

16 June 2016

WHS POLICY TEMPLATE EXPLANATORY NOTE:

WORK HEALTH & SAFETY POLICY, RULES AND GUIDELINES TEMPLATE

The Work Health and Safety (WHS) Policy, Rules and Guidelines Template has been developed to help local churches provide a safe and healthy workplace for their employees, volunteers, contractors and visitors, and to meet their WHS obligations under the WHS Act 2011. and associated regulations and standards.

An attempt has been made to provide a template that is comprehensive but also relatively easy to follow and implement. However, there is an expectation that the local church will take the time to develop and tailor the document to their own specific needs. The following process is recommended to achieve this:

- Senior Pastor/Key Leaders meet to review document and tailor to meet the needs of their local church – NB: refer to Risk Management Guideline in document for assistance with this process
- Workers and volunteers are given opportunity to review/comment on the document
- The final document to be signed off by relevant person/s e.g. Senior Pastor and/or Chair of Elders
- Circulate/discuss final document with workers and volunteers (and with contractors as appropriate)
- Develop site specific documents from the template for; Consultation, Emergencies, First Aid, Accident/Incident Investigation, Return to Work Policy, Rules
- Implement guidelines and review at least biennially (or in case of a significant incident and/or major changes to church buildings or organizational structure)

It should be noted that while significant effort has been made to develop these guidelines in line with WHS legislation, local churches should seek advice from relevant authorities or specialists if they are unclear about their WHS responsibilities generally or specifically.

It should also be noted that these guidelines are specific the WHS and do not cover other church responsibilities such as e.g. Child Protection, Safe Churches etc. These responsibilities should be addressed in separate documents.

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