# Hamilton South Baptist Church

# Health and Safety Policy

## Purpose

#### To establish safe practices and operate safe facilities.

#### To ensure that our congregation know these practices.

* To ensure that the laws of the land are met as applicable.

## Roles

#### The church requires a member to act as a Health and Safety Officer. This position will usually operate as part of the Acts of Service Ministry Team.

#### The Health and Safety Officer will oversee the Hazard and Maintenance Register and report monthly to the Senior Pastor. They will also ensure that lists of chemicals and cleaning products are kept, including where they are located and that appropriate levels of security are maintained.

* The Elders have ultimate responsibility in ensuring that action is taken on eliminating, isolating or minimizing hazards.

**Process**

#### Hazards or potential hazards will be entered into the Hazard and Maintenance Register.

* The Acts of Service Ministry Team will be responsible for addressing recorded hazards as appropriate, or notifying the Senior Pastor where the necessary action exceeds the delegated authority.

#### Written notification of hazard(s) shall be posted in the appropriate area.

* The monthly hazards report will be included in the Senior Pastor’s report to the Elders.

#### Staff and congregation will know emergency procedures and will practice them at least once per year.

#### Training needs for staff will be included in the budget, e.g. ensuring a staff member has a current first aid certificate.

* Accidents causing serious harm must be reported to the Waikato regional Ministry of Business,

Innovation and Employment, Health and Safety Group immediately and the scene left undisturbed until clearance is obtained by a health and safety inspector. Written notice of the incident must be sent within 7 days.

* Notifiable events are events which occur as a result of activities in which staff or congregation are engaged as part of the operation of the church and require admission to hospital for immediate treatment.

**Documents**

* Our health and safety policy is governed by the following documents:
  + The Baptist Union of New Zealand Administration Manual.
  + The Health and Safety at Work Act 2015.

## Review

This policy will be reviewed on an annual basis or at such other times as deemed necessary.

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| **Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |