



New Zealand Seventh-day Adventist Conferences

Rules and Standards

Expected Behavior



2020

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New Zealand SDA Conferences
Rules, Standards and Expected Behaviour

NOTE ! Rules & Standards

The following list of critical, operational and general rules and standards are not exhaustive and may be added to, or updated, as required, to meet changes in Conference activities, places of work ministries or Churches or a changing operating environment

Critical Rules

Critical Rules are in place to prevent serious harm or death

Personal Protective Equipment

1. Personal Protective Equipment, including safety clothing, used by Conference personnel, ministry, facility or Church attendees, in the course of their work, or duties, shall comply with relevant NZ safety standards, WorkSafeNZ Codes of Practice and industry guidelines
2. Such equipment and clothing shall be maintained and serviced as necessary, to ensure operational effectiveness and safety

Plant Equipment and Tools

- All Conference, ministry, facility or Church plant, equipment and tools supplied and used in connection with their various operations and activities (*including safety equipment*) shall be: Purpose designed
 - Manufactured, and
 - Set-up to be safe for its employees, its contractors and their employees, and attendees at its ministries, facilities or Churches to use
- 1 All Conference plant, equipment and tools, (including safety equipment) used by the employer, or supplied for use by its employees, its contractors and their employees, ministry or facility attendees shall be maintained and serviced as required to ensure their effectiveness and safe use by the user

- 2 All tools and equipment used by Conference personnel, its contractors and their employees, ministry, facility or Church attendees shall be restricted to the use they are intended
- 3 No plant, equipment, or tools shall be modified or repaired in a manner likely to compromise their safe use by Conference personnel, contractors and their employees, ministry, facility or Church attendees

First Aid

1. First aid kits are for emergency use in Conference workplaces, ministries, facilities or Churches
2. In all Conference worksites or its directly controlled ministries, operations, a holder of a current first aid certificate issued by a recognised organization shall be present at all times.

Conferences Churches and their ministries are encouraged to follow this practice

3. A clearly marked first aid kit shall be kept:
 - in each Conference vehicle including those private vehicles used in carrying out Conference activities
 - at each Conference workplace or directly controlled ministry or facility and also at each of its Churches or their ministries
 - vehicle kits can substitute for those required at the work area, ministry, facility or Church provided the vehicle remains unlocked at the place of work, ministry, facility or Church
4. Every first aid kit shall be fully stocked, and stored so as to ensure contents are protected against contamination by dust, heat, moisture or any other source

Fire suppression equipment is for use in fire emergencies only. Any misuse of this equipment shall incur disciplinary procedures for the offending person/s. An approved auto- extinguisher shall be in each Conference vehicle with a current test certificate This requirement shall apply to private vehicles used in Conference activities

Dangerous Goods – storage, transport and use of

- Petrol and diesel fuels and other flammable liquids shall be carried, stored and packed in containers that comply with the relevant provisions of the Hazardous Substances and New Organisms Act 1996 and applicable Regulations
- No Conference vehicle shall carry, or have stored, any petrol or diesel fuel, or flammable liquid in the same compartment as passengers
- No person shall smoke, light a fire or bring a naked flame or other source of ignition within 15 metres of any area set aside for bulk storage of petrol, diesel or other flammable liquids

These conditions apply also to private vehicles used in Conference activities

Machines Power Equipment / tools

- Machines, powered equipment / tools shall not be located or operated in a manner likely to expose operators or other workers to significant hazards
- All equipment / tools shall be used and operated in accordance with manufacturer operating instructions
- No mobile / stationary equipment shall be operated with sub-standard machine functions that constitute a significant hazard to operators or others in a Conference workplace, ministry, facility or Church

Operational Rules

Due to the high risk nature of certain of Conference entities and ministries, activities, and operations the following rules, and behavioural standards will apply to all personnel involved with Conference high risk activities, operations, programs or venues

General Operating Rules & Standards

1. **No** person shall work at, or visit any Conference workplaces, ministries, facilities or Churches while under the influence of drugs or alcohol
2. **No** person shall enter an area where work or other activities are taking place until their presence has been acknowledged by the person in charge of the workplace or activity site
3. There shall be in place an effective system for hazard management in each of Conference workplaces, ministries, facilities, operations or Churches and

comprehensive information relevant to operational Health and Safety hazards and their control provided to, and understood, by its personnel and others associated with each of its ministries, facilities, operations or Churches

4. At all times Conference shall ensure they have an experienced and competent person in charge of each of its workplaces, ministries, operations and Churches to ensure that all work or activities are supervised and performed in a safe manner
5. **All** Conference, its ministries, facilities or Church personnel shall be properly instructed, qualified and adequately trained for the work or activities they are required to perform including relevant health and safety instruction and information
6. **No** person shall work in a manner, or position themselves where they are likely to cause harm to themselves or others in their area of work or operating as part of a Conference or Church activity
7. **No** person shall work on their own unless all reasonable practicable steps are taken to ensure they have the means of getting help in an emergency, and
8. That appropriate safety clothing and equipment is **available to**, and **used by** Conference employees, its contractors and their employees, ministry, facility or Church personnel to minimize the risk of personal harm that might arise from the work or activities they are engaged to do
9. In situations where adverse weather or other environmental conditions create significant hazards that cannot be satisfactorily controlled on Conference or Church worksites, ministries, activities operations shall be suspended
10. Night time operations shall only be undertaken where illumination does not cause a hazard
11. These operational rules apply equally to Conference employees, ministry and facility Leadership, members and volunteers who may be assisting in Conference places of work, ministries, facilities or Churches

