



SC007 - LOCAL CHURCH HEALTH & SAFETY POSITION DESCRIPTION (PERSON/TEAM)

PURPOSE OF THE HEALTH & SAFETY TEAM;

- act as the contact point for local churches in relation to health and safety (including site safety issues).
- assist the church board in the management of health and safety issues, including compliance with Work Health and Safety legislation in the states and territories where it applies.

ABOUT THE HEALTH & SAFETY TEAM;

These are the local contact people to whom congregation members can bring their Health and Safety concerns, e.g. about hazards on site.

The team will address legal WHS I, risk management and insurance issues that arise out of reports of incidents, injuries and hazards

The size of the team will depend upon the size of the local church.

For most C3 churches, a team of 2- 4 people with appropriate experience and/ or skills will be suitable. In the case of smaller churches, for example under 60 people this role may be designated to a single person. In a very large church, each campus will need Health and Safety officers.

Once appointed the names of the people on the Health and Safety Team should be communicated widely and regularly to the whole local church, for example via email , in newsletters, and on a poster on the wall in the church building.

SELECTION OF SAFE CHURCH PERSON/ TEAM;

Each person should be appropriately screened, inducted and supervised in this role. All people who take on this role must complete a C3 **Safe Church** Awareness Workshop.

HEALTH & SAFETY TEAM ROLES;

- Write and implement WHS policies, including privacy policy and evacuations procedures.
- Keep WHS on the agenda at the Local Church Board team meetings.
- Notify incidents such as serious events and dangerous incidents within a prescribed period to the Health & Safety Team.
- Address health and safety concerns within one month of the concern being communicated to the Health & Safety Team.



AUSTRALIA SAFE CHURCH IMPLEMENTATION KIT 2020

- Use incident report documentation provided by C3 Australia Executive to report serious incidents.
- Ensure all workers know and follow the church's abuse reporting and grievance procedures.
- Have the Health & Safety Team undertake a safe environment audit of the church centre at least twice a year.