurance Hire Agreement. This document should be completed prior to confirming and paying for the hire of services or equipment to document agreement between both parties in relation to the recommendations above.

11. First aid and injury management

11.1 First aid

First aid is the initial and immediate attention provided for a person who has sustained an injury or illness. Every 'workplace' has a legal responsibility to ensure provision of appropriate first aid considering the following:
- nature of activity being performed and hazards onsite
- size, location and environment
- number and composition of people onsite[15].

11.1.1 First aid kits

Church maintains a primary first aid kit at both onsite environments at church and at The Hub. The kits were developed with reference to:
- guidance from the safety regulator
- risk assessment of likely injuries
- data about historical first aid incidents.

Church has less than ten staff, however 100-200 people may be onsite during church meetings, and more than 500 at some community events such as Summerfest carnival. Consequently kits have been resourced using a combination of Kit A and Kit B as prescribed as the minimum requirements in the SafeWork NSW publication. Church's primary first aid kit is used for major offsite activities including the church weekend away. Smaller first aid kits (Kit C) are available for kids church rooms on Sunday and for other offsite events.

No over-the-counter medication, prescription medication, or personal medical/treatment plans or other similar information is to be stored in the first aid kit. People requiring necessary or emergency medication are required to carry it with them. Refer to LC04 for information relating to children and medication.

Key personnel are aware of the kit's location including staff, trained first aiders, and Safe Ministry representatives. Members are also reminded of the location of the kit at least annually in church.

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[14] ANSVAR risk management book

[15] Code of practice: First aid in the workplace. SafeWork NSW.

First aid kits will be replenished as required, after any significant incident requiring use of supplies, and formally checked every six months for the purposes of restocking and adding additional items if need be based on a review of incidents requiring first aid over the previous six month period. Any needs relating to the first aid kits can be conveyed by email admin@lighthouse.net.au

11.1.2 Trained first aid personnel

Safework NSW recommends access to trained first aid aiders wherever there are more than 25 persons at a workplace, regardless of whether or not those persons are employees, and for low risk workplaces at least one trained first aider for every 50 workers (people) in attendance. 'Trained first aid personnel' means a person who holds a current first aid certificate on completing a nationally recognised statement of attainment from a registered training organisation or:
• a registered nurse; or
• a level 3 or greater New South Wales ambulance officer; or
• a medical practitioner.

Lighthouse Church maintains a list of regular members who:
• meet the requirements for 'trained first aid personnel' AND
• have been verified as having a current Working With Children (WWC) clearance AND
• are aware of our first aid and infection control policies and procedures.

It is preferable that first aid is administered by these people wherever possible.

If there are several trained first aid people in attendance, the person who has current medical training and/or experience will take the lead in administering first aid.

Where practicable first aid will be administered by a female for children/youth and females, and by males for males however where this is not possible efforts will be made to ensure a person of the same gender as the injured person is in attendance.

A list of trained first raiders is maintained and reviewed regularly by the leader of the team. There may be times when a person meeting the criteria for trained first aiders is not available. In this instance access to the first aid kit should be in consultation with the event leader.

Offsite church activities (eg Summerfest, church weekend away, offsite youth activities) will be planned to ensure adequate first aid provisions.

A trained first aider's role is to provide initial treatment to people who are injured or ill that is consistent with their level of training and competence. They are responsible for:
● assessing the situation and deciding what action is necessary
● giving clear instructions (move away, bring the first aid kit, call an ambulance if necessary)
● arranging follow up
● completing an incident report form and liaising with the Safe Ministry representative.

A first aid person may decide providing first aid in a particular situation is beyond their level of training, competence or comfort. In this situation they will make the decision to get input from other trained first aid people or seek medical attention.

11.2 Seeking medical attention

Medical attention may include being transported to a doctor or phoning an ambulance. The decision to seek medical attention for someone who is ill or injured at church will be made by the first aid person in consultation with the ill or injured person and/or their family.
A trained first aider will recommend seeking medical attention when:

- the injury is serious and it is clear medical input is required urgently
- the person does not consent to the provision of first aid
- the treatment required is beyond knowledge or experience of trained first aider
- follow up or treatment additional to first aid is required.

