



Seventh-day  
Adventist Church™

## Conference Employee Health & Safety Plan



2017  
Version 2

# Contents

1.0	<i>Introduction</i>	1
1.1	Health and Safety Plan Objective	1
2.0	<i>Health and Safety Commitment Statement</i>	1
3.0	<i>Health and Safety Policies, Rules and Procedures</i>	2
3.1	Additional Safety Rules and Guidelines	2
4.0	<i>Unacceptable Behaviour</i>	2
4.1	Disregard for Health and Safety Rules	2
4.3	Bullying	3
4.4	Harassment	3
4.5	Drugs and Alcohol	3
4.6	Smoking Policy	3
5.0	<i>Hazard Management</i>	3
5.1	Hazard Recording	4
6.0	<i>Health and Safety Information</i>	
	<i>Conference in the interests of Employee Health and safety and their welfare will provide them with the following health and safety information and guidelines</i>	4
6.1	Hazards	4
6.2	Emergencies	4
6.3	Health and Safety Equipment	4
6.4	Accident / Incident	4
7.0	<i>Managing Other Health &amp; Safety Duties</i>	5
7.1	Employee Responsibilities	5
8.0	<i>Emergency Procedures</i>	5
8.1	Emergency Drills and Exercises	5
8.2	Disabled Emergency Response	5
8.3	Emergency First Aid	5
9.0	<i>Accident Management</i>	6
9.1	Legislative Requirements	6
9.2	Health and Safety Contact Details	6

# Conference Employee Health and Safety Plan

## 1.0 Introduction

### 1.1 Health and Safety Plan Objective

This Conference Employee Version Health and Safety Plan has been written:

- To assist Conference employees to meet their health and safety responsibilities, and
- Developed so that if one of Conference employees does have an accident, and is harmed, it would be in spite of **'all reasonable practicable steps'** having been taken, rather than because one was omitted

## 2.0 Health and Safety Commitment Statement

The Conference is committed to providing a safe, healthy and incident free environment for its employees and others who may be present in its places of work

Health and safety is everyone's business and its employees and others present in its workplace are expected to share in its commitment by acting safely at all times and avoid incidents that may cause personal injury, property damage or loss of any kind

Conference has in place policies and procedures to support its commitment to ensure the welfare of its employees and others who may be present in its places of work

Signed \_\_\_\_\_ Date \_\_\_\_\_

CEO  
North New Zealand Conference

### 3.0 Health and Safety Policies, Rules and Procedures

Conference workplace Health and Safety documentation outlines the behaviour expected of its employees

#### 3.1 Additional Safety Rules and Guidelines

Additional to those general Conference health and safety rules and guidelines the following rules and guidelines will also apply:

- Those applicable National, Local and Territorial Authority health and safety compliance requirements

### 4.0 Unacceptable Behaviour

Unacceptable behaviour at Conference places of work can compromise the health and safety and welfare of its employees and those in attendance at its places of work.

Conference has in place guidelines to deal with such behaviour and ensure the welfare of its employees and others present in its workplaces

The following unacceptable behaviour includes -

#### 4.1 Disregard for Health and Safety Rules

**Disregard** by employees or others present in its workplaces of Health and Safety rules is unacceptable behaviour and will require the offender/s being told of the need and reason for rule compliance and an expectation that they will follow Conference health and safety rules

**Continued disregard** for its Health and Safety rules by the offender/s will result in their removal from the Conference place of work they are attending and for offending employees may result in employment termination

#### 4.2 Safe Places Requirements.

Another type of unacceptable behaviour is taking advantage of at risk persons in Conference places of work. In this regard Conference has in place policy, rules and guidelines consistent with legislative requirements and the South Pacific Division's AdSafe requirements that are designed to assist in creating a healthy and safe environment for at risk persons who may be present in Conference places of work

#### 4.3 Bullying

Bullying by Conference employees or those in present in its places of work is also unacceptable behaviour and those carrying on with this behaviour will be spoken to regarding it and requesting them to refrain from such behaviour. Should this not happen further action will be taken by management and may result in employment termination of employees

