



ANGLICAN DIOCESE OF CANBERRA AND GOULBURN

# The Parish of Manuka

## WORK HEALTH AND SAFETY

### POLICY

The Parish of Manuka is firmly committed to a healthy and safe workplace. We aim to remove or reduce the risks to health, safety and wellbeing of all workers (clergy, employees, volunteers, and contractors), visitors, and anybody else who may be affected by our ministry and business operations, and to ensure all work activities are undertaken in a safe manner.

We are committed to ensuring we comply with the Work Health and Safety (WHS) Act, the WHS Regulations and applicable Codes of Practice and Australian Standards as far as practicable.

### Scope

This policy applies to all ministry and business operations and functions, including those situations where workers are required to work off-site.

### Responsibility

As far as is practicable, The Parish of Manuka Parish Council will provide and maintain:

- a safe working environment and safe systems of work
- plant and substances in safe condition
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.



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Workers will:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents, incidents and hazards

The Parish of Manuka Parish Council will ensure that:

- all workers working under their direction are made aware of and comply with this policy and when a concern is raised in relation to WHS, a response is provided in a timely manner.
- all new workers are inducted into the worksite and the induction includes work health and safety policies and procedures.
- safe working practices are developed in consultation with workers and are specific to the nature of the service undertaken at the site in addition to any site specific requirements.
- WHS is a standing agenda item at all meetings and all workers have the opportunity to participate in the WHS consultation processes where practicable.

## Feedback

Feedback on this policy can be submitted to the Anglian Diocesan Services, Director Risk and Legal - [Business.Support@anglicands.org.au](mailto:Business.Support@anglicands.org.au)

## Approval

This policy was adopted by the Parish of Manuka Parish Council at its meeting on 30 April 2019

**Rector/ Priest in charge**

THE REVEREND DR BENJAMIN EDWARDS

Signature:

**Chair of Manuka Parish Council**

BRUCE GLENDINNING

Signature: