

# HOLY COVENANT, JAMISON WORK HEALTH AND SAFETY POLICY



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## DOCUMENT CONTROL

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## GLOSSARY

Term	Definition
Accident / Incident	An adverse event that is inconsistent with the normal operations of a program or service, that results in (or potentially results in) an injury, ill-health, damage, or other loss (accident, dangerous occurrence, near miss).
Bullying	An insidious and unrelenting behaviour that can take various forms from explicit and obvious behaviours to subtle and discreet behaviours. <sup>1</sup> Bullying is repeated unreasonable behaviour directed towards a worker or a group of workers that creates a risk to the work health and safety of those workers. Bullying can be perpetrated by an individual or a group.
Church worker	<p>A person who is or who at any relevant time was:</p> <ul style="list-style-type: none"> <li>● A member of the Clergy;</li> <li>● A person employed by, or contracted to, a Church Body;</li> <li>● A person holding a position or performing a function with the church;</li> <li>● Apparent authority of a Church Authority or Church Body; including: <ul style="list-style-type: none"> <li>○ A person holding an office in this Diocese;<sup>2</sup></li> <li>○ A member of Synod;</li> <li>○ A churchwarden or head of a ministry unit;</li> <li>○ A member of any other board, council or committee constituted by ordinance or resolution of the Synod or of Parish Council or chaplaincy unit council;</li> <li>○ A person employed by this Church or a diocesan agency;</li> <li>○ A member of a body corporate incorporated in this Diocese;</li> <li>○ A person in a position of trust in a diocesan agency or ministry unit including: <ul style="list-style-type: none"> <li>■ Worship leaders, lay pastors, youth workers and others engaged in worship, caring for parishioners and carrying on the work of this Church;</li> <li>■ A person in any other position of leadership within the Diocese;</li> <li>■ A person who is a volunteer.</li> </ul> </li> </ul> </li> </ul>
Dangerous / Hazardous Substances	Chemicals, organic matter and other substances that pose a health risk when people are exposed to them. <sup>3</sup>

1 Identifying and addressing Workplace Bullying  
<http://www.worksafety.act.gov.au/publication/view/1109>

2 Diocesan Code of Good Conduct (2010) <http://sharepoint.anglicancg.org.au/Library/Document%20Library/SAFE%20MINISTRIES%20UNIT/POLICIES/Code%20of%20Good%20Practice%20-%20revised%20Feb%202013.pdf>

Term	Definition
Hazard	Something with the potential to cause harm. This can include chemical substances, work environment, operating equipment, work processes and/or violence in the workplace. <sup>4</sup>
Holy Covenant	Holy Covenant Anglican Church, Jamison
Manual Handling	An activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing.
Person of concern	<p>A person who has committed a relevant offence as defined in Section 26 of the <i>Working with Vulnerable People (Background Checking) Regulation 2012</i><sup>5</sup> and/or:</p> <ul style="list-style-type: none"> <li>● Has been disciplined as a member of the clergy or a church worker within the Church because of sexual misconduct, or who has been refused ordination, employment or appointment in the Church because of an adverse risk assessment arising from sexual misconduct;</li> <li>● Has been disciplined by another organisation for sexual misconduct</li> <li>● Is a member of the clergy or a church worker against whom allegations of sexual misconduct are currently being dealt with under Church disciplinary procedures;</li> <li>● Is receiving, or has received, treatment for disordered sexual behaviour;</li> <li>● Is considered to be a risk to the safety of children and/or vulnerable adults because of an adverse risk assessment relating to sexual misconduct.<sup>6</sup></li> </ul>

3 Managing Specific Risks and Hazards [http://cdn.justice.act.gov.au/resources/uploads/Worksafe/Publications/Handbooks/WSACT\\_HB\\_0009\\_-\\_Managing\\_Specific\\_Risks\\_and\\_Hazards.pdf](http://cdn.justice.act.gov.au/resources/uploads/Worksafe/Publications/Handbooks/WSACT_HB_0009_-_Managing_Specific_Risks_and_Hazards.pdf)

4 Work Health and Safety Act 2011 <http://www.legislation.act.gov.au/a/2011-35/current/pdf/2011-35.pdf>

5 Working with Vulnerable People (Background Checking) Act 2011 (as amended 1 January 2016) <http://www.legislation.act.gov.au/a/2011-44/current/pdf/2011-44.pdf> .

6 Church Leadership Implementation Pack [http://sharepoint.anglicancg.org.au/Library/Document Library/SAFE MINISTRIES UNIT/Church Leadership Implementation Pack \(CLIP\) 2014 collated.pdf](http://sharepoint.anglicancg.org.au/Library/Document%20Library/SAFE_MINISTRIES_UNIT/Church_Leadership_Implementation_Pack_(CLIP)_2014_collated.pdf)

Term	Definition
Plant	<p>Any machinery, equipment or tool, and any component thereof. It may include:</p> <ul style="list-style-type: none"> <li>● Machinery such as power tools, earthmoving machinery, electrical generators, cranes, forklifts, hoists and elevated work platforms</li> <li>● Vehicles used for work purposes such as cars, trucks, motorcycles and bicycles</li> <li>● Scaffolds</li> <li>● Computer equipment</li> <li>● Photocopiers</li> <li>● Fax machines.<sup>7</sup></li> </ul>
PSD	Diocesan Professional Standards Director
Reasonable care	Taking responsibility for actions to eliminate or reduce the hazards and risks to health that a reasonable person knows, or reasonably ought to know
Risk	The likelihood of illness, injury or death occurring following exposure to a hazard. <sup>8</sup>
Safe Ministries Co-Ordinator	Person insuring that the Parish meets its ACT Government and Diocesan obligations with regard to working with vulnerable people
The Safety Team	Holy Covenant Work Health and Safety Team
Volunteer	A worker if they carry out work in any capacity for a person conducting a business or undertaking. <sup>9</sup>
Vulnerable person	<ul style="list-style-type: none"> <li>● A child; or</li> <li>● An adult who is: <ul style="list-style-type: none"> <li>○ Disadvantaged; and</li> <li>○ Accessing a regulated activity in relation to the disadvantage.</li> </ul> </li> </ul> <p>Examples of disadvantaged:</p> <ul style="list-style-type: none"> <li>● An adult with a physical or mental disability;</li> <li>● An adult who suffers social or financial hardship;</li> <li>● An adult who cannot communicate, or who has difficulty communicating, in English.<sup>10</sup></li> </ul>

7 Definition of Plant [Work Health and Safety Act 2011, Subdivision 1.3.1 Definitions](#), P.217

8 Volunteers and the model Work Health and Safety Act  
<http://www.worksafe.act.gov.au/page/view/1252>

9 Community Services Safety Pack <http://www.worksafety.act.gov.au/publication/view/1100>

10 Working with Vulnerable People (Background Checking) Act 2011 <http://www.legislation.act.gov.au/a/2011-44/current/pdf/2011-44.pdf>

Term	Definition
Workers	<p>A person who carries out work in any capacity for a person conducting a business or undertaking, including work as:</p> <ul style="list-style-type: none"> <li>● An employee;</li> <li>● A contractor or subcontractor;</li> <li>● An employee of a contractor or subcontractor;</li> <li>● An employee of a labour hire company who has been assigned to work in the person’s business or undertaking;</li> <li>● An outworker;</li> <li>● An apprentice or trainee;</li> <li>● A student gaining work experience;</li> <li>● A volunteer;</li> <li>● A person of a prescribed class.<sup>4</sup></li> </ul>
Workplace Stress	<p>The guide has adopted the World Health Organization’s (WHO) definition of work-related stress, defined as: ‘the reaction people may have when presented with work demands and pressures that are not matched to their knowledge and abilities and which challenge their ability to cope’. The WHO advises that ‘stress occurs in a wide range of work circumstances but is often made worse when employees feel they have little support from supervisors and colleagues and where they have little control over work or how they can cope with its demands and pressures’.<sup>11</sup></p>

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<sup>11</sup> Stress Wise <http://www.worksafe.act.gov.au/publication/view/1102>

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### LIST OF FORMS

[Approved Driver Application](#)

[Excursion Checklist](#)

[Hazard Identification Template](#)

[Incident Report Form](#)

[Medical Information Form](#)

[Ministry Leader Application Form](#)

[Ministry Leader Status Register](#)

[Risk Register](#)

[Safe Environment Checklist](#)

### PREFACE

The Holy Covenant Anglican Church has, after an enormous effort, drafted this document in respect of its responsibility to deliver a safe working and participation environment for the members, workers and those who attend the Churches activities.

The framework of this document is determined by the existing Australian Capital Territory (ACT) legislative framework as set out in the following legislation:

*Working with Vulnerable People (Background Checking) Regulation 2012<sup>5</sup>*; and

*Work Health and Safety Act.* <sup>4</sup>

## Holy Covenant Anglican Church Jamison Work Health and Safety Policy

The document also reflects the work and guidelines as produced by the Anglican Diocese of Canberra and Goulburn.

While this document attempts to be as exhaustive as possible and reflects the law as at 14 October 2015, it is always possible that the contents of the document may need further work and interpretation. The Parish Council and Wardens welcome any comments that readers may have in respect of the document's contents.

## 1 INTRODUCTION

Holy Covenant Anglican Church is a thriving church which aims to:

- Offer a ministry of care by providing an intentional, appropriate and sensitive response by the whole congregation to those in need of care, nurture and healing;
- Develop effective means of sharing Christ and the Christian story through outreach and evangelism;
- Provide opportunities and encouragement for individual and community growth as members of the body of Christ;
- Offer worship which is varied, stimulating, change producing and inclusive of all people at all stages of their lives;
- Build up and use our resources, both personal and financial, to facilitate ministry and build up our community life.