If a person requires medical care, where possible and appropriate the trained first aid person will first take appropriate action to gain consent or agreement with proposed action. This may involve:
- gaining consent from the ill or injured person if possible
- locating, notifying and gaining consent from onsite family members or carers (eg children)
- phoning, notifying and gaining consent from offsite family members or carers.

There may be times where it is not possible to gain consent such as where a person is unable to respond or make sound decisions, or carers can not be contacted. In this situation the first aid person will decide whether to proceed with seeking medical attention.

If a person refuses to consent or agree to seek medical attention the first aid person will assess whether they are capable of making a sound decision. If it is determined they are capable of making their own decision regarding medical care, the first aid person will clearly convey their recommendation, make note of this on the incident report form, and consult with the event leader, a Safe Ministry representative, or staff in attendance.

Where possible the person requiring medical care will be transported by family members, or the people who transported them to church. If this is not possible the trained first aid person will arrange transportation in consultation with staff and/or Safe Ministry representative.

The following medical clinics are open on Sundays:

Reliance Health GP SuperClinic
Unit 9c,1-10 Amy Close, Wyong
Opposite Wyong Golf Club, next to Chemist Outlet
Mon – Fri 8am-8pm, Weekends 8am-5.30pm
Ph: 43041333

Kanwal Wadalba Family Practice
Suite 2, 2 Edward Stinson Ave, Wadalba
Mon - Fri 7:30 am - 9 pm
Weekends 9am-5pm
Ph: 4392 3787

In some instances it may be necessary to attend the local hospital emergency department:
Wyong Hospital Emergency Department
Address: Pacific Highway Kanwal
Sunday opening hours: 24 hours 7 days
Phone: 4394 8000.

The first aid person will advise staff and/or Safe Ministry representative of a significant incident to allow them to organise someone to check on the person who was injured and determine if any further assistance is required. This will also provide the opportunity to consider if any improvements or changes need to be made and included in our procedures.

11.3 Recording and reporting

For members, volunteers and visitors any incident, injury (requiring more than a band aid), or near miss is to be recorded on an incident report form located in the emergency procedure document holder on the information table.

For paid employees, all near misses, work related injury or illnesses must be recorded on the register of injuries form, in addition to completion of an incident report form. Soft copies of these documents are kept in our online WHS working documents folder. Completed forms are retained by the Safe Ministry representative.

Our workers compensation insurer must be notified within 48 hours of becoming aware of an incident involving a work related injury to a paid employee if workers compensation will be or may be payable (eg lost time, medical expenses). For paid employees this includes injuries sustained onsite, while travelling for work, at member's homes, or any other venue attended in the course of performing work. For work roles where work hours are loosely defined, it is important that there is some clarity regarding when employees are 'working' and when they are not.

The insurer may be notified electronically or verbally. The Safe Ministry representative in consultation with the senior pastor is responsible for contacting the insurer and providing necessary information.

In the event of a serious incident, the *Work Health and Safety Act 2011* requires immediate notification of Safework NSW. A 'notifiable incident' is defined as:
• the death of a person
• a serious injury or illness eg requiring hospital admission, serious head/spinal injury or burn or eye injury, amputation
• a 'dangerous incident' eg explosion, fire, gas leak, electric shock,
arising out of the conduct of a business or undertaking at a workplace.

Refer to SafeWork NSW guidance for further information about reporting a notifiable incident.

Action following a serious incident will be undertaken in accordance with instructions from emergency personnel and Safework NSW. In the event of a serious incident the area immediately around the site of the incident must not be disturbed after the serious incident has been reported, except to assist injured persons or to avoid further injuries.

Our insurer will also be notified at the earliest opportunity. In addition, our contract with Gorokan High School/Department of Education and Training requires us to notify the principal immediately in writing of any accident to any person while on the school premises and provide a copy of relevant incident report forms. Notification will be sent by our school liaison contact (senior pastor).

11.4 Incident investigation

Incident report forms are reviewed to determine what can be done to control the risk of the problem resulting in injury for others. The following incidents will be investigated:
● injuries requiring medical treatment
● injuries resulting in lost work time or a workers compensation claim forstaff
● any serious or reportable injury (which would also necessitate external investigation).

