Auckland Chinese Presbyterian Church

Health & Safety Manual

Document and Revision History

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1. Overview

This Health & Safety (H&S) Plan has been prepared specifically for the Auckland Chinese Presbyterian Church (ACPC). The purpose of this document is to outline ACPC's H&S management system (HSMS) including policies, procedures and processes. The H&S management system applies to all ACPC activities, contractors engaged by ACPC, and to all users of facilities under the care of ACPC, such as the church building.

2. Health & Safety Policy Statement

ACPC believes that an effective HSMS is the key to a successful organisation; ethically, morally, spiritually, legally and financially. Through our active commitment to legislation compliance and most importantly, ensuring our staff, volunteers and congregants are safe, we will continuously look for opportunities to improve our performance and system whilst still following our Church values.

We aim to actively promote improvement through ensuring our staff and leadershipare equally committed, involved and supportive of our H&S practices.

To achieve this we will ensure all workers and visitors are:

- Working together; taking reasonably practicable steps to ensure that any significant risks or hazards to workers are minimized, and workers are protected, where elimination is impracticable.
- Involved in identifying and controlling new and existing hazards and regularly monitoring these hazards within our facilities.
- Informed about accident and emergency procedures.
- Aware of their responsibilities to themselves, their fellow workers and the general public.
- Utilising the systems in place to record all incidents, near misses or injury.
- Promoting the provision of advice, information, education and training in relation to work health and safety.

Authorised & reviewed by:

_____

Lydia Lam (Session Clerk) and

_____

Rev Micah Tang (Senior Minister)

Date_____

3. Health & Safety Responsibilities

H&S is everyone's responsibility and all users of the Church are expected to share in the commitment to prevent hazards, accidents and act in a manner that keeps themselves and others healthy and injury free. Smoking is not permitted in any part of the Church premises.

To meet this responsibility all users are required to;

- Follow all safety instructions and signs.
- Not smoke in or near the premises.
- Act responsibly, meet the objectives, policies and procedures contained in the Church's Health and Safety Policy Manual.
- Report any behaviours, incidents or hazards to the appointed Health and Safety Representatives without delay.

Any person who observes someone else engaging in behaviour which threatens the health or safety of another or creates a hazard must report it. Failure to report may result in the person being liable for any non-compliance with the relevant Health and Safety legislation.

The appointed Health and Safety Representatives are the Senior Minister and Session Clerk who can be contacted at:

Auckland Chinese Presbyterian Church
25 Union Street, Auckland City, Auckland, 1010

Name	Rev Micah Tang	Lydia Lam
Role	Senior Pastor	Session Clerk
Phone		
Email	chuhangnz@gmail.com	lam.nga.ting@gmail.com

All issues pertaining to Health and Safety will be reported to the Parish Council on a regular basis in accordance with the Parish Council's schedule of meetings.

The 'person conducting a business or an undertaking' (PCBU)[1] will undertake periodic reviews and audits of various H&S considerations. The review periods are outlined in the Annual Health and Safety Plan. These activities will occur over the course of the year, as indicated in the Review Plan Yearly Calendar. The details for the review activities and completion are to be recorded in the H&S Audit and Action plan. All of the documents associated with the H&S review and audit process are included in Appendix C.

[1] A PCBU is a 'person conducting a business or an undertaking'. It's a broad concept used throughout the Health and Safety at Work Act 2015 (HSWA) to describe all types of modern working arrangements, which we commonly refer to as 'businesses'. Source: http://www.worksafe.govt.nz

4. Health and Safety Legislation

The main legislation covering workplace H&S is the *Health and Safety at Work Act 2015* (HSWA). This legislation requires employers to keep workers and others safe from harm and also requires workers to keep themselves and others safe from harm.

A guiding principle of HSWA is that workers and other persons should be given the highest level of protection against harm to their health, safety, and welfare from work risks as is reasonably practicable.

The main purpose of HSWA is to provide for a balanced framework to secure the health and safety of workers and workplaces by:

- Protecting workers and other persons against harm to their health, safety and welfare by eliminating or minimising risks arising from work
- Providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues
- Encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices and assisting PCBUs and workers to achieve a healthier and safer working environment
- Promoting the provision of advice, information, education, and training in relation to work health and safety
- Securing compliance with the Act through effective and appropriate compliance and enforcement measures
- Ensuring appropriate scrutiny and review of actions taken by persons performing functions or exercising powers under the Act
- Providing a framework for continuous improvement and progressively higher standards of work health and safety.

5. Emergency & Evacuation Procedures

Auckland Chinese Presbyterian Church aims to have at least one fire drill for the congregation annually. During these drills we will talk to the congregation (including the children) about required safety practices and procedures in the event of an emergency and will practise evacuating the building and familiarise them with the fire alarm, evacuation point and procedures.

In the event of a fire:

- Proceed to exit the building to the area in front of the garage door – extend to up or down Union Street pavement areas along the church if necessary
- Should the access out the front doors be blocked, proceed through the emergency exit behind the kitchen.
- Emergency Services will be contacted by the fire wardens (Rev Micah Tang and Rev Andrew Cox or Session Clerk).
- The fire wardens will check rooms, and activate fire extinguishers if safe.
- No one may leave the evacuation point until instructed to do so by the fire wardens.

Evacuation plans detailing the procedures and emergency contacts have been posted within the church building/s. Refer to Appendix A for the evacuation plan templates.

Means of Escape To Be Monitored

- Means of escape need to be checked at regular intervals to ensure that:
- They are kept clear of obstacles at all times.
- Exit doors are not locked, barred, or blocked so as to prevent occupants from leaving the building at any time.
- Smoke control and fire stop doors are kept closed.
- Stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate.
- Flammable liquids or materials shall not be stored near or within any part of the building used as a means of escape from fire.

The Property Manager will check the means of escape on a monthly basis using the Building Safety Checklist (refer to Appendix C) and report to the Parish Council should anything need to be done to ensure the means of escape are safe. An evacuation drill will be conducted annually. The evacuation plan testing records are included in Appendix B.

6. Hazard Management

6.1. Hazard Management Policy Statement

We will ensure the safety of Workers, the congregation and other users or the premises by:

- Providing and maintaining a safe environment
- Ensuring all equipment is safe
- Ensuring no-one is exposed to unmanaged or uncontrolled hazards
- Implementing emergency and evacuation procedures

To achieve this we will:

1. Systematically identify and control all hazards on the premises. Where there are significant hazards we will take all practicable steps to eliminate, isolate, and/or minimise these hazards to prevent any injury or damage.
2. Inform Workers, the congregation and all other users of our premises of these hazards and hazard controls.
3. Inform Workers, the congregation and all other users of our premises of emergency and evacuation procedures.
4. Record all incidents and accidents on the premises and take all practicable steps to prevent these events from happening.
5. Carry out planned inspections to monitor health and safety issues

6.2. Worker Training

All Workers must be trained to understand the risks associated with each hazard, the action plan created and their specific role in implementing the plan.
Each of the hazards identified along with the action plan must be copied from the Hazard Register to the appropriate fields on the Training Record form for each Worker. Each Worker must have their own form. The Record must be dated and signed as each part of the training is completed.
The Induction and Training Records must be kept in the Safety Manual folder with the Policy Statement and Hazard Register. The forms must be updated as more hazards are discovered and/or changes are made to the workplace. These forms should be referred to regularly to ensure staff training requirements are being maintained.
At the conclusion of a Worker's training they are required to sign and date the Worker Acknowledgement Form (refer to Appendix D). This is to verify that they have read and understood the Health and Safety Manual.

A Training Register is included in this H&S Plan. Refer to Appendix B.

6.3. H&S Inductions

All Workers, including contractors, are to complete the ACPC site induction. This induction is to include the ACPC H&S policy, emergency and evacuation procedures, first aid policies, PPE requirements and applicable hazards. The induction records will be included in the Training Register located in Appendix B.

6.4. Risk Assessment and Management Policy

All ACPC activities require an ACPC Activity Authorisation Form to be completed. This records the nature of the activities, the identified risks and actions implemented to mitigate the risks. For high risk or complex activities, the Senior Minister may request that a more thorough risk assessment is to be completed. In such cases, the ACPC Risk Assessment Form is to be completed in conjunction with the Activity Authorisation Form.

On-site Risk Assessment and Management

- Activity organisers are required to check the premises (indoors and outdoors) each time they are used and complete the Venue hazard checklist.
- Identified risks are to be reported to children and volunteers immediately and minimized as much as possible.
- Risks requiring maintenance are to be reported to the Session Clerk within 24 hours.
- All volunteers take responsibility for reporting potential hazards to the organiser as they arise.

Off-site Risk Assessment and Management

- For off-site excursions, the organiser is required to assess the risks of the venue/facilities, develop strategies to minimise them and draft an emergency management plan in the event of an accident happening, using the RAMS form.
- The RAMS form is to be filed in case it needs referring to at a later date by staff or OSH.

6.5. Personal Protective Equipment

Scope

Selection of PPE should be made after considering Risk and Safety needs. PPE should provide protection against particular hazards for which they are selected.

Purpose

The purpose of the Personal Protective Equipment Policy is to protect the workers of the Auckland Chinese Presbyterian Church from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our workers and that such use will lessen the likelihood of occupational injury and/or illness.

Responsibilities

The PCBU is responsible for:

- Ensuring the worker has a safe and healthy environment
- Ensuring all practicable steps are taken so that no worker is exposed to harm in the workplace
- Ensuring, with the safety gear supplier, that the equipment meets a recognised safety standard and is fit for purpose
- Providing PPE in respect of hazards identified and to monitor and replace as necessary

Factors to consider when providing PPE:

- Chemical hazards – physical hazards
- Task requirements – potential for PPE failure
- Maintenance requirements
- Interferences
- PPE durability
- Duration of use
- Regulatory requirements/certification
- User’s size and physical abilities (fitting, comfort and individual needs)
- User acceptance
- Provide training and supervision to ensure PPE is being used appropriately
- Regularly check that safety gear is being used as well as effectiveness and whether or not it is properly maintained
- Reviewing, updating, and conducting PPE hazard assessments whenever new equipment is used or there has been an accident

The Worker is responsible for:
- Properly wearing PPE as required
- Attending training and understanding what PPE is required and why
- Complying with Policy requirements and instructions from the PCBU
- Ensuring PPE is maintained properly and kept clean

Note: Workers/volunteers who repeatedly disregard and do not follow PPE policies and rules will be subjected to the disciplinary process

Things To Consider When Selecting PPE
When selecting PPE, utilise the following considerations as a basic directive:
- Application: What part of the body is being protected?
- Chemical Resistance: Will material maintain its structural integrity and protective qualities?
- Strength: Is the material resistant to punctures, tears, and abrasions?
- Flexibility: Does PPE provide the necessary dexterity?
- Thermal Limits: Does clothing maintain its mobility and protective capacity in temperature extremes?
- Cleanable: Can material be easily cleaned and reused?
- Longevity: Will clothing resist aging?

6.6. Contractors

Contractors engaged by ACPC will be subject to the ACPC H&S Plan. Each Contractor shall complete the H&S induction (refer to Appendix D) and complete an activity risk assessment prior to commencing works. The list of contractors is recorded in the Contractor's Register in Appendix B.

Contractors may be subject to a Contractor Safety Performance Assessment to review compliance with the ACPC H&S Plan and actions arising from the activity risk assessment.

6.7. Hazard Register

A Hazard Register is a form that is used to list and manage all the hazards on the church premises. Refer to Appendix B.

The Hazardous Substances Register is a companion form specifically for chemicals and any other substances that can be a hazard.

A Hazard register has been completed for Auckland Chinese Presbyterian Church and lists all hazards identified and assessed, and the potential harm they could cause.
For each hazard we have considered:
1. Firstly, elimination of the hazard (can we get rid of or remove the hazard);
2. Secondly, isolation of the hazard (can it be confined, totally enclosed, separated, or insulated); and
3. Thirdly, minimisation of the hazard (can it be reduced, decreased, or downgraded).

All identified hazards have been assessed in the order listed above; if it can't be eliminated, isolate it; if it can't be isolated, minimise the risk.

The Parish Council will ensure that:

- Workers, the congregation and other users of the church premises are informed of any hazards that cannot be eliminated or isolated
- Workers, the congregation and other users of the church premises are aware of emergency and evacuation procedures
- All hazards and the hazard controls will be regularly assessed
- Any new hazards identified, will be incorporated into the Hazard Register and Workers, the congregation and all users of the premises will be informed
- Any new equipment/tasks/chemicals/poisons will be assessed before use, and safety controls/practices established
- The Hazard register will be monitored and managed on an ongoing basis
- Where appropriate, health monitoring in relation to exposure to significant hazards will be undertaken

Worker, Congregation, and Other Users of the Premises Responsibilities:
Any person who observes someone else engaging in unsafe behaviour should immediately report it to the Minister or Session Clerk and record it on the Hazard Notification Form (refer to Appendix D). Failure to intervene or act condones the action and makes the observer and the church liable in the event of an accident.

7. Accidents and Incidents

7.1. Procedures for recording and reporting accidents & incidents

The Accident/Incident Register is used to keep a record of all accidents and incidents at the Church premises or on church outings or involving church staff or volunteers. It can be used to indicate potential and new hazards and must be completed after every accident or incident.

An incident that requires reporting is any event that involves any of the following:

- accident; moderate or serious injuries
- moderate or significant damage to property or equipment
- near misses which may have caused any of the above
- serious or ongoing breach by leaders of our “Code of Conduct”
- behaviour or circumstances which threaten the safety of leaders or programme participants
- complaints
- unresolved disputes
- allegations of misconduct or abuse by our staff and leaders

Procedures once the person involved has been looked after:

- Do not disturb the scene!
- Contact a Minister or the Session Clerk to inform them of the accident/incident
- Record the accident/incident on the Report of Accident/Incident form included in this Safety Manual. This form will then be summarised into the Accident/Incident Register by the Session Clerk at a later date. Neither of these are required to be sent to OSH but are filed with our Health and Safety records for reference if OSH decides to conduct an investigation.
- Serious harm accident - OSH is to be notified of all serious harm accidents to anyone as soon as possible. A "Form of register or notification of circumstances of accident or serious harm” is to be forwarded to the nearest OSH Office within seven (7) days of the event.
- The Minister/Church Secretary will investigate all accidents and incidents, including near misses as these are often an indicator of potential harm.
- The Church Secretary will transfer any new identified hazards and hazard controls into the Hazard Register.
- All Workers, the congregation and any users of the premises will be informed if a new hazard is identified and of the hazard controls.

7.2. Serious harm definition

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:
   - Respiratory disease
   - Noise-induced hearing loss
   - Neurological disease
   - Cancer
   - Dermatological disease
   - Communicable disease
   - Musculoskeletal disease
   - Illness caused by exposure to infected material
   - Decompression sickness
   - Poisoning
   - Vision impairment
   - Chemical or hot metal burn of eye
   - Penetrating wound of eye
   - Bone fracture
   - Laceration
   - Crushing
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harms occurrence.

7.3. Notifiable Event; Incidents; Injury or Illness

Overview
A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and the Auckland Chinese Presbyterian Church has a specific accident reporting and investigation form that must be used in the event of all work accidents, incidents and dpi type conditions.

You must notify your national office of any notifiable events or incidents that occur so they are able to guide you in what steps to take.

A worker injured at work who needs medical treatment must provide the Auckland Chinese Presbyterian Church with a copy of the completed ACC forms and, if time off work is also required, must provide a medical certificate.

Purpose
To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.

Responsibilities
The PCBU is responsible for:
- Preventing accidents and injury by providing a safe and healthy work environment
- Taking all reasonably practicable steps to see that all workers are aware of the accident reporting system, know where to obtain the appropriate form and how to report such events when they occur
- Arranging appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- Acting as the health and safety representative, including liaison with ACC and investigation of workplace injury or accident

All workers are responsible for:

- Observing any established health and safety procedure that relates to the work performed
- Participating in relevant health and safety training (e.g. DPI prevention, manual handling)
- Accurately reporting and documenting all accidents, incidents and observed hazards to the Senior Ministers (Rev Micah Tang and Rev Andrew Cox) or Session Clerk
- Obtaining initial medical treatment from a registered treatment provider of his/her choice – this must be a registered medical practitioner if lost time is involved
- Providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the Senior Ministers (Rev Micah Tang and Rev Andrew Cox) or Session Clerk

Procedures

Record of accident/incident/serious harm

The Health and Safety at Work Act 2015 places requirements on PCBUs to record and investigate accidents. “Serious harm” accidents must be reported, in writing, using the prescribed form, to the Occupational Safety and Health Service of WorkSafe NZ as soon as possible.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

The Auckland Chinese Presbyterian Church accident/incident/serious harm form is the same as the WorkSafe NZ Notification of Accident form.

Accident/incident reporting investigation

In the event of “serious harm” or a significant hazard the Senior Ministers (Rev Micah Tang and Rev Andrew Cox) or Session Clerk must be advised immediately along with your national body and WorkSafe NZ must be advised.

The Senior Minister and/or Session Clerk should:

- Ensure receipt of all relevant information (incident forms, ACC forms and medical certificates as applicable
- Initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- Ensure any hazard that is identified as the cause of the event is eliminated or minimised in accordance with the requirements of the Health and Safety at Work Act 2015
- Ensure all corrective actions that have been identified are carried out within the specified timeframes
- The investigation report will be reviewed by the Senior Minister or Session Clerk to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act

When events result in “serious harm”, take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary. Contact your National Office for guidance.
- Contact WorkSafe NZ, as quickly as possible, as per their requirements.
- Isolate and protect the scene. Do not interfere with the accident scene without the permission of an inspector from WorkSafe NZ

Further information

For further understanding of notifiable event, notifiable incident and notifiable injury or illness, please refer to these links which direct you to relevant sections of the HSWA:
http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976868.html
http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976877.html
http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976880.html

7.4. First Aid Procedures and Checklist

The Auckland Chinese Presbyterian Church has a responsibility to take “reasonably practicable” steps in providing effective first aid arrangements.

Purpose
To ensure safe, consistent and immediate care is taken when first aid may be required in the workplace.

Responsibilities
The Senior Ministers (Rev Micah Tang and Rev Andrew Cox) and/or Session Clerk are responsible for:

- Ensuring appropriate first aid supplies are provided at the Auckland Chinese Presbyterian Church.
- Ensuring that first aid supplies are accessible to workers at the Auckland Chinese Presbyterian Church.
- Being the designated first aid representative for the Auckland Chinese Presbyterian Church
- Holding a current and appropriate first aid certificate or other equivalent qualification
- Ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered

Procedures

- Wash hands and lower arms thoroughly before and after treating patients.
- Surgical gloves **must** be worn before dealing with any wound involving blood.
- Gloves and other materials that have come into contact with blood should be placed in a plastic bag, sealed and placed in the rubbish
- Wash wounds with Dettol diluted with five parts warm water.
- Cover wound as necessary.
- Do not apply creams unless necessary.
- Record all first aid administered in the First Aid Register (refer to Appendix B).

First Aid Kit Checklist
The permanent first aid kit is kept under the kitchen bench. The following items are to be included in the first aid kit:

Resuscitation face shield	Thermafoil blanket
Savlon antiseptic cream	Antihistamine cream
Panadol tablets	Panadol soluble
Nurofen (kitchen only)	Arnica Cream (kitchen only)
Splinter probes	Tweezers
Wound cleansing pads	Plasters
Plaster strip (fabric)	Gauze pads
Tape for sticking gauze pads	Crepe bandages
Eye pad	Disposable Slings
Scissors	Saline solution
Disposable gloves	Needles
Safety Pins	Sanitary pads

8. Personal H&S Hazards

8.1. Stress at Work

Policy Statement
The Auckland Chinese Presbyterian Church recognises the responsibility of the PCBU to actively reduce and manage stress in the workplace. Stress may arise from both personal and organisational sources. The Auckland Chinese Presbyterian Church clearly has a degree of control only over the latter, and these guidelines provide a framework for stress management in the workplace.

Purpose
To assist all workers to understand the causes of stress, and work together in ways that encourage positive responses to work demands. To enable workers to identify indicators or symptoms of stress and to assess the extent to which they or other individuals are responding positively or negatively. To encourage the Senior Minister and workers to seek information and early assistance in managing their own stress in a constructive way. To provide information and advice regarding the causes and impact of stress in the work environment, and offer ways for managing stress positively. To have procedures for dealing with negative stress or distress effectively.

Responsibilities
The Senior Minister and/or Session Clerk are responsible for:
- Facilitating training and information for the workers in effective management practices and styles, covering the nature of stress, and promoting responsible prevention and rehabilitation attitudes towards it as determined by the Senior Minister or Session Clerk
- Providing up-to-date and accessible information on stress
- Adjusting the physical environment, the workload, task design, pacing of work and work schedules to alleviate significant stress/distress for an individual, in full consultation with the individual concerned
- Making free specialist counselling available for workers

All workers are responsible for (where applicable):
- Managing your time and realistically prioritising tasks
- Taking regular, necessary breaks during the day
- Taking your annual leave
- Taking leave accrued as time in lieu as soon as practicable
- Not working excessively long hours
- Discussing with the Senior Minister or Session Clerk the issues that are causing you stress, along with any suggested solutions
- Seeking advice and help from others – talk to partners, friends, colleagues, a professional counsellor or the Senior Minister or Session Clerk if possible.

Background Information For Workers and Volunteers
“Stress arises when a person’s capabilities are overwhelmed by demands”

Every day, individuals are confronted with a variety of demands or ‘stressors’. These may arise from either personal sources (e.g. ill-health, marital discord, family problems, financial uncertainty, or from institutional sources such as work overload or underload, role conflict, lack of control or physical environment). Stressors produce a biochemical response in the body which prepare the body to do what is essential during a stressful situation (in preparation for fight or flight).

The stress response is highly functional and can lead to elevated performance, through constructive and creative responses, increased and well-directed energy, improved morale and motivation, and increased efficiency and effectiveness. Where an individual is exposed to demands that are too intense, frequent or chronic, the stress response can create unhealthy, destructive outcomes (e.g. cardiovascular disease or depression).

There are wide individual differences in the way we each respond to stressors, and therefore the optimum stress load that maximises performance varies by individual and by task. (The Yerkes-Dodson Law refers to the fact that performance increases with increasing stress loads up to an optimum point, and when the stress load becomes too great, performance decreases.)

Common Signs
Some common signs of stress in individuals are:
- Headaches, feeling tired, or having difficulty sleeping
- Worrying a lot, feeling anxious and tense for no explained reason
- Having difficulty concentrating, finding it hard to make decisions

- Lower level of confidence, making mistakes, forgetting things
- Feeling impatient and irritable, drinking more alcohol, smoking more.

"Stress is inevitable: distress is not"

Categories

Organisational stressors can be grouped into four categories:
Physical: The physical environment in which one works (e.g. temperature, office design, noise, lighting).
Task: The nature of the work itself, the specific activities assigned to the worker (e.g. reception, budget management).
Role: The expectations that others have of one's role and its function within the organization (e.g. conflicting or ambiguous expectations).
Interpersonal: The social, personal and working relationships that exist.

Prevention

- Allow workers to participate in collaborative decision making.
- Allow workers to exercise as much autonomy and control as is practical.
- Provide training to enable work to be done most effectively.
- Consider job design, job descriptions and performance targets with the aim of reducing unnecessary stressors.
- Consult with workers to identify stressors in the workplace.
- Promote activities that make the workplace healthier, more stimulating and more fun.
- Carefully match people to jobs by considering their individual skills, capabilities and needs.

Early Intervention

- Act immediately if a worker seems overly stressed.
- Explore whether their stress is in any way job related, discuss ways of alleviating it in the short term initially, and then focus on the sources of stress to consider long-term solutions.
- Short-term solutions could include sharing tasks amongst other workers, taking leave, or adopting flexible or reduced hours.
- Long-term solutions should aim to eliminate or minimise the cause of stress where possible – the preventative strategies outlined above should be used.

References

The Health and Safety in Employment Act 1992 and Amendment Act

8.2. Fatigue at Work

Policy Statement
The Auckland Chinese Presbyterian Church is responsible for providing safe systems of work. All workers share in the responsibility to minimise and manage the adverse effects of work related fatigue.

Purpose
Ensure a safe and healthy working environment free of work-related injury or illness; minimise the risks of persons presenting for work or conducting work while impaired; establish appropriate steps to manage persons who are effected by fatigue; and encourage persons affected by fatigue to seek assistance.

Responsibilities
The Senior Ministers (Rev Micah Tang and Rev Andrew Cox) and/or Session Clerk are responsible for:

- Establishing and maintaining a fatigue management framework to ensure that personnel are fit for duty
- Preventing or minimising the effects caused by workload
- Maintaining the privacy and confidentiality of those participating in fatigue management programs

Workers are responsible for:

- Workers at all levels within the Auckland Chinese Presbyterian Church are responsible for the implementation of this policy
- Workers, contractors and all others described as workers are responsible for ensuring they are fit for duty by complying with this Policy and the procedure
- Ultimately, to successfully control the risks associated with fatigue in the workplace, it is up to each individual to recognise the symptoms of fatigue, obtain adequate sleep and ensure they and others affected by fatigue seek assistance
- Workers are obligated to let the PCBU or the Senior Minister of Session Clerk know if fatigue is occurring at any given time

Information For Workers

Fatigue, also referred to as tiredness, exhaustion, lethargy, and listlessness, describes a physical and/or mental state of being tired and weak. Although physical and mental fatigue are different, the two often exist together - if a person is physically exhausted for long enough, they will also be mentally tired. When somebody experiences physical fatigue, it means they cannot continue functioning at their normal levels of physical ability. Mental fatigue, however, is more slanted towards feeling sleepy and being unable to concentrate properly.

“Nearly everyone struggles with being overtired or overworked from time to time. Such instances of temporary fatigue usually have an identifiable cause and a likely remedy.”

Types Of Fatigue
Physical fatigue: Physical fatigue is when a person's muscles cannot do things as easily as they used to. Climbing stairs or carrying laden supermarket bags may be much harder than before. Physical fatigue is also known as muscle weakness or lack of strength.
Psychological (mental) fatigue: Psychological fatigue makes concentrating much harder. When symptoms of mental fatigue are severe, the person affected might not want to get out of bed in the morning or perform his/her daily activities. Mental fatigue often appears together with physical fatigue, but not always. People may feel sleepy, have a decreased level of consciousness, and in some cases show signs similar to that of an intoxicated state. Mental fatigue may be life threatening, especially when the sufferer has to perform tasks, such as driving a vehicle or operating heavy machinery.

Contributing Factors

A person’s level of fatigue may be compromised or heightened by:

- Spending long periods of time awake
- Inadequate or insufficient quality of sleep over an extended period
- The type of work performed and work environment
- Workload, length of the shift and previous shifts worked
- The time of day or night worked
- The time taken to travel to and from work
- Consumption of alcohol
- The use of drugs (prescription, non- prescription, illicit or other)
- Their general level of fitness and/or medical condition
- Stress

Definitions

Fatigue: Means weariness from bodily or mental exertion.

Sources Of Further Information

http://www.webmd.com/a-to-z-guides/weakness-and-fatigue-topic-overview
http://www.onhealth.com/fatigue_health/article.htm
http://www.helpguide.org/mental/burnout_signs_symptoms.htm
http://www.medicinenet.com/fatigue/page3.htm

8.3. Discomfort Pain Injuries

Background
Discomfort Pain Injury (known as DPI) has been previously referred to as Occupational Overuse Syndrome (known as OOS), which was earlier referred to as Repetitive Strain Injury (known as RSI).

Policy Statement
Discomfort Pain Injury (DPI) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of DPI has the potential to be classified as a significant hazard because the condition may cause 'Serious Harm'. Therefore the risk factors for DPI need to be controlled by eliminating the hazard if at all possible, or else by isolating or minimising the hazard.