Holy Covenant is firmly committed to a policy enabling all work, including work undertaken by volunteers, to be carried out safely, and with all possible measures taken to reduce risks to the health, safety and welfare of staff, volunteers and parishioners.

Holy Covenant aims to comply with the *Work Health and Safety Act 2011*<sup>4</sup> and any other relevant legislation, applicable codes of practice and Australian Standards.

## 2 SCOPE

### 2.1 DESCRIPTION

This policy outlines the Holy Covenant commitment to ensuring the work health and safety of all Holy Covenant employees, volunteers, visitors and contractors.

## 3 PURPOSE

The purpose of this policy is to highlight the varied roles and responsibilities played by all employees, parishioners and volunteers in ensuring a safe and healthy Holy Covenant workplaces.

## 4 OBLIGATIONS AND RESPONSIBILITIES

The Rector and Wardens recognise that all members of Holy Covenant, including paid staff, parishioners, volunteers, visitors and contractors have a responsibility to work in a safe manner and that Holy Covenant has a responsibility to provide a safe and healthy environment for all who work and visit.

In terms of legal requirements, the *Work Health and Safety Act 2011*<sup>4</sup> stipulates that volunteers performing duties on behalf of Holy Covenant are to be treated as staff for the purpose of work health and safety. See the *Work Health and Safety Act 2011*<sup>4</sup> for more information about volunteers.

#### 4.1 PRINCIPLES AND GUIDELINES

Volunteers on behalf of Holy Covenant are to be treated as staff for the purpose of work health and safety and have a responsibility to work in a safe manner. Holy Covenant has a responsibility for:

- Preventing work related injuries and illnesses;
- Providing safe access into and egress from workplaces;
- Providing access to information, training and professional support and advice on work health and safety issues; and
- Ensuring that all employees and volunteers are aware of their responsibilities.

As part of the Holy Covenant framework of work health and safety, a Holy Covenant **Work Health and Safety Team (The Safety Team)** has been appointed to provide advice and guidance to Holy Covenant, via the Rector and Wardens, about work health and safety issues, conduct regular inspections of Holy Covenant property and to audit Holy Covenant records. **The Safety Team** meets on at least an annual basis to monitor the strategic management of Holy Covenant work health and safety related issues.

**The Safety Team** reports findings of inspections, audits and significant health and safety issues to Holy Covenant Parish Council through the Wardens.

All Holy Covenant employees and volunteers are encouraged to work closely with **The Safety Team** in identifying, assessing and resolving workplace hazards.

Holy Covenant provides training, information and practical tools to assist all employees and volunteers to work in a safe and healthy manner.

To help ensure that Holy Covenant's focus on work health and safety management maintains a strategic as well as operational focus, the Wardens, Parish Council and **The Safety Team** have developed the *Holy Covenant Anglican Church Jamison Work Health and Safety Policy*, in which the following Priorities have been determined:

- Reducing high-incidence risks;
- Improving the ability of staff and volunteers to effectively manage safety;
- Preventing occupational disease;
- Eliminating existing hazards amongst property and plant; and
- Ensuring that hazards are eliminated in the development of new property or the acquisition of new equipment.

These priorities were selected to assist in identifying and addressing longer term parish work health and safety related projects.

## 5 ROLES AND RESPONSIBILITIES

### 5.1 WARDENS AND PARISH COUNCIL

The Wardens and Parish Council have legislative responsibilities under the *Work Health and Safety Act 2011*<sup>4</sup> and the *Working with Vulnerable People (Background Checking) Act 2011*<sup>10</sup>. To ensure that Wardens and Parish Councillors are fully aware of these responsibilities:

- A brief document outlining the responsibilities of Wardens and Parish Councillors with regard to work health and safety, professional standards and relevant Governance Ordinances will be developed and made available to Parish Council nominees; and
- An induction/orientation session will be provided to Wardens and Parish Councillors at the first meeting after Holy Covenant electoral meeting.

The Wardens and Parish Council are responsible for:

- Implementing this policy and its subsequent procedures; Wardens and PC
- Providing and maintaining a safe working environment and safe systems of work, by ensuring that work health and safety principles are followed at all times by:
  - Appointing **The Safety Team**; and Wardens and PC
  - Displaying a permanent poster in the Holy Covenant Worship Centre explaining that any Parish work health and safety concern identified by ministry leaders, staff or any other person is to be communicated to a member of The Safety Team. **The Safety Team**;  
Review each January;

The contact details for members of **The Safety Team** are to be included on the poster. Update when **The Safety Team** changes
- Developing and monitoring the implementation of the *Holy Covenant Anglican Church Jamison Work Health and Safety Policy*; Wardens and PC
- Inserting a note in the Holy Covenant Bulletin on a regular basis, reminding all ministry leaders, staff and any other person that if they have any Parish work health and safety concerns, they are to be reported to a member of **The Safety Team** in writing; Parish Administrator, three times each year in Bulletin
- Ensuring that forms for reporting incidents are available at the back of the Worship Centre and in the kitchen of the Rainbow Centre. Parish Administrator
- Listing Parish work, health and safety as a permanent agenda PC Chairperson

item for all Parish Council meetings and make provision for members of **The Safety Team** to bring any concerns to Holy Covenant Council meeting for discussion and decision-making;

- Addressing safety concerns in line with the *Work Health and Safety Act 2011*<sup>4</sup>. Rector and Wardens;  
Review each January
- Ensuring that all plant and substances are in safe condition; Resources Team;  
Review each January
- Ensuring that appropriate policies and procedures are in place and implemented to protect the welfare of all workers;
- Enabling the delivery of any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health; and Rector as part of staff induction
- Reviewing this policy every year. **The Safety Team**;  
Review each June

## 5.2 THE SAFETY TEAM

**The Safety Team** has responsibility to:

- Undertake a safe environment audit and risk assessment of Holy Covenant Precinct annually and submit a report of the audit and assessment to Parish Council;
- Monitor progress in addressing identified risks and hazards;
- Ensure that procedures are in place to make senior church leaders and ministry coordinators aware of ministry support resources, such as the *Creating Safe Ministries Participant Workbook*<sup>12</sup> and the *Church Leadership Implementation Pack*<sup>6</sup>.
- Encourage senior church leaders and ministry coordinators to meet regularly with those in ministry under their supervision for the purpose of support and encouragement; and
- Assess incidents to determine the cause of the incident and determine what further action is required. Reference: *Guidelines for Implementing the Work Safety Act 2008 into ACT Parishes*<sup>13</sup>.

## 5.4 STAFF, VOLUNTEERS AND PARISHIONERS

Staff, volunteers and parishioners are responsible for:

- Ensuring that they are familiar with the contents of this policy and its subsequent procedures;

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12 Creating Safe Ministries Participant Workbook (Supplied to participants attending training)

13 Guidelines for Implementing the Work Safety Act 2008 into ACT Parishes. [http://sharepoint.anglicancg.org.au/Library/Document Library/Health and Safety/OHS/Guidelines for Implementing the Work Safety Act 2008 into ACT Parishes.pdf](http://sharepoint.anglicancg.org.au/Library/Document%20Library/Health%20and%20Safety/OHS/Guidelines%20for%20Implementing%20the%20Work%20Safety%20Act%202008%20into%20ACT%20Parishes.pdf)

- Ensuring their own personal work health and safety, and that of others in Holy Covenant, by taking all precautions reasonably practicable to reduce the incidence of accidents and injuries;
- Complying with any reasonable directions (such as safe work procedures and wearing personal protective equipment) given by a member of the Clergy, the Administrator, Warden or designated activity leader that relates to work health and safety; and
- Reporting any incident witnessed to **The Safety Team** within 24 hours, verbally in the first instance. See § *Reporting of Incidents* for incident reporting guidelines.

A high standard of safety can only be achieved and maintained through the combined efforts of all.

## 5.5 HOLY COVENANT ADMINISTRATOR

The Holy Covenant Administrator has a range of specific roles and responsibilities in ensuring the administration of Holy Covenant work health and safety activities and in supporting other staff and volunteers in Holy Covenant to discharge their responsibilities. The roles and responsibilities of the Holy Covenant Administrator are specified throughout this policy document and include:

- Submit a copy of incident reports to the Anglican Diocese of Canberra and Goulburn Registry Office;
- Ensure copies of incident reports are forwarded to **The Safety Team** and to the Wardens.

## 6 SAFETY OF PERSONS

The Rector and Wardens have responsibility for ensuring the safety of members of Holy Covenant, including paid staff, volunteers, parishioners and visitors. This section provides details concerning policies and activities that will assist the Rector and Wardens to fulfil these responsibilities for specific identified groups.

### 6.1 MINISTRY WITH CHILDREN AND VULNERABLE PEOPLE

All individuals working with children or vulnerable people must have:

- Completed the role-appropriate Diocesan *Safe Ministry Check*;
- Completed a Diocesan *Keeping Children Safe* (or Safe Church Training Agreement (SCTA) endorsed) Workshop within the last 3 years and/or have completed a Refresher workshop on a 3 yearly basis;
- Completed a [Ministry Leader Application Form](#);
- A Police Check:
  - In the ACT, a [Working with vulnerable people \(WWVP\) registration](#);
  - In NSW, a [Working With Children Check](#).
- Follow guidelines for the report of child abuse.