Incident investigation will be at the discretion of the senior pastor and Safe Ministry representative with advice where relevant from Lighthouse Church's insurer. Incidents will be investigated as soon as practicable following their occurrence. This may involve a site assessment, review of relevant documentation, interviews with relevant parties, obtaining external advice or information. Where indicated, a report relating to the investigation will be developed which will include recommendations for controlling the risk to prevent a recurrence of the incident.

11.5 Injury management (paid employees only)

Employers must develop a return to work program outlining policies and procedures to manage workers who sustain a work related injury or illness. The program must be reviewed at least every two years. The standard return to work template provided in the WorkCover publication *Guidelines for workplace return to work programs*[16] has been utilised for church's return to work program. Staff have been provided a soft copy of the program which is stored online.

Lighthouse Church as a Category 2 employer is not required to appoint a trained return to work coordinator, however the Safe Ministry representative will be the nominated person responsible for managing the injury management process if staff experience a significant work related injury. Effective injury management involves:
• having established systems so everyone agrees, and knows what to do, in the event of an injury
• early reporting of injuries
• liaising with the insurer
• timely provision of treatment
• provision of suitable work to enable recovery at work
• worker, employer, insurer and treatment providers working together
• timely payment of weekly benefits and medical expenses.

12.   Training

12.1   Whole church
Annual safety presentations are provided in church.

12.2   Ministry teams
Where risks are identified with specific tasks completed by ministry teams, control measures to address these risks will be written into individual ministry procedures. Training in those procedures will occur in individual ministry teams for example defusing threatening situations for welcomers, manual handling for set up/pack up teams, and child protection training for children/youth ministry teams.

12.3   Staff
Staff are required to become familiar with Lighthouse policies and procedures at induction. Following the policies and procedures is a necessary requirement of their ongoing employment. Staff are consulted on any changes relevant to their work or role, and are made aware when significant updates are made.

13.   Monitoring and continuous improvement

An annual WHS self-evaluation:
● provides an indication of how implementation of agreed WHS strategies is progressing
● enables a formal, structured review of policies and procedures
● provides the opportunity to identify improvements in practice.

A corrective action plan will be developed with prescribed timeframes and responsibilities to provide direction for continuous improvement activities over the next 12 month period.

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[16] Guidelines for workplace return to work programs. SIRA

14. Record keeping and reporting

WHS records will be maintained in accordance with LC01 Policy and procedure – Privacy and information management. Wherever possible, records will be maintained in electronic form. All records associated with WHS processes are subject to retention requirements and must be retained for a minimum of five years. An annual WHS report will be prepared by the Safe Ministry representative and submitted to the Admin Committee for review.

15. Related policies and procedures

LC01 Policy and procedure - privacy and information management
LC04 Policy and procedure - serving in children's/youth ministry
LC05 Policy and procedure - managing concerns in church.

16. WHS calendar

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
EMERGENCY PROCEDURES												
Evacuation plan shown in church / kids church evacuation drill			X									
WORK ENVIRONMENT / PRACTICES												
Internal/external onsite enviro, work practices risk assessment			X									X Carols and SF
Insurances review / assessment									X			
Electrical visual inspection and recording			X			X			X			X
Electrical testing and tagging									X			
Summerfest WWC checks										X	X	
FIRST AID AND INJURY MANAGEMENT												
Stocktake first aid kits		X				X						X
Update first aider list		X								X		
First aider training/ update			X				X				X	
Review incident forms		X SF			X						X	
TRAINING												
Fire emergency and extinguishers									X			
Review child protection training										X		
ASSESSMENT AND REPORTING												
WHS annual self assessment				X								
Annual review of all WHS policy and procedure	X											
WHS report for Admin Committee											X	

Appendix 1 – Gorokan High emergency procedures poster

Emergency Warden: Pastor giving Sunday talk   Location: Gorokan High School
Emergency phone: 000   Goobarabah Avenue, Gorokan
State your emergency, and location   Next to Lake Haven Shopping Centre