Purpose
To provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

Responsibilities

The Senior Minister and/or Session Clerk are responsible for:
- Taking all practical steps to ensure that there is compliance with the WORKSAFE NZ Code of Practice (COP) for Visual Display Units
- Ensuring all workers at risk attend a DPI awareness training session in their first month of employment and as required thereafter
- Encouraging workers to report any work-related pain to the Senior Ministers (Rev Micah Tang and Rev Andrew Cox) or Session Clerk as early as possible
- Ensuring the work environment of any workers who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies
- Facilitating an early return to work for any worker who has been absent through an DPI related injury where possible

Workers are responsible for:
- Reading the DPI awareness information and attending training where required
- Adjusting workstation equipment to maintain a comfortable body position
- Taking breaks away from the workstation and practicing micro-pauses as appropriate
- Reporting early symptoms to the Senior Minister or Session Clerk – preferably before visiting a doctor
- Participating in an early return to work programme if applicable

Procedure

Pre-employment procedures
The Senior Minister or Session Clerk will seek to establish if the prospective worker suffers from any gradual process injury that a particular job may aggravate or contribute to by checking the statement on the application form. Laptop computers should not be chosen for continuous use at work unless they are plugged into a conventional monitor and/or keyboard.

Existing workers
Individual workers should adjust their own workstation to maintain a comfortable working position, vary tasks, practice micro-pauses and take other breaks. They must report any problems to the health and safety representative, who in turn may request a full workstation assessment from a properly trained workstation assessor. The workstation assessor will work with the worker to recommend changes or adjustments and will provide a brief summary of findings to the worker and the Senior Minister or Session Clerk.

Early warning symptoms should not be ignored in the hope that the pain will go away. If discomfort during work activities persists for more than a few days, action should be taken. By taking action, individuals will be making important progress with regards to stopping the symptoms from worsening and developing into a possibly serious and long-term condition.

Standards
Approved Code of Practice for the Use of Visual Display Units in the Place of Work; Guidelines to the Selection and Purchase of Workstation Furniture and Equipment.

References
The Health and Safety in Employment Act (1992) and Amendment, the current Approved Code of Practice for the Use of Visual Display Units in the Place of Work published by the WORKSAFE NZ service of the Ministry of

Business, Innovation and Employment, Guidelines to the Selection and Purchase of Workstation Furniture and Equipment, he Accident Reporting and Rehabilitation Policy, Record of Accident/Incident/Serious Harm

8.4. Harassment and Bullying

Purpose
The purpose of this policy is to support a workplace that is free from harassment, discrimination and bullying.

Scope
This applies to all workers whether at the workplace of the Auckland Chinese Presbyterian Church or out in the field at other workplaces, as the work requires.

Harassment
Harassment is prohibited. Harassment occurs when someone is made to feel intimidated, insulted, or humiliated because of:

- Age
- Disability
- Sexual preference
- Religion
- Skin colour or ethnicity
- Gender including pregnancy, marital status, family/carer's responsibilities
- Or any other characteristic specified under anti-discrimination or human rights legislation

Examples of harassment:

- Telling insulting jokes about particular racial groups or genders
- Sending offensive or insulting emails
- Displaying offensive posters or screen savers
- Making derogatory comments about someone's race or religion

Sexual Harassment
Sexual harassment is also prohibited. It includes any unwanted sexually related behaviour that, in the circumstances a reasonable person would be offended, humiliated or intimidated by. Usually harassment and sexual harassment constitute an ongoing series of events, however legally, just one act can constitute harassment.

Examples Of Sexual Harassment

- Making obscene or sexually suggestive remarks or jokes
- Intrusive enquires into a worker's private life
- Unwanted body touching or physically molesting a person

Discrimination
Discrimination occurs when someone or a group of people is treated less favourably or unfairly because of their:

- Disability
- Race or religion
- Age
- Gender including pregnancy, marital status, family/carer's responsibilities

Workplace discrimination can occur during the following activities and circumstances (examples):

- Recruitment and selection of workers
- Terms, conditions and benefits offered through employment
- Who is offered training and what sort of training is offered
- Who is considered and selected for transfer, promotion, retrenchment or dismissal

As well as being against the law, discrimination in the workplace is also against the organisation's policies and values.

Workplace Bullying

Workplace bullying is a form of harassment that, until recently, fell outside most current legal definitions of discrimination and harassment. It relates to a misuse or abuse of power in relationships between people. It includes the repeated less favourable treatment of a person by another or others in the workplace. It includes behaviour that intimidates, offends, degrades or humiliates a person, and is unreasonable in the circumstances.

Examples Of Workplace Bullying

Physical:

- Swearing
- Shouting
- Slamming doors

Psychological:

- Silent treatment
- Assigning meaningless tasks unrelated to the position
- Deliberately withholding information needed for effective work performance

Bullying Is Not…

Reasonable management action including:

- Setting reasonable performance goals, standards and deadlines
- Providing constructive feedback on work performance or behaviours
- Following counselling or disciplinary policies and procedures
- Differences of opinion
- Poor or bad management practices
- An interpersonal conflict
- A one-off incident (e.g., outburst of temper)

Victimisation

Victimisation is defined as a person or group of people retaliating or making reprisals including dismissing or harming the employment of those who submit a complaint about harassment, bullying or discrimination. Victimisation is prohibited behaviour and persons who victimise others may be subject to prosecution similar to that for bullying or harassment.

Definitions

Bullying: means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s), even though it may not be unlawful.

Harassment: means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident but it is so significant that it adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment.

Responsibilities

The Senior Ministers (Rev Micah Tang and Rev Andrew Cox) and/or Session Clerk is responsible for:

- Providing a safe working environment free from discrimination and harassment

All workers are responsible for:

- Avoiding behaviours which may be perceived by others as bullying or harassment
- Raising concerns about any behaviours of other workers which they perceive as bullying and harassment
- Reporting harassment directly effecting them to the Senior Minister or Session Clerk
- Helping create a safe working environment free from discrimination and harassment by reporting harassment directed towards other people within the workplace
- Ensuring they do not harass or discriminate against any person within the workplace

Harassment Reporting Process

The process to report harassment, bullying or discrimination within the workplace is as follows:

1) Report to the Senior Minister or Session Clerk as soon as it occurs
2) If you are not comfortable advising the Senior Minister or Session Clerk, directly contact someone holding a senior management position within the organisation.
3) An investigation into this behaviour will be actioned.
4) You will be advised of the process as it happens.

Further Sources Of Information

http://www.legislation.govt.nz/act/public/1997/0092/latest/DLM417078.html - Harassment Act 1997
http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html - Human Rights Act 1993
http://www.legislation.govt.nz/act/public/1961/0043/latest/DLM327382.html - Crimes Act 1961
http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html - Privacy Act 1993

8.5. Disruptive Persons

Policy Statement

Workers are to understand how to protect themselves if a situation, beyond their control, arises.

Responsibilities

The Senior Minister and/or Session Clerk are responsible for:

- Ensuring workers are aware that this kind of behaviour will not be tolerated and they are to feel that their safety and health is paramount to the PCBU
- Taking reasonably practicable steps to ensure workers are aware of what to do to protect themselves should the need arise
- Providing assistance as required at the time of an incident and during rehabilitation, as required

Workers are responsible for:

- Ensuring their own actions or inactions do not harm themselves or others
- Being aware of policy and who to gain assistance from when required
- Providing information if they feel unsafe with any client or at any client premises
- Reporting any incident that occurs and completing incident forms for the H&S register and advising the Senior Minister or Session Clerk as soon as practicable

Information For Workers

Workers are not expected to take verbal or physical abuse from any person. If a situation arises within the workplace boundaries, you are to follow the procedures outlined below:

- Remove yourself from the incident and get into a safe position; and/or
- Call for help; and/or
- Call 111 for Police assistance (or ambulance if required); and/or
- Phone the Senior Minister or Session Clerk and advise the situation, ask if any other workers can assist or are able to collect you or your car if required

Sources Of Further Information

http://www.victimsupport.org.nz
http://www.police.govt.nz/contact-us/how-report-crime

8.6. Rehabilitation

Policy Statement
The Auckland Chinese Presbyterian Church is committed to initiating vocational rehabilitation programmes whenever appropriate for work-related personal injury and for non-work personal injury (excludes contracted workers who fall outside the definition of 'worker'). The aim is to assist optimum recovery, early return to work and resumption of the workers normal lifestyle without undue delay. The benefits of rehabilitation are greatest when the process is begun as soon as possible.

Workers are expected to participate fully in their own rehabilitation programme, which will be established through a consultative approach. The injured person is entitled to support, advice and representation from their nominated representative. Medical information will be obtained with formal consent from the workers and will be treated confidentially.

Purpose
To proactively manage the early return of workers, through planned rehabilitation, to as normal a life as possible, having regard to the consequences of the personal injury.

Scope
The policy is applicable to all workers.

Responsibilities
The Senior Ministers (Rev Micah Tang and Rev Andrew Cox) and/or Session Clerk are responsible for:

- Identifying suitable alternative duties, where possible, to enable an early return to work for the worker
- Confirming that a rehabilitation plan is established, if appropriate, following a lost time accident
- Monitoring the workers progress towards recovery and the suitability of the alternative duties and/or rehabilitation programme
- Taking steps to see that appropriate levels of confidentiality are maintained consistently with the principles of the Privacy Act 1993
- Reviewing health and safety management after a critical event, or if there is a change in work procedures or health and safety policy
- Acting as the health and safety representative and person responsible for liaison with ACC on behalf of your organisation

Workers are responsible for:

- Participating in an appropriate rehabilitation programme, including a return to work programme which requires alternative duties or partial hours
- Providing ongoing medical certificates to the Senior Minister and/or Session Clerk.

Procedure
Early return to work for full-time and part-time workers
A worker who has experienced work-related personal injury and who has taken time off to recover will be supported in a return to work programme as early as possible and in accordance with medical advice. This involves a partnership between the worker and the Senior Ministers (Rev Micah Tang and Rev Andrew Cox) and/or Session Clerk, medical treatment providers and others as appropriate. At any stage the worker can choose to be accompanied by a representative or support person. An early return to work may involve a modification of the person's working environment, alternative duties for a temporary period, and/or changes to the normal hours of work.

Medical information
The worker must give a copy of their completed ACC forms and/or medical certificate, from the treatment provider (this must be a registered medical practitioner if lost time is involved), to the Senior Minister or Session Clerk.

The medical certificate will state the workers capacity or incapacity for work and specify a date for review (second visit) by the treatment provider. Selected or restricted activities may also be specified for a certain period of time. If the injured person is off work for more than seven consecutive days they must provide a medical certificate confirming they are 'fit for work' to the Senior Minister or Session Clerk.

Capacity to work and the provision of alternative duties
The provision of suitable alternative duties is an essential part of rehabilitation. Alternative duties are aimed at providing appropriate and productive work while a worker rehabilitates to his/her former role. This is a proactive approach to enable workers to return to work as quickly as possible and maximise the chances of full recovery.

The Senior Minister or Session Clerk, in consultation with others as appropriate, will try to identify suitable alternative duties after considering:

- The nature and severity of the illness/injury
- The medical information provided and the restrictions imposed by treatment providers
- The previous work undertaken by the worker
- The predicted timeframe for rehabilitation (if known).

Regular review
The Senior Minister or Session Clerk will review the rehabilitation programme in consultation with the worker at regular intervals, usually every 2 weeks, involving others as appropriate. Where uncertainty exists regarding the suitability of duties being performed or where the progress of a worker is slower than anticipated, the Senior Minister or Session Clerk will seek additional professional assistance as appropriate.

Alternative Placement Or Permanent Disablement
Where at any point it becomes clear that a worker will be unable or is unlikely to return to former duties as a result of work-related personal injury, the Auckland Chinese Presbyterian Church will explore the possibility of suitable alternatives with the worker.

When a worker's personal injury is so severe that it prevents him/her from returning to their former position and all available options have been fully explored, then termination of employment will be considered in accordance with the relevant employment agreement.

Definitions
Rehabilitation: means a process of active change and support with the goal of restoring the workers' health, independence and participation to the maximum extent practicable. It comprises treatment, social rehabilitation and vocational rehabilitation.

Rehabilitation Plan: means an individualised rehabilitation programme to facilitate the early and safe return of the worker to the same or equivalent duties as those previously performed on a long-term basis.

Alternative Duties: are early return to work interventions. They may include alternative work, or other forms of action appropriate for the worker. These duties are a temporary modification of the worker's work tasks. They must not aggravate the personal injury or delay healing, must be compatible with the business of the organisation, and be subject to regular review. A worker may be fit for alternative duties from the occurrence of the personal injury or when improvement has occurred following a period of being unfit for work.

Serious Harm: means resulting in a condition that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function and/or any harm that causes the person to be hospitalised for a period of 48 hours or more.

References
Injury Prevention, Rehabilitation, and Compensation Act 2001, Privacy Act 1993, Human Rights Act 1993, Health and Safety in Employment Act 1992 and Amendment

9. Children & Youth

9.1. Children and Youth Policy

It is both a legal requirement (General Assembly 2004) and our responsibility to ensure the safety of our children, youth, and employed leaders or volunteers in children's and youth ministry.

In accordance with this, we have put in place the following processes and policies:

1. Appointment process
All people who work with children and/or youth (employed or on a voluntary basis) must have a:

- Contract (if paid)
- Code of Conduct for those working with Children and/or Young People
- Code of Ethics for those working with Children and/or Young People
- Signed Staff & Volunteer Criminal Declaration and Details form

All people who work with children and/or youth (employed or on a voluntary basis) are:

- Interviewed
- Reference checked (if deemed necessary)
- Police checked

2. Safety & Protection Policy:
We have a Safety and Protection Policy which incorporates:

- Safety and Protection Mission Statement
- Recruitment and Appointment Process
- Protective Boundaries & Strategies

We also have a Policy to ensure Physical, Psychological and Sexual Safety.

Each person that works with children and/or youth (employed or on a voluntary basis) must have read these on appointment.

3. Education:
Every person that is to work with children and/or youth (employed or volunteer) must have read the policies mentioned above prior to working with our children and/or youth.

- For leaders: Those working with children and families should have a clear understanding of these policies where they apply to their programmes and be accountable for implementing and following them.
- For children, parents, church members: Children and families participating in church programmes will be assured and informed of policies in place to protect them.

