

WHS Safety Protocols and Procedures

At Generocity Church, our commitment to valuing and caring for every person extends to maintaining comprehensive workplace health and safety protocols. While recognizing our duty of care, we approach these protocols with both diligence and purpose, ensuring the safety and wellbeing of all who enter our premises. The following sections detail our specific safety procedures and requirements:

General Safety Protocols

As stewards committed to creating safe environments for our community, Generocity Church maintains rigorous general safety protocols. These procedures reflect our dedication to protecting all staff, volunteers, and visitors while enabling us to serve effectively.

Workplace Inspections

1. Regular Inspections:

- Conduct formal workplace inspections at least quarterly.
- Assign responsibility for inspections to designated safety officers or team members.
- Use standardised inspection checklists tailored to different areas of the church (e.g., office spaces, worship areas, kitchens, outdoor areas).

2. Ad-hoc Inspections:

- Encourage all staff and volunteers to report potential hazards immediately.
- Conduct additional inspections following any significant changes to the workplace or after incidents/near-misses.

3. Documentation:

- Maintain detailed records of all inspections, including date, inspector(s), findings, and recommended actions.
- Store inspection records in a centralised, easily accessible location.

Hazard Identification

1. Hazard Categories:

- Physical hazards (e.g., tripping hazards, falling objects)
- Chemical hazards (e.g., cleaning products, paints)
- Biological hazards (e.g., bodily fluids, mould)
- Ergonomic hazards (e.g., poor workstation setup)
- Psychosocial hazards (e.g., stress, bullying)

2. Hazard Identification Methods:

- Visual inspections
- Task analysis
- Review of incident reports and near-miss data
- Consultation with workers and volunteers
- Review of manufacturer's instructions and Safety Data Sheets (SDS)

3. Hazard Reporting:

- Implement a clear and accessible hazard reporting system for all staff and volunteers.
- Provide training on how to identify and report hazards.
- Ensure prompt follow-up on all reported hazards.

Risk Assessment

1. Risk Assessment Process:

- Identify hazards
- Determine who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

2. Risk Matrix:

- Use a standardised risk matrix to assess likelihood and severity of potential harm.
- Categorise risks as low, medium, high, or extreme based on the risk matrix.

3. Risk Control Hierarchy:

- Implement controls according to the hierarchy of controls:
 1. Elimination
 2. Substitution
 3. Engineering controls
 4. Administrative controls
 5. Personal Protective Equipment (PPE)

4. Documentation:

- Maintain a risk register documenting all identified risks, their assessments, and control measures.
- Review and update the risk register at least annually or when significant changes occur.

Safe Work Procedures

1. Development:

- Develop safe work procedures for all high-risk activities.

- Involve workers and volunteers in the development process to ensure practicality and effectiveness.

2. Content:

- Include step-by-step instructions for performing tasks safely.
- Specify required PPE and any necessary precautions.
- Reference relevant legislation, standards, or codes of practice.

3. Review and Update:

- Review safe work procedures annually or when changes to processes occur.
- Communicate updates to all relevant staff and volunteers.

Equipment and Maintenance

1. Equipment Register:

- Maintain an up-to-date register of all equipment used in church activities.
- Include details such as purchase date, maintenance schedule, and safety features.

2. Maintenance Schedule:

- Implement a regular maintenance schedule for all equipment.
- Ensure only qualified personnel perform maintenance and repairs.

3. Pre-use Checks:

- Implement a system for pre-use equipment checks.
- Train staff and volunteers on how to perform these checks.

Emergency Preparedness

1. Emergency Response Plan:

- Develop and maintain an emergency response plan covering various scenarios (e.g., fire, medical emergency, natural disaster).
- Clearly communicate the plan to all staff, volunteers, and regular attendees.

2. Emergency Equipment:

- Ensure appropriate emergency equipment (e.g., fire extinguishers, first aid kits) is available and easily accessible.
- Regularly inspect and maintain emergency equipment.

3. Training and Drills:

- Conduct regular emergency drills to familiarise everyone with evacuation procedures.
- Provide training on the use of emergency equipment.