FIRST AID	ELECTRICAL
First on scene: ● Request assistance from others nearby ● Send someone to alert trained first aider ● Phone 000 if urgent medical attention is required ● Remain with injured person, do not move them **Trained first aider:** ● Go immediately to injured person ● Send someone to retrieve first aid kit ● Gain consent from injured person and/or carer to provide first aid ● Provide first aid within limits of your training/experience ● Arrange medical treatment if necessary **Safe Ministry representative:** ● Complete documentation (eg incident report) ● Liaise with trained first aider and pastor regarding whether external reporting is necessary (eg premises owner, Safework NSW) ● Plan follow up of injured/ill person.	**First on scene until emergency warden arrives:** ● Clear the area of other people immediately ● DO NOT touch the person affected ● Instruct someone to get the emergency warden ● Send appropriate person to turn off electricity at source ● Call emergency services on 000 and report location (above) ● Announce for trained first aider to attend **Trained first aider:** ● Send someone to retrieve first aid kit ● Provide assurance and first aid within the limits of your training/experience until emergency personnel arrive ● Follow directions of emergency personnel **Emergency warden (pastor):** ● Confirm emergency services have been notified ● Assist first aider until emergency personnel arrive ● Liaise with Safe Ministry representative to implement external reporting requirements (eg WorkCover, premises owner) ● Complete necessary reporting and documentation ● Arrange appropriate follow up for everyone involved.

FIRE	GAS LEAK
First on scene: ● Alert everyone nearby to move out of area ● Send someone to alert emergency warden ● Assist anyone in immediate danger if safe ● Extinguish fire with extinguisher if safe ● Call emergency services on 000 and report location **Emergency warden (pastor):** ● If fire is not contained, confirm emergency services have been notified ● Commence evacuation in accordance with evacuation plan ● Close doors on exiting to slow spread of fire ● Follow directions of emergency personnel ● Determine external reporting requirements (eg premises owner, Safework NSW) ● Complete necessary reporting / documentation ● Arrange follow up if appropriate.	**First on scene:** ● Request everyone leave the immediate area ● Send someone to get the emergency warden **Emergency warden (pastor):** ● Call 000 and request fire brigade ● If necessary commence evacuation in accordance with evacuation plan ● Morning church only - turn off Emergency Main Gas Shut Off using key provided by school – if safe ● Follow instructions of emergency personnel ● Liaise with Safe Ministry representative regarding external reporting requirements (eg premises owner, Safework NSW) ● Complete necessary reporting and documentation ● Arrange appropriate follow up for everyone involved.

DISRUPTIVE / AGGRESSIVE INTRUSION	SEVERE STORM / FLOODING
Person approached, or person at microphone: ● Don't say anything to escalate the situation ● Calmly send someone to get emergency warden ● If possible, suggest you accompany the person outside so they can explain their concerns and you can determine how best to help ● Listen – do not interrupt or allow yourself to be drawn into an argument ● Cooperate with any requests as far as possible **Emergency warden (pastor):** ● Call emergency services on 000 and give location ● Nominate people to restrict access to area ● Send someone to meet police at front gates ● Calmly approach person and offer additional assistance if possible and safe ● Follow instructions of emergency services ● On resolution of the situation, complete necessary external reporting and documentation ● Complete necessary reporting / documentation ● Arrange follow up if appropriate.	**Emergency warden (pastor):** ● Consider whether to cancel church, end the meeting, or evacuate If remaining on site: ● Arrange for everyone on site to gather in hall ● Instruct all external doors to be closed ● Move people away from windows/glass panes ● Identify trained first aiders on site, and retrieve first aid kit ● Disconnect electrical equipment and move it away from windows ● Ensure everyone remains inside the building ● When safe, send appropriate people outside to evaluate the site (structural damage, debris, shattered glass) and prepare evacuation strategy.

	Contact / organisation	Phone		Contact / orgainsation	Phone
Emergency	Emergency services Police, ambulance, fire brigade	000	**Safety**	Senior pastor	4394 xxxx
	Wyong Hospital Pacific Highway, Kanwal	4394 8000		Pastor	0401 xxx xxx
	Poison Info Centre	13 11 26		WHS / injury management rep	0421 210 xxx
	State Emergency Services (SES)	13 25 00		Trained first aiders	See list
	Safework NSW	13 10 50		Safework NSW	13 10 50
	Gorokan High School	To be phoned by pastor only		Gorokan High School	To be phoned by pastor only