9.2. Protecting Children and Adults Policy

None of the following behaviours are acceptable:
Physical Abuse - the deliberate infliction of physical pain or injury or of physical coercion. Examples include any form of assault such as hitting, punching, kicking, biting, pushing, burning and physical restraint.

Psychological Abuse - the infliction of mental anguish involving actions that cause fear of violence, isolation or deprivation and feelings of shame, indignity and powerlessness. Examples include verbal intimidation and humiliation, shouting or screaming, threats of physical harm, favouritism and belittling another's culture or appearance.

Sexual Abuse/Harassment **-** the implied threat, or actual sexual behaviour which is offensive, inappropriate or detrimental to another person's wellbeing. Examples include deliberate and unwelcome physical or sexual touching, suggestively sexual comments, requests for sexual favours, obscene exposure and the display of pornographic material.

To protect both children and adults the following procedures are followed:

- Leaders agree and sign a Code of Conduct for those working with Children and/or Young People
- We have sufficient teachers/caregivers/leaders for the number of children and restrict the number of children if the child/adult ratio is inappropriate. This ratio varies depending on the situation of risk.
- We interview all volunteers and, if necessary, obtain personal references to ensure they are suitable for working with children.
- Teaching is conducted in an open environment to which parents and other teachers have free access.
- Visitors are not allowed access to children without the supervision of an approved worker.

Protection of Children from Other Children:

Some children may exhibit inappropriate behaviour towards other children in the group eg

a) Emotional abuse eg Taunting
b) Physical abuse eg Bullying
c) Sexual abuse

No form of physical, psychological or sexual abuse is acceptable.
Where any child persistently abuses other children his/her parents will be asked to withdraw the child from the programme.

To Help Protect Adults Working With Children:

- We provide sufficient support mechanisms and resources, material, financial and human, to minimise risk.
- We provide training in how best to interact with children including:
  a) Clear perception of leadership role
  b) Boundary issues

Code of Ethics for those working with Children and/or Young People

The following are ethical guidelines for children's/youth workers:

1. How we conduct ourselves towards those in our care

- I will deal truthfully with others. I will encourage open discussion and respect others.
- I will refrain from using bad language (swearing) when associating with children.
- I will respect other people's privacy. Anything shared in confidence will remain confidential unless there is a clear danger to someone. I will let people know about these limits.
- I will recognise that all people are made in God's image. Everyone is special to God and I will not discriminate between them for any reason.
- I will not take advantage of people, either for my own benefit or for the benefit of others.
- I will not become emotionally dependent or intimately involved with anyone that is in my care. I will not abuse, harass or exploit anyone.
- I see that I can't do everything. I won't try to do things such as formal counselling until I have proven competence in that area. I will refer people to those who do.

2. Accountability to the Church

- I will take a professional approach to my job, always seeking to do the best I can do.
- I will be responsible about the time I spend in ministry, spending neither too much nor too little.

3. Responsibilities to our colleagues

- I will be helpful to other church workers. I will treat them with respect, courtesy and good faith.
- I will appreciate what other people are doing in ministry by remembering them in prayer and encouraging them. I will respect the fact they are busy too and have commitments in other areas.
- If conflicts do occur, I will deal with them sensibly and do something about them. I will ask the appropriate people to help sort things out and seek reconciliation.
- I will do something about colleagues who are not doing their jobs or who are behaving in an unethical way. I will use the appropriate channels to do this.

4. How we take care of ourselves

- I will make sure I am always accountable to someone in ministry.
- I will make sure I have a support network in place.
- I will make sure I participate in opportunities for spiritual growth.
- I will make sure I participate in opportunities for in-service training.

9.3. Code of Conduct for those working with Children and/or Young People

As a person working in ministry with children in the Presbyterian church you are involved in a five-way interaction between the children, the children's parents or guardians, your co-workers in children's ministry, the Church and yourself. Primarily, you are accountable to the Session of Auckland Chinese Presbyterian Church.

Leader's responsibilities towards children
- Ensure the safety and wellbeing of all children in your care.
- Make certain that all activities are undertaken with sufficient suitably qualified staff and approved resources.
- Treat all children as individuals, with dignity and sensitivity, avoiding favouritism, respecting their culture, their home background, their age and their physical and mental abilities.
- Neglect, harassment, bullying, sarcasm, and bad language are unacceptable, as is any degree of physical, emotional, mental or spiritual abuse.
- Respect children's privacy at all times, particularly where activities include sleeping, changing of clothing, bathing and ablutions.
- Remain in sight of others, even if out of hearing, when dealing with an individual child. Avoid unaccompanied and unobserved activities and inappropriate physical contact.

Leader's responsibilities towards parents/guardians
- Take the time to know all parents/guardians.
- Keep parents/guardians informed, inviting them to participate in or observe the programmes being provided.
- Find out if children have any special needs or medical requirements.
- Obtain written consent from parents/guardians prior to undertaking activities off church premises.

Leader's responsibilities to the Church
- Conduct yourself in a manner in keeping with Christian principles and ethics.
- Be a healthy role model.
- In providing instruction in the Christian faith, teaching and training should follow theology and resources approved by Session.
- Be educated in the recognition of the warning signs and symptoms of abuse.
- All activities away from church premises need to be reported in advance to the Minister or person in charge to check that procedures are followed.

Leader's responsibilities to self & co-workers
- Use resources approved by Session. Be well prepared for all events and activities and attend training and planning meetings.
- Keep in contact with the Minister or person in charge for support and advice.
- Avoid placing yourself and your co-workers in compromising situations and protect yourself from actions that may be misconstrued.
- Support your colleagues, and develop good relationships with them.
- Report to the Minister or person in charge any anxieties you have regarding questionable behaviour of any person participating in children's ministry. This is to safeguard the integrity of leaders from potential accusations of abuse.

9.4. Safety and Protection Policy

This policy exists to ensure the physical, emotional and sexual safety and wellbeing of all the children and youth in our care. The policy is also designed to protect leaders, of activities and programmes involving children and youth, from allegations that can arise from careless and unwise behaviour.

This church is committed to keeping the law and will therefore operate in accordance with Occupational Safety and Health requirements, the Human Rights Act and the Privacy Act, General Assembly Legislation 2004 and other relevant legislation. This church is also committed to being an agent of healing and justice and to prevention of abuse: spiritual, emotional (psychological), physical and sexual abuse.

Recruitment and appointment process:
(This applies to volunteers and paid workers)

- All those offering to work with children and youth in this church will undergo a suitable screening process including an interview process and reference checks.
- A condition of appointment will be that applicants must respond to questions about whether they have ever committed or been accused of any acts of child molestation or abuse.
- No-one who has sexually abused a child will ever be appointed.
- Appointees must sign a declaration of commitment that divulges any criminal conviction (or pending) and acknowledges willingness to adhere to the Code of Ethics of Pastoral Care, and the Codes of Conduct and Ethics for those working with children and/or young people.
- Appointees must provide personal contact details.
- Appointees will be given a job description, if necessary.
- Workers and volunteers will be police checked on appointment and then every three years thereafter.
- Workers working with children and youth will receive regular supervision

Protective boundaries for leaders, children, parents and the church, endorsed and implemented by this church include:

- Leaders will abide by the requirements of the leadership of this church including acceptance of the principles of the Code of Ethics for Pastoral Care, the Code of Conduct for those working with children and/or young people and the Code of Ethics for those working with children and/or young people

Protective strategies are in place to protect children and young people including:

- “Teaching” in an open environment to which parents and other teachers have free access.
- Preventing visitors from accessing children/youth without the supervision of an approved leader.
- Supervising children/youth at all times and preventing them from playing in dangerous places.
- Avoiding being alone with one child/youth unless they are within sight of others.
- Not touching children youth on any part of their body that would normally be covered by swimming togs.
- Not kissing or tickling a child/youth or doing anything that is potentially sexual.
- Keeping parents fully informed about church programmes including starting and finishing times.
- Being aware of and following the church process and procedures for reporting any suspected abuse to the appropriate legal authority (i.e. Child, Youth and Family or Police)
- Maintaining sensitivity and confidentiality in disclosing sexual abuse.

Strategies, policies and procedures are in place to ensure physical, psychological, sexual and spiritual safety of children and youth. Staff and volunteers are aware of these and receive training in ensuring safety.

9.5. Policy to ensure Physical, Psychological and Sexual Safety

There are three main areas of safety to be considered in children's ministry:

Physical Safety
Anything that causes physical pain or injury, whether accidental or intentional, cause by people or the environment.

Psychological Safety
Anything that causes mental anguish, including feelings of fear, shame, humiliation, indignity, powerlessness e.g. verbal intimidation and humiliation, shouting or screaming, threats of physical harm, favouritism and belittling another's culture (including racism) or appearance, silent abuse (allowing the misuse of power by other people, by doing nothing).

Sexual Safety
Any sexual behaviour, whether implied or actual, which is inappropriate or offensive. e.g. deliberate and unwelcome physical or sexual touching, suggestively sexual comments, requests for sexual favours, obscene exposure and the display of pornographic material.

Physical Safety
Definition:
Anything that causes physical pain or injury, whether accidental or intentional, by people or the environment.

Prevention Guidelines:
To prevent physical injury in our children's/young people's ministry we will endeavour to:

Keep our buildings/environment/equipment safe by:
- Identifying and removing obvious physical hazards on church property on a regular basis e.g. broken fittings, rubbish, broken glass, poisonous or spiky vegetation.
- Repairing damaged electrical cords or appliances.
- Checking Fire and smoke alarms installed are working on a regular basis.
- Ensuring adequate lighting both interior and exterior.
- Ensuring lights are secure.
- Regularly checking sports and other equipment and toys and discarding any that are worn.
- Keeping a log of when/where/by whom equipment etc was bought.
- Keeping equipment in secure storage to prevent misuse.

Keeping our children/young people safe by:
- Practising our evacuation drill regularly.
- Providing a First Aid kit and checking/replenishing it regularly.
- Ensuring adequate supervision of activities.
- Training leaders – First Aid courses, Risk Management courses.
- Transporting children and youth safely. Registration forms (with pertinent information) and rolls will be used for all children and youth participating in our programmes.
- Having procedures in place for responding to incidents and accidents.
- Recording Incidents and Accidents and reviewing them to prevent future occurrence.

Policies we have to prevent physical accidents:
- Emergency & Evacuation Procedures
- First Aid Procedures Policy
- First Aid Checklist
- Medication Consent Form and Administering of Medication Policy
- Leader to Children/Youth Ratio Policy
- Risk Assessment and Management Policy
- Risk Assessment and Management Strategy (RAMS) forms
- Transporting Children/Youth Policy
- Permission slips/details forms
- Holiday Programme Enrolment Procedures and Booking Forms
- Child Behaviour Management Policy
- Accident and Incident Procedure
- Accident and Incident Forms

Psychological Safety
Definition:
Anything that causes mental anguish, including feelings or fear, shame, humiliation, indignity, powerlessness. For example verbal intimidation and humiliation, shouting or screaming, threats of physical harm, favouritism and belittling another's culture (including racism) or appearance, silent abuse (allowing the misuse of power by other people, by doing nothing).

Prevention Guidelines:
To prevent or minimise any of the above from happening, behaviour guidelines for both our children's/youth leaders and our young people have been set up:

- Our leaders sign, own and understand a Code of Conduct for working with children/youth.
- We have a Child Behaviour Management Policy in place for our leaders.
- We have boundaries and consequences in place for our children/youth regarding unacceptable behaviour.
- It is made clear to our children/youth of the behaviour expectations at our programmes.
- Children, youth and parents are encouraged to voice their concerns.

Policies we have to promote psychological safety:

- Code of Conduct for those working with Children and/or Young People
- Code of Ethics in Pastoral Care
- Code of Ethics for those working with Children and/or Young People
- Child Behaviour Management Policy
- Protecting Children and Adults Policy
- Complaints Procedure Policy

Sexual Safety
Definition:
Any sexual behaviour, whether implied or actual, which is inappropriate or offensive. e.g. Deliberate and unwelcome physical or sexual touching, suggestively sexual comments, requests for sexual favours, obscene exposure and the display of pornographic material.

Prevention Guidelines:

- We set clear boundaries for people working with children/youth regarding appropriate and inappropriate touching.
- Our children's/youth leaders are reference checked
- Our children's/youth leaders are police checked
- Our children's/youth leaders sign a declaration of criminal conviction
- Our children's/youth leaders are trained in recognising the symptoms of child abuse
- Our children's/youth leaders are aware of the importance of reporting suspected child abuse

Policies we have to promote sexual safety:

- Protecting Children and Adults Policy
- Safety and Protection Policy
- Police Check Form
- Staff & Volunteer Criminal Declaration and Details Form
- Complaints Procedure Policy
- Response to Suspected Child Abuse Policy

9.6. Medication Policy

- In the event of injury, sickness, allergies or stings, children/young people may be given Paracetamol, Arnica or Antihistamine.
- In the event of administering any of these medications the person in charge is advised to phone parents to alert them of the child's injury and seek permission to administer the medication.
- If the parent is uncontactable, the person in charge may administer the above medication and record the dosage and time it was given.
- No other medication will be administered without parent approval.
- Parents are asked to alert the person in charge to any medical conditions, allergies or medication requirements.
- Any medication required by children should be left with the person in charge with explicit instructions for administering.
- Parents requiring their children to receive medication while at Holiday Programme/Youth Group should complete a Medication Consent Form.
- Any medication administered will be recorded on the Medication Record.

9.7. Leader to Children/Youth Ratio Policy

- A minimum of two adults supervise the Young Church/Holiday programme/Youth activities at all times (i.e. outside of normal Sunday Service time).
- The minimum ratio of Leader to Children is as follows:

Age of Children	Under 2	2-4	5-13	14-17
Age of Leaders (staff or volunteers	16+ years old	16+ years old	16+ years old	18+ years old
Ratio (on-site)	1 to 5	1 to 6	1 to 10	1 to 10
Ratio (off-site)	1 to 5	1 to 6	1 to 8	1 to 8

- The ratio for water and swimming activities is a minimum of 1 to 6.
- A delegated ‘person in charge’ is in attendance at the programme.
- The management and overall site supervision is carried out by an adult (20 years or over).
- Attendance records are kept for each session. These are easily accessible to staff.
- Staff are aware of who is at the programme and where children are at all times.
- No child may leave the programme without the permission of a staff member.
- Children wishing to walk home must have a written note from their parents giving permission for this or the parents must have spoken to the person in charge prior to the event.

