



Work, Health and Safety Policy			
Body adopting policy:	Parish Council of Anglican Parish of Salisbury	Date of adoption or last review:	November 2014
Related Documents:	WHS publications at SafeworkSA	Review schedule:	November 2016

1. Purpose

The Anglican Parish of Salisbury treats the work health, safety and welfare of its workers with equal importance to all other operational considerations.

It is the aim of the Anglican Parish of Salisbury to provide a working environment that minimises the risk to work health and safety as far as is reasonably practicable. This will be achieved by adopting a planned and systematic approach to the management of occupational health, safety and welfare and providing the resources for its successful implementation and continuous improvement.

The Parish Council/Select Vestry of the Anglican Parish of Salisbury is responsible for providing and maintaining a safe and healthy workplace for all Anglican Parish of Salisbury workers. This will be achieved by complying with Work Health and Safety Act (SA) 2012 and supporting Regulations and associated Codes of Practice, and by consultation and communication of relevant information with workers.

2. Objectives

The objectives of this policy are to ensure:

- a. All hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled,
- b. Measures to control hazards and risks to health and safety are regularly monitored and evaluated,
- c. Workers are consulted and encouraged to contribute to the decision-making process on work health and safety matters affecting their health and safety at work,
- d. All officers and workers receive the appropriate information, instruction, training and supervision needed to work in a safe and healthy workplace.

3. Scope

This policy and associated procedures apply to all workers, as defined, of The Anglican Parish of Salisbury .

4. Definitions

- a. **The Anglican Parish of Salisbury** refers to and includes all of following:
- Main Building which includes the Chapel, Church Auditorium, Hall, various rooms, and Car Park**
Located at Nos. 8-10 Church St. Salisbury.
 - The Cemetery on the Southern side and adjacent to the Chapel and bordering Church St.**
Located at No. 12 Church St. Salisbury
 - Old St. John's Church building 1846 on the Cemetery grounds**
Located at No.13 Mary St. Salisbury
 - Car Park on to the Main Building**
Located at No.11 Mary St. Salisbury
 - The Old Rectory and Peppertree Op Shop Buildings**
Located at No. 9 Mary St. Salisbury.
 - Car park and lank at the Corner of Mary St. and Wiltshire St. North Western Corner**
Located at Nos. 1-7 Mary St. Salisbury.
 - Wiltshire St. Shops, Warehouse and Shed**
Located at Nos. 4-6 Wiltshire St. Salisbury.
 - Shops, Offices and small Car Park**
Located at Nos. 2-6 Church St. Salisbury.
 - Rectory**
Located at No. 8 Donald St. Salisbury
- b. **Due Diligence** means taking reasonable steps
- to acquire and keep knowledge current of work health and safety matters,
 - to understand the nature of the business and associated hazards and risks,
 - to ensure there are adequate resources and processes to manage those risks,
 - to ensure there is effective communication of health and safety matters.
- c. **Hazard** is anything that has the potential to cause harm
- d. **Risk** is the probability of harm occurring
- e. **Incident** is any unplanned event that occurs which may result in undesirable consequences
- f. **Person/s Conducting a Business or Undertaking (PCBU)** refers to the Anglican Parish of Salisbury.
- g. **Officer** for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU. the Anglican Parish of Salisbury, an Officer includes all members of Parish Council/Select Vestry.
- h. **Reasonable care** means the standard of care that workers, including volunteers must meet. It means what a reasonable person would do in the circumstances having regard to:
- The person's knowledge,
 - The person's role,
 - The person's skills and resources available to them,
 - The person's qualifications,
 - The information the person has, and
 - The consequences to health and safety of a failure for them to act in the circumstances.
- i. **Reasonably Practicable** means what could have been done or can be done to ensure compliance with work health and safety, after considering
- the likelihood of the hazard or risk occurring and the degree of harm that might result,
 - the extent an affected person should have known about the hazard or risk,
 - the ability of an affected person to eliminate or minimise the risk given the availability of processes and methods to manage the risk,
 - the relative cost of managing the risk.

- j. **Regulator** refers to SafeWork SA.
- k. **Related entities** refers to those entities within the Anglican Parish of Salisbury, including any congregational groups, that operate under the management of the Anglican Parish of Salisbury.
- l. **Unfit state** refers to a worker being affected by drugs, alcohol, or tiredness such that it limits the ability of the worker and fellow workers to work safely in the workplace.
- m. **Worker** refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Anglican Parish of Salisbury.
- n. **Workplace** refers to a place where work is carried out for The Anglican Parish of Salisbury , and includes any place where a worker goes or is likely to be while at work.
- o. **WHS Act** refers to the *Work Health and Safety Act 2012* and Regulations and amendments.

