

Health & Safety Policy
Of Taupo Baptist Church
Taupo, New Zealand

Taupo Baptist Church is committed to the protection of its employees, its property and other people from accidental injury or damage from work carried out on behalf of the church.

In meeting this commitment Taupo Baptist Church will comply with all legislative requirements and take all practicable steps to ensure that it:

- Provides a safe place of work.
- Establishes and insists that safe work methods are practised at all times.
- Ensures employees and other persons understand and accept their responsibilities.
- Promotes a safe and healthy place.

Overall Safety Responsibility to achieve the church's commitment to promote Health and Safety on its premises, the deacons have appointed a Safety Officer who is responsible for ensuring that the church's Health and Safety procedures are complied with. **The Safety Officer is Jacky Gartner.**

Safety & Health Duties

- Understand the legislative requirements for Health and Safety in the place of work
- Develop the church's Safety Policy and Procedures
- Assign safety responsibility to specific individuals where appropriate
- Involve employees in the development of Safety Policy and Procedures
- Make sure that all employees and sub-contractors understand the church's approach to safety and that they are aware of their responsibilities

- Ensure that a safety check programme is established and maintained
- Carry out a regular Hazard Management inspection
- Make sure employees have the opportunity to comment on Health and Safety issues
- Prepare, distribute and file all records, inspections reports and accident reports

Employer Duties

The Employer is required to take all practicable steps to ensure the safety of employees while at work. To achieve this aim, the church will:

- Provide and maintain a safe working environment
- Provide and maintain facilities for the safety and health of employees at work
- Ensure that employees are not exposed to hazards in the course of their work
- Develop procedures for dealing with emergencies that may arise while employees are at work.

Hazard Management

The Act requires that employers must take a systematic approach to control hazards in the workplace.

Identify Hazards

Systematically identify existing hazards or new hazards (before they arise if possible) to employees at work. A hazard is any activity, situation or substance that is an actual or potential cause of harm.

Regularly assess each hazard identified and determine whether or not it is a significant hazard. A significant hazard means a hazard that is actual or potential cause of:

- Serious harm
- Harm (being harm that is more trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard
- Or, harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

Significant Hazards

Once a Significant Hazard has been identified the following process must be followed:

- Take all practicable steps to eliminate it. If that is not practicable then;
- Take all practicable steps to isolate the significant hazard from places of work or employees. If that is not practicable then;
- Take all practicable steps to minimise the likelihood that the hazard will be a source of harm to employees and;
 1. Provide, and ensure employees wear, suitable protective clothing and equipment to protect the employees from any harm that may arise from the hazard; and
 2. Monitor the employees exposure to the hazard (with the consent of the employee as far as possible); and
 3. Obtain employees consent to monitor their health.

Summary

The process for the control of hazards is to:

- Identify hazards
- Determine if they are serious hazards
- If yes, eliminate them
- If not practicable, isolate from employees
- If not practicable, minimise risks and monitor hazard.

Training

Employers are responsible to ensure that employees do not work or use any plant until they have been given information about;

- What to do if an emergency arises while the employee is doing work, and
- All identified hazards to which the employee is, or may be, exposed and the steps that can be taken to minimise the likelihood that the hazard will be of harm to the employee, and
- All identified hazards the employee will, or may, create while doing work or using equipment and the steps that can be taken to minimise the likelihood that the hazard will be a source of harm to other people.

Information

Employees are required to receive information on:

- Emergency procedures
- Hazards they may be exposed to or create
- Location of safety equipment
- Results of health and safety monitoring

Developing Health and Safety Procedures

Employers have an obligation under the Act to ensure that all employees have the opportunity to be fully involved in the development of procedures for dealing with, or reacting to, emergencies or imminent dangers.

An employer must take all practicable steps to ensure customers, visitors and the general public are not harmed at the place of work.

Accidents

Employers must keep a register of accidents and must investigate, record and report where someone was or might have been harmed.

Accident scenes where serious harm has occurred must be left undisturbed unless a person has to:

- Save a life or prevent suffering
- Maintain access for emergency services
- Prevent serious damage or loss of property

Health and Safety Inspectors

The O.S.H. Inspectors have powers of inspection and entry to:

- Conduct examinations, tests, take photos, measurements etc.
- Bring other persons to assist
- Copy documents
- Remove samples
- Require places to remain undisturbed
- Require statements.

Hazard Management

To ensure compliance with the Act it is necessary to develop a Hazard Management procedure to demonstrate that procedures for on-site safety are in place and are working. Decide how often a formal site safety inspection needs to be carried out. This will need to cover the following;

- Examine the work site for hazards that have already been identified;
 1. Are they still safe or controlled?
 2. Has anything changed?
 3. Are there any new hazards?
 4. Are the right procedures being carried out?
- Note the potential dangers from the hazard.
- How serious is the likelihood of an accident?

- Deal with the hazards in a logical order starting with the hazards with the risk of the most serious accident and the highest likelihood of an accident.
- Carry out the eliminate, isolate and minimise procedure (this should be documented - refer to form A).
- Is it practicable to eliminate the danger?
 - Yes - eliminate it.
 - No - why not? The reasons should be clearly stated.
- Is it practicable to isolate it from others?
 - Yes - eliminate it.
 - No - identify steps to be taken, assign responsibility, isolate, ensure this danger becomes part of the regular review.
 - No - why not? State the reasons clearly.
- Then what steps can be taken to minimise the risks:
 - identify the steps
 - assign responsibility for carrying out those steps
 - ensure this danger becomes part of the regular review
 - identify any protective equipment and material.

It is important that adequate consideration be given to all these steps.

Remember: what is important is not what a person thinks is practicable in the heat of the moment but what a court finds a good employer, after reasonable deliberation, would find to be practicable.

Look at all the options and get a second opinion if the risks justify it.