9.8. Child Behaviour Management Policy

At Auckland Chinese Presbyterian Church we share and care for everyone and everything.

Children's/Youth's behaviour and response to this behaviour by leaders is guided by this "rule".

Examples of Unacceptable Behaviour

- Physically and verbally hurting another person.
- Damaging or defacing property or equipment.
- Inappropriate language.
- Not listening to caregivers.

Handling of Unacceptable Behaviour

- Explain to the child/youth why their behaviour is unacceptable (cite the rule to remind them of the behaviour guideline).
- Show/tell them the proper way to behave.
- Praise the proper behaviour when it occurs.
- If this does not change the behaviour or the behaviour is sufficiently serious, involve the Young Church Co-ordinator/Youth leader who will:
- If a child, remove the child from activities for "time out" for as many minutes as his/her age. (The "time out" position is to be within sight and sound of the activities but uninteresting in itself, ie. the child is isolated from activities and other children but not banished.)
- Explain what is happening and why.
- Provide comfort and reassurance, if appropriate, to the other children.
- Reinforce what behaviour is acceptable when "time out" is finished.

If a youth, remove the youth from the activity until such time as he/she is ready to return and behave appropriately.
Reinforce what behaviour is acceptable.
Provide comfort and reassurance, if appropriate, to the other youths.

Handling Persistent Unacceptable Behaviour

- Keep a record of incidents.
- Inform parents of incidents and actions taken.
- Seek advice.

Disciplining Principles

- Always focus on the behaviour not the person.
- Maintain the child's self-esteem at all times.
- Never smack.
- Do not shout.
- Maintain confidentiality.

9.9. Youth Driving and Transporting Children/Youth Policy

Youth Driving:
The following policy must be adhered to.
Principles:

1. The lives of our young people and leaders are extremely valuable and must be protected by the highest standard of driving. Driving competently
2. and safely is essential for all Auckland Chinese Presbyterian Church Youth Group activities.
3. Drivers must be a good example to young people of how to drive responsibly.
4. Drivers must take full responsibility for their own actions.

Policy:

1. Any driver for Auckland Chinese Youth Groups must hold a full drivers Licence.
2. Any driver without experience of driving vans must have a van driving lesson with the youth co-ordinator/minister before driving vans for Auckland Chinese Youth Group. If the van requires a different licence, only drivers holding this licence may drive the van.
3. A police check is required to inform the Auckland Chinese Church Session Clerk/Minister of any driving convictions. Anyone with a history of criminal driving convictions may not drive youth.
4. Drivers must adhere to the road code.
5. All accidents, near misses (incidents), or irresponsible driving must be reported to the Youth co-ordinator/Minister immediately after travelling. If the incident was the result of inexperience the driver must receive some instruction before driving again. In the case of deliberate recklessness the driver will be stood down from driving for a period of time determined by the Youth Co-ordinator/Minister.
6. Reckless driving includes:
    - Speeding
    - Fast cornering
    - Unnecessary passing
    - Close tailing of other vehicles
    - Any games with other vehicles on the road
    - Permitting youth to put their heads or hands out of the windows
    - Permitting youths to not wear seatbelts
7. All vehicles used to transport youth must be worthy with a current WOF, Registration and Seatbelts.
8. Auckland Chinese Presbyterian Church will NOT pay the excess on insurance for any accident involving a private vehicle being used to transport the Auckland Chinese Presbyterian Church Youth Group on outings.

Transporting Children/Youth:
In the event of children being transported in private cars, we ensure that all drivers are licensed and all cars have a current WOF and registration. Each child is restrained. We strive to have at least two passengers to one driver.

All drivers of private cars are given a copy of the Youth Driving Policy to read and they are expected to adhere to that policy.

9.10. Complaints Procedure Policy

Parents wishing to lodge a complaint are asked to speak to the Young Church Co-ordinator/Youth Leader/Holiday Programme Leader (whichever is applicable).
If this person is unable to deal with the complaint immediately he/she will make an appointment with the parent.

The leader will attempt to rectify the problem, but if a mutual agreement is not reached, the Church minister will be called in and consulted.

All complaints are recorded and copied to the Minister who will respond appropriately in writing.

Complaints are usually few and minor and can be dealt with on the spot by chatting to the staff involved. Parents are encouraged to voice any queries or concerns they may have.

9.11. Police Check Policy, Procedure & Application form

Police Check Policy:

1. Police checks for lay workers in paid positions with pastoral responsibilities are now mandatory.
2. This requirement applies to all new appointments from 1 March 2003 onwards.
3. The rationale for this mandatory requirement for a police check for lay workers in positions with pastoral responsibilities is that it is one way in which the Church can minimise, though not necessarily eliminate, the likelihood of more vulnerable members of society being put at risk by individuals whose behaviour may be detrimental to others' safety and wellbeing.
4. The requirement for police checks to be done does not exempt Sessions/Parish Councils and Presbyteries/UDCs from working through thorough recruitment and appointment processes.
5. Sessions/Parish Councils and Presbyteries/UDCs should, as part of the application process, obtain appropriate consents and declarations from all prospective appointees.
6. If applicants are not willing to sign this form then they should not be interviewed or appointed.
7. Applicants should be asked to supply the names and contact details of 2-3 people who may be approached as confidential referees. Sample questions for referees and further information is available from the Presbyterian website: www.presbyterian.org.nz under employment.
8. Following an interview, the successful applicant should be asked to fill in an official consent form for police check, photocopied onto your church letterhead. The consent form should be sent to the Assembly Office, with the application form from the Session/Parish Council Clerk or Presbytery/UDC Clerk.
9. Care must be taken to explain to the applicant the reasons for the police check and to outline the process.
10. The police check process takes time: a month needs to be allowed from the date of mailing the application and consent forms. It may be done more quickly but your time frame must allow the month.
11. If an offer of appointment is made prior to the results of the police check being known the offer can only be conditional and is subject to the result of the police check.
12. If the police check does reveal that a person has criminal convictions that need not automatically preclude the person being appointed.
13. The operative regulations in the Book of Order are 86A and 86B, as amended by the 2002 General Assembly.

Police Check Procedure:

1. Make sure that you are familiar with all the details of the requirements so that the process works smoothly.
2. The person designated to manage the police check process on behalf of the congregation or presbytery should complete an application form.
3. This would normally be the Session or Parish Clerk or Minister in the case of a parish, or the Presbytery Clerk in the case of a presbytery. The application form can be used for more than one police check request.
4. Ask the prospective lay worker(s) to complete an official consent form. This should be photocopied onto your church letterhead before they complete it. This must be filled in by hand and signed by the person concerned. You should use one form per person. The **original** must be forwarded to the Assembly Office for passing on to the NZ Police Vetting Service. **Only originals NOT copies will be processed.**
5. Fill in a stamped, self-addressed envelope for the return of the completed police check.
6. Mail to: Juliette Bowater
   Presbyterian Church of Aotearoa NZ
   PO Box 9049
   Wellington
7. Include:
   a. the application form
   b. the consent form(s)
   c. the stamped, self-addressed envelope
8. The NZ Police require up to 20 days to process requests for police checks. Please allow 30 days to elapse from the date you mailed the police check request to the Assembly Office. You may get a response more quickly but allow the full time quota in your planning.
9. If you have not had a response after 30 days you can contact the Assembly Office to enquire as to progress. Do not contact the NZ Police directly as they have asked that all communication between the police and the Presbyterian Church be through the Assembly Office.
10. In order to meet the obligations of the Privacy Act and to safeguard the integrity of the process police check information will be dealt with by mail not email or fax. Email and fax may be used for general enquiries about process but not for specific information about people.
11. Police checks for prospective paid lay workers can be sent individually. Applications for police checks will be sent, once a week, to the NZ Police vetting service. If you require police checks for volunteers please arrange to do all the checks in one batch.
12. For further information contact Juliette Bowater at PCANZ: Ph (04) 801 6000, email: juliette@presbyterian.org.nz.

9.12. Permission Slips/Details Forms

A Permission slip/details form must be completed by each child/youth and/or parent at the beginning of each year (or the first time they attend a Young Church or Youth Group event) to record all medical or dietary needs and to obtain emergency phone numbers.

Further Individual Permission Slips are required for any overnight trips and any other trips where the young church/youth co-ordinator deems it necessary.

Parents are advised of events via email, and by bringing their child to the event we assume that they are giving implicit permission for their child to attend. We also assume that by bringing other children/youth to the event, the parents of the other child/youth have also given their permission.

9.13. Warning Signs of Abuse in Children

Warning signs of emotional abuse in children

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Shows extremes in behaviour (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- Doesn't seem to be attached to the parent or caregiver.
- Acts either inappropriately adult (taking care of other children) or inappropriately infantile (rocking, thumb-sucking, tantruming).

Warning signs of physical abuse in children

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and “on alert,” as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.

Warning signs of neglect in children

- Clothes are ill-fitting, filthy, or inappropriate for the weather.
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odour).
- Untreated illnesses and physical injuries.
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments.
- Is frequently late or missing from school.

Warning signs of sexual abuse in children

- Trouble walking or sitting.
- Displays knowledge or interest in sexual acts inappropriate to his or her age, or even seductive behaviour.
- Makes strong efforts to avoid a specific person, without an obvious reason.
- Doesn’t want to change clothes in front of others or participate in physical activities.
- An STD or pregnancy, especially under the age of 14.
- Runs away from home.

9.14. Response to Suspected Child Abuse

Abuse suspected
CONSULT (Minister and/or Session Clerk)
and
RECORD (give details of what you saw and heard or suspect with dates)
Do not pry for more details than you deem absolutely necessary as CYF’s investigation team will ask these questions.

If your suspicions are not confirmed as significant, continue to
MONITOR the situation closely in consultation with others.
If your concerns are confirmed
INFORM the Minister and/or Session that you intend to report the abuse so that you gain **SUPPORT**
REPORT the suspected abuse/neglect to CYF (Children Youth and Families) 0508 FAMILY (05050 326 459) or email cyfcallcentre@cyf.govt.nz during office hours, or to the Police after hours.

Important information you will need to provide is:

1. The full name of the child;
2. Date of birth, if possible;
3. The physical address of the child;
4. Details of your concern about abuse or neglect;
5. Any details you have about the potential perpetrator.

10. Pastoral Care & Safety

All people who undertake Pastoral Care (employed or on a voluntary basis) must have a:

- Code of Ethics for Pastoral Care – to be signed, dated and photocopied and kept in the Health & Safety Manual

All people who undertake Pastoral Care work (employed or on a voluntary basis) are:

- Interviewed
- Reference checked (if deemed necessary)
- Police checked (if deemed necessary)

10.1. Code of Ethics for Pastoral Care

For Clergy and Lay Leaders, Educators and Pastoral Carers, both paid and voluntary.

This code is a statement of how Auckland Chinese Presbyterian Church understands the standards of conduct by those members (both clergy and lay) who undertake the work of Pastoral care, in the name of the church and as part of the Body of Christ.

The church is a community bound together by faith, hope and love. We all share responsibility for its mission, to be a sign and instrument of the communion of humankind with God and with one another.

Our rule of life is the inseparable two-fold commandment of Jesus: love God and love your neighbour as you love yourself. We are committed to living by this law of love as professional ministers and lay leaders, accountable for our ministry whatever it's setting.

This accountability is expressed in a minimal way through the acceptance of the responsibilities of this code of ethics.

The responsibility for adhering to the code rests with us. It has no official standing in the church, and no official body exists to enforce it and there are no sanctions against those who do not follow it. The code is offered to enhance the dignity of pastoral care and to give the public greater confidence that we are committed to standards of excellence and to a high quality of service.

The code is not to be taken as legal advice. When in doubt about the appropriateness of one's actions, ethically or legally, consultation with experts in related fields is always wise.

11. Use of Church Facilities

11.1. Safe Driving

Purpose
To ensure that workers who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times and to maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users as well as reduce the impact of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

Scope
The policy is applicable to all workers driving both personal and company vehicles for work purposes.

Responsibilities
The Senior Minister and Session Clerk are responsible for encouraging safe driving by:

- Forbidding the use of mobile phones in vehicles while driving, except when using hands free devices
- Encouraging regular breaks while driving
- Ensuring the PCBU is informed if existing workers become unlicensed
- Providing Defensive Driving Training (state if this is not applicable)
- Providing an instruction card in all vehicles in the event of an accident
- Providing a first aid kit for each organisation vehicle

Workers are responsible for:

- Ensuring they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle
- Paying for all speeding or infringement fines obtained
- Immediately notifying the Senior Minister or Session Clerk if their driver licence has been suspended or cancelled or has had limitations placed upon it
- Being responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- Displaying the highest level of professional conduct when driving a company vehicle
- Complying with traffic legislation when driving
- Assessing hazards while driving and anticipate ‘what if’ scenarios
- Driving within the legal speed limits, including driving to the conditions
- Wearing a safety belt at all times
- Never driving under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- For adhering to the legal requirements for driving with regards to the use of substances (e.g. alcohol and other) – to so will result in disciplinary measures
- Avoiding distraction when driving – the driver will adjust car stereos/navigation devices/mirrors etc. before setting off, or pull over safely in order to do so

If a worker is driving their own vehicle for the purposes of work, the same policies apply. In addition:

- The car must be legally registered, warranted and insured for the purposes of work – the worker must show evidence of this on request
- The worker must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts

Definitions
Vehicle: Any means in or by which someone travels or something is carried or conveyed; a means of conveyance or transport: a motor vehicle; space vehicles.