Continuous Improvement

1. Feedback Mechanisms:

- Implement a system for staff and volunteers to provide feedback on safety protocols.
- Regularly review and act on feedback received.

2. Incident Analysis:

- Analyse all incidents and near-misses to identify trends and areas for improvement.
- Use findings to update and enhance safety protocols.

3. Regular Review:

- Conduct an annual review of all general safety protocols.
- Update protocols based on changes in legislation, best practices, or church activities.

By implementing these general safety protocols, Generocity Church demonstrates its commitment to providing a safe environment for all staff, volunteers, and visitors. Regular review and updating of these protocols will ensure ongoing effectiveness in managing workplace health and safety risks.

Emergency Procedures

Generocity Church approaches emergency preparedness with both careful planning and clear accountability. Our emergency procedures ensure we can respond effectively to protect our people while maintaining calm and order during challenging situations.

Emergency Response Plan

1. Development:

- Create a comprehensive Emergency Response Plan that addresses various potential emergencies, including but not limited to fire, medical emergencies, natural disasters, and security threats.
- Ensure the plan is tailored to the specific layout and needs of Generocity Church.

2. Review and Update:

- Review and update the Emergency Response Plan annually or after any significant changes to the church premises or activities.
- Conduct a thorough review after any emergency situation to incorporate lessons learned.

3. Communication:

- Ensure all staff, volunteers, and regular attendees are familiar with the Emergency Response Plan.

- Display key emergency information, including evacuation routes and assembly points, prominently throughout the church premises.

Fire Safety

1. Fire Prevention:

- Implement a fire prevention program, including regular inspections of electrical equipment and proper storage of flammable materials.
- Ensure all fire safety equipment is properly maintained and easily accessible.

2. Fire Detection and Alarm Systems:

- Install and maintain smoke detectors and fire alarm systems throughout the church premises.
- Conduct monthly tests of the fire alarm system and keep a log of all tests and maintenance.

3. Fire Extinguishers:

- Provide appropriate fire extinguishers in easily accessible locations throughout the church.
- Conduct annual inspections and maintenance of all fire extinguishers.
- Train staff and key volunteers on the proper use of fire extinguishers.

4. Fire Drills:

- Conduct fire drills at least twice a year, involving all staff, volunteers, and if possible, congregants.
- Document the results of each fire drill and use the information to improve procedures.

5. Annual Fire Safety Statement:

- As required by NSW regulations, Generocity Church must obtain an Annual Fire Safety Statement for each of our church buildings. This statement

certifies that:

1. All essential fire safety measures installed in the building have been assessed by a competent fire safety practitioner and found to be functioning correctly.
 2. The building is compliant with the relevant fire safety standards and regulations.
- The Annual Fire Safety Statement must be displayed in a prominent location within the building and a copy provided to the local council.
 - The Business Manager, in coordination with the Facilities Team, is responsible for:
 1. Arranging for the annual inspection and assessment of all fire safety measures.
 2. Obtaining the Annual Fire Safety Statement from the competent fire safety practitioner.
 3. Ensuring the statement is displayed and a copy is provided to the local council.
 4. Maintaining records of the Annual Fire Safety Statements.

6. Other NSW Fire Safety Requirements:

In addition to the Annual Fire Safety Statement, Generocity Church must also comply with the following NSW fire safety regulations:

- Fire Safety Orders: Ensure we promptly address any fire safety orders issued by the local council or fire brigade.
- Fire Safety Inspections: Cooperate with and provide access for any fire safety inspections conducted by the local council or fire brigade.
- Fire Safety Upgrades: Implement any required fire safety upgrades to our buildings in a timely manner.
- Fire Safety Training: Provide regular fire safety training to all staff and key volunteers to ensure they are prepared to respond appropriately in the event of a fire emergency.

By adhering to these fire safety requirements, Generocity Church demonstrates our commitment to the safety and well-being of our congregation, staff, and visitors.

Evacuation Plans

1. Evacuation Routes:

- Clearly mark primary and secondary evacuation routes throughout the church premises.
- Ensure all evacuation routes are kept clear of obstructions at all times.