All individuals undertaking ministry with children and vulnerable people have a responsibility to follow Diocesan reporting guidelines regarding:

- *Diocesan Required Lines of Reporting* (Appendix B);
- *Disclosure by Persons Over 16 Years of Age* (Appendix C);
- Ministry Team Leaders ensure that all individuals working with children or vulnerable people have completed required training and provide an annual report to the Rector; and
- The Rector provides a complete list of parishioners working with children and vulnerable people and their training status to the Diocese, as part of the Holy Covenant Annual Return.

The Rector appoints a **Safe Ministries Co-ordinator** for all individuals working with children or vulnerable people. The **Co-ordinator**:

- Regularly contacts individuals working with children or

The following leaders provide the Safe Ministries Co-ordinator with the names of affiliated persons who need WWVP accreditation:

- Rector – for worship teams
- Youth and Children’s Leader
- Belonging and Caring Chairperson
- Rainbow Fellowship Coordinator
- Convenor Covenant Care
- Day Hospice
- Calvary Hospital/Nursing Home Volunteers (Rector)



vulnerable people for the purpose of supervision and support; and

- Maintains a register of persons affiliated with Holy Covenant who have WWVP accreditation and/or who have completed the Safe Ministries Workshop. The register is retained by the Holy Covenant Administrator.

## 6.2 LAY MINISTERS

Any person who is a volunteer or employed as a paid worker in a significant ministry (as defined in the Lay Ministers Guidelines) by the Anglican Diocese of Canberra and Goulburn in the ACT must follow the guidelines in §6.1 *6.1 Ministry With Children and Vulnerable People*.

## 6.3 SAFE TRANSPORTING

Any parishioner, including both paid staff and volunteers, regularly<sup>14</sup> transporting an individual to or from a Parish event must complete:

- an [Approved Driver Application](#) Form; and
- a [Working with vulnerable people \(WWVP\) registration](#).

The Holy Covenant Administrator will maintain a register of parishioners involved in transporting others to and from Holy Covenant events. The register will include record the status of the above documentation and will be updated annually.

## 6.4 SAFE MINISTRY WITH PERSONS OF CONCERN

When the Rector and/ or Wardens become aware that a **Person of concern** is attending Holy Covenant activities, the following procedures are invoked:

- Nominated persons with authority within Holy Covenant i.e. the Rector and Wardens, liaise with the Diocesan **Professional Standards Director (PSD)** regarding the Person of Concern;
- With all of the complex issues to consider in safe ministry to persons of concern, Holy Covenant seeks the support of the PSD (or appointee) to implement a process that protects all. The PSD (or appointee) ensures that Holy Covenant is ready and able to adequately provide safe ministry, educate and support those providing accountability for the person.
- The PSD (or appointee) also works with external professionals, such as those working in the criminal justice system and forensic psychologists to ensure proper risk management of the person. The Director (or appointee) provides ongoing oversight, supervision and a monitoring role in ministry with all persons of concern in the Diocese.
- If deemed appropriate by the Diocesan PSD:

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<sup>14</sup> Regularly transporting individuals is defined in the [Working with Vulnerable People Act 2011 \(as amended 1 January 2016\)](#) Part 3, Section 12, 2 (b), page 9 as — not more than 3 days in any 4-week period; and 7 days in any 12-month period.

- An individual is appointed to liaise between the Diocesan PSD, the *Person of concern* and nominated persons with authority within Holy Covenant;
- The appointed liaison officer provides written feedback to nominated persons with authority within Holy Covenant on a monthly basis.

See Appendix G *Ministry to a Person of Concern* for further information.

## 6.5 SAFE HANDLING OF MONEY

In seeking to protect those with responsibility for handling money, the following procedures are followed:

- Minimal cash is kept on Holy Covenant premises;
- Money is counted by two or more people (see Appendix E *Guidelines for Counting Teams*);
- Written records are kept of collections; and
- Two people bank monies (where practical).

## 6.6 VOLUNTEERS AT WORKING BEES

Holy Covenant values the work of all volunteers and wishes to make sure that those giving of their time and talents are able to do so in a safe manner. In order to do this, the Working Bee Convenor and Resources Team fosters a consideration of work health and safety amongst working bee participants.

The Working Bee Convenor ensures that individuals performing tasks have the skills and, where appropriate, qualifications to undertake the task. This includes:

- Making sure that the volunteer is physically fit for the task being performed;
- Ensuring that the volunteer has the appropriate tools and safety equipment to perform the task;
- Providing any training required; and
- If the volunteer is undertaking electrical, plumbing, or any other technical work, ensuring that they have the appropriate qualifications and/or licence.

Having regard to their own work health and safety and wellbeing, and the work health and safety and wellbeing of others, volunteers must:

- Limit their actions and use of equipment to that which they assess themselves capable of using and are appropriately trained to use; and
- Seek the advice of the Working Bee Convenor or equivalent individual e.g. member of the Resources Team, if they are uncertain about the safety of any activity or equipment e.g. ladder use.

## 6.7 OFF-SITE HOLY COVENANT ACTIVITIES

Prior to any off-site Holy Covenant activities the lead activity organiser ensures that the following have been completed:

- An [Excursion Checklist](#);
- An [Excursion Form](#) for each young or vulnerable person; and
- A [Medical Information Form](#) for each young or vulnerable person.

Any requirements or instructions arising from the *Excursion Checklist* are to be complied with.

The above requirements are not necessary if, for example, the activity includes participants being under the supervision of their primary care giver.

Documentation (containing information about the organiser(s) and participants' documents) concerning Holy Covenant off-site activities are provided to Holy Covenant, who maintains a register of all off-site activities. Documentation is retained for seven years.

## 6.8 MANUAL HANDLING

Individuals performing different manual handling or physical activities may be exposed to a variety of injury risks. Common groups of workers and types of activities that may place individuals at risk of injury, along with precautions to reduce the risk of injury, are discussed below.

### 6.8.1 LIFTING OR MOVING FURNITURE AND EQUIPMENT

There are two major characteristics that need to be taken into account in lifting. These are the location of the load and the distances moved. When the load is heavy, or difficult to handle, the time of handling should be reduced.

The weight of objects must be within the capacity of the handler to handle without undue difficulty or discomfort. Following the principles of lifting outlined in Appendix F *Lifting and Climbing* will reduce the risk of injury.

### 6.8.2 WORKING AT HEIGHTS

Working at heights poses risks when climbing and walking on high surfaces. At Holy Covenant, the height of Holy Covenant Centre roof makes it necessary to use tall extension ladders when undertaking some maintenance tasks. To ensure the safety of those undertaking such maintenance, it is essential that:

- Those climbing have experience in undertaking such activities;
- At least two people are required in the performance of any climbing activities; and
- Equipment being used must be solid and in good working order.

For information about the safe use of ladders, refer to *Portable Ladders Guidance Note* <sup>15</sup>.

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<sup>15</sup> [http://cdn.justice.act.gov.au/resources/uploads/Worksafe/Publications/Guidance\\_Notes/W\\_SACT\\_GN\\_0020\\_-\\_Portable\\_Ladders.pdf](http://cdn.justice.act.gov.au/resources/uploads/Worksafe/Publications/Guidance_Notes/W_SACT_GN_0020_-_Portable_Ladders.pdf)

## 6.9 OFFICE WORKERS

Staff and volunteers working in an office environment are at risk of specific physical work related injuries. The most common injury reported by office workers is Occupational Overuse Syndrome (OOS), formally known as Repetitive Strain injury (RSI).

Occupational overuse injuries can be prevented by ensuring that workstations are appropriately adjusted for individual workers. This includes ensuring that:

- An ergonomic desk and chair is provided and appropriately adjusted;
- Computer monitors are adjusted for the right height and distance from the individual seated in front of them;
- Office lighting is adequate;
- Frequently used items are within easy reach and do not require repetitive stretching or lifting;
- Tasks are varied to ensure that one posture is not held for long periods; and
- Frequent rest breaks are taken.

Any work where minor aches and pains are noticed may be indicators that there is an increased risk of manual handling injuries.

The Rector and Wardens have a responsibility to ensure that all people working in the office have an understanding of safe work principles and practices.

## 6.10 WORK-RELATED STRESS

The Rector and Wardens are responsible for promoting workplace mental health and wellbeing. At Holy Covenant , they:

- Provide adequate supervision that encourages paid staff and volunteers to discuss difficulties which they may be experiencing in the work environment;
- Discuss workloads with paid staff and volunteers and, when necessary, provide strategies to assist staff and volunteers to manage unrealistic work demands;
- Provide opportunities for staff and volunteers to participate in decisions about the work environment and work;
- Facilitate open and honest communication;
- Provide a family-friendly workplace; and
- Promote mental health literacy training programs in workplaces, including Diocesan training opportunities.

To manage workplace stress and to ensure adequate workplace mental health practices at Holy Covenant, the Wardens use the Stresswise<sup>11</sup> worksheets to identify psychological workplace risks within Holy Covenant.

The Rector and Wardens implement strategies to minimise workplace

Wardens undertake consultations quarterly;

PC Chair to add a statement about proceedings in AGM report.

stress and to prevent its negative consequences. This includes staff consultations with Wardens.

The Wardens report to Holy Covenant Annual General Meeting on measures taken to monitor and minimise workplace stress.

Staff and volunteers at Holy Covenant work actively to promote workplace mental health and wellbeing by:

- Participating in workplace decision making;
- Maintaining open and honest communication;
- Engaging in regular supervision;
- Maintaining a healthy lifestyle and not over committing themselves;
- Ensuring a work/life balance;
- Monitoring stress levels; and
- Checking in with work colleagues to ask about their health and wellbeing.