Sources Of Further Information
http://www.nzta.govt.nz/resources/roadcode/
http://www.newzealand.com/int/feature/driving-road-rules-and-safety/
http://www.newzealand.com/int/feature/driving-in-new-zealand/
http://www.nzta.govt.nz/resources/roadcode/about-driving/dealing-with-hazards.html
http://www.aa.co.nz/about/safety-on-the-roads/decade-of-action/four-ways-to-be-a-safer-driver/

11.2. Smoke Free Policy

Policy Statement

It is a requirement of the Smoke-free Environments Act 1990 that all PCBUs have a written policy on smoking for all areas occupied by the PCBU and frequented by workers.

The Auckland Chinese Presbyterian Church management recognises that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. The Auckland Chinese Presbyterian Church supports a safe and healthy environment.

Purpose
This policy was developed to meet the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

1) Everyone is entitled to a smoke-free environment in all areas normally used for work.
2) Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.
3) The implementation of this policy depends on everyone responding courteously to the desire for a smoke free environment.

Responsibilities
The Senior Minister and/or Session Clerk are responsible for:

- The maintenance of smoke-free signage.

All workers are responsible for:

- Adhering to all aspects of the smoke-free working environment policy

Procedure
Smoke-free buildings
Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property. In the event that a worker chooses to smoke, a designated area, such as a sheltered balcony outside of the premises, should be used.

Passive smoking
Smoking is permitted in outside areas, providing the smoker keeps their distance from people and opens windows and doors within their close proximity to aid in the protection of others with regards to smoke drift and passive smoking.

Complaints
Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the Senior Minister or Session Clerk.

11.3. Manual Handling

Purpose
To provide a starting point for the identification, assessment, prevention and control of hazards and risks associated with manual handling in the workplace.

Scope
The policy is applicable to all workers.

Responsibilities
The Senior Minister and/or Session Clerk are responsible for:

- Identifying the manual handling tasks that are likely to be a risk to health and safety, re-assessing the risks on a regular basis, taking steps to control those risks and reviewing the effects of controls. The code of practice for manual handling provides a method that can be used to analyse such tasks in order to establish the healthiest and safest ways of preventing harm to workers
- Providing information and training for workers about the hazards they are exposed to or that they may create and what controls are in place

Workers are responsible for:

- Taking all reasonable and necessary precautions for their own health and safety and that of others, when carrying out manual handling tasks
- Being familiar with current best practice for manual handling, including use of equipment

Definitions

The Code of Practice for Manual Handling published jointly in June 2001 by WORKSAFE NZ and ACC defines manual handling as: “Any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold, or otherwise handle any animate, or inanimate object”.

Sources Of Further Information
Code of Practice for Manual Handling WORKSAFE NZ (Ministry of Business, Innovation and Employment and ACC)
Manual Handling Hazard Control Record (Worksheet, WORKSAFE NZ and ACC)
Manual Handling: A Work Book (Department of Labour)
Helpful Advice on Managing Your Acute Low Back Pain (ACC)
Active and Working (National Health Committee and ACC)
Acute Low Back Pain Management (National Health Committee and ACC)

11.4. Lock up Procedures

Purpose
To provide consistent procedures for dealing with situations in which workers must secure the safety of the premises, confidential material and workers when locking up.

Responsibilities
The Senior Minister and/or Session Clerk is responsible for:
- Ensuring the workers are aware of the procedures when locking up the premise and when working alone
- Providing a policy which outlines the lock up procedures
- Making sure all workers are trained and aware of what their responsibilities are when securing the church.
- Providing workers with sound knowledge of security around the church

Workers are responsible for:
- Following the below stated lock up procedure at all times.

Procedures
The following actions are to be completed as part of the lock up procedures:
- Check that there are no other persons in the church, including the portacom.
- Turn off all heat pumps.
- Check that all appliances are turned off in the kitchen. This includes the boiler and oven.
- Return all equipment to their storage locations. This includes chairs, tables and table tennis tables/equipment.
- Check that all musical equipment is turned off
- Turn off all lights
- Close and lock all doors and windows, including those in the room under the stage and windows the portacom.

Sources Of Further Information
http://www.goriskresources.com/Docs/Shared/ps_checklist_security.pdf
http://www.cambs-police.org.uk/crimeprevention/business/docs/Self%20assessment%20checklist_v2.pdf
http://locknet.com/lockbytes/excerpts/physical-security-audit-checklist/

Appendix A – Notice Templates

The following templates are contained within this section:

- Evacuation Plan
- Evacuation Procedure

Evacuation Plan

In the case of an emergency such as fire, earthquake or other event requiring evacuation, all occupants of any buildings or related facilities shall cease activities immediately and move to the evacuation area, via the safest route (assemble at designated area – which is clearly sign-posted).

The Fire Wardens will contact the emergency services. The Fire Wardens are:

Rev Micah Tang and Rev Andrew Cox

A copy of the evacuation plan, identifying your location, will be displayed in a prominent place within the facilities and at any other buildings on site at all times.

Please note: visitors are the responsibility of the person they have called in to see.

Contacting Emergency Services

For emergency services **dial** 111 and ask for the service you require:

FIRE **AMBULANCE** **POLICE**

Stay calm; give your name, details of the emergency, and street address.

You are at the address:

25 Union Street, Auckland 1010

Evacuation Procedure

If you discover a fire:

- Activate the alarm and dial 111
- Alert people in your area and the Fire Wardens (Rev Micah Tang and Rev Andrew Cox), the Senior Minister or Session Clerk.
- Do not extinguish the fire.
- If time permits and there is no danger, close all doors and windows.
- Evacuate the building following the evacuation procedure or scheme.
- After evacuation, meet at the assembly point

If the fire alarm sounds:

- Walk quickly to your nearest exit
- Make sure any visitors leave the building with you.
- Do not stop to take personal items with you.
- Keep to the left of the stairs.
- Meet at the assembly point – and report to the building or Fire Wardens (Rev Micah Tang and Rev Andrew Cox)

Returning to the building:

- On receiving the 'all clear' instruction from the Fire Brigade officers, (or in their absence, Fire Wardens) return to the building.

Appendix B – H&S Registers

The following documents are contained within this section:

- First Aid Register
- Training Register
- Evacuation Plan Testing Record
- Contractors' Register
- Hazardous Substances Management

First Aid Register

Auckland Chinese Presbyterian Church

Use this form to record details when first aid treatment is given.

Worker's Name	
Department/Work Area	
Date of Treatment	
Time of Treatment	
First Aider	
Description of Injury	
Treatment Provided	
First aid items used	Reminder: replace any first aid items used

If this is a work-related accident, please complete your organisation's Accident Report Form or WorkSafe NZ's *Form of Register or Notification of Circumstances of Accident or Serious Harm*.

Training Register

Auckland Chinese Presbyterian Church

TRAINING TOPIC OR COURSE NAME	NAMES OF PEOPLE TO ATTEND	DATE DUE OR COMPLETED
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Evacuation Plan Testing Record

DATE CONDUCTED	PARTICIPATING PEOPLE	TIME TAKEN TO EVACUATE	ANY ISSUES IDENTIFIED	DATE OF NEXT PLANNED EVAC TEST
/ /		:		
/ /		:		
/ /		:		
/ /		:		
/ /		:		

Contractors' Register

Specifics	Work Type	Contact Person	Phone	H&S Plan	Inducted	Date
Phones	Low Risk					
Photocopier	Low risk					
Computers	Low risk					
Sound systems	Low risk					
Electrical	Medium Risk					
Plumber	Low risk					
Fire alarm	Low risk					
Cleaner	Low risk					

Hazardous Substances Management

DESCRIBE THE CHEMICAL	**Trade Name**		
	Generic Name		
	Type of Chemical (E.g. glyphosate, organophosphate)		
	UN Number		
	HSNO Classifications (Explosive, flammable, toxic, corrosive, oxidising, eco toxic)		
	Form (Gas, liquid, solid, gel, powder)		
STORAGE	**Quantity Stored**		
	Type of Container		
	Storage Location		
HAZARDS AND RISKS	**Potential Harm**		
	Controls & Information	**Required**	**In Place**
	Safety Data Sheet		
	Protective Safety Equipment		
	Training		
	Health Monitoring		
	Secure Storage		
	Segregation		
	Labelling		
	Signage		
	Emergency Response Plan		
	Bunding		
	Test Certificates		
	Approved Handler/CSL holder Name:		
	Signature & Date:		
	Reviewed by & Date:		

Appendix C – H&S Review and Assessment Tools

The following documents are contained within this section:

- Annual Health & Safety Review Plan
- Review Plan – Yearly Calendar
- H&S Audit and Action Plan
- Building Safety Checklist
- ACPC Activity Authorisation Form
- ACPC Activity Risk Assessment
- Contractor Safety Performance Assessment
- Working Bee Checklist
- Working From Home Assessment Form

Annual Health & Safety Review Plan

Employer commitment to health and safety	o Review outline of health and safety programme (objectives) o Review employer commitment including employer and Worker responsibilities o Volunteers o Acknowledgment of and cross-reference to relevant legislation o Check quality systems that support health and safety such as internal audit	o Yearly o Yearly o As required o Yearly o Yearly
Hazard identification and management	o Hazard identification process and risk analysis o Managing hazards o Manual handling training o Check forms for hazard identification and analysis available	o Quarterly o As required o Quarterly o Monthly
Accident reporting and management	o Review definitions of accident and serious harm o Review procedures for investigating and recording accidents o Check forms for recording accidents and investigations available	o Monthly o Monthly o Monthly
Emergency planning and readiness	o Check first aid supplies o Review disaster management plan o Practice emergency plan	o As required o Yearly o Yearly
Worker information, training and supervision	o Induction process and training o Worker responsibilities o Review on-going training and worker development plan	o As required o As required o Yearly
Worker involvement	o Review Worker participation o Cross reference to health and safety issues in all team meetings	o Monthly o Monthly
Contractors and visitors	o Definitions o Processes to ensure safety while on-site o Responsibilities	o As required o As required o As required
Event management	o Health and safety off-site o Responsibilities and functional relationships with other stakeholders o Checklists managing risk – event management	o As required o As required o As required

Review Plan – Yearly Calendar

JAN	Review outline of health and safety programme (objectives) and employer commitment including employer and Worker responsibilities	Review definitions of accident and serious harm		Check sufficient forms available for H&S	Ensure workers are educated and involved with H&S at least monthly
FEB	Acknowledgment of and cross-reference to relevant legislation		Review investigations and recording accidents		Ensure workers are educated and involved with H&S at least monthly
MAR	Check quality systems that support health and safety such as internal audit			Manual handling training	Ensure workers are educated and involved with H&S at least monthly
APR	Review disaster management plan	Review definitions of accident and serious harm		Check sufficient forms available for H&S	Ensure workers are educated and involved with H&S at least monthly
MAY	Practice emergency training		Review investigations and recording accidents		Ensure workers are educated and involved with H&S at least monthly
JUN	Hazard identification process and risk analysis				Ensure workers are educated and involved with H&S at least monthly
JUL	Manual handling training	Review definitions of accident and serious harm		Check sufficient forms available for H&S	Ensure workers are educated and involved with H&S at least monthly
AUG	Cross reference to health and safety issues in all team meetings		Review investigations and recording accidents		Ensure workers are educated and involved with H&S at least monthly
SEP	Hazard identification process and risk analysis				Ensure workers are educated and involved with H&S at least monthly
OCT	Manual handling training	Review definitions of accident and serious harm		Check sufficient forms available for H&S	Ensure workers are educated and involved with H&S at least monthly
NOV	Cross reference to health and safety issues in all team meetings		Review investigations and recording accidents	Review emergency planning	Ensure workers are educated and involved with H&S at least monthly
DEC	Cross reference to health and safety issues in all team meetings		Review procedures for investigating and recording accidents		Ensure workers are educated and involved with H&S at least monthly

H&S Audit and Action Plan

Church: Auckland Chinese Presbyterian Church

Date Completed: **HSW Coordinator:**

NO.	ELEMENT	TASKS & QUESTIONS	PERSON TO ACTION	TARGET DATE	DATE COMPLETED	REVIEW DATE
3.0	**HSWA Statement**	o Compile a HSWA Statement based on sample document (refer to page 15) o Have signed and dated by church representatives, ensure this is added in your meeting minutes. o Display publically for all to see o Review policy on a regular basis				
4.0	**Documentation**	o Establish an HSWA file and keep in it details of all HSWA initiatives, training records (refer to page 17), and HSWA meeting minutes (refer to page 18) o Annually complete a new copy of this audit tool o All HSWA documentation should be reviewed at regular intervals in consultation with interested parties and re-issued				
5.0	**Risk Management**	o Complete an Annual Hazard Review Form for your church (refer to page 80) o Rank hazards identified and correct them in accordance with the hierarchy of controls (refer to pages 20 - 21) o Make available Incident/hazard Review Forms to report hazards identified on church property (refer to page 23)				
5.7	**Control of Hazardous Substances**	o Compile a list of hazardous substances that may be kept on the premises (refer to page 26) o Obtain Material Data Sheets MDS Information from the suppliers for any hazardous substances identified (e.g. photocopier and printer toner, cleaning chemicals)				
ACTION POINT	**Electrical Installations and Equipment**	o Ensure electrical contractors comply with contractor's equipment requirements above o Check that property is fitted with a residual current device (RCD) at the switchboard				

		o Where there is no RCD ensure portable electrical equipment is protected by a RCD at the power socket o Tag-test electric lines if required				
7.0	**Emergency Response Training**	o Develop a simple emergency response procedure and plan (refer to page 53) o Hold an evacuation drill at least annually – complete register (refer to page 55) o Explain use of firefighting equipment to Workers and voluntary workers or send on fire training course				
8.0	**Incident Reporting and Investigation**	o Adopt the Incident/Hazard Report Form – WorkSafe NZ form. Instigate corrective action following a report (refer to page 59) o Ensure incident report forms are readily available and encourage reporting of all accidents and “near miss” incidents				
ACTION POINT	**Occupational Health Controls**	o If there is any likelihood of persons sustaining prolonged exposure to noise or dust, seek professional advice o Establish if it is likely that asbestos is present within the church property. If not, no further action is needed. o If you have a/c systems see that regular maintenance is carried out				
9.0	**First Aid**	o Ensure First Aid equipment available or notices to ring emergency services. (refer to page 63)				
10.0	**Contractors**	o Establish a Register of Contractors that lists all the contractors you use (refer to page 67) o Provide a copy of the HSWA Policy document and Safety Rules to all contractors performing work on church property o Seek information from contractors – hazards o Show contractors the asbestos register if applicable o Highlight hazards o Ask what hazards they have that need to be advised to staff				
ACTION POINT	**Housekeeping**	o Develop a housekeeping checklist o Complete checklist monthly o Document corrective action o Hold copies of completed checklist on file				
ACTION POINT	**Consultation and Participation**	o Consult with Workers / voluntary workers / interested parties on a regular basis o Leaders/ Members meetings provide an opportunity for consultation; place HSWA on agenda				

ACTION POINT	**Purchasing**	o Ensure staff are trained and supervised correctly for use of purchases o Ensure suppliers demonstrate proper use of equipment				
ACTION POINT	**Notifications**	o Advise your national office immediately and report worker injuries and the existence of dangerous occurrences to WorkSafe NZ (refer to page 59)				

Building Safety Checklist

Use this checklist to assist you in maintaining compliance with Part 1 of the Fire Safety and Evacuation of Buildings Regulations 1992. This checklist is **not** intended to be used to satisfy the requirements of your Compliance Schedule.

