

Health and Safety

Policy

July 2018

Background

As people forgiven by God for the sake of Christ and living in the world, God's people have ongoing opportunities to interact with the world in ways that glorify our Lord in all we do (1 Cor 10:31). This opportunity includes being obedient to the governing authorities (Rom 13:1-5) as the will of the government is expressed through laws of the land, and as we exercise our God-given responsibilities to care for those who join us in work, worship, or other activities (4th & 5th Commandments).

Purpose

The purpose of this Policy is to confirm the Lutheran Church of Australia, SA-NT District's (the District) commitment to managing the Health and Safety of those with whom the District interacts in accordance with the foundational documents of the District and the Work Health and Safety laws of Australia, and for monitoring the overall performance of the District in respect to the implementation of health and safety initiatives that are undertaken.

The Lutheran Church of Australia, SA-NT District Inc recognises the importance of proper management of work health and safety. The most valuable asset to the business is its workers, whose health and safety ranks equally with all other financial and operational considerations.

Objectives

It is the responsibility and aim of the LCA SA-NT District Inc to minimise the risk of injury and disease to workers and other persons, by adopting a planned and systematic approach to the management of work health and safety and providing the resources for its successful implementation and continuous improvement.

LCA SA-NT District Inc will endeavour, through the regular review of its systems, to strive for continuous improvement to bring about an ongoing improvement of work health and safety performance, with the aim of eliminating all unwanted work-related hazards and work-related injuries.

LCA SA-NT District Inc aims to comply with all current relevant South Australian Work Health and Safety legislation, Codes of Practice and Australian Standards.

All persons who work at LCA SA-NT District Inc have responsibilities for observing work health and safety requirements and to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

A breach of this Work Health and Safety Policy and Procedure may result in disciplinary action being taken.

Policy Statement

Overall accountability for work health and safety rests with the LCA SA-NT District Inc and those who influence or direct workers in carrying out work, while workers are at work in the business or undertaking.

So far as reasonably practicable, LCA SA-NT District Inc will provide the following:

- maintenance of a work environment without risk to health and safety;
- maintenance of safe plant and structures;
- maintenance of safe systems of work;
- safe use, handling and storage of plant, structures and substances;
- access to adequate facilities for the welfare of workers at work;
- information, training, instruction or supervision necessary to protect all persons from risks to their health and safety;
- conditions at the workplace are monitored for the purpose of preventing illness or injury of workers;

Active consultation and co-operation with workers and their representatives will be undertaken in order to ensure the best possible resolution for health and safety issues at LCA SA-NT District Inc.

In all instances, LCA SA-NT District Inc will seek to implement best practice solutions for health and safety concerns and ensure compliance with all relevant and current Work Health and Safety legislation.

This Work Health and Safety Policy and Procedure will be reviewed each year, in consultation with workers, using established consultative mechanisms, and revised as necessary to keep up to date with new legislation and organisational changes.

A copy of this Work Health and Safety Policy and Procedure will be provided and explained to each worker, contractor and volunteer and a copy placed in a prominent position of each LCA SA-NT District Inc work premises.

LCA SA-NT District Inc will be responsible for:

- ensuring that any person who makes decisions, or participates in making decisions that affect the whole, or substantial part of LCA SA-NT District Inc and has the capacity to significantly affect the financial standing of the LCA SA-NT District Inc is aware they are considered an Officer and must comply with that duty or obligation;
- ensuring that any persons designated as an Officer of the LCA SA-NT District Inc exercises due diligence to ensure that the LCA SA-NT District Inc complies with that duty or obligation and takes reasonable steps to ensure compliance with that legal obligation under the South Australian Work Health and Safety Act 2012;
- a clear understanding of the nature of the operations of the LCA SA-NT District Inc and generally of the hazards and risks associated with those operations;



- implementing appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- ensuring the provision of adequate information, instruction, training and supervision of all workers, contractors and volunteers; and
- ensuring this Work Health and Safety Policy and Procedure is implemented throughout the work and that all relevant managers/supervisors, workers, contractors and volunteers are trained in the use of this Procedure.

Managers/supervisors will be responsible for:

- the health and safety of workers, contractors and volunteers they supervise, and for members of the public, clients and any other persons who are in their area of operation;
- implementing LCA SA-NT District Inc work health and safety policies and procedures for which specific roles and responsibilities will be assigned and communicated;
- day-to-day management of health and safety issues within their area of responsibility;
- effective consultation with workers, contractors and volunteers on all issues which may affect their health and safety at work;
- effective injury and illness reporting, recording and investigation and effective rehabilitation measures for workers, contractors and volunteers who may suffer work-related injuries and illnesses; and
- supervising their areas of responsibilities to ensure full compliance with this Work Health and Safety Policy and Procedure.

Workers, contractors and volunteers will be responsible for:

- taking reasonable care for his or her own health and safety; and
- taking reasonable care that his or her acts or omissions at work, or by the consumption of alcohol or drugs does not adversely affect, the health and safety of other persons ; and
- complying, so far as the worker is reasonably able, with any reasonable instruction that is given by the LCA SA-NT District Inc manager/supervisor to allow that person to comply with the relevant current South Australian Work Health and Safety legislation; and
- cooperating with any reasonable health and safety policies and procedures in the workplace that the worker has been notified;
- reporting hazards in the workplace to their manager/supervisor and to make recommendations to management on how to reduce the level of risk;
- making proper use of available safety procedures, safety devices and personal protective equipment at all times;
- not (or cause another worker to) interfering with, removing, displacing or rendering ineffective any safeguard, safety device, personal protective equipment or other appliance or work system provided for protection, except when necessary as part of an approved maintenance, repair or emergency procedure;
- assisting in incident investigations;
- reporting all incidents to their manager/supervisor as soon as possible after the event;

- actively supporting the consultation process; and
- adhering to this Work Health and Safety Policy and Procedure at all times.

Complaints

- All complaints will be handled in accordance with the LCA Complaints Handling Policy

Relevant to

This Policy applies to the Lutheran Church of Australia, SA-NT District; congregations, pastors, teachers, lay workers, workers (including employees and volunteers, both members and non-members of the District).

Responsibilities

This Policy takes effect immediately upon adoption by the District Church Council (DCC) of the District. DCC is responsible for the implementation of the procedures that support this Policy to ensure the commitments made in this Policy are being met.

Congregation/Parish Councils are responsible for the implementation of this policy and related procedures and to report compliance to the District Administrator.

It is everyone's responsibility to follow all health and safety procedures including reporting all incidents, potential hazards and/or risks that may impact wellbeing of others.

Compliance Reporting

For the purposes of good governance, and to demonstrate to internal agencies and external bodies that the District takes this policy seriously, it is necessary to report and demonstrate compliance with this policy on a periodic basis to District Church Council.

To this end:

- Departments and Congregations that already have a Work Health and Safety Policy that complies with this policy are to submit a copy of their policy to the LCA SA-NT District Administrator. The District Administrator will review the policy to ensure compliance.
- Departments and Congregations without a policy may develop a policy within the framework of this policy and submit it to the LCA SA-NT District Administrator for review or may adopt this policy as their policy.

All Congregations and Departments are to submit to the District Administrator a report certifying compliance with the requirements of this policy, on an annual basis. These reports will form the basis of an annual submission to DCC.

Supporting Documents

Health & Safety Management System Implementation Handbook, Version 2.0
(This is a revision of the Health & Safety Implementation Handbook, Version 1.0
Final)

References

- Section 19 of the South Australian Work Health and Safety Act 2012
- Australian Standard 4801

Version Control

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