## 6.11 OCCUPATIONAL VIOLENCE

### 6.11.1 BULLYING AND HARRASSMENT

The Rector and Wardens are responsible to monitor and address bullying and harassment at Holy Covenant. To prevent bullying and harassment, the Rector and Wardens:

- Inform and educate new and existing staff on bullying and harassment policies and procedures; and
- Monitor and address any and all reported incidences of bullying or harassment among staff and volunteers.

Any individual who feels that they have been subjected to bullying or harassment should feel free to report the incident in accordance with the Professional Standards Ordinance. It can, for example, be reported to any member of the clergy, a Warden or a Parish Councillor. Reports can also be made direct to the Diocesan Professional Standards Director.

See Appendix A *Bullying and Harassment* for more information.

## 7 FIRST AID

From time to time there may be an injury or illness within Holy Covenant.

First Aid is the emergency care provided to injured or sick persons. It aims to:

- Preserve life;
- Promote recovery; and
- Prevent the injury or illness from worsening.
- To help ensure the work health and safety of all, the following responsibilities are outlined:
- Holy Covenant Administrator identifies individuals with a current First Aid Certificate or equivalent. These individuals can list this in the Church Directory and / or in the Parish buildings if they so choose.
- The Resources Team:
  - Displays signs identifying where First Aid Kits are held;
  - Ensures First Aid Kits are available in each building and in the vehicles of paid stipendiary and honorary church workers; and
  - Ensure that First Aid Kits are regularly re-stocked and out-of-date items discarded.

Note: Analgesics should not form part of First Aid Kits. Analgesics may be kept by a responsible person. Adrenalin Pens are not kept in First Aid Kits. Where appropriate, those who may require an Adrenalin Pen are required to carry their own. However, anyone administering First Aid is anticipated to be proficient in their use.

### 7.1 ADMINISTERING FIRST AID

Anyone administering First Aid must have a current First Aid Certificate or be a currently registered health professional e.g. nurse, Doctor.

In the event that first aid is required, the person administering First Aid:

- Provides first aid consistent with best practice (if the person administering First Aid is unsure about the medical incident, they should dial 000);
- Ensures that the individual receiving first aid, or a witness (whichever applicable), completes an incident report;
- Ensures that the incident reports are provided to Holy Covenant Administrator;
- Keeps a record of treatment given; and
- Advises when additional resources are required.

### 7.2 ANAPHYLAXIS

If a child or vulnerable person participating in Holy Covenant activities self identifies that they have severe allergies, it is important that the responsible Ministry Coordinator discuss the allergy with the person who has the legal guardianship or responsibility for the child or vulnerable person, including:

- Triggers for the allergy;

- Medication used to address allergy;
- Action plan in the case of anaphylaxis;
- Details of child or vulnerable person's general practitioner;
- Strategies that may be useful in avoiding exposure to known allergens; and
- Written permission from the person who has the legal guardianship or responsibility for the child or vulnerable person.

Notes: Holy Covenant cannot ensure that nuts or nut products are not available at Holy Covenant events.

### 7.3 SUN SAFETY

In Australia over 400,000 people are diagnosed with skin cancer every year. Over 1,700 people die from skin cancer each year in Australia.<sup>16</sup>

Holy Covenant aims to play its part in reducing the risk of sun burn and skin cancer amongst staff, volunteers and parishioners by adopting sensible sun smart practices.

All individuals participating in Holy Covenant activities including camps, working bees and children's church and youth group activities are strongly encouraged to adopt the following practices:

- Wear a broad brim (10 cm or more) hat, when in the sun;
- Apply SPF30+ sun screen 20 minutes prior to going out in the sun;
- Reapply SPF30+ sunscreen every two hours if outdoor for longer periods of time; and
- Work in the shade or under sun protection, whenever possible.

Holy Covenant encourages the adoption of these behaviours by:

- Ensuring that SPF30+ broad-spectrum, water-resistant sunscreen is available at Holy Covenant working bees, BBQ, Church Short outdoor activities, including to all children.
- Reminding children and young people to apply sunscreen before going outdoors;
- Reminding children and young people to reapply sunscreen every two hours if outdoor for longer periods of time; and
- Encouraging children and young people to undertake outdoor activities in the shade, wherever possible.

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<sup>16</sup> [https://www.cancersa.org.au/assets/images/pdfs/PS\\_guidelines\\_2010\\_reduced.pdf](https://www.cancersa.org.au/assets/images/pdfs/PS_guidelines_2010_reduced.pdf)

## 8 SAFETY OF BUILDING AND PLANT

Note, where there is an overlap between safety of persons and safety of buildings and plant, responsibilities are covered under the safety of persons.

### 8.1 SAFE FOOD HANDLING

Food borne illnesses may occur in settings where food is prepared or served to a large number of people. Types of illness include bacterial and viral gastroenteritis, food poisoning from toxin producing bacterial contamination, and potentially serious infections such as salmonella and shiga-like toxin-producing Escherichia Coli.

To foster safe food handling practices and to prevent critical incidents, printed instructions outlining the safe food handling practices itemised Appendix H *Safe Food Handling* are displayed in Holy Covenant kitchens.

In the event of an injury or accident or incident of food poisoning etc. appropriate documentation is completed, as set out in Appendix .

See Appendix H *Safe Food Handling* for more information.

### 8.2 SECURITY

#### 8.2.1 KEY REGISTERS

A key register is a great way to control access to buildings. The Holy Covenant Administrator has responsibility for issuing keys, monitoring their use and maintaining the register.

### 8.3 DANGEROUS CHEMICALS AND SUBSTANCES

Seventy five per cent of accidental poisonings are attributed to taking the wrong medications or by accidentally ingesting a substance that is not known.

#### 8.3.1 STORAGE OF DANGEROUS SUBSTANCES

The manufacturer's instructions on the container will usually provide you with the correct storage method and conditions and will generally refer to things such as exposure to high temperatures. As a general rule, keep dangerous liquids in the containers in which they were purchased. If for any reason these liquids must be transferred into another container, ensure that the new container is appropriately labelled.

**The Safety Team** will:

- Regularly check all cleaning, disinfectant, medical/first aid and printer products for dangerous content;
- Ensure that such substances are stored under appropriate light and temperature conditions, as listed on the container.
- Products past their use-by date are removed and destroyed safely;
- As far as practical, ensure that dangerous products and chemicals are stored in appropriate locations inaccessible to unsupervised children, noting that children are to be supervised



by their primary caregiver unless under the responsibility of a ministry team member or volunteer carer.

**The Safety Team** reports any issues with the storage and management of dangerous substances to the Resources Committee, who take appropriate action.

For further information about the handling, transport or disposal of dangerous substances, refer to Error: Reference source not found<sup>17</sup>.

## 8.4 EMERGENCY PROCEDURES

Staff and volunteers must be aware of the emergency procedures for fire and other incidents. provides the Emergency Procedures, with which staff and volunteers are required to be familiar.

The Rector and Wardens inform staff and key Holy Covenant volunteers about the emergency procedures.

An Evacuation Drill of the Worship Centre and the Rainbow Centre is undertaken at both the 8 a.m. and 10 a.m. services at least once annually (See Appendix J.2).

The Holy Covenant Administrator ensures that:

- Printed emergency procedures are displayed in the Worship Centre and Rainbow Centre;
- Maintain a register of staff and any volunteers trained to carry out emergency procedures and;
- Display these in a prominent position in the Worship Centre and Rainbow Centre.

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<sup>17</sup> Managing Specific Risks and Hazards.

[http://cdn.justice.act.gov.au/resources/uploads/Worksafe/Publications/Handbooks/WSACT\\_HB\\_0009\\_-\\_Managing\\_Specific\\_Risks\\_and\\_Hazards.pdf](http://cdn.justice.act.gov.au/resources/uploads/Worksafe/Publications/Handbooks/WSACT_HB_0009_-_Managing_Specific_Risks_and_Hazards.pdf)

## 9 SAFETY INSPECTIONS

The Rector, Wardens, Parish Council and **The Safety Team** have responsibility for providing and maintaining a safe environment and safe systems of work for staff, volunteers, parishioners and visitors.

**The Safety Team** undertakes a safe environment audit and risk assessment of Holy Covenant Precinct annually and submits a report of the audit and assessment to Parish Council. In addition, **The Safety Team** monitors progress in addressing identified risks and hazards.

Inspection dates are set by The Safety Team.

Inspections are carried out by:

- A Safety Team member;
- A Resource Team member; and
- The Holy Covenant Administrator.

The Diocesan [Safe Environment Checklist](#); the [Hazard Identification Template](#); [Incident Report Form](#) and relevant WorkSafe ACT documents are used to guide these audits and subsequent reporting processes.

## 10 RECORDS MAINTENANCE

The Holy Covenant Administrator has responsibility to ensure that the [Ministry Leader Status Register](#) is maintained.

### 10.1 REPORTING OF INCIDENTS

**The Safety Team**, Rector and Wardens are committed to the effective management and reporting of accidents, incidents incurred within Holy Covenant and potential hazards.

The reporting of accidents and incidents has three primary aims to:

- Prevent the recurrence of incidents through their management as they occur, and through analysis of trends over time to improve our practices;
- If the incident occurs in the ACT, fulfil the reporting obligations to external WorkSafe ACT;
- If the incident occurs outside the ACT, fulfil the reporting requirement of that State or Territory; and
- Inform management and maintain the [Risk Register](#).

