
Description

Sydney Presbytery is committed to ensuring the health, safety and welfare of its working environment and anyone who visits it.

Applicability

It remains the responsibility of every person to be vigilant about the safety and wellbeing of themselves and others so as to live out our Strategy : *Leading the Church to Life*.

The Presbytery is accountable to Safe Church practices whilst holding the legislation that is required for Work, Health and Safety (WHS), as well.

Policy

This policy does not outline any detailed procedures, but rather the responsibilities of those who serve in the ministry and work of the Presbytery.

It is understood that everyone would:

1. be committed to a work environment that is, as far as practicable, safe and without risks to health;
2. be committed to health and safety with a view of improving the efficiency, productivity and safety of the workplace;
3. reduce the likelihood of incidences, occupational injury or illness;
4. identify workplace hazards and rectify them if within their skill set; or report them as needed;
5. be aware and keep up to date with the WHS statutory requirements, regulations and codes of practice;
6. seek guidance from the Business Manager should there be an issue, problem, safety concern or unfulfilled obligation.

Sydney Presbytery is committed to a safe work place free of bullying and occupational violence.

Sydney Presbytery understands that bullying can come in many forms including but is not limited to: verbal abuse; excluding, ignoring or isolating a person; psychological harassment; intimidation; assigning meaningless tasks unrelated to a person's job; giving a person impossible assignments and deadlines; unjustified criticism or complaints; deliberately

withholding information vital for effective work performance; and considered taunting, teasing or playing practical jokes on a person who is not a willing participant.

Each person should be vigilant in looking out for any examples of these behaviours in their own practice and that of their colleagues.

Should an example of bullying be present, refer the case to the Executive Minister; and or the Secretary of the Presbytery as appropriate.

Non Adherence to Policy

WHS is the responsibility of everyone.

If there is an injury or potential injury, the responsibility lies on all people who were reasonably aware of the potential harm, or injury. Therefore;

1. If an individual is made aware of a risk, and did not seek to repair or limit access to the risk, an explanation will be required as to why no reasonable action was taken;
2. Risks or potential harm are to be reported to the Business Manager.

The obligation of the individual is not dissolved until action has been taken. Should corrective action not have been enacted in a reasonable time frame, report this to the Executive Minister;

3. Individuals are not to contribute to any risk through behaviour or negligence. If found to have contributed to an event; a review will be conducted;
4. Should continued behaviour, or avoidance of a duty of care take place:
 - a. if the matter relates to a terms of placement, the matter will be resolved according to the counselling and disciplinary processes of the Church.
 - b. should the matter relate to an employee contract, employment laws will be followed in consultation with Synod / HR.

Document Control

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Edits from prior version	Minor edit and clarification Confirmation that WHS is still the correct terminology to use
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Reference to legislation.

- Work Health and Safety Act 2011
 - <https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010#pt.8-div.1>
- Work Health and Safety Regulation 2017. (2020 amended)
 - <https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404>