

# WHS Roles and Responsibilities

At Generocity Church, our commitment to lead with authenticity, integrity, and humility shapes how we approach workplace health and safety. We recognise that honoring all people means creating and maintaining environments where every person is protected and valued. This commitment is reflected in clearly defined roles and responsibilities that ensure we remain connected and accountable to one another in maintaining safety standards.

All safety roles and responsibilities outlined in this document reflect our understanding that if any task is below us, then leadership is beyond us. We approach these duties not merely as compliance requirements, but as an expression of our commitment to care for every person entrusted to our community.

## Safety Officer Roles

At Generocity Church, we are committed to maintaining a safe environment for all staff, volunteers, visitors, and congregation members. Through connected and accountable leadership, we ensure that our safety practices honor all people while maintaining rigorous standards. To achieve this, we have designated specific safety roles with clear responsibilities. This section outlines the key safety roles and their respective duties.

## Health and Safety Officer

The Health and Safety Officer for Generocity Church is our Business Manager James Giddings. He is responsible for overseeing the overall safety and well-being of individuals within Generocity Church. Their responsibilities include:

1. Writing and implementing Work Health and Safety (WHS) policies:

- Including privacy policy and evacuation procedures.

2. Keeping WHS on the agenda:

- At meetings of the Management Group and Governance Board.

3. Receiving notifications:

- Of hazards/incidents such as serious events and dangerous incidents from workers and visitors.

4. Notifying incidents:

- Such as serious events and dangerous incidents within a prescribed period to the appropriate office holder(s) (e.g., Governance Board).

5. Addressing health and safety concerns:

- Within a reasonable time frame.

6. Undertaking a site safety environment audit:

- Of the church at least twice a year using the 'Work Health and Safety Action Plan / Audit Tool' [zz Work Health and Safety Action Plan / Audit Tool](#)

7. Maintaining a register:

- Of all electrical equipment used in church activities.

8. Ensuring compliance:

- With relevant state regulations and ACC Safer Churches guidelines.

## Safer Churches Officer

The responsibilities of the Safer Churches Officer, including implementing and overseeing the Safer Churches Framework, can be found in the dedicated Safer Churches section of this handbook. For a full breakdown of their roles and responsibilities, please refer to the Safer Churches topic.

## Ministry Coordinators / Program Leaders

Ministry Coordinators and Program Leaders play a crucial role in maintaining safety within their specific areas of responsibility. Their duties include:

1. Implementing the Safer Churches Framework:

- In their ministry programs/events.

2. Monitoring workers:

- They oversee to ensure they are acting safely and according to policy and procedure.

3. Providing reasonable instruction:

- To workers regarding the provision of safe emotional, spiritual, and physical environments.

4. Identifying and reporting all risks and hazards:

- To the Health & Safety Officer/Team for treatment.

## Management Group Members

Management Group Members are responsible for the overall implementation of safety frameworks. Their responsibilities include:

1. Maintaining a positive and safe culture:

- Within the church.

2. Liaising with the Health & Safety Team:

- To ensure compliance with safety policies.

3. Reporting regularly to the Governance Board:

- In relation to safety matters.

## **Governance Board**

The Governance Board holds the primary duty of care and is responsible for:

1. Ensuring the health and safety of all persons:
  - Involved in the organisation as far as practicable.
2. Assigning responsibilities:
  - For the management of safety frameworks.
3. Monitoring and reviewing safety frameworks:
  - Ensuring effectiveness and compliance.
4. Ensuring disclosures of harm:
  - Are reported to all relevant regulatory bodies.

## **All Workers (Paid and Volunteer)**

All workers at Generocity Church have a responsibility to contribute to a safe environment. Their duties include:

1. Upholding all church policies and procedures:

- Ensuring compliance and safety.

2. Identifying and reporting all risks and hazards:

- To the relevant office holder for treatment.

By clearly defining these roles and responsibilities, Generocity Church ensures that all aspects of safety are addressed and that there is accountability at all levels of the organisation. Regular training and communication will be provided to ensure all individuals understand and can effectively fulfil their safety responsibilities.

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