



POLICY – HEALTH AND SAFETY

Rationale:

Reveal Church must be committed to providing a safe environment in which the hazards inevitably associated with its activities are reduced to a minimum so that people may experience and enjoy church life in a safe and secure environment.

As Christians, we take seriously our God-given commission to rule and subdue the earth (Genesis 1:28). Since He has given us the Earth to manage (Psalm 115:16) we are required to be wise stewards of both our resources and our environment. The utilisation of best practice in regard to safety matters therefore constitutes a foundational requirement of Christians in their interaction with the environment and the people for whom they exercise a duty of care (Hebrews 13:17).

Aims:

To provide consistent and objective implementation of the day-to-day procedural business of Reveal Church in a manner that ensures the safety and well-being of all people connected in any way with its activities.

Implementation:

All people involved in Reveal Church should work in cooperation to ensure the prevention of injury. Reveal Church will abide by the relevant legislation in this area such as the Occupational Health and Safety Act 2004 and the Occupational Health and Safety Regulations of 2007. The Victorian government has expressed an unwillingness to support the 2011 Workplace Health and Safety Act in its current form but endorses best practice under the existing legislation.

Everyone associated with Reveal Church is responsible for their personal safety and that of those around them and should ensure familiarity with and/or utilisation of:

- New equipment and procedures.
- First-aid procedures.
- Building key usage (as needed).
- Fire safety procedures.
- Risk Assessments (which must be completed for all new and existing activities before permission is granted for such activities to proceed).
- Materials Safety Data Sheets, as applicable.
- Procedures applicable to working with people under eighteen years of age (as described in the 'Working With Children and Youth' policy).
- Emergency management manual and procedures (Located in the switchboard room and reception office). Location of master switches for power, gas and water; and the location of fire extinguishers, fire blanket, sand bucket and the location of first-aid kit.
- Appropriate precautions when using hazardous materials.

- All policies and procedures both formally documented and informally relayed through meetings and other interactions.

Furthermore:

- Any faults or hazards with equipment or facilities must be reported to the relevant warden (the office manager on weekdays and the appropriate deacon on weekends).
- All hazardous substances and equipment must remain appropriately and securely stored.
- Wastes are disposed of in accordance with relevant guidelines e.g. Melbourne Water and/or EPA guidelines.
- Suitable protective clothing is used for activities where necessary.
- All staff, volunteers and leaders are aware of applicable safety procedures and observe behaviours appropriate to the area in which they serve. This shall be served by annual updates and induction of new personnel by applicable leaders.
- All casual visitors and service personnel accessing the premises during office hours should sign in and out via the reception office.
- All fire safety equipment is to be maintained in full working order and should not be interfered with.
- All first-aid kits are to be maintained in full working order and located in prominent positions. All first aid administered is to be documented in record books accompanying the first aid kits.
- Working at heights must be in accordance with workplace standards and appropriate licences may apply. Only authorised personnel are to use safety equipment such as scissor lifts.
- All ladder usage should be by approved personnel completing appropriate ladder safety training.
- Sexual harassment, bullying and racial discrimination will not be tolerated and will be dealt with, initially, by the church's Relationships and Reconciliation policy and constitution. In serious or ongoing cases, it may be necessary for a leader or volunteer to be removed from their position and to face further sanctions.
- Those working with or driving children or youth are to comply with the requirements stipulated in the Working with Children and Youth policy.
- All drivers for church events are to ensure that cars are roadworthy and have a minimum of third party cover.

All volunteers (performing tasks at the direction of and on behalf of the church without expectation of compensation, not inclusive of those helpers offering assistance to the same), all leaders, and all those who have been assigned a building key, may be required to sign a declaration related to their compliance with policies and procedures including risk management, first aid, key usage, emergency protocols, and procedures for working with Children and Youth (see appendix).

Health and Safety will be overseen by an appointed Safety Management Officer and then monitored by a staff member (usually the Office Manager) and, at weekend services, by appointed wardens. Relevant procedures will be reported to the Eldership Board.

Review:

This policy shall be reviewed annually by the church Eldership Board.

Date: December 2017

Appendix: Volunteer Agreement



Volunteer agreement between:

Reveal Church and _____

Period: _____ to _____

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither party guarantees any employment relationship now or at any time in the future.

The following are our detailed policies regarding volunteers within our organisation. These policies cover the definition of a volunteer, role description, induction/training, confidentiality, copyright issues, when additional screening is necessary, when volunteers can represent Reveal Church, ending your role as a volunteer with Reveal Church and dismissal of a volunteer.

Definition of a volunteer

A 'volunteer' is anyone who, without compensation or expectation of compensation beyond reimbursement (according to the arrangements within our finance policy), performs a task at the direction of and on behalf of Reveal Church (and therefore does not include occasional or incidental helpers without direct responsibilities). A volunteer must be accepted and enrolled by Reveal Church by use of this agreement prior to performance of any volunteer tasks. Unless specifically stated, volunteers shall not be considered as employees of Reveal Church. Volunteers in some leadership roles may need to provide extra documentation.

Role description

Reveal Church values its volunteers and we will endeavor to provide you with:

- A description of your role and the tasks you are authorised to perform as a volunteer.
- An induction, orientation and training necessary for such a role.
- A safe and healthy environment in which to perform your role.
- A supervisor, so that you have the opportunity to ask questions and receive feedback.
- Reimbursement for reasonable expenses in accordance with our finance policy.
- Insurance to cover you for the volunteer duties you are authorised to perform.