ITEM	YES	NO
Are all smoke and fire doors able to move freely, in good working order and not held open by non-complying devices (wedges, hooks etc.)?	□	□
Are all escape routes clear of obstructions (rubbish, storage etc.)?	□	□
Are fire action notices, exit signs and arrows in place and visible?	□	□
Do exit doors open easily without the use of a key when the building is occupied?	□	□
Are all fire hose reels in good condition and not visually or physically obstructed?	□	□
Are all fire extinguishers in good condition and not visually or physically obstructed?	□	□
Has all firefighting equipment been serviced in the last 12 months?	□	□
Are all fire alarm manual call points clear and not obstructed?	□	□

DEFECT	DATE RECTIFED
	/ /
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	/ /
	/ /
	/ /
	/ /
	/ /

HOUSEKEEPING	YES	NO
Is flammable storage appropriate?	□	□
Is floor/area tidy and neat?	□	□
Is all rubbish removed?	□	□
Is the building warrant of fitness current? (If applicable) Expire Date: / /	□	□
Have all previously noted faults been rectified?	□	□

ACPC Activity Authorisation Form

Auckland Chinese Presbyterian Church

Person responsible for activity (name):	**Ministry:**
Location and description of activity: (What are you planning to do?)	
Number of leaders on activity:	**Number of people on activity:** (e.g. young people)
Names of leaders:	**Date of activity:**
Start Time:	**Finish Time:**

Risks: (accident, injury, incident , phone access – actual or potential)	
1	
2	
3	
4	
5	
6	

For each identified risk, record the factors that might cause the risk to happen and the steps to control these.

	What may cause the risk to occur	**Steps to control risks** What needs to be in place to manage risk?
People Fitness, experience, health, skills, people to leader ratio.		
Equipment & Resource Clothing, shelter, transport, specific gear for activity		
Environment Bridges, water, weather, terrain, other activities at same place, cell phone coverage.		

Emergency Response Plan
What back-up or actions would be required if something goes wrong?

Action Required	**Who is responsible?**

Leader's Name: _____

Leader's Signature: _____Date: _____

Senior Pastor / Session Clerk to complete:

Approval - Should this activity go ahead? YES ☐ NO ☐

Date: _____Sign: _____

Comments:

Please note: any changes to the information above will require consultation with the Senior Minister or Session Clerk before the activity occurs.

Final Assessment checklist	**Tick, initial or n/a**

Any medication required is available	
First aid kit available	
Cell phone available	
Copy of map of area – directions for drivers etc.	
Copy of activity risk assessment	
Weather forecast checked where applicable	
Appropriate people have been informed of any changes to plan	

Return this form to the Senior Minister or Session Clerk, and retain a copy for yourself and take it with you on the activity.

Review of Activity

Any changes in planning for future activities or learning from activity (re risk management)

-
-
-
-

Person completing review: _____

Date: _____

ACPC Activity Risk Assessment

Activity Name and Description:			
Activity Location:		**Activity Date:**	
Ministry / Dept. Responsible:		**Person Responsible:**	
Assessors:		**Assessment date:**	

Tasks	Risks/Hazards	Likelihood	Consequence	Risk Rating	Proposed Control Measures	Responsibility
List each of the tasks for the activity	***List the risks/hazards associated with each task***	***(L1-L5)***	***(C1-C5)***	***(L/M/H)***	***Nominate Control Measures***	***Nominate the person responsible.***

ACPC ACTIVITY RISK ASSESSMENT

RISK LIKELIHOOD & CONSEQUENCE FACTORS AND VALUES

LIKELIHOOD FACTORS

Factors		*Values*
L5	**Almost certain**	The hazard /risk is expected to occur in most circumstances.
L4	**Likely**	The hazard / risk will probably occur in most circumstances (more than 50% of time).
L3	**Possible**	The hazard / risk should occur at some time (less than 50% of time).
L2	**Unlikely**	The hazard / risk could occur at some time, usually in exceptional circumstances.
L1	**Rare**	The hazard / risk is possible but is not expected to occur.

CONSEQUENCE FACTORS

Factors		***Values***
C5	**Extreme**	Death; high financial loss; sustained national media coverage
C4	**Major**	Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative state media
C3	**Moderate**	Medical treatment required (may involve hospitalisation); moderate financial loss; some state media, sustained local media
C2	**Minor**	First Aid treatment on site; minor financial loss; one off digital media, TV or newspaper coverage
C1	**Insignificant**	No injuries or treatment; low or no financial loss; one off local media coverage

ACPC ACTIVITY RISK ASSESSMENT

RISK ANALYISIS & ESCALATION

RISK MATRIX

	C1 Insignificant	C2 Minor	C3 Moderate	C4 Major	C5 Extreme
L5 Almost certain	**Medium**	**Medium**	**High**	**High**	**High**
L4 Likely	**Low**	**Medium**	**Medium**	**High**	**High**
L3 Possible	**Low**	**Medium**	**Medium**	**High**	**High**
L2 Unlikely	**Low**	**Low**	**Medium**	**Medium**	**High**
L1 Rare	**Low**	**Low**	**Low**	**Medium**	**Medium**

RISK ESCALATION & COMMUNICATION OPTIONS

Risk Rating	***Escalation and Communication***
High	Immediate escalation to church leadership (Board); active remediation activities in place; regular frequent (weekly) monitoring
Medium	Church management team advised; active mitigation plans in place; regular (monthly) monitoring as part of existing meetings
Low	Local management team monitoring; lower priority remediation activities

Contractor Safety Performance Assessment

Contractor	Company										
	Site Supervisor or Responsible Person										
Reason for Assessment	Pre-start		Annual review		Random Check		Complaint		Post Contract		

Assessment conducted by:

Duration of Contract:	Long-term Contract		Defined/Specific Task Contract	

Aspect	Performance		Areas requiring Improvement
Has the Contractors Permit to Perform work been completed?	Yes	No	
Have all contractors on site been site inducted?	Yes	No	
Is all equipment being used in a safe manner?	Yes	No	
Is appropriate PPE being used? (*Check with the contractor if additional PPE is required above and beyond what is listed in the safety rules*)	Yes	No	
Is the contractor, in general, working safely?	Yes	No	
Are hazards being controlled/managed appropriately?	Yes	No	
Is the safety of ACPC's workers and others ensured?	Yes	No	
Are all workers aware of safety issues?	Yes	No	
Any other issues requiring attention or correction?			

All actions completed and reassessed?	Yes	No	Comments:

Signed:	**Dated:**

Working Bee Checklist

PREPARE BEFORE THE DAY

- What work is required to be done?
- Do you have sufficient people?
- Do you have the correct tools for the jobs?
- Is any special protective gear required?
- Do you need specialist tradespeople – are these in your volunteers?
- How long will each job take?
- How skilled do volunteers need to be?
- Is there equipment being used that requires training (e.g. a cherry picker)
- Is there a skip for rubbish disposal or some other means?
- Is there a need for Police Vetting?
- Is supervision of children necessary and if so, has this been arranged?
- Are food and refreshments provided and if so, has this been arranged?
- If the working bee is cancelled, how will you communicate this?

TIP: Consider taking photos to record the fun and the work completed for your Church newsletter or website.

ON THE DAY

- Have all volunteers been briefed?
    - Thanking them, advising jobs required, advising safety requirements; including any hazards, what is required for the day, who to report to, how to fill out incident reports, where the first aid kit is and who is first aid trained.
- Have you ensured volunteers are fit for the job they are doing.
    - E.g. the oldest volunteer shouldn't be lifting the heaviest table/equipment
- Have you ensured volunteers understand what is required
- Have supervisors been delegated to ensure their training, safety and understanding.
- Are regular breaks scheduled and are fluids available?
    - E.g. water or a cup of tea
- Has sunscreen been provided for those working outside?
- Are you consulting, co-operating and coordinating with volunteers throughout the day?
    - To help with this, ask other leaders to assist, but have one overall person in charge.

END OF DAY

- Has a debrief been organized with volunteers?
    - E.g. talk about what was achieved, any issues etc
- Review practices - what could be done differently?
- Has a record been kept so improvements can be made next time?
- Continuous improvement is the catch phrase and needs to be documented.

Working From Home Assessment Form

A risk assessment of all work activities is required by the Church's Health and Safety Policy.

Tick the box for each risk statement below if it is accurate. Note any issues that require further attention at the end of the check-list. All of the boxes should be ticked in order to work from home.

Most of the work undertaken at home will be clerical or computer based. Refer to ACC when considering http://www.acc.co.nz/PRD_EXT_CSMP/groups/external_ip/documents/guide/wpc090196.pdf computer work at home, on Church premises or elsewhere.

Describe the type of the work to be done from home (not all jobs can be done safely from home):

Risk Assessment

Plan the work that you will be doing and confirm the following aspects:

1. Physical Activity

- ☐ Repetitive movement is not continued for long periods without appropriate breaks.
- ☐ Breaks involve stretching and changing of posture, and possibly alternating activity.
- ☐ Posture is comfortable and in accordance with ACC guidelines as above
- ☐ Any lifting, pushing, or carrying type task is well within the physical capacity of the person.
- ☐ Trolleys or other mechanisms are used for moving heavy and awkward items.

2. Work Environment

- ☐ Level of illumination and location of lighting fixtures are suited to the activity.
  Note: lighting level should be sufficient for visual tasks to be completed without eye strain. Greater illumination is generally needed for very fine visual tasks. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.
- ☐ Location, height and other physical characteristics of furniture and computer are suited to the task and take into consideration other factors eg. egress routes and direction of light sources.
- ☐ Walk-ways are clear of clutter and trip hazards such as trailing electrical cords.
- ☐ The work area is segregated from other hazards in the home eg. hot cooking surfaces in the kitchen.

☐ There is sufficient ventilation and thermal comfort, regardless of the season

☐ **Emergency egress**

- ☐ Path to the exit is reasonably direct.
- ☐ Path to the exit is sufficiently wide and free of trip hazards and obstructions to allow unimpeded passage.

3. Nature of the Hazard

- ☐ Security is sufficient to prevent unauthorised entry by **intruders**.
- ☐ When **working in isolation** at home, a "call-in" procedure has been established to periodically confirm with the Church that the home worker has not been injured, particularly for more hazardous work.
- ☐ Social interaction with other members of the team on regular basis.

Electrical

- ☐ Power outlets are not overloaded with double adapters and power boards.
- ☐ Earth leakage circuit protection is in place.
- ☐ Electrical equipment used for work is properly tested and tagged as safe.

4. The Individual Involved

- ☐ The worker's fitness and health are suited to the tasks to be undertaken.
- ☐ Any special needs to ensure health and safety are accommodated.
- ☐ Adequate time management systems

5. Other

- ☐ Telephone or other suitable devices are readily available to allow effective communication in emergency situations.
- ☐ Emergency contact numbers and details are known ie. 111 for fire, ambulance or police, or specific numbers for Church contacts.
- ☐ First Aid supplies are available and fit for purpose.
- ☐ Smoke detectors are installed in the work area and properly maintained to provide early warning of fire.
- ☐ A properly maintained dry-chemical or carbon dioxide fire extinguisher is on-hand and the home worker is trained how to use this equipment to extinguish minor fires.
- ☐ Incidents are reported promptly to the supervisor using Hazard ID forms and sent electronically to a nominated person.
- ☐ Safeguarding information – what practices have you put in place

Safety Equipment Check-list

- ☐ First-aid kit
- ☐ Fire extinguisher, dry chemical or carbon dioxide.
- ☐ Smoke detector, properly serviced.

