



Addington Church Health & Safety Plan



2018

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Addington Church

Health and Safety Plan

1.0 Introduction

1.1 Health and Safety Plan Objective

Addington Church Health and Safety Plan has been written:

To assist its members and others who may be in attendance at its facilities to meet their health and safety responsibilities, and

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

To meet the ever changing environment of Addington Church this Health and Safety plan **“is a living document”** and will be reviewed and updated to reflect such changes as necessary

This plan is consistent with the SNZC Health and Safety Plan and associated documentation and the Addington Church will cooperate with the SNZC to ensure the continued integrity of this plan

1.3 Church Profile

Addington Church is a SDA church in the North New Zealand Conference of the Seventh-day Adventist Church

It is situated at:

457 Pages Road

2.0 Health and Safety Commitment Statement

The Addington Church is committed to providing a safe, healthy and incident free environment for its members and others who may be in attendance at its facilities

Health and safety is everyone's business and its members and others in attendance at its Church or ministries 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

The Addington Church has in place policies and procedures to support its commitment to ensure the welfare of its members and others who may be in attendance at its ministries or facilities

Signed _____ Date _____

Elder /Pastor
Addington Church
In the North New Zealand Conference of Seventh-day Adventists

3.0 Health and Safety Policies, Rules and Procedures

Addington Church in meeting its Health and Safety duties will use Health and Safety documentation consistent with that used by the SNZC that outline the behaviour expected of its members and others who may be in attendance at its facilities, programmes or ministries

3.1 Additional Safety Rules and Guidelines

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

4.0 Unacceptable Behaviour

Unacceptable behaviour at Addington Church or its ministries can compromise the health and safety and welfare of its members and those in attendance at its ministries or facilities, and Addington Church has in place measures consistent with SNZC guidelines to deal with such behaviour and ensure the welfare of its members and others associated with its ministries and facilities

The following unacceptable behaviour includes -

4.1 Disregard for Health and Safety Rules

Disregard by persons in attendance at Addington Church or its ministries 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 Addington Church Health and Safety rules

Continued disregard for Addington Church, or its ministries H&S rules by the offender/s will result in their removal from the ministry or facility they are attending

4.2 Safe Places Requirements.

Another type of unacceptable behaviour is taking advantage of at risk persons in Church ministries or facilities. In this regard Addington Church 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 in attendance at its ministries or facilities

4.3 Bullying

Bullying by Addington Church members or those in attendance at its Church or ministries 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 Church or ministry leaders to curtail this behaviour

4.4 Harassment

Harassment by unwanted attention or remarks to Addington Church or ministry attendees 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 the Church

4.5 Drugs and Alcohol

In the interests of healthy living Addington Church promotes its facilities as a drug and alcohol free environment

4.6 Smoking Policy

The Addington Church has a non-smoking policy relating to its ministries and facilities

5.0 Hazard Management

Addington Church has in place an effective method for identifying, assessing, and managing its Church, ministries and facility hazards and in particular those hazards assessed as being significant

Addington Church will use the SNZC 'Process' for identifying, assessing and managing its hazards.

Refer to Section 9 of your Church H&S Package for information on this Hazard ID, Assessment and Management 'process'

5.1 Hazard Recording

In carrying out its ministry and facility hazard management responsibilities Addington Church will 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**.

The Addington Church will use the SNZC forms and associated Hazard / Risk documentation as part of its Hazard Management system

6.0 Health and Safety Information

6.1 Hazards

It is Addington Church policy to have health and safety information about all **Significant Hazards** present at its facilities and how to manage them known to and understood by all its members and others likely to be exposed to those facility significant hazards

6.2 Emergencies

It is Addington Church policy to ensure that all members and others in attendance at its facilities know and understand the emergency procedures to be used should an emergency arise at its 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 available to all using Addington Church facilities and copies of this information placed strategically

6.4 Accident / Incident

Addington Church will provide its members or those in attendance at its Church, ministries or facilities with information on how to respond to an accident / incident emergency in their ministries or facilities and would include; patient first aid, emergency services contact, legislative and SNZC reporting and recording requirements and scene protection measures

6.5 Health Monitoring results

Results of any Health and Safety monitoring undertaken by Addington Church to identify levels of exposure to harm by its personnel / members or others in attendance at its ministries or facilities will be made available to those who have been monitored for exposure to harm

(Subject to the provisions of the Privacy Act)

7.0 Managing Other Health & Safety Duties

7.1 Obligations as a Principal

It is Addington Church policy to determine what reasonably practicable steps can be taken, as the principal in a contract, to ensure that contractors, sub-contractors, and their employees are not harmed while doing work they are engaged to do (e.g. building work, maintenance)

In its management of contractors, the Addington Church will use the SNZC Contractor documentation

7.2 Other Church Duties

For other duties, the Church leadership may be responsible for refer to Section 9 (Managing Other Church Ministry or Faculty Duties) in your H&S package

7.3 Member Responsibilities

Addington Church Members or those involved with its ministries or facilities

- shall not operate in a manner likely to cause harm to themselves or others
- Shall use safety clothing and equipment as necessary, and
- Shall not take risks or shortcuts in the course of their church activities

8.0 Emergency Procedures

An emergency affecting the Addington Church may be beyond its control, but preparation to meet such an occurrence is not.

Addington Church has in place emergency procedures and systems to minimise the risk of harm to those in attendance at Church, ministries 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 Addington Church's procedures, and such procedures updated or modified as necessary

8.2 Disabled Emergency Response

Addington Church in formulating its emergency procedures will ensure that such procedures take into account the needs of disabled personnel who may be in attendance at its Church, ministries or facilities (e.g. emergency evacuation procedures)

8.3 Emergency First Aid

Addington Church will identify its Church or ministry First Aid requirements and implement procedures to ensure access to adequate first aid facilities by its members and ministry attendees

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

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

9.1 Legislative Requirements

To meet the legal accident reporting, recording and investigation and scene protection requirements refer to Section 9 of your Church H&S Package

9.2 SNZC Accident Requirements

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

All serious accidents are to be reported to *WorkSafe NZ As Soon As Possible, (ASAP)*, and also to the SNZC Conference Secretary As Soon As Possible, (ASAP)

9.3 Health and Safety Contact Details

WorkSafeNZ contact

Freephone 0800 030 040

SNZC

03 961 3090

10.0 Health and Safety Monitoring and Audits

SNZC will work with Addington Church to appraise and evaluate its activities through regular monitoring and by more formal and comprehensive auditing procedures to ensure Health and Safety compliance and the welfare of members and others who may be in attendance at its facilities is safeguarded

10.1 Monitoring and Auditing Checklists

Monitoring and Inspection checklists and audit reports will be filed with other SNZC Health and Safety documents

11.0 The Church Board

The Addington Church Board and Business Meeting will include Health & Safety as an agenda item at their scheduled meeting dates for discussion or appropriate action as may be necessary

For further information regarding your Church Health and Safety requirements refer to the NNZC website (Health and Safety)