All incidents, accidents, near misses and identified hazards must be reported to **The Safety Team** and documented within 48 hours of the incident occurring, using the [Incident Report Form](#) or the [Hazard Identification Template](#).

The individual(s) involved in the incident (either those effected or witnesses) must complete an incident report as soon as practicable, and within 48 hours. The completed incident report should be provided to the Parish Administrator who will provide a copy to the, the Chair of **The Safety Team** and the Wardens and, where injury or significant property damage occurs, the Diocesan Registry.

Where an event/incident is ongoing, any further action undertaken must be recorded on the accident/incident report by the individual responsible for taking the action, with a date noted.

**The Safety Team** should review accident/incident reports annually, to identify trends in accidents or incidents. Where a trend is identified, **The Safety Team** brings this to the attention of the Rector and Wardens for consideration of appropriate preventive action. When considering preventive actions it is recommended that a *Hierarchy of Control Measures* tool, as outlined in the [Hazard Identification Template](#), be used to determine what action, if any, can be undertaken to prevent future incidents.

### 10.2 RISK REGISTER

To assist with the identification of accidents and incident types, the following incident categories and definitions are used. The [Risk Register](#) is used to analyse trends e.g. are there specific types of incidents occurring, and to guide and inform ongoing improvement.

Code	Category	Definition
1	Emergency	Requires immediate action e.g. fire, bomb threat, emergency services

Code	Category	Definition
2	Contractor/ Supplier	An event or incident involving a contractor/supplier
3	WH&S/Hazard	Aspects relating to workplace health & safety (Hazard, Workers Compensation)
4	Injury/Accident	Incident causes harm or injury to a person (physical, emotional)
5	Food Quality/ Catering	Compromise or breach of the <i>Quality Food Service</i> policy
6	Equipment	Equipment damage or breakdown e.g. vehicle, photocopier, overhead projector
7	Property/ Building	Damage to property or building
8	Security	An actual or potential compromise of physical/personal security
9	Theft	Loss of personal or business property
10	Other (Specify)	Event/Incident does not fit in the above categories

### 10.3 PRIVACY OF REPORTS

All reports are maintained safely and sensitively and personal information is maintained in accordance with Diocesan privacy principles. See the *Diocesan Code of Good Conduct*<sup>2</sup> for further details on Diocesan privacy principles.

## A BULLYING AND HARASSMENT

### A.1 BULLYING

The common link in the behaviours identified as bullying is that the behaviour is:

- A systematic abuse of power by a person or a group who tries to undermine or control others;
- Persistent and repeated acts of aggression involving direct or indirect verbal, psychological or physical abuse; or
- A deliberate attempt to inflict or cause physical or psychological harm, pain or distress.
- Bullying in the workplace has been described as “a more crippling and devastating problem for employees than all the other kinds of work-related stress put together”.

### A.2 EFFECTS OF BULLYING

Bullying can seriously affect an individual’s mental wellbeing. The pain, suffering and devastation caused by bullying can reach beyond the individual bullied in the workplace, affecting colleagues, families and friends.

Bullying in the workplace can leave the victim feeling demeaned, degraded, demoralised, devalued, tormented, badgered, undermined, abused, humiliated, belittled, ridiculed, intimidated, insulted, offended, alienated, isolated and excluded.

Over time, bullying can have serious negative effects on the victim’s self-esteem, physical health and psychological wellbeing. Bullying erodes the victim’s internal resources and resilience, leaving them unable to defend themselves. Victims of bullying may experience:

### A.3 HARASSMENT

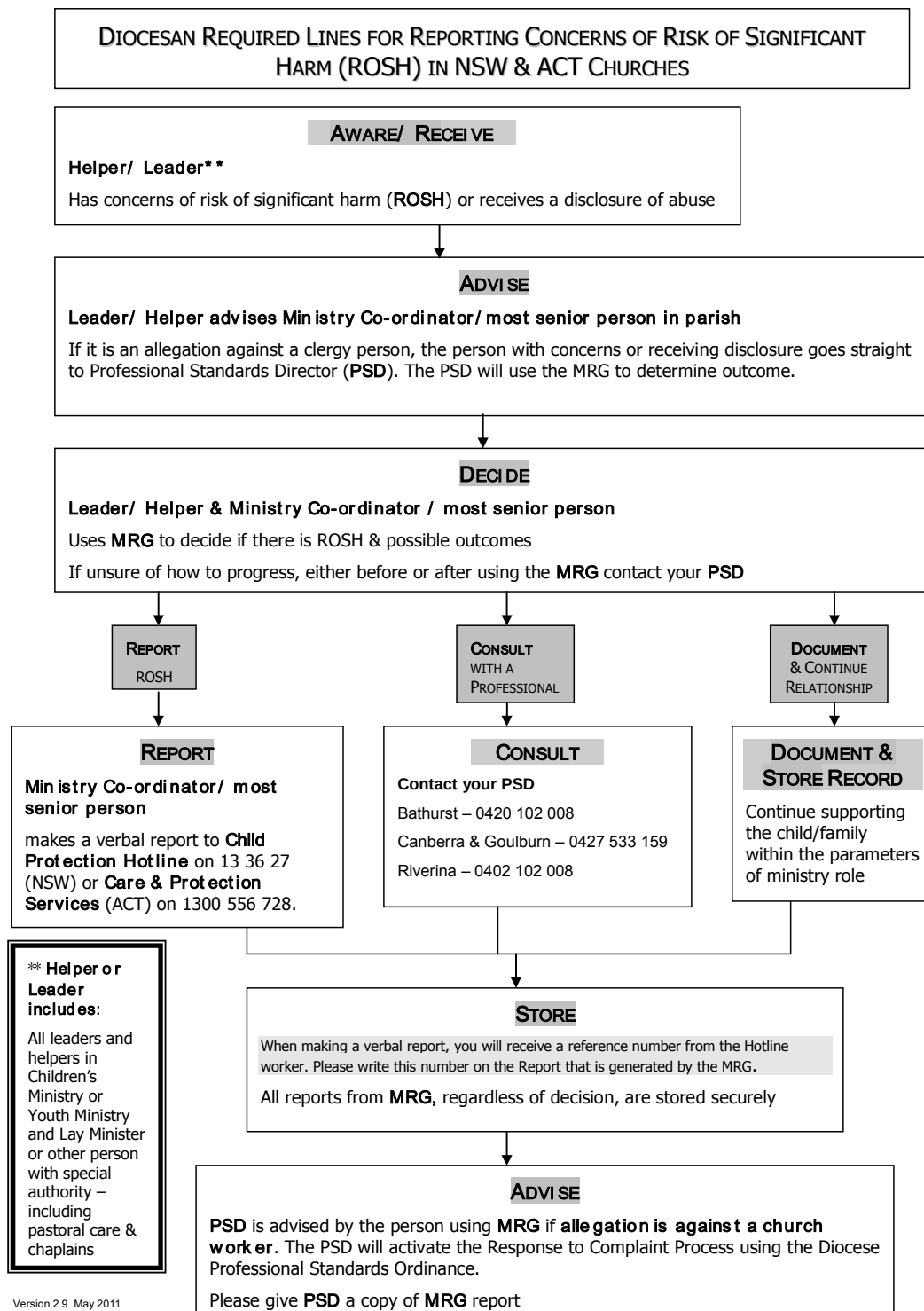
Harassment may occur as a result of some real or perceived attribute or difference, such as:

- Race, colour, nationality or ethnicity;
- Sex;
- Gender;
- Marital status;
- Political opinion;
- Values and beliefs;
- Socio-economic origin;
- Age;
- Medical record, or physical, mental, or intellectual disability/impairment; or
- Sexual orientation.

Harassment also includes, but is not limited to:

- Insulting comments about the physical characteristics, abilities or mannerisms of a person;
- Disparaging or unnecessary comments about a person’s work or capacity for work;
- The spreading of malicious rumours or public statements of a derogatory nature about a person;
- Exclusion of a person from normal conversation or social activities;
- Persistent teasing; or
- Offensive pictures, posters, graffiti or written material.

## B DIOCESAN REQUIRED LINES OF REPORTING



## C DISCLOSURE BY PERSONS OVER 16 YEARS OF AGE

Victims who were abused at under 16 years (NSW) or 18 years (ACT) of age, but disclose the abuse after they have reached the age of 16 years (NSW) or 18 years (ACT) are no longer the province of statutory bodies (DOCS — NSW or Care & Protection Services — ACT).

A notification to the relevant statutory body should nevertheless be made as the perpetrator may have ongoing involvement in child-related activities. The notification may assist the statutory body in gathering a complete picture of the perpetrator's offending.

**A report should also be made directly to the state police department.**

An attempt ought to be made to counsel them to see the wisdom of reporting their situation to the police. This has a two-fold result. It will give the opportunity to begin the process of closure for the victim, but it also alerts the authorities to the identity of the alleged perpetrator and appropriate action to protect other children, or even to solve other cases where abuse has occurred, may be taken.

While reports concerning people who are not covered by state legislation ought not to be made without their consent, the worker who has become aware of the situation may well have cause to believe that other children under the age of 16 (NSW) or 18 (ACT) could be at continued risk from the alleged perpetrator.

If that is the case, then the procedure above for reporting such suspicions to statutory bodies and the leadership of the church must be followed as soon as possible.

Where the disclosure relates to a church member or worker, the Diocesan *Protocol for Addressing grievances and Responding to Conflicts*<sup>18</sup> is followed.

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<sup>18</sup> This document is currently being updated, and when approved by BIC and on the web, a reference to it will be inserted.

