

# Health And Safety Rules

## 1. No Smoking:

Smoking is strictly prohibited in all church buildings and work areas. Designated smoking areas should be clearly marked and positioned away from entrances, exits, and high-traffic zones.

## 2. No Alcohol or Non-Prescription Drugs:

The use of alcohol or non-prescription drugs in the workplace is forbidden. Prescription medications must be used as directed by a healthcare professional.

## 3. Observe All WHS Regulations:

All staff, volunteers, and contractors must know and comply with Workplace Health and Safety (WHS) regulations, including the use of personal protective equipment (PPE) and adherence to safe work practices.

## 4. Emergency Response and Evacuation:

Be familiar with and follow the emergency response procedures, including fire evacuation plans, the location of emergency exits, and assembly points. Participation in regular emergency drills is mandatory.

## 5. Work at Heights:

Any work conducted at heights must be approved by the WHS Coordinator. Fall prevention systems, such as harnesses or guardrails, must be used, and only trained personnel should carry out such tasks.

## 6. Qualified Personnel Only:

Do not perform tasks for which you are not trained or qualified. This includes electrical work, plumbing, and other specialised maintenance tasks that require specific certifications.

## 7. Personal Responsibility for Safety:

Every individual is responsible for their own safety and the safety of others. Do not engage in actions that could endanger yourself or others, and always follow safety guidelines.

8. Hazard and Incident Reporting:  
Report any hazards, unsafe conditions, near misses, or incidents immediately to the WHS Coordinator. Timely reporting can prevent accidents and injuries. Incident reports should be submitted within 24 hours.
9. Maintain Clean Workspaces:  
Work areas must be kept clean and free from clutter. A tidy environment reduces the risk of accidents and promotes a safe and efficient workplace.
10. Safe Manual Handling:  
When lifting or moving heavy items, assess the load and seek assistance or use mechanical aids if necessary. Do not attempt to lift beyond your capacity.
11. Use of Tools and Equipment:  
Ensure that all tools and equipment are used according to the manufacturer's instructions and WHS guidelines. Damaged or defective equipment should be reported and taken out of service immediately.
12. First Aid:  
Be aware of the location of first aid kits and defibrillators. Only trained personnel should administer first aid, and all incidents requiring first aid must be reported to the WHS Coordinator.
13. Visitor Safety:  
All visitors to the site must be briefed on relevant safety protocols and accompanied by a staff member. Ensure that visitors sign in and out of the premises.
14. Infection Control:  
Follow all infection control procedures, including regular hand washing, the use of PPE when necessary, and adherence to any posted hygiene protocols in workspaces and common areas.
15. Electrical Safety:  
Only qualified personnel are permitted to perform electrical work. All electrical equipment must be regularly inspected and maintained. Report any electrical hazards immediately.

Signed

WHS Coordinator: \_\_\_\_\_

Document Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

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