List actions or equipment required to work from home:

	Name	Signature	Date
Worker			
Supervisor			

Appendix D – H&S Forms

The following forms are contained within this section:

- Site Induction
- Hazard Notification Form
- Worker Acknowledgement
- Church Home Group Health & Safety
- Code of Ethics for Pastoral Care
- Medication Consent Form
- Permission Slip & Details Form
- Permission Slip for Specific Event
- Medication Record Form
- Staff & Volunteer Criminal Declaration Form
- Application Form for a Police Check
- Presbyterian Church Police Consent Form
- ACPC Health & Safety Meeting Minutes Template

Please take note of the following:	Acknowledgement
Entering and departing o You should sign in and out each time you enter the premises. o Display your identification pass prominently.	☐
First Aid / First Aiders o The first aid kit is controlled by first aiders and a list of first aiders is available. Ask any workers to locate a first aider where required.	☐
Fire Emergency Procedure o In the case of a fire, please follow the fire evacuation procedures. These procedures are clearly displayed and you must fully familiarise yourself with them. o Fire extinguishers are available and should be used in accordance with the fire emergency procedures. o Ensure that access/egress areas are at all times kept clear.	☐
Hazard Register o While you are on the premises, you are required to adhere to all hazard controls in the hazard register. o Take special note of the usage of PPE. o This hazard register is available from the site contact person and where you sign in/out.	☐

Site Induction

Name:

Company:

Level of Safety Training:

Your site contact person is:

Accident and Incident Reporting o If you are involved in an accident/incident, report it to your site contact person. o Ask the contact person to point out where the accident register is kept. o Ensure that you complete the accident register fully. o Take instructions from your site contact person (e.g. to provide information during an accident investigation etc). o Report the accident to your own PCBU as well.	☐
Hazard Identification and Near Miss Reporting o If you see anything that could cause, or has the potential to cause harm or a near miss occurs (anything that was narrowly avoided), report it to your site contact person. o Ask the contact person to point out where the hazard identification forms are kept and complete this fully.	☐
Company Equipment o The usage of other equipment (e.g. ladders, trolleys etc) may only be used under the supervision of an appointed worker. (Supervision does not mean permanent presence – the worker remains in control). o If a worker is not available, do not use the equipment.	☐

Personal Protective Equipment (PPE) o When requested, wear all PPE provided in the areas and circumstances pointed out to you by your site contact person or any other worker.	☐
Restricted Areas o You are only allowed in specifically appointed areas and may not enter any restricted areas. Please note the signage in the store. o If you need to move stock from a restricted area to display areas, discuss it with your site contact person, who will assist you in this regard. **It is no excuse to enter a restricted area if no worker is available to assist you.**	☐
Rubbish Disposal o All cardboard boxes and other rubbish should be put in the designated areas. These areas are pointed out to you.	☐
Creating a Short-Term Hazard o If you need to create a short-term hazard, inform the appropriate supervisor and take all practicable steps to control the hazard. o Follow any instructions from workers in this regards.	☐
Permanent or Long-Term Hazards o If you identify or create a long-term hazard, inform your site contact person of the hazard. o Ensure your site contact person fully understands the implications – reporting does not absolve you from your responsibility to not cause harm to others.	☐
I hereby acknowledge that I have been inducted in all the above, understand the hazards associated with the premises, had the opportunity to ask questions and I understand all the safety requirements.	**Signed for and on behalf of Auckland Chinese Presbyterian Church**
Contractor:	Full Name:

Signature:	Signature:
Date:	Date:

Hazard Notification Form

Your name:	Date:	Location:	Notification to:
Description of hazard including significance in your opinion:		Any immediate action taken to mitigate: (please describe)	Your recommendations to control or eliminate the hazard:
Signature of person notifying this hazard:			

Health and safety representative report including analysis and action taken:

Date entered into the hazard register:

Signature of Manager Senior Minister or Session Clerk:

Worker Acknowledgement

I have read and understood this Health and Safety Induction. In particular:

Hazards and risks I may be exposed to; accident / incident reporting requirements; what I am required to report and ensure that no omission of actions of my own will harm either myself or others in the workplace; and I have a clear understanding of the emergency evacuation procedures.

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Church Home Group Health & Safety

Home group ministry is an important area of church life and relies on the generosity of people opening their homes for gatherings. However, any time a group of people gathers for fellowship, food, and fun, there is an element of risk involved.

Due to the risks involved, although low risk, it's also important for churches to develop a process to distinguish home groups working under the authority of church (church approved) from those that are independent of church oversight.

For church approved home groups, it's a good idea to have policies/procedures in place that require ministry leaders to regularly monitor them to ensure best practices, as referenced below.
Home Group leaders should be aware that the church, as well as the home group leader or host, might be the target of an investigation if someone were injured during a church approved home group activity which they lead or host.
This does not need to be an over the top process, rather a common sense approach and at regular training nights for home group leaders, make sure you mention health and safety in the home.

For independent groups, ministry leaders might decide to offer training, support, and oversight to the hosts/leaders. If such an offer is accepted, such a group might then be recognised as a church approved, group. If, on the other hand, the group refuses such assistance, its leaders should be politely advised that they are not formally approved by the church and are "on their own" from a liability perspective.

So to assist your Home Group ministry here are some important things to consider when conducting home group meetings:

HOME SAFETY

- Are there defects or dangers in the home where the group meets that participants should be made aware of (i.e. frayed carpet; loose handrails on stairs; uneven pathways; bad lighting)?
- Is there any work being done on the house, which could propose a hazard? (i.e. scaffolding from painting, holes dug in the ground)
- Is the entrance way free from clutter so that people can enter and exit easily?
- Do you have any pets? Are large dogs restrained?
- Are there any special risks like swimming pools or trampolines? What are the guidelines for use of these?
- Are appropriate safety measures taken in rooms where small children will play (i.e., outlet covers, gates to block stairs, etc.)?

CHILDCARE

- Parents are ultimately responsible for the safety of their children. Are the parents participating in the home group comfortable with childcare arrangements, including the individual(s) who will be supervising?
- Does the home group leader need a copy of the church's child supervision policy? This can help communicate the church's commitment to child safety and guide the home group leader in making appropriate childcare arrangements for small group activities.

FOOD

- Do any home group participants (including children) have food allergies? If so, what are they? Does the small group host know what measures must be taken in the event of an allergic reaction?

Should an accident/incident happen during a Home Group provide your Home Group leaders with an Accident Investigation form, and instructions on who they need to notify.

I/we have read the above guidelines and as home group leaders we will do our utmost to abide by these guidelines and abide by the churches Health & safety policy.

_____
Home Group Leader

_____
Date

Code of Ethics for Pastoral Care

For Clergy and Lay Leaders, Educators and Pastoral Carers, both paid and voluntary.

This code is a statement of how Auckland Chinese Presbyterian Church understands the standards of conduct by those members (both clergy and lay) who undertake the work of Pastoral care, in the name of the church and as part of the Body of Christ.

The church is a community bound together by faith, hope and love. We all share responsibility for its mission, to be a sign and instrument of the communion of humankind with God and with one another.

Our rule of life is the inseparable two-fold commandment of Jesus: love God and love your neighbour as you love yourself. We are committed to living by this law of love as professional ministers and lay leaders, accountable for our ministry whatever it's setting.

This accountability is expressed in a minimal way through the acceptance of the responsibilities of this code of ethics.

The responsibility for adhering to the code rests with us. It has no official standing in the church, and no official body exists to enforce it and there are no sanctions against those who do not follow it. The code is offered to enhance the dignity of pastoral care and to give the public greater confidence that we are committed to standards of excellence and to a high quality of service.

The code is not to be taken as legal advice. When in doubt about the appropriateness of one's actions, ethically or legally, consultation with experts in related fields is always wise.

With God's help,

1. I will keep spiritually and emotionally healthy by following a regular discipline of spiritual growth and adequate personal recreation and self-care.
2. I will act with integrity, dealing openly and honestly with those under pastoral care, maintaining a safe environment and upholding their best interests, rights and well-being, rather than my own.
3. I will respect the privacy of individuals and confidentiality of information. The only exception is where there is clear and imminent danger to the person or others, at which time he/she will be informed of those limits.
4. I will affirm the dignity and worth of each person and will ensure pastoral care is available for them without discrimination on grounds of their age, gender, race, sexual orientation, religious belief, economic status or physical or mental abilities.
5. I will acknowledge that people in pastoral care come from different ethnic and cultural backgrounds and will act therefore with awareness, sensitivity and responsibility.
6. I will recognise that it is my responsibility, whose role and status gives me greater power, to maintain personal and professional boundaries in Pastoral relationships.
7. I will not abuse the relative power of my position by taking advantage of people for personal, financial, or spiritual gain.
8. I will not subject anyone to sexual exploitation, harassment or abuse, and recognise that any sexual intimacy in the pastoral situation is totally unacceptable.
9. I will recognise that there are limits to my competence and will refer people to others better qualified when this proves necessary or desirable. I will not attempt clinical counseling without appropriate training.
10. I will use regular professional supervision, where appropriate, or some similar process, to ensure accountability, good time management, appropriate theological reflection and a high standard of pastoral care.

Signed: _____ Date: _____

Medication Consent Form

I give consent for medication to be administered to:

_____

Please give details of medication, dosage etc.

_____

_____

_____

Note: only medication officially labeled by the pharmacist or doctor which includes the child's name, date and dosage will be administered. Please hand any medication directly to the person in charge.

Signed (parent, caregiver): _____

Date: _____

Permission Slip & Details Form

Name of child/youth participating at Auckland Chinese Presbyterian Young Church/Youth Group events during _____ (year).

_____

Special Medical Needs (eg Asthma, Allergies, Diabetes etc):

_____

_____

_____

Special Dietary requirements (vegetarian, allergies etc)

_____

_____

Parent/ Caregiver Name: _____

Emergency Contact Number: _____

Alternate Contact Name and Number: _____

_____

Declaration:
I, _____ (Parent/Care Giver) hereby give permission for

_____ to go to Young Church/Youth Group events during the coming year.

I understand the group leaders will take all reasonable care of my child while at this event. I empower the Auckland Chinese Youth Group/Young Church leaders to be able to give permission for any medical procedures to be done should an emergency arise and I can't be contacted at the above emergency number. Prompt notification, including any expenses incurred, will be sent to me. I agree that the leaders will be clear of all liability in the event of any injury or loss which my child may sustain to person or property.

Signed Parent/Caregiver: _____

Date: _____

Permission Slip for Specific Event

Name & Date of Event:

_____

Name of youth/children participating

_____

Please supply details of :
Special Medical Needs (eg Asthma, Allergies, Diabetes etc)

_____

_____

_____

Special Dietary requirements (vegetarian, allergies etc.)

_____

_____

Parent/ Caregiver Name: _____

Emergency Contact Number: _____

Alternate Contact Name and Number: _____

_____

Declaration:
I, _____ (Parent/Care Giver) hereby give permission for

_____ to go to this event.

I understand the group leaders will take all reasonable care of my child while at this event. I empower the Auckland Chinese Youth Group/Young Church leaders to be able to give permission for any medical procedures to be done should an emergency arise and I can't be contacted at the above emergency number. Prompt notification, including any expenses incurred, will be sent to me. I agree that the leaders will be clear of all liability in the event of any injury or loss which my child may sustain to person or property.

Signed Parent/Caregiver: _____

Date: _____

Medication Record Form

(to be completed by person in charge)

DATE	TIME	NAME OF MEDICATION	DOSAGE	ADMINISTERED BY	PARENT SIGNATURE

Staff & Volunteer Criminal Declaration Form

Criminal Declaration and Details Form for those intending to work with Children and/or Young People

Name: _____

Address: _____

Phone: _____

Email: _____

Name & contact details for 2 referees:

1. _____

2. _____

If you are new here (less than 12 months), please supply details of the minister/leader of your previous congregation:

Name: _____

Address: _____

Phone: _____

Email: _____

Briefly describe any training, qualifications and experience you have in regards to working with children/young people:

_____

_____

_____

_____

Working for the Christian church places a person in a position of trust. Any person wishing to work with children/young people in this church must be willing to sign the following declaration of commitment. A copy will be kept on the church files.

Declaration of Commitment:

I declare that:

1. I will accept the authority and discipline of the Presbyterian Church of Aotearoa New Zealand, as exercised through the Presbytery within whose bounds I work, and will uphold the policy, teachings and doctrine of the Presbyterian Church of Aotearoa New Zealand.
2. I have read and am willing to work within the **Safety and Protection Policy** and procedures of this church.
3. I am willing to abide by the requirements of the leadership of this church including acceptance of the **Code of Ethics in Pastoral Care**.
4. I have read the **Code of Conduct for those working with Young People** and the **Code of Ethics for those working with Young People** and promise to act in accordance with these.
5. I have not been disciplined by any church for any unethical or unprofessional behaviour.
6. I have not been accused or convicted of any criminal offence involving violence or sexual abuse or related to the safety and wellbeing of children or young people.
7. I consent to the Presbyterian Church seeking verbal or written information about me from the referees whose names I have supplied and authorise the information sought to be released.

8. I hereby give my permission for the Presbyterian Church to request the Police to check on any criminal convictions here in New Zealand and in any country where I have lived/worked and to provide a report on anything that will affect my suitability to work with children.
9. I understand that if a complaint is levelled against me while I am engaged in any church activity, the police or other legal authority will automatically be asked to investigate.

Signed: _____

Date: _____

Application Form for a Police Check

NB : This goes on PCANZ letterhead – see separate file

Application Form for a Police Check

To be completed by the session clerk

Name: _____

Title: _____

Parish: _____

Address: _____

_____Post Code: _____

Presbytery: _____

Names of individuals to be vetted:

_____
___

_____
___

_____
___

_____
___

Checklist:

I have checked consent forms have been completed in full ☐

These consent forms were filled out less than three months ago ☐

Consent forms for all individuals listed above are attached ☐

My parish belongs to the OSCAR programme (only tick if yes) ☐

Signed: _____

Date: _____

Please note that applications must be sent by mail. Faxes and e-mails will not be used except for providing general information about the process.

Please post completed form to: Police Checks
Assembly Office
PO Box 9049
Wellington, 6141

Presbyterian Church Police Consent Form

This form will be sent to the Licensing & Vetting Service of the New Zealand Police.

Please fill in all fields of this form before giving it to your session clerk.

Family Name: _____

Given Names: _____

Maiden Name: _____

Other Names Used: _____

Date of Birth: Day: _____ Month: _____ Year: _____
(Please note that you must be at least 17 years old)

Place of Birth: _____
(Please include country if outside New Zealand)

Gender: Male / Female (Please circle)

Nationality: _____
(Country of citizenship)

Home Address: _____

_____

Driver's Licence no: _____

I, _____ hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to the **Presbyterian Church of Aotearoa New Zealand.** I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the criminal records (Clean Slate) Act 2004.

Signed: _____

Date: _____
(Please note that forms completed more than three months ago will not be processed)

COMMENTS OF THE NEW ZEALAND POLICE

ACPC Health & Safety Meeting Minutes Template

DATE:	**START TIME:**	**FINISH TIME:**
LOCATION:	**ATTENDEES:**	**CC MINUTES TO:**

AGENDA	ISSUES	ACTION TO BE TAKEN	BY WHO	BY WHEN	DATE COMPLTD
Matters Arising from Previous Minutes					
Accidents/Incidents					
Hazards					
Training					
New issues/ Audits Completed					
Next Meeting					

ACPC Health & Safety Meeting Minutes