What Reveal Church asks of its volunteers

- Support of Reveal Church's values and objectives.
- Participation in relevant induction and training programs including observing key and alarm usage protocols, where relevant.
- Operation under the direction and supervision of nominated staff and compliance with reasonable directions and instructions.
- Compliance with Reveal Church's policies and procedures inclusive of risk assessment procedures.
- Notification to your supervisor of hazardous situations that pose a risk to you or others.
- Reporting of accidents or incidents relating to staff, volunteers, plant or equipment.
- Behave appropriately and courteously to both the staff and the public with whom you interact in the course of your role.
- Use any property or equipment given to you in your role only for the purposes of the role and return it to Reveal Church when you finish your volunteer role.
- Advise if you wish to change the nature of your contribution (e.g. hours, role) at any time.

- Be open and honest in your dealings with others at Reveal Church
- Advise us of possible improvements to our volunteer roles.

Contact person

Your contact person at Reveal Church for any enquiries will be the office manager.

Information we require

Before you can commence a volunteer role with us, we need the following information.

- Working With Children Check
- Police Check, if required.
- Two References with contact telephone number and email address (people not related to you who know you and can adequately comment on your suitability for such a role).
- Work samples, if required.

All background information and information management will be conducted in accordance with our privacy policy.

Induction and Training Required

Reveal Church is committed to providing suitable training in support of our health and safety policy, a copy of which is on our website. For this reason, we require that all volunteers familiarise themselves with this policy and other relevant policies (found on our website) before commencing any volunteer role.

Further training relevant to your role will be provided via your supervisor, or as delegated by your supervisor.

Volunteer Expenses

As a volunteer, Reveal Church will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing tasks associated with your role (which would not normally include beverages, meals or items you intend to keep). We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not salary or wages. You will need to keep and produce receipts of all expenses. For further information on claiming reimbursements, and when you might need prior approval, please see our finance policy, accessible via our website.

We sometimes provide you with other benefits as part of your volunteer role (such as training, free food, accommodation, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis and not payment in lieu of salary.

Insurance

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us. Reveal Church has the following insurances: Personal Accident for Voluntary Worker, Public and Products Liability, Professional Indemnity, Management Liability, Personal Accident for Pastors and Property Protection. To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to:

- ensure that a signed copy of this agreement is lodged with the office manager
- keep records of hours at Reveal Church (i.e. sign in and out),
- report any incident or accident as soon as it has occurred,
- complete an incident report, and

- seek relevant medical attention at your earliest opportunity.

Volunteers Under 18

If you are under eighteen years of age, please let at least one of your parents know that you are intending to volunteer with Reveal Church and ensure that they sign this agreement. We strongly suggest that you make your parent(s) aware of the church and its values by use of our website and that you keep your parent(s) up to date with your activities at Reveal Church. Your parents are invited to call or email Reveal Church with any questions or comments about our program. Reveal Church has a policy related to working with children and youth that describes how we seek to protect and provide for young people in our care, but it also details extra responsibilities you need to follow if your volunteer role involves working with children or youth.

Representing Reveal Church

Volunteers are asked not to contact organisations or individuals on behalf of Reveal Church unless they are given express directions to do so by their supervisor. Prior to any action or statement which might significantly affect or obligate Reveal Church, volunteers should seek prior consultation and approval from appropriate staff. Protocols for communication with external persons or organisations is otherwise described in our Privacy policy.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff member, volunteer, client, or other person or involves overall church business. This responsibility remains in force beyond the volunteer role, i.e. when no longer serving as a volunteer.

Failure to maintain confidentiality may result in termination of the volunteer's role or other corrective action.

Intellectual Property

All volunteers at Reveal Church agree to transfer to Reveal Church all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services, with the exception that joint copyright will exist for such ideas or materials that are wholly or substantially produced by the volunteer. Also, volunteers are taken to consent to the use by Reveal Church of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer, you also agree not to bring any claim for infringement of your moral rights in respect of that use.

Ending Your Volunteer Role

You can cease volunteering with Reveal Church upon the completion of any volunteer assignment or when you are not currently engaged in an assignment. It is therefore considered appropriate that any volunteer has a moral obligation to complete any specific volunteer duty to which they have agreed or that they negotiate with their supervisor a suitable alternative arrangement.

Dismissal of a Volunteer

Volunteers who do not adhere to the policies and procedures of Reveal Church or who fail to satisfactorily perform their volunteer assignment are subject to dismissal from their role and may therefore be restricted from access to the premises.

No volunteer will be terminated until that volunteer has had an opportunity to discuss the reasons for possible dismissal with their supervisor. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of Reveal Church materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by Reveal Church policies and procedures, and failure to satisfactorily perform assigned duties.

Any grievance concerning this process should be pursued in accordance with the church's Relationships and Reconciliation policy.

Declaration

Please sign to acknowledge that you have read this volunteer agreement, had an opportunity to ask questions and agree with the policies and relevant procedures of the church.

Volunteer full name: _____

Volunteer signature: _____

Date: _____

Parent's name (if volunteer under 18): _____

Parent's signature (if volunteer under 18): _____

Date: _____

This document should be returned to the office manager and a copy given to the safety management officer along with referee information, working with children's check and other relevant information, as required.