## **D EMERGENCY PROCEDURES**

An emergency may include a fire, gas leak, explosion bomb threat or any other situation where the lives of individuals are at risk.

### **D.1 EMERGENCY WARDENS**

#### **D.1.1 PARISH CENTRE**

In the event of an emergency in the Parish Centre on a Sunday, the following protocol will be utilised:

- Chief Warden — Celebrant;
- Wardens — Sides People.

In the event of an emergency in the Parish Centre during an activity which that is not occurring on a Sunday, the individual responsible for the activity will assume the role of Chief Warden and will identify one or two fit individuals to assume the role of Wardens (depending upon the number of people gathered and the emergency).

#### **D.1.2 RAINBOW CENTRE**

In the event of an emergency in the Rainbow Centre during Children's Church, the following protocol will be utilised:

- Chief Warden — Senior Children's Church leader;
- Wardens — Other Children's Church leaders.

In the event of an emergency in the Rainbow Centre during an activity which that is not occurring on a Sunday, the individual responsible for the activity will assume the role of Chief Warden and will identify one or two fit individuals to assume the role of Wardens (depending upon the number of people gathered and the emergency).

#### **D.1.3 DUTIES OF THE CHIEF WARDEN**

The Chief Warden has ultimate responsibility for the safety of all in the event of an emergency. On becoming aware of an emergency, the Chief Warden should direct Wardens to implement necessary emergency procedures, ie contacting emergency services, evacuating the building, etc.

#### **D.1.4 DUTIES OF WARDENS**

Wardens are responsible to the Chief Warden for the safe evacuation of persons from the building.

In the event of an emergency, Wardens will await instructions from the Chief Warden as to what action is to be taken.

If instructed to evacuate, Wardens will evacuate their area immediately.

Wardens will:

- provide assistance for, or direct another individual(s) to provide assistance for, mobility impaired persons, including, but not limited to: visual impairment, advanced pregnancy, small children etc \*;



- conduct a search of the building only if it is safe to do so;
- advise the Chief Warden when the building has been cleared and then proceed to the external ASSEMBLY AREA.

\*Note:

- Wardens should not place themselves or another individual in danger to assist mobility-impaired persons.
- The principle of triage needs to be considered also — the majority of evacuees should be given priority first.

Wardens should also:

- Make sure exit routes are clear of obstructions.
- Be familiar with the location of the external ASSEMBLY POINTS.

### **Following an emergency**

The Chief Warden will:

complete a critical incident form, which will be forwarded to the Diocese; and

meet with the Parish Wardens and the Occupational Health and Safety Committee to review handling of the incident and identify any issues that need to be addressed to prevent a similar incident in the future.

## E GUIDELINES FOR COUNTING TEAMS

### E.1 CASH

As a result of discussions between Paul Shelley and the bank staff, at the end of the counting process there is no longer the need for all the banknotes to be “faced”, so that they are all turned around the same way. The new banknote counting machine at the bank can count the notes in any order. Similarly, there is no need to put a rubber band around each bundle of ten banknotes.

### E.2 COUNTING CHECK

Banknotes are sorted in their different denominations (\$5, \$10, \$20, \$50 etc.). After one team member has ascertained the total of one denomination, in due course, this is checked by the other team member. In practice, it often works out that each team member counts two bundles and checks two bundles.

#### E.2.1 CHECK EMPTIED ENVELOPES FOR CONTENTS LEFT BEHIND

Emptied envelopes should be checked to ensure that no banknotes or cheques remain in them. Currently, some Counting Team members check by tearing the emptied envelopes in half.

#### E.2.2 COINS

Any foreign coins detected should be removed from the counting process. Otherwise the bank’s machine will reject them, requiring amendment of the deposit amount and the banking sheet.

### E.3 COMPUTER

As a result of recent changes, we now logon using the “Volunteers” logon. Another team member will tell you the password if the computer has not been opened prior to your arrival in the office. On the “Desktop” you will see an icon for the Excel folder called “Banking Form”. After opening the blank form (by double clicking on that icon), you start by inserting the date of that Sunday in the pink coloured box at the top of the screen. You then complete the relevant entries for the 8 am service. Insert numbers of notes for the various denominations of banknotes, value for the total of coins, the number of cheques and value for the total of any cheques. A Coin Tally Worksheet can be accessed by clicking on the red tab towards the bottom of the screen when there are a lot of coins to be counted. As the values are only required while counting, the tally can be overwritten for each column or category of counting e.g. 8 am Service, 10 am Service, etc.

When you have finished, you go to “File” at the top left corner of the screen. When you click on it, a drop-down menu appears. You click on “Save As” and a box appears near the bottom of the screen containing the words “Banking Form”. At the end of the word “Form” you key in the date. At the top of the page you will see the word “Computer”. Under the heading “Recent Folders” you may discover the dot point heading “Desktop – Volunteers” or “Desktop – Weekly Bulletin and Counters”. If they are not visible, you can click on “Browse” to

find them. If you click on either Desktop option, your Banking Form will be saved to the Desktop. You then click on the button marked "Save". The Banking Form should be left open for the Counting Team for the 10 am service to add their details.

After each Counting Team is satisfied that their part of the Sunday collection has been correctly recorded on the computer, they should print a copy of the form and both members should sign it. After punching two holes in the page, it should be filed in the white folder on the shelf above the desk in the office.

You then close the Banking Form by clicking on the button marked "x" at the top right corner of the screen. This method results in a one-page print-out of the Banking Form, as designed by the Treasurer. Other methods also work but often result in a two-page print-out.

The screen should return to the display of the "Desktop". As well as showing the icon for "Banking Form" (the blank pro-forma), it should now also show an icon for "Banking Form (and the date you inserted)".

#### **E.4 ALTERNATIVE RECORD OF SUNDAY COLLECTION**

If there is a power failure or the Parish computer is not working, Counting Teams should make hand-written entries on one of the blank paper forms, which are kept in a clear plastic sleeve on the inside of the front cover of the white folder. Both members of the Counting Team should sign the form and file it in the white folder previously mentioned. This method can also be used if both members of a counting team are not confident about using the computer method.

#### **E.5 SECURITY BETWEEN SERVICES**

The original decision to lock the office between services was found to be impractical, because of the need to use the office between services to do photocopying etc. Another team member will show you where the offertory is stored between services.

#### **E.6 NIGHT SAFE**

On 29 October 2012 the bank moved to a new location at Jamison Plaza. The new premises do not include a traditional night safe capable of accepting cheques, banknotes and coins.

#### **E.7 DEPOSIT BOOK**



After the second service, team members should complete the deposit book as usual but leave blank spaces for the date and signature, to facilitate a deposit across the counter at the bank during the following week. Unlike the old system using the night safe, the deposit slip should be left in the book. The combined offertory should then be returned to the usual location of the offertory after the first service. This drawer will now be locked. You will be informed of the location of the key.

## **E.8 MID-WEEK BANKING**

To reduce the workload on Sundays, I aim to attend on one day towards the end of the week to bank funds from the Trading Table tin, the Playgroup or any other miscellaneous amounts. The deposit assembled on Sunday should only consist of the combined offertory from the 8 am and 10 am services.

## F LIFTING AND CLIMBING

### F.1 MANUAL HANDLING TECHNIQUES

<p><b><u>CORRECT LIFTING TECHNIQUE</u></b></p> <ul style="list-style-type: none"> <li>● Assess the load to be moved.</li> <li>● Consider the most appropriate way to move the load.</li> <li>● Do you need some assistance to move the load?</li> <li>● Can it be separated into lesser loads?</li> <li>● Make sure the area is clear and safe to proceed.</li> </ul> <p><b><u>LIFTING CORRECTLY</u></b></p> <ul style="list-style-type: none"> <li>● Keep spine in a neutral position.</li> <li>● Keep a wide base of support.</li> <li>● Ensure you are balanced.</li> <li>● Bend at your knees.</li> <li>● Brace your abdominal muscles.</li> <li>● Keep the object close to you.</li> <li>● Push up with your legs</li> <li>● <b>NEVER LIFT WITH YOUR BACK!</b></li> <li>● Avoid twisting.</li> </ul>	<p><b><u>BEND AT YOUR KNEES</u></b></p> <p><b><u>NEVER LIFT WITH YOUR BACK!</u></b></p>  <p><b><u>Note Correct Alignment of Spine</u></b></p>
<p><b><u>STRETCHING CORRECTLY</u></b></p> <p>It is extremely important to stretch before attempting any manual handling tasks. Stretching reduces muscular tension in your body and improves overall flexibility. It also improves circulation and promotes good posture.</p> <p><b><u>HOW TO STRETCH</u></b></p> <ul style="list-style-type: none"> <li>● Stretch slowly without bouncing.</li> <li>● Stretch to the point where you feel mild tension in the muscles. The stretch should not be painful.</li> <li>● Hold the stretch for at least 10 seconds, and then relax the muscles.</li> <li>● Remember to breathe normally and try to remain relaxed.</li> </ul>	 <p><b><u>Stretching Improves Correct Posture</u></b></p>

*If you have any personal health limitations, previous back injuries or other concerns, you are strongly urged to discuss these with the Registered Nurse and consult your doctor prior to undertaking manual handling tasks or stretches.*

References:

The University of Western Australia (2007), *Health and Safety*.

Australian Spine Institute (1999) *Back Pain — a lifter's choice: Safe lifting principles*, pp9–11. Burwood: Australian Spine Institute.

