



Seventh-day  
Adventist Church™

## **New Zealand Seventh-day Adventist Conferences Inspection, Audit, & Evaluation Procedure**



**2019**

## **Purpose**

The purpose of this procedure is to ensure that Work Health and Safety performance at Conferences places of work, ministries, facilities and Churches are regularly monitored and reviewed and opportunities for Health and Safety improvements are implemented to continually improve performance

## **Scope**

This procedure applies to all Conferences workplaces, ministries, facilities, activities and its Churches

## **Responsibilities**

*Conferences Officers Managers and Church leadership are responsible for:*

- Managing the monitoring, audit and evaluation program in cooperation with the Conferences H&S Advisor and developing a schedule for this purpose
- Participating in the schedule as required with the H&S Advisor
- Ensuring Conferences workplaces, ministries, facilities and Church inspection and audit reports are recorded on purpose designed Conferences forms and these records maintained
- Deal effectively with controlling any hazards or deficiencies identified in inspections or audits with the involvement of affected employees, ministry, facility or Church personnel
- Ensure corrective actions, when closed out, are recorded to this affect

### ***Employees, Ministry, Facility and Church Personnel Responsibilities***

- Cooperating with the inspection, audit and evaluation schedule
- Working with management and Leadership in implementing any corrective actions required to ensure the integrity of the Conferences Management System
- Reporting all incidents requiring first aid to their manager or leader of First Aider

## **Procedures**

### Conferences Health and Safety Inspections / Monitoring / Audits

- Conferences recognises the need for regular appraisal of its places of work, ministries, facilities and Churches to ensure its Health and Safety standards are being maintained, and are effective
- Conferences will appraise and evaluate its and Church activities through regular monitoring and by more formal and comprehensive auditing procedures on a regular basis to ensure Health and Safety compliance
- Such monitoring and auditing is viewed by Conferences as essential in determining the effectiveness of its health and safety system and to overcome the tendency for rules and safe practices to be overlooked in making an operation simpler or faster
- All Hazards identified during inspections or auditing will be dealt with under the Conferences hazard management procedures and will involve employees, ministry, facility and Church personnel where applicable and the control methods entered into the appropriate hazard register
- Where inspections and audits have been carried out at Conferences ministries, facilities or Churches the results will be shared with these entities and they will be expected to action any remedial requirements
- All documentation is to be maintained and filed in the Conferences Health and Safety File

## **Audits**

These are more formal than monitoring or inspections and Conferences will use either internal, (Conferences H&S Advisor), or external auditors for this purpose. Conferences personnel may accompany the Auditor when the audit is being carried out

- Purpose designed audit documentation will be used for audits and a report will be supplied to Conferences with comment and any recommendation required to ensure Conferences H&S legislative obligations are being met
- Audits will cover a physical facility inspection and a complete check of all required legislative H&S documentation
- Audit reports carried out will be presented to the Conferences Administration and a formal report of all Inspections and audits between Conferences Executive regular meetings will be presented to the them for review

## H&S System Evaluation

- This evaluation will be carried out annually by Senior Conferences personnel to determine if those Conferences Health and safety objectives it had set had been achieved and if not why not.
- Any shortfalls in its H&S expectations will be addressed and new objectives will be set for the next year
- This report will be shared with employees, ministry and facility personnel for comment

## Definitions

Audit	A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively
Evaluation	A review of the performance of the WHS management system
Inspection	A regularly scheduled inspection of the workplace using a checklist to assist with the monitoring and identification of hazards