



# **Acts Church**

## **Health & Safety Plan**



2018

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# Acts Church

## Health & Safety Plan

### 1.0 Introduction

#### 1.1 Plan Objective

This Health and Safety Plan has been written:

To assist Acts Church members meet their health and safety responsibilities

Developed so that if one of the Acts Church members or other person/s who may be in attendance at its Acts Church facility 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

#### 1.2 Plan Review

This Health and Safety plan is a **"living document"** and will be reviewed and updated as necessary

#### 1.3 Acts Church Profile

Acts Church is a smaller Church in the North New Zealand Conference of the Seventh-day Adventist Church

It is situated at:

Auckland

### 2.0 Acts Church Health and Safety Commitment Statement

Acts Church is committed to providing a safe, healthy and incident free environment for its members and others who may be present at its Church facility. It expects all present at its Church facility to share in its commitment to providing a safe, healthy and incident free environment

The Acts Church will set Health and Safety objectives appropriate to its activities, and will make available resources to ensure its Health and Safety objectives are realised

Supporting its health and safety commitments and objectives the Acts Church uses NNZC policies, standards, and procedures consistent with current Health and Safety Legislation

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

Leader  
Acts Church

### 3.0 Acts Church Health and Safety Duties

- To provide a healthy, safe and incident free environment for all attendees to worship or carry out Church related activities
- Ensure all its facility hazards are identified, assessed and effectively managed
- Know where First-aid, medical and other emergency help can be obtained
- Have in place procedures to deal with emergencies that may arise in the Acts Church meeting facility or associated activities (i.e. evacuation or injury incident)
- To provide safety clothing and equipment where appropriate

#### 3.1 Member Responsibilities

Acts Church Members or those involved with its ministries or facilities:

- Shall take responsibility for their health and safety
- Shall not operate in a manner likely to cause harm to themselves or others
- Know what to do in an emergency
- Shall use safety clothing and equipment as necessary, and
- Shall not take risks or shortcuts when undertaking Church activities

### 4.0 Unacceptable Behaviour

Unacceptable behaviour at Acts Church can compromise the health and safety and welfare of its members and those in attendance at its facility

Unacceptable behaviour includes:

- Disregard by persons present at Acts Church 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 the Acts Church Health and Safety rules
- The Acts Church follows the South Pacific Division AdSafe guidelines to ensure a healthy and safe environment for at risk or vulnerable persons who may be present at the Acts Church facility, and
- Acts Church will also ensure that its members and others present at its facilities are kept free from all types of personal bullying or harassment

#### 4.1 Drugs and Alcohol

In the interests of healthful living the Acts Church promotes its facility as drug and alcohol free

#### 4.2 Non-Smoking Policy

Acts Church has a non-smoking policy relating to its facility

### 5.0 Health and Safety Information

Acts Church will provide attendees with the following Health and Safety information:

#### 5.1 Hazard information

- Hazards likely to be faced while undertaking church work or while in attendance at the Acts Church facility
- Methods to reduce the likely harm arising from hazards in the Church facility

***Refer to Section 2 in your Church H&S package for more information on hazard Management***

#### 5.2 Emergency procedures information

Ensure that all the Acts Church members know and understand the emergency procedures to be used should an emergency arise in its Church (i.e. emergency evacuation)

Acts Church will ensure that its emergency procedures consider the needs of disabled personnel who may be in attendance at its Church

#### 5.3 Accident / Incident Information

The Acts Church leadership will provide its members with information on how to respond to an accident / incident emergency in their Church facility

***Refer to Section 4 in your Church H&S package for information on accident / incident reporting and recording requirements***

#### 5.4 Health and Safety Equipment Information

The location of safety equipment and clothing will be available to all in the Acts Church facility and copies of this information strategically located (e.g. First Aid Kits, fire extinguishers)

## **6.0 Health and Safety Monitoring / Audits**

The Acts Church recognises the need for regular appraisal of its Church facility and associated activities to ensure its Health and Safety standards are being maintained, and are effective and will work with NNZC to achieve this outcome