#### 4.4 Harassment

Harassment by unwanted attention or remarks to Conference employees or those present in Conference places of work will not be tolerated and action will be taken against those who carry out such unacceptable behaviour. If offenders do not cease this behaviour they will be warned of likely disciplinary action against them by management and may result in removal from a Conference workplace or for employees employment termination

#### 4.5 Drugs and Alcohol

In the interests of healthy living Conference promotes its workplaces, facilities and vehicles as a drug and alcohol free environment

#### 4.6 Smoking Policy

Conference has a non-smoking policy relating to its places of work, facilities and vehicles

### 5.0 Hazard Management

Conference has in place an effective method for identifying, assessing, and managing its ministries and facility hazards and in particular those hazards assessed as being significant  
Conference will engage with its employees in identifying, assessing and managing its workplace hazards

## 5.1 Hazard Recording

Conference will ensure appropriate hazard identification, assessment and hazard management documentation is filled out as required and information on significant hazards entered into the Conference **Significant Hazard Register**.

## 6.0 Health and Safety Information

Conference in the interests of Employee Health and safety and their welfare will provide them with the following health and safety information and guidelines

### 6.1 Hazards

Conference will provide health and safety information about all **Significant Hazards** present in its places of work and facilities and how to manage them known to and understood by all its employees likely to be exposed to those workplace and facility significant hazards

### 6.2 Emergencies

Conference will ensure that all employees and others present in its places of work or facilities know and understand the emergency procedures to be used should an emergency arise in its places of work or facilities

### 6.3 Health and Safety Equipment

The location of safety equipment (e.g. fire extinguishers, first aid kits etc.) and how to use it will be made available to all present in Conference places of work or facilities and copies of this information placed strategically

### 6.4 Accident / Incident

Conference will provide its employees or those present in its places of work or facilities with information on how to respond to an accident / incident emergency in their places of work or facilities and would include; patient first aid, emergency services contact, legislative and Conference reporting and recording requirements and scene protection measures

## **7.0 Managing Other Health & Safety Duties**

### **7.1 Employee Responsibilities**

- Learn and understand required H&S rules, follow them and avoid short cuts.
- Take responsibility for their health and safety
- Not endanger themselves or others through disregard for workplace safety.
- Know what to do in an emergency.
- Use safety clothing and equipment where appropriate
- Report all incidents and unsafe equipment and practices to management for remedial action.

## **8.0 Emergency Procedures**

Conference has in place emergency procedures and systems to minimise the risk of harm to its employees and other present in its places of work or facilities should any emergency situation arise

### **8.1 Emergency Drills and Exercises**

Emergency evacuation drills and exercises will be carried out to evaluate the effectiveness of Conference's procedures, and such procedures updated or modified as necessary

### **8.2 Disabled Emergency Response**

Conference emergency procedures take into account the needs of disabled personnel who may be present in its places of work or facilities (e.g. emergency evacuation procedures)

### **8.3 Emergency First Aid**

Conference will ensure adequate First Aid requirements are available in its places of work and facilities and that access to such first aid facilities by its employees and others present in its workplace and facilities is maintained

First aid Kit locations will be clearly marked and kits will be fully stocked at all times and stored free from contamination of any kind

## 9.0 Accident Management

Conference accident, recording, reporting and investigation system is designed to ensure compliance with the relevant provisions of Health and Safety legislation and employee welfare

### 9.1 Legislative Requirements

All serious accidents are to be reported to *WorkSafe NZ As Soon As Possible, (ASAP)*, and also to the Conference Secretary or the Conference Health and Safety Advisor As Soon As Possible, (ASAP). In the case of a serious incident the incident scene must not be disturbed until WorkSafe NZ says otherwise

Additional to legal requirements, all accident / incidents and near misses are to be recorded on Conference purpose designed forms.

### 9.2 Health and Safety Contact Details

WorkSafeNZ contact	Freephone 0800 030 040
Conference	09 262 5620
Conference H&S Advisor	09 902 9330 / 027 939 1539

Conference will involve its employees in its Workplace Health and Safety management through representation on its Health and safety committee