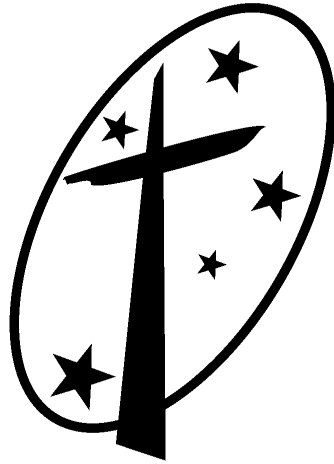


PRESBYTERIAN CHURCH OF TASMANIA



Occupational Health & Safety Policy & Guide

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Hazard Identification
Hazard Control
Accident Incident Reporting
Injury Management
Rehabilitation Policy

APPENDIX:

A. Site Checklist
B. Risk Assessment Chart



PRESBYTERIAN CHURCH OF TASMANIA

Occupational Health & Safety Policy

General Policy

The Presbyterian Church of Tasmania is committed to conform with Worksafe Australia Standards, Australian Standards, *Workplace Health and Safety Act 1995* and other Statutory Regulations and ensure a safe and healthy working environment for all staff, contractors and members of the public who work at, or visit Church property.

Objectives

Our objectives in the fulfilment of this policy are:

- To continually improve occupational health and safety standards and procedures within the Church.
- To provide information, instruction and training for employees to achieve safe work practices and appropriately maintain plant and equipment.
- To have all staff recognise their responsibility to identify and control hazards to prevent injury to themselves/others or damage to equipment or property.
- To identify, quantify and control to safe levels, any chemical and physical agents in the work environment capable of causing ill health.
- To report and investigate all incidents and accidents.
- To encourage all staff to participate actively in the development of occupational health and safety programmes and to promote a pro-active approach to health and safety.
- To provide adequate levels of health care and rehabilitation for all employees in accordance with our rehabilitation policy and program.

Responsibilities

It is the collective and individual responsibility of all employees to share and promote this policy, and play a vital and responsible part in adhering to all standards, codes and procedures. The Church recognises the importance of a sustained commitment from all, and will provide the necessary information, training and resources to meet and maintain standards in health and safety.

The responsibility for the endorsement and implementation of this policy rests with the Board of Investment & Finance. The responsibility for the application of this policy rests with all Ministers and employees of the Church.

I B Spaulding
Chairman
Board Of Investment & Finance



PRESBYTERIAN CHURCH OF TASMANIA

Hazard Identification, Assessment and Control

Hazard Identification

The Presbyterian Church of Tasmania is committed to providing a healthy and safe working environment to minimise the risk of suffering injury or illness as a consequence of Church activities. To meet this commitment we ensure that Church property hazards are appropriately managed by:

- Spot the hazard,
- Assess the risk, (using the attached risk assessment chart)
- Fix the problem and
- Evaluate the results

Our aim is to find and fix hazards before accidents or injuries occur.

Hazard Control

Hazard and incident/accident reporting are important ways in which we gain understanding of why accidents happen, prevent future accidents from occurring and communicate the action plan for remedy. Reporting is not used to apportion blame but rather to fix any problems to prevent future injury.

Consistent with our OHS policy, all staff have a responsibility for reporting hazards, incidents or accidents and we are committed to ensuring that in all cases, investigations are carried out by the local accountable person.

Accident/Incident Reporting

Immediately following observation of a hazard or the occurrence of an incident or accident the relevant accountable person should be notified. The relevant accountable person may be the Minister of the Charge or the Secretary of the BOIF.

Injury Management

If the injury is sufficiently serious to result in a visit to a medical practitioner or time off work, a worker's compensation claim should be made. To do this the injured employee must obtain a Worker's Compensation Medical Certificate from an accredited medical practitioner and then complete a Worker's Claim for Compensation form within 6 months of the date of injury. Worker's Compensation claims will be managed in accordance with the Rehabilitation policy. In an effort to expedite the return to work, options for alternative or light duties will be explored.



PRESBYTERIAN CHURCH OF TASMANIA

Rehabilitation Policy

General Policy

The Presbyterian Church of Tasmania is committed to ensuring that early and appropriate vocational rehabilitation is provided for all employees incapacitated by work related injury, illness or disease.

Objectives

Our objectives in fulfilment of this policy are:

- To maintain injured employees at work, or facilitate an early and safe return to meaningful and productive work following a work related injury, disease or illness;
- To ensure that rehabilitation is the immediate and usual course of action following notification of a work related injury, illness or disease rather than waiting for either acceptance of the Workers Compensation Claim or until the legislative time frame has lapsed;
- To provide support appropriate to the needs of the worker
- To provide, where necessary, alternative duties or alterations to the work environment, in consultation with the injured worker and their treating medical professional(s), to encourage a safe return to work as soon as possible after injury;
- To encourage commitment to the process by all relevant parties;
- To maintain positive links with the injured worker so that they are reassured about their value to their workplace and the organisation,
- To encourage the effective management of non-work related injuries and illnesses.

Responsibilities

The Church has actively adopted its responsibility to provide rehabilitation for injured workers in accordance with the *Workers Rehabilitation and Compensation Act 1988*. The responsibility for the endorsement and implementation of this policy rests with the Board of Investment & Finance. The responsibility for the application of this policy rests with all Ministers and employees. Ministers and other staff with supervisory roles are responsible for implementing work-related aspects of the rehabilitation program. Injured employees have a responsibility to immediately report any symptoms or injury to the local accountable person, who will report to the BOIF, and to participate in a rehabilitation program. All other employees are encouraged to provide support to the injured worker during the rehabilitation program.