2. Assembly Points:

- Designate primary and secondary assembly points outside the building.
- Ensure assembly points are at a safe distance from the building and do not interfere with emergency responders.

3. Evacuation Procedures:

- Develop clear, step-by-step evacuation procedures for various scenarios.
- Include procedures for assisting individuals with disabilities or special needs.

4. Communication During Evacuation:

- Establish a system for accounting for all individuals during an evacuation.
- Designate individuals responsible for sweeping the building to ensure complete evacuation.

Emergency Response Teams

1. Team Structure:

- Establish an Emergency Response Team (ERT) with clearly defined roles and responsibilities.

- Ensure the ERT includes members with diverse skills and knowledge of different areas of the church.

2. Roles and Responsibilities:

- Designate specific roles within the ERT, such as:
 - Emergency Coordinator
 - Fire Warden
 - First Aid Officer
 - Communications Officer
 - Evacuation Leader

3. Training:

- Provide comprehensive training for all ERT members on their specific roles and general emergency response procedures.
- Conduct refresher training at least annually and after any changes to the Emergency Response Plan.

4. Equipment:

- Provide necessary equipment for the ERT, such as high-visibility vests, flashlights, and communication devices.
- Regularly inspect and maintain all emergency response equipment.

Medical Emergencies

1. First Aid:

- Maintain well-stocked first aid kits in easily accessible locations throughout the church.
- Ensure at least one trained first aid officer is present during all church activities.

2. Medical Emergency Procedures:

- Develop clear procedures for responding to various types of medical emergencies.
- Train staff and key volunteers on these procedures, including how to call for emergency medical services.

3. Automated External Defibrillator (AED):

- Consider installing an AED on the church premises.
- If an AED is available, ensure multiple staff members and volunteers are trained in its use.

Natural Disasters

1. Risk Assessment:

- Conduct a risk assessment to identify potential natural disasters that could affect the church (e.g., floods, earthquakes, severe storms).

2. Specific Procedures:

- Develop specific procedures for each identified natural disaster risk.
- Include both preventive measures and response procedures.

3. Emergency Supplies:

- Maintain an emergency supply kit with items such as water, non-perishable food, flashlights, and a battery-powered radio.
- Regularly check and replenish emergency supplies.

Communication Plan

1. Internal Communication:

- Establish a clear chain of communication for emergencies, including backup methods if primary communication systems fail.
- Maintain an up-to-date contact list for all staff and key volunteers.

2. External Communication:

- Designate a spokesperson to communicate with external parties, including emergency services and the media.
- Develop pre-approved messaging templates for various emergency scenarios.

Post-Emergency Procedures

1. Accounting for All Individuals:

- Establish procedures for accounting for all individuals after an emergency evacuation.
- Designate a person responsible for liaising with emergency services regarding missing persons.

2. Building Re-entry:

- Develop procedures for assessing when it is safe to re-enter the building after an evacuation.
- Ensure only authorised personnel make decisions about building re-entry.

3. Incident Reporting and Review:

- Conduct a thorough review after any emergency situation or drill.
- Use findings to improve emergency procedures and prevent future incidents.

By implementing these comprehensive emergency procedures, Generocity Church demonstrates its commitment to the safety and well-being of all individuals on its premises. Regular review, practice, and updating of these procedures will ensure ongoing preparedness for potential emergency situations.

Chemical Safety Management

At Generocity Church, we recognize the importance of proper chemical safety management to protect our staff, volunteers, and visitors. While we primarily use household-type chemicals for cleaning and maintenance, it's crucial to handle these substances safely and in compliance with regulations.

Identification and Registration of Chemicals

1. Chemical Inventory:

- Conduct a comprehensive survey of all substances used in church activities.
- Maintain an up-to-date Chemical Register, including:
 - Alphabetical listing of chemical names
 - Product names
 - Maximum quantities stored
 - Manufacturer's name and phone number
 - Storage locations

2. Hazardous Substance Classification:

- Identify which substances are classified as:
 - Dangerous Goods
 - Poisons
 - Hazardous Substances
- Note the DG Classification, Hazchem Code, UN Number, and Packaging Group Number for each hazardous substance.

