



New Zealand Seventh-day Adventist Conferences Hazard / Risk Management Process



2019

Hazard Management Process

Conference has in place a comprehensive, systematic and effective method for identifying, assessing, and managing workplace hazards and in particular those hazards assessed as being significant

Conference in managing its workplace hazards has adopted a '**Eight Step Process**' and taken all reasonable practicable steps to:

Step One **Identify**, on an operation / workplace basis, ministry, facility or Church all existing and potential hazards

Step Two **Assess** identified hazard's and determine if the hazards are **significant** and where a hazard has been identified as significant, then all reasonable practicable steps shall be taken to:

Step Three **Eliminate** / the hazard, and if this is not reasonably practicable

Then all reasonable practicable steps taken to:

Step Four **Minimise** the harm likely to impact employees, or others who may be in attendance at Conference workplaces, ministries, facilities and churches by providing:

Step Five - Safety clothing and equipment to affected persons and used by them to ensure their health and safety.

- Employee training designed to minimise harm
- different operating methods to be used, or
- alternative products being introduced, or
- machinery alternatives used to minimise the risk of harm to employees, students or others in Conference workplaces or Churches

Step Six Environment Monitoring of the workplace may be necessary in the interests of preventing harm to Conference employees and others in its workplaces or Churches

Step Seven Personal monitoring may need to be carried out in the interests of preventing / minimising harm to employees and others in its workplaces or Churches

Conference personnel and others in its places of work ministries, facilities and Churches will be informed if there arises any need to monitor their exposure to any health hazard in the workplace ministry or facility to which they may have been exposed. Personal health monitoring will only be carried out with the informed consent of the person being monitored and in accord with the Privacy Act Provisions

Step Eight Conference will, on a regular basis, review and evaluate its hazard management system to ensure its effectiveness and to reflect changes in its workplace, ministries or facilities environments

Hazard Recording

In carrying out its worksite hazard management responsibilities Conference shall ensure appropriate hazard identification, assessment and hazard management documentation is filled out as required and information on significant hazards entered into the

Significant Hazard Register.

Conference Significant Hazard Register/s are stand- alone documents