Transportation of Workers and Equipment / Materials

1. All vehicles operated by Conference for transporting its personnel, or those associated with its various entities, operations, ministries, facilities or Churches shall comply with:
 - Transport related legislation and subsequent amendments
 - Traffic regulations

- The above requirements are in addition to provisions in any relevant Act, Regulation, or Code of Practice which may be in effect
2. All Conference entity or Church vehicles shall be serviced and maintained in a manner to ensure their legal compliance and operator safety at all times
 3. Drivers of Conference, entity or Church vehicles used for its operations shall hold a relevant and current driver's license
 4. Conference, entity or Church vehicles will be driven in compliance with speed restrictions and with due regard to environmental conditions
 5. No loose tools, fuel or equipment shall be carried in the passenger compartment of a vehicle transporting employees, or other persons associated with, or taking part in Conference ministries, activities, operations, its entities or Churches
 6. Vehicles operated by Conference its entities or churches that have approved seat belts fitted shall be worn by passengers and the number of passengers shall not exceed the vehicle available seat belts
 7. All incidents / accidents involving Conference its entity, or Church vehicles shall be reported to the Conference Secretary as soon as possible (ASAP) after such incidents / accidents

The above Transportation requirements equally apply to private vehicles used for Conference activities

General Rules

Visitors to Conference Operations

It is Conference policy that:

Visitors to Conference operational or high risk activity sites or ministries under its direction shall have prior approval of the person in charge of the workplace or ministry operation or activity who shall ensure they are:

- informed of significant hazards in the ministry or worksite
- told how to minimise harm from such hazards
- designated a safe area, or

- supervised so that they are not harmed in the place of work, and
- issued with appropriate protective clothing and equipment , and
- that such equipment supplied is used by visitors, and
- that all health and safety instructions / directions given by the person in charge or by authorised Conference personnel, are complied with at all times, and
- Conference visitor checklists are completed and signed by the visitor/s

Drugs and Alcohol

It is Conference policy that its worksites, ministries and facilities will be drug and alcohol free

Consequences of a breach of drug and alcohol rules are serious and could include:

- Disciplinary action taken against offending employees and trainees
- Legal prosecution
- Future employment prospects reduced within Conference operating sector, and
- Breach of drug and alcohol rules could result in the loss of contractual opportunity for Conference

The above policy also applies to Churches, their ministries and facilities

Conference Smoking Policy

Conferences have a non-smoking policy relating to their places of work, buildings and vehicles

This policy also applies to Churches, their ministries and facilities

Task Competency

No Conference, its ministries, facilities or Church personnel shall undertake any task if they do not have the skill or experience to carry out a required task without causing harm to themselves or others in the workplace, ministries or facilities

Any person without the skill to do a task safely must be supervised by someone experienced and competent, who can ensure they can carry out the required task without harming themselves or others in the workplace, ministries, facilities of Churches until they are competent to carry out any required task safely

Training will be provided to ensure persons can carry out tasks to ensure their own safety and that of others

Conferences Vehicle Maintenance / Records

Conference vehicles shall be:

- Regularly serviced, maintained and kept in a clean and tidy condition, and
- Operated compliant with relevant legislative requirements

Conference vehicle drivers shall

- Ensure vehicles are compliant with legal requirements, and
- By visual inspection ensure vehicles are roadworthy, clean and tidy
- Ensure compliance with Vehicle Log Book requirements
- Ensure vehicle servicing is carried out in line with manufacturer's guidelines and records of servicing kept in the vehicle glove compartment
- Shall complete all relevant Conference vehicle / driver checklists and associated documentation

These driver requirements apply equally to drivers of private vehicles used in Conference activities

Hazard Management / Accident Documentation

In the case of hazards arising, or accidents occurring, in Conference workplaces its entities, ministries or Churches appropriate Conference documentation shall be completed by employees leadership, or personnel involved and forwarded to management for appropriate action

Emergency Procedures

All Conference employees, ministry, facility and Church personnel and attendees are required to know and understand those emergency procedures relevant to its workplaces, ministries and facilities and in the case of an emergency follow evacuation procedures

All Conference employees, ministries, facilities and Church attendees are expected to take part in evacuation drills if they are present during such an evacuation exercise

Additional Safety Rules / guidelines applying to Conference places of work, ministries, facilities Churches and programmes

Additional to those general Conference health and safety rules and guidelines included in this Health and Safety Plan, the following rules and guidelines will also apply:

- Those recognised industry rules, Codes of Practice and Best Practice Guidelines specific to those areas in which Conference operates
- Relevant machinery / equipment manufacturers and supplier health and safety operating guidelines
- Those applicable National, Local and Territorial Authority health and safety compliance requirements, and

Unacceptable Workplace, Ministries and Facilities Behaviour Includes:

- Disregard for Conference Health and Safety Rules and Instructions
- Breach of Legislative and South Pacific Division AdSafe Requirements.
- Bullying in any of Conference workplaces, ministries, facilities or Churches
- Harassment of any kind in any of Conference workplaces, inistries, facilities or Churches

Breach of Health and Safety Rules

Conference personnel or Entity members who disregard general safety rules and safety instructions will incur disciplinary action and **may** include, removal from a Conference place of work, facility, ministry or Church

However any continued breach of general safety rules, or observed breach, or reported and proven breach of critical rules **will** result in immediate removal from the place of work or Church and may result in employment termination of Conference offending person or persons

Disregard by those persons in attendance at Conference ministries, facilities or Churches of H&S rules is unacceptable behaviour and will require the offender being told of the need and reason for rule compliance and an expectation that they will follow the Church's H&S rules and guidelines