Safety Data Sheets (SDS)

1. Obtaining SDS:

- Obtain current Safety Data Sheets for all chemicals from suppliers or manufacturers' websites.
- Ensure SDS are less than 5 years old.

2. SDS Accessibility:

- Maintain a central file of all SDS.
- Provide copies of SDS at the point of use for each chemical.
- Ensure SDS are readily available to all workers and volunteers.

3. SDS Content:

- Ensure each SDS includes:
 - Product Identification
 - Composition
 - Emergency Information
 - First Aid procedures
 - Storage and handling instructions
 - Physical Data
 - Health Hazards
 - Fire or Explosion hazards

Chemical Handling Procedures

1. Risk Assessment:

- Conduct a risk assessment for each hazardous substance.
- Use the New Chemical Authorisation Form to document the assessment.

2. Safe Handling Practices:

- Follow the requirements set out in the SDS for each chemical.

- Use appropriate Personal Protective Equipment (PPE) as specified in the SDS.
- Implement and maintain control measures such as ventilation equipment where necessary.

3. Training:

- Provide training to all staff and volunteers who handle chemicals.
- Ensure workers read and understand the SDS before using any substance.

Storage of Chemicals

1. General Storage Guidelines:

- Store chemicals in accordance with SDS instructions.
- Keep chemicals in secure areas, away from food and out of reach of children.
- Maintain clear separation between hazardous and non-hazardous substances.
- Store chemicals in undamaged containers with secure caps or lids.

2. Kitchen Area Storage:

- If possible, avoid storing chemicals in kitchen areas.
- If unavoidable, keep them in a designated, signed area/cupboard, away from food.

3. Hazardous Substance Storage:

- Store hazardous chemicals in a secure, well-ventilated area.
- Do not store hazardous substances on shelves above head height.
- Display correct signage where hazardous substances are stored.

Labelling

1. Original Containers:

- Ensure all chemical containers are correctly labelled with:
 - Product identifier
 - Name, Australian address, and phone number of the manufacturer or importer
 - Emergency number for specific poisons or treatment advice
 - Identity and proportion of each chemical ingredient
 - Hazard statements and hazard pictograms
 - First aid and emergency procedures
 - Expiry date (if applicable)

2. Decanted Products:

- When decanting chemicals into smaller containers, ensure they are correctly labelled with:
 - Product name
 - Risk and safety phrases
 - Relevant warning signs/information
- Exception: Immediate use containers do not require labelling.

3. Unlabeled Substances:

- Mark any unlabeled container with "Caution do not use: unknown substance".
- Store separately and contact local Waste Management authorities for disposal advice.

Disposal of Chemicals

1. Disposal Procedures:

- Follow manufacturer's and local government authority guidelines for disposal of residue chemicals.
- Do not wash out containers in areas where waste solution might enter storm water drains or natural watercourses.

2. Waste Management:

- Regularly review chemical inventory to identify products no longer required.
- Consult the relevant SDS for proper disposal methods of each hazardous substance.

Emergency Procedures

1. Spill Management:

- Develop and communicate clear procedures for managing chemical spills.
- Provide spill kits in areas where chemicals are stored or used.

2. First Aid:

- Ensure first aid facilities are readily available and staff are trained in chemical-related first aid procedures.

3. Emergency Information:

- Post emergency contact numbers and procedures in visible locations near chemical storage and use areas.

Review and Continuous Improvement

1. Regular Audits:

- Conduct regular audits of chemical storage and handling practices.
- Include hazardous substance management in workplace inspections.

2. Incident Reporting:

- Maintain an incident reporting system for any chemical-related incidents or near-misses.
- Use incident data to improve chemical safety procedures.

3. Policy Review:

- Review and update the Chemical Safety Management policy annually or when significant changes occur in church activities or regulations.