## F.2 PORTABLE LADDERS GUIDANCE NOTE

Persons using ladders or trestles must be aware of and have read the WorksafeACT's *Portable Ladders Guidance Note*<sup>19</sup> which details correct usage of ladders and trestles, appropriate ladder and trestle equipment, including limitations, and references the relevant national standards.

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<sup>19</sup> Portable Ladders Guidance Note. [http://cdn.justice.act.gov.au/resources/uploads/Worksafe/Publications/Guidance\\_Notes/WSACT\\_GN\\_0020\\_-\\_Portable\\_Ladders.pdf](http://cdn.justice.act.gov.au/resources/uploads/Worksafe/Publications/Guidance_Notes/WSACT_GN_0020_-_Portable_Ladders.pdf)

## G MINISTRY TO A PERSON OF CONCERN

Any ministry to a *Person of Concern* must acknowledge that:

- The duty of care we have to provide safe environments for all people in our churches;
- There is no one type of Person of Concern, therefore we will use individual Safety Agreements;
- There are survivors of abuse in congregations, and we seek to care for them effectively;
- The issues of forgiveness and a Person of Concern's right to privacy;
- The need for support, training, establishment, and oversight in this process by the Diocese;
- There is a high level of community feeling and fear about sexual abuse;
- That in the Diocese the Bishop may be liable if a Person of Concern were to re-offend in a parish setting; and
- That a Person of Concern, or the Parish, may not appreciate that the person may pose a risk to the safety of children and vulnerable adults.

While demonstrating genuine compassion and justice, we must take steps to protect the parish community from the risk of harm.

This approach has at its heart the church's mission and commitment to provide a safe place for all vulnerable people, including children, to grow and thrive.

This approach is also a practical demonstration of Jesus commitment to provide a safe place for all vulnerable people, including children, to grow and thrive.

## **H SAFE FOOD HANDLING**

### **H.1 PREPARING FOOD**

The following precautions should be taken when preparing food:

- Use separate utensils, including cutting boards and knives for raw food and cooked food. If this is not possible, thoroughly wash and sanitise equipment before using it.
- Wash all fruit and vegetables in clean water before using them;
- Do not use food from damaged packaging; and
- Do not let raw food come into contact with cooked food to avoid cross contamination.

### **H.2 HANDLING FOOD**

The following precautions should be taken when handling food:

- Cooked or ready to eat food should not be handled with bare hands - use tongs, spatulas, spoons, or disposable gloves;
- Raw food to be cooked can be handled with bare (washed) hands; and
- Change disposable gloves every hour &/or when they tear &/or when you change tasks.

### **H.3 COOKING AND HEATING**

The following precautions should be taken when cooking and heating food:

- Thaw frozen food before cooking, in microwave or at the bottom of the refrigerator;
- Never put thawed food back in the freezer;
- Cook thawed food immediately after thawing;
- Cook all foods completely, especially red meat, fish and chicken; and
- Reheating: bring to boil and simmer for a minimum of 5 minutes before serving (or microwave using the manufacturer's guidelines).

### **H.4 MICROWAVE FOOD SAFETY**

Be aware that microwaves are useful for cooking and re-heating foods: however, food borne disease can also result if the usual practices are not followed. Defrosting in a microwave also partially cooks the food and makes an ideal medium for growth of bacteria.

- Only use microwave safe dishes, utensils and wrap;
- Defrost food only if planning to use immediately;
- Avoid cross contamination and mixing of juices from different foods, e.g. if warming special meals individually, clean microwave between dishes being heated;
- Take care when removing heated food or taking wrap off so that the escaping steam does not cause you injury;
- Leftover food which has been reheated must be discarded; and



- Heat foods according to directions.

## **H.5 STORING FOOD**

The following precautions should be taken when storing food:

- Temperature: meat, dairy or fish not already processed by heat are high risk foods. Store at the correct temperature, frozen (hard) at -15°C or cooler or refrigerated at 5°C or cooler;
- Time: do not keep food in storage for too long. When storing food, it is preferable if the date is recorded prior to freezing food; and
- Food should not be out of refrigeration for very long — 4 hours maximum.

## **H.6 DISPLAYING FOOD**

The following precautions should be taken when displaying food:

- Wrap or cover food on display — tag or label food trays, not the food;
- Refrigerated displays 5°C or cooler and hot displays 60°C or hotter; and
- Do not use hot display equipment to reheat food.

## **H.7 TRANSPORTING FOOD**

The following precautions should be taken when displaying food:

- Keep cold by using insulated containers like an Esky™ with ice or cold blocks; and
- Food which is to be served hot should be transported cold and heated at the event.

## I WORK RELATED STRESS

### I.1 COMMON SOURCES OF WORKPLACE STRESS

There are many potential sources of work-related stress. These include, but are not limited to:

- The social environment, the way Holy Covenant functions, how individuals relate to each other, employee and volunteer status and pay, and competing home and work requirements;
- The physical work environment and equipment used in the workplace;
- The way that work is done in Holy Covenant. For instance, work demands, the amount of work staff and volunteers have to do, work schedules and deadlines; and
- How work is managed i.e. how supervisors supervise staff and volunteers.

### I.2 THE COST OF WORK RELATED STRESS

The effects of work related stress are far reaching. Three specific groups have been identified as experiencing costs associated with workplace stress. These are:

- The employee;
- The employer/organisation;
- Third parties — friends, family and colleagues of employees experiencing workplace stress and/or mental health problems.<sup>20</sup>

#### I.2.1 EMPLOYEE COSTS

Individuals exposed to workplace stress may experience a range of responses, including:

- Poor mental health, including the development of depression, and/or anxiety;
- Poor physical health, including the development of musculoskeletal disorders; cardiovascular disease; increased blood pressure; frequent headaches;
- Deterioration in work performance, including difficulty concentrating and memory loss;
- A breakdown in social relationships;
- Loss of opportunities for promotion; and
- Loss of employment including taking early retirement or resigning from a job without having another job to go to.

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<sup>20</sup> Hockley, C. (2002) *The Impact of workplace violence on third party victims: a mental health perspective*. In *Mental Health and Work: Issues and Perspectives*. Morrow L, Verins I, and Willis E Eds. Adelaide, Auseinet: The Australian Network for Promotion, Prevention and Early Intervention for Mental Health.

### I.2.2 EMPLOYER COSTS

While it is difficult to calculate the real cost of workplace stress on the employer, the literature indicates that workers compensation claims for mental health disorder claims are nearly three times more expensive than non-mental disorder claims.<sup>21</sup>

Costs to the employer include:

- Reduced productivity;
- Low staff morale;
- Increased recruitment and training costs due to high staff turnover;
- Increased insurance premiums; and
- High litigation costs.<sup>22</sup>

### I.2.3 COSTS TO THIRD PARTIES

Research shows that family members of those experiencing workplace stress report: increased financial and emotional costs.

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21 Moore. B., and Renfey, D. (2002) *Bullying and the South Australian Legislation: WorkCover Uncover. Skills for Survival, Solutions and Strategies*, International Bullying Conference, Adelaide, SA February, pp20–22.

22 Leon, M, (2002) *Work in the trenches: fear and anxiety in the workplace — an exploration*. In *Mental Health and Work: Issues and Perspectives*. Morrow L, Verins I, and Willis E Eds. Adelaide, Auseinet: The Australian Network for Promotion, Prevention and Early Intervention for Mental Health.

## J ACTIONS AND RESPONSIBILITIES

### J.1 SAFETY OF PERSONS

OH&S Area	Implementation	Responsible Role / Group	Reports To
Ministry with Children and Vulnerable People	Ensure all working in this area have received appropriate training and that there is a record of the training.	Respective Ministry Team Leader	Rector and Diocese
Lay Ministers	Ensure all working in this area have received appropriate training and that there is a record of the training.	Respective Ministry Team Leader	Rector and Diocese
Safe Transporting	Parishioners transporting to/from Parish event to complete: <ul style="list-style-type: none"> <li>● Error: Reference source not found</li> <li>● <a href="#"><i>Safe Ministry Check</i></a></li> </ul> Register to be held centrally and to be updated yearly.	Parishioners involved in transporting; Parish Records keeper	Rector and Wardens; Parish Administrator
Safe Ministry with Persons of Concern (POCs)	Nominated persons with authority within Parish liaise with Diocesan Professional Standards Director (PSD) regarding any POC.	"Nominated persons"; Rector and Wardens	Rector and Diocese
	Appointee nominated to liaise between PSD, POC and nominated persons. Monthly written feedback to Parish authorities.	"Appointee": nominated by Rector and Wardens	Rector and Wardens
Safe Handling of Money	Counting to be done by two or more persons, written records of collections to be kept, minimal cash to be kept on site. If practicable, two Parish officers take cash collections to bank together.	Parish Administrator	Parish Treasurer, Rector
Volunteers at working bees and undertaking manual duties	Volunteers to limit their actions and use of equipment to that which they assess themselves to be capable of and appropriately trained for.  Volunteers to seek advice of working bee convenor or equivalent individual (e.g. member of resources team) if uncertain about the safety of any activity or equipment (e.g. ladder use).	Volunteers; Working Bee convenor/coordinator.	Rector and Wardens