5. Policy Principles

5.1 Effective WHS process

In consultation with Diocesan Office, the Anglican Parish of Salisbury will have a WHS process in place that ensures:

- a. Both specific WHS legislative requirements and common law responsibilities for implementing and managing WHS are recognised and accepted by Parish Council/Select Vestry, and that they are trained as 'officers' to fulfil their responsibilities,
- b. A process of continuous improvement in WHS, fostered by regular interaction and learning of WHS issues between the Anglican Parish of Salisbury and Diocesan Office,
- c. Consultation and co-operation between officers and other workers on WHS issues,
- d. A safe workplace is maintained by implementing safe systems of work, and controlling risks to work health and safety,
- e. Regular audits are undertaken to ensure compliance with legislation and policy/procedures, and as part of managing potential hazards to work health and safety.

5.2 Preventive Risk Management Approach

The Anglican Parish of Salisbury will take a preventive risk management approach to WHS by:

- a. Establishing and maintaining a risk management process in relation to workplace equipment, materials and substances, and tasks undertaken at the workplace,
- b. Ensuring workers are adequately trained and instructed, and have the necessary knowledge and skills to meet their WHS responsibilities.

5.3 Proactive Injury and Illness Management Approach

The Anglican Parish of Salisbury will proactively manage work related injuries and illnesses by:

- a. Systematically reporting, recording and investigating all hazards and incidents,
- b. Encouraging the earliest possible safe return to work of injured workers, using accredited advisors, and positive return to work strategies with the affected worker,
- c. Investigating the cause of workplace injury or illness, and taking steps to prevent or reduce the risk of any recurrence of that injury or illness.

6. Implementation

The Anglican Parish of Salisbury will achieve their workplace health, safety and welfare objectives by:

- a. Providing adequate resources to cost effectively eliminate or minimise the risks or hazards,
- b. Providing relevant and practical policy and procedures that document standards and guide work health and safety officers and workers in carrying out their responsibilities,
- c. Undertaking regular risk assessments and developing strategies to manage unacceptable risks, in consultation with workers,
- d. Allocating accountabilities and responsibilities for work health and safety in plans and procedures,
- e. Ensuring workers are adequately instructed, educated and guided when undertaking work activities that present work health and safety hazards and risks,

- f. Reviewing work health and safety processes and procedures to identify gaps for improvement, and
- g. Supporting a culture that values health and safety of all.

7. Responsibilities

7.1 The Anglican Parish of Salisbury

- a. The Anglican Parish of Salisbury must ensure, so far as is reasonably practicable, the health and safety of
 - a. workers they engage, and
 - b. workers whose activities in carrying out work are influenced or directed by The Anglican Parish of Salisbury , while the workers are at a workplace of The Anglican Parish of Salisbury .
- b. The Anglican Parish of Salisbury is responsible for
 - a. consulting with The Anglican Parish of Salisbury workers on WHS matters,
 - b. adopting Parish Council/Select Vestry approved WHS policies and procedures,
 - c. communicating with the Diocese on WHS issues that may affect the Diocese or other Parishes, and
 - d. working with the Diocese when seeking any common WHS training and development of common WHS procedures.

7.2 Officers and Managers

Members of the Parish Council/Select Vestry are treated as “officers” for the purposes of Work Health and Safety Act 2012, and are responsible for

- a. Exercising due diligence to ensure The Anglican Parish of Salisbury complies with a duty or obligation under the Work Health and Safety Act 2012,
- b. Communicating to workers the approved Work Health and Safety policy and procedures,
- c. Ensuring that hazard and incident reports are actioned and that workers and volunteers are consulted and kept informed of actions,
- d. Ensuring that risk control measures are implemented and maintained,
- e. Ensuring that workers and volunteers receive appropriate supervision, information and training,
- f. Actively consulting with workers on work health and safety matters to ensure the best possible resolution for work health and safety issues at the workplace, and
- g. Ensuring that site WHS Action Plans are developed to implement safety policies and procedures.

Officers are responsible for reviewing this policy every 2 years.

7.3 Workers

Employees, volunteers, contractors and other workers, while at work, are responsible for

- a. Taking reasonable care for their own health and safety,
- b. Taking reasonable care that any actions or omissions do not adversely affect the health and safety of others,
- c. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the Anglican Parish of Salisbury that complies with the relevant Work Health and Safety Act,
- d. Cooperating with any reasonable policy or procedure of The Anglican Parish of Salisbury relating to the health or safety at the workplace that has been notified to workers,
- e. Reporting hazards and incidents promptly according to established procedures,
- f. Not being in an unfit state that may put themselves or others at risk while at work,

- g. Participating in a planned return to work program following workplace related WHS incidents.

8. Policy review

The health and safety policy will be reviewed every 2 years as part of a program of continuous improvement. The review will involve assessing the effectiveness of the policy and program by reviewing overall health and safety performance and monitoring the effectiveness of policies and procedures.

9. Policy dissemination

Each worker will be provided with a copy of the health and safety policy as part of their induction. Workers will have access to all work health and safety policies and procedures.

10. Further Information

Anglican Diocese of Adelaide Registrar 8305 9356

Anglican Diocese of Adelaide website link [WHS](#)

11. Relevant Legislation

Work Health and Safety Act (SA) 2012 [link](#)

Work Health and Safety Regulations (SA) 2012 [link](#)

Codes of Practice [link](#)