I B Spaulding
Chairman
Board Of Investment & Finance



PRESBYTERIAN CHURCH OF TASMANIA

Church and Office Assessment

Site _____

OFFICE

	SUITABLE STANDARD YES/NO	REQUIRED ACTION
PC		
VDU		
CLERICAL SURFACE		
KEYBOARD SURFACE		
EQUIPMENT TABLE		
CHAIR		
FOOT REST		
FLOOR MAT		
DOCUMENT HOLDER		
ANTI-GLARE SCREEN		
TASK LIGHTING		
STORAGE FACILITIES		
ELECTRICAL SAFETY		

ACCESS AND EGRESS

	SUITABLE STANDARD YES/NO	REQUIRED ACTION
DOOR SIZES		
CLEAR PATHWAYS		
ACCESS/EGRESS CLEAR		
EXITS MARKED		
EVACUATION PLAN DISPLAYED		



PRESBYTERIAN CHURCH OF TASMANIA

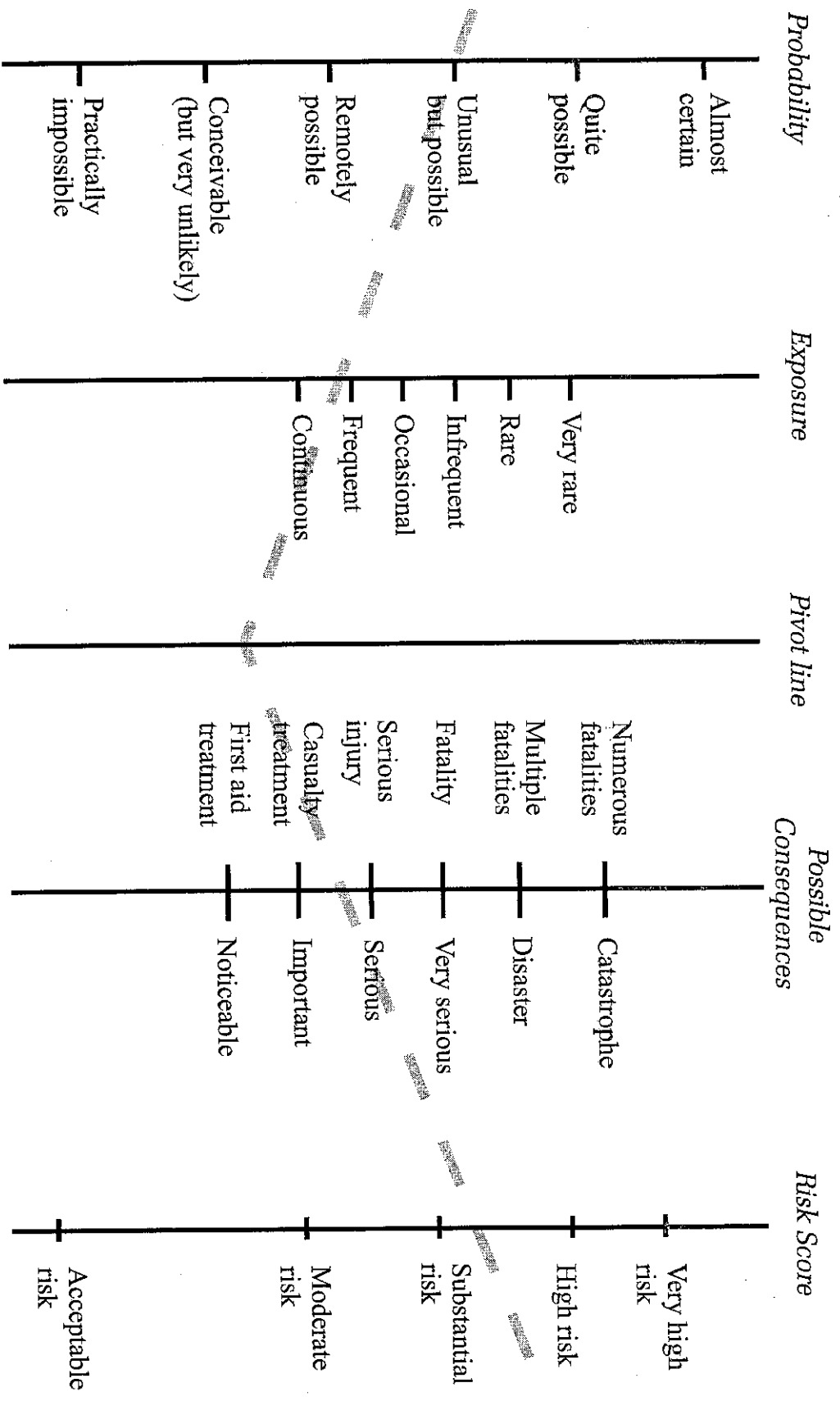
Hazard Identification, Assessment and Control

WORK ENVIRONMENT

	SUITABLE STANDARD YES/NO	REQUIRED ACTION
LIGHTING		
THERMAL COMFORT		
KITCHEN FACILITIES		
TOILET FACILITIES		

SAFETY EQUIPMENT

	SUITABLE STANDARD YES/NO	REQUIRED ACTION
SMOKE ALARMS		
FIRE EXTINGUISHERS		
FIRST AID KIT		
AFTER HOURS SECURITY		



RISK ASSESSMENT CHART