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OH&S Area	Implementation	Responsible Role / Group	Reports To
Volunteers ...	<p>The resources team and working bee convenor to foster an attitude in participants that considers safety.</p> <p>Register incidents (e.g. falls, cuts, breaks, etc).</p>	<p>Working bee convenor;</p> <p>Nominated Parish Office administrator.</p>	Rector and Wardens
Off-site parish activities	<p>Prior to an off-site Parish activity, documents to be completed:</p> <ul style="list-style-type: none"> <li>● Excursion Checklist</li> <li>● <i>Excursion Form</i> for each young or vulnerable person*</li> <li>● <i>Medical Information Form</i> for each young or vulnerable person.*</li> </ul> <p>*If applicable, for example if the activity includes their being under the supervision of their primary care giver, this may not be necessary. Any requirements or instructions arising from <i>Excursion Checklist</i> to be complied with.</p> <p>Regularly updated <i>register</i> to be kept of all off-site activities, organisers and participants' documents for 2 years.</p>	<p>The Activities lead organiser;</p> <p>Parish Administrator</p>	<p>Rector and Wardens</p> <p>Parish Administrator</p>
Office work	Awareness of OH&S principles in the office setting.	Rector	Rector and Wardens
Work-related stress	<p>Implement appropriate management strategies to minimise workplace stress.</p> <p>Regular meetings between staff and "management" to facilitate discussion of issues relevant to workplace environment.</p> <p>Staff consultations with Wardens.</p>	Rector and Wardens	<p>Parish Council;</p> <p>Parish AGM</p>
Occupational violence	<p>Inform and educate new and existing staff on bullying and harassment.</p> <p>Monitor and address all reported incidences of bullying and harassment among staff and volunteers.</p>	Rector and Wardens	<p>Parish Council;</p> <p>Parish AGM</p>

OH&S Area	Implementation	Responsible Role / Group	Reports To
First Aid	Register <i>incidents</i> requiring first aid. If in any doubt about a medical incident contact appropriate health authority (e.g. dial 000).  Encourage participation at events of Parishioner(s) with first aid certification and/or formal medical/nursing training.	Parishioners	Rector and Wardens
	Maintain a <i>register</i> of parishioners with first aid certification and/or formal medical/nursing training.	Parish Administrator	Parish Administrator
	Maintain in-date first aid <i>kits</i> of appropriate standard in Worship Centre and Rainbow Centre. Check regularly (annually).	The Safety Team	Resources Committee/ Parish Council
Sun safety	Foster awareness of the need for sun-safety among parishioners at Parish functions.	Parishioners	Rector and Wardens

## J.2 SAFETY OF BUILDING AND EQUIPMENT

OH&S Area	Implementation	Responsible Role / Group	Reports To
Safe Food Handling	Display printed <i>instructions</i> for safe food handling in prominent position in kitchen. <i>Register incidents</i> (accidents, food poisoning, etc.)	The Safety Team	Resources Committee; Parish Council
Security	WC, RC and storage shed doors and windows to be <i>locked</i> and/or <i>held (by rods)</i> at all times when building(s) not in use by authorised users.  Keys to be <i>issued</i> only by Parish Administrator.  Maintain <i>register</i> of key-holders.	Users of premises	Rector and Wardens

OH&S Area	Implementation	Responsible Role / Group	Reports To
Dangerous Chemicals and Substances	<p><i>Check</i> all cleaning, disinfectant, medical/first aid and printer products for dangerous content. Store such substances under conditions of light and temperature as listed on the container. <i>Remove</i> products when past use-by date. <i>Destroy</i> safely.</p> <p><i>As far as practical store</i> dangerous products and chemicals in locations inaccessible to unsupervised children, noting that children are to be supervised by their primary caregiver unless under the responsibility of a ministry team member or volunteer carer.</p>	The Safety Team	Resources Committee; Parish Council
Emergency Procedures	<p><i>Inform</i> staff and leaders and key volunteers of emergency procedures.</p> <p>Undertake <i>evacuation drill</i> from 8 a.m. and 10 a.m. services at least once annually.</p>	Rector	Rector and Wardens
	<p>Display printed <i>Emergency Procedures</i> in WC and RC.</p> <p><i>Register</i> and <i>display</i> names of staff and volunteers trained to carry out emergency procedures.</p>	Parish Administrator	Parish Administrator

### J.3 SAFETY INSPECTIONS

OH&S Area	Implementation	Responsible Role / Group	Reports To
Audit	Safe environment audit and risk assessment once each year, guided by diocesan <i>Safe Environment Checklist</i> , <i>Hazard Identification Template</i> and relevant <i>WorkSafe ACT</i> documents.	The Safety Team	Rector and Wardens; Parish Council
Records Maintenance	<p>Maintain <i>Ministry Leader Status Register</i>.</p> <p><i>Document</i> promptly all incidents, accidents, near misses and identified hazards.</p>	Parish Administrator	Rector and Wardens; Parish Council

OH&S Area	Implementation	Responsible Role / Group	Reports To
	Report all incidents, accidents, near misses and identified hazards to The Safety Team.	Parishioner(s) involved in accidents, incidents, etc; Parish Administrator	The Safety Team
	<i>Review</i> records annually to identify trends, drawing on <i>Risk Register categories</i> for analysis.	The Safety Team	

**The names, contact details and roles and responsibilities of The Safety Team members must be displayed on the notice board and regularly in the newsletter.**



## K ADDITIONAL USEFUL DOCUMENTS

Document	Location or URL
Bullying 3 – Recognising and Responding to Bullying at Work	<a href="http://www.worksafety.act.gov.au/publication/view/1111">http://www.worksafety.act.gov.au/publication/view/1111</a>
Diocesan Policies and Procedures	<a href="http://www.anglicanregistry.org.au/Safe-Church/Safe-Ministries-Unit/Diocesan-Policies-and-Procedures.asp">http://www.anglicanregistry.org.au/Safe-Church/Safe-Ministries-Unit/Diocesan-Policies-and-Procedures.asp</a>
Diocesan Safe Ministries Unit	<a href="http://www.anglicanregistry.org.au/Safe-Church/Safe-Ministries-Unit/Safe-Ministries-Unit.asp">http://www.anglicanregistry.org.au/Safe-Church/Safe-Ministries-Unit/Safe-Ministries-Unit.asp</a>
Leading Health and Safety at Work	<a href="http://www.worksafety.act.gov.au/publication/view/1095">http://www.worksafety.act.gov.au/publication/view/1095</a>
Making Your Small Business Safer and Healthier	<a href="http://www.worksafe.act.gov.au/publication/view/1099">http://www.worksafe.act.gov.au/publication/view/1099</a>
Preventing work related stress for employees in the private sector	<a href="http://www.worksafe.vic.gov.au/wps/wcm/connect/a4b60b0047e15c77a714f77e95a1f53e/32296+Work+R+Stress+Employees+v4.pdf?MOD=AJPERES">http://www.worksafe.vic.gov.au/wps/wcm/connect/a4b60b0047e15c77a714f77e95a1f53e/32296+Work+R+Stress+Employees+v4.pdf?MOD=AJPERES</a>
Property Protection: Risk Management and Insurance for Faith Organisations	Living Works Pty Ltd
Small Business Toolkit	<a href="http://www.worksafe.act.gov.au/publication/view/1126">http://www.worksafe.act.gov.au/publication/view/1126</a>
Sun Safe Guide to Working Outdoors	<a href="http://cdn.justice.act.gov.au/resources/uploads/Worksafe/Publications/Handbooks/WSACT_HB_0046_-_Sun_Safety_for_Outdoor_Workers.pdf">http://cdn.justice.act.gov.au/resources/uploads/Worksafe/Publications/Handbooks/WSACT_HB_0046_-_Sun_Safety_for_Outdoor_Workers.pdf</a>
Sun Smart Primary School Policy Guidelines	<a href="https://www.cancersa.org.au/assets/images/SunSmart/SunSmart_primary_school_guidelines_2015.pdf">https://www.cancersa.org.au/assets/images/SunSmart/SunSmart_primary_school_guidelines_2015.pdf</a>
Volunteers	<a href="http://www.worksafe.act.gov.au/page/view/1252">http://www.worksafe.act.gov.au/page/view/1252</a>
Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2011	<a href="http://www.legislation.act.gov.au/ni/2011-753/default.asp">http://www.legislation.act.gov.au/ni/2011-753/default.asp</a>
Work Health and Safety (Preventing and Responding to Bullying) Code of Practice 2012 (No 1)	<a href="http://www.legislation.act.gov.au/ni/2012-219/current/pdf/2012-219.pdf">http://www.legislation.act.gov.au/ni/2012-219/current/pdf/2012-219.pdf</a>
Working well: An organisational approach to preventing psychological injury	<a href="http://www.comcare.gov.au/Forms_and_Publications/publications/services/safety_and_prevention/safety_and_prevention/work_well_org_appr_to_prevent_psych_inj">http://www.comcare.gov.au/Forms_and_Publications/publications/services/safety_and_prevention/safety_and_prevention/work_well_org_appr_to_prevent_psych_inj</a>

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<b>Document</b>	<b>Location or URL</b>
Working with Vulnerable People (Background Checking) Explanatory Statements	<a href="http://www.legislation.act.gov.au/b/db_39278/relatedmaterials/revised_explanatory_statement.pdf">http://www.legislation.act.gov.au/b/db_39278/relatedmaterials/revised_explanatory_statement.pdf</a>
Working with Vulnerable People (Background Checking) Risk Assessment Guidelines 2012 (No 1)	<a href="http://www.legislation.act.gov.au/di/2012-190/default.asp">http://www.legislation.act.gov.au/di/2012-190/default.asp</a> <a href="http://www.legislation.act.gov.au/ni/2012-219/default.asp">http://www.legislation.act.gov.au/ni/2012-219/default.asp</a>
Workplace Fire and Emergency Systems	<a href="http://www.worksafety.act.gov.au/publication/view/1130">http://www.worksafety.act.gov.au/publication/view/1130</a>