

# JOHNSONVILLE UNITING CHURCH

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PO Box 13-594, Johnsonville  
The Terrace Centre, 18 Dr Taylor Tee, Johnsonville  
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## POLICY ON SAFETY

### 1 PURPOSE

To maintain a safe and healthy workplace for employees of Johnsonville Uniting Church (JUC) and a safe and healthy environment for all users of The Terrace Centre.

### 2 POLICY

**Procedures will be prepared to implement this policy.**

#### General

- 2.1 JUC will maintain a safe work environment.
- 2.2 Necessary safety rules and signs will be in place.
- 2.3 Users of The Terrace Centre will be advised in writing of their obligations to maintain a safe and healthy environment when rental agreements are made.

#### Hazard Identification and Control

- 2.4 Inspections will be made to identify any hazards.
- 2.5 There will be a means of identifying, responding to and controlling any hazard as and when it becomes apparent.
- 2.6 Proper information will be held on any hazardous liquids or chemicals that are stored on the premises. Any such liquids will be properly stored and kept out of reach of children.

#### Training and Awareness

- 2.7 Reasonable steps will be taken to ensure employees are aware and trained to minimise any hazards.
- 2.8 Employees will be made aware of their responsibilities in relation to workplace health and safety.

## **Accident Reporting**

- 2.9 An adequate first aid kit will be maintained for all users of The Terrace Centre.
- 2.10 There will be a procedure for internal reporting of accidents.
- 2.11 A register of accidents and serious harm will be maintained.
- 2.12 Accidents will be investigated and, where appropriate, corrective action taken.
- 2.13 Serious accidents/harm will be reported to OSH.

## **Emergency Procedures**

- 2.14 Written emergency plans including an evacuation procedure will be in place.
- 2.15 All exits will be marked and key emergency instructions clearly displayed.
- 2.16 All those in paid employment at The Terrace Centre will be advised to undertake trial evacuations at least once a year. These evacuations will include any users in the Terrace Centre at the time.
- 2.17 Other users of The Terrace Centre will be advised to familiarise themselves with the emergency procedures.

## **Contractors**

- 2.18 Health and safety performance requirements will be written into contractors' contracts.
- 2.19 All sub-contractors will be made aware of their responsibilities.

## **3 COMPLAINTS**

- 3.1 Any complaints relating to health and safety will be directed to the Parish Council and a record of the complaint made. Serious complaints should be in written form.
- 3.2 If the complaint could present a risk to JUC an incident report (see 8.1 of the Compliance Manual) should be sent to the Forum of Co-operative Ventures immediately the complaint is received.

- 3.3 Complaints will be investigated within 21 days.
- 3.4 The complainant will be informed of the outcome of any investigation and an attempt made to resolve the complaint to ensure there is no repetition of the cause of the complaint.

#### 4 REVIEW

- 4.1 This policy and the associated procedures will be reviewed at least annually by 30 June.

Approved *Graham Cochran*

Johnsonville Uniting Church Parish Council

Date *28 May 2003*