By implementing these comprehensive chemical safety management procedures, Generocity Church demonstrates its commitment to maintaining a safe environment for all staff, volunteers, and visitors. Regular review and updating of these procedures will ensure ongoing compliance with regulations and best practices in chemical safety.

Physical and Ergonomic Hazards

At Generocity Church, we recognize the importance of addressing physical and ergonomic hazards to ensure the health and safety of our staff, volunteers, and visitors. This section outlines guidelines for ergonomic workstation setup, manual handling procedures, and noise management.

Ergonomic Workstation Setup

Proper ergonomic setup is crucial for preventing musculoskeletal disorders and ensuring comfort for those working in office environments. Follow these guidelines for optimal workstation setup:

1. Chair Setup:

- Adjust the backrest to support the natural curve of your lower back.
- Choose a chair with good lumbar support.

- Set the seat height so that your thighs are parallel to the floor and your feet are flat on the ground.
- If necessary, use a footrest to ensure proper foot support.

2. Desk and Keyboard Position:

- Position the keyboard so that your elbows are at or about the level of the home row on the keyboard.
- Maintain a neutral wrist position while typing, avoiding excessive bending.
- Use a wrist rest if needed to maintain a comfortable position.

3. Monitor Setup:

- Place the monitor at a comfortable viewing distance, typically between 350-750mm.
- Position the top of the monitor at or slightly below eye level.
- The monitor should be a maximum of 400mm from the work surface to the centre of the screen.
- Adjust for individuals with graded spectacles as needed.

4. Document Positioning:

- Use a document holder to position documents at a suitable height and angle.
- Place the document holder between the keyboard and monitor to minimise neck movement.

5. Peripherals and Equipment:

- Position frequently used items (e.g., mouse, phone) within easy reach to avoid overreaching.
- Arrange printers, files, and other equipment to encourage movement throughout the day.

6. Laptop Usage:

- Connect the laptop to an external keyboard and monitor when possible.

- Use a laptop stand to elevate the screen to eye level.
- Take regular breaks and vary posture when using laptops in non-office environments.

Manual Handling Procedures

Proper manual handling techniques are essential to prevent injuries related to lifting, carrying, and moving objects. Implement the following procedures:

1. Risk Assessment:

- Assess the size, shape, and weight of the load.
- Determine where the load will be placed and how far it needs to be moved.
- Consider whether gloves or protective equipment will influence handling.
- Decide on the best handling technique.

2. Safe Lifting Techniques:

- Plan the lift before attempting it.
- Position feet shoulder-width apart for a stable base.
- Bend at the knees and hips, not the waist.
- Get a secure grip on the object using the whole hand, not just fingers.
- Keep the load close to your body.
- Lift smoothly by straightening your legs, keeping your back in its natural alignment.
- Avoid twisting while lifting; instead, pivot your feet to turn.

3. Weight Guidelines:

- In seated work, avoid lifting loads exceeding 4.5 kg.
- From a standing position, it's advisable to keep loads below 16 kg.
- For loads between 16-25 kg, use mechanical assistance or team lifting.
- No person should be required to lift, lower, or carry loads above 25 kg without mechanical assistance or team lifting arrangements.

4. Team Lifting:

- Use team lifting for awkward or heavy loads.
- Ensure all team members are of similar height and capability.
- Appoint one person to coordinate the lift.
- Lift and lower the load in unison.

5. Mechanical Aids:

- Use trolleys, carts, or other mechanical aids for moving heavy or awkward loads.
- Ensure mechanical aids are easily accessible and well-maintained.

6. Storage Considerations:

- Store frequently used items between chest and hip level.
- Use vertical space effectively with shelving.
- Keep heavy items at waist height.
- Use containers for small, loose items.

7. Training:

- Provide manual handling training to all staff and volunteers annually.
- Include practical demonstrations and practice sessions in training.

Noise Management

Effective noise management is crucial for protecting the hearing of staff, volunteers, and congregation members, as well as maintaining good relationships with neighbours.

1. Noise Level Monitoring:

- Use a calibrated sound level meter to regularly monitor noise levels during services and events.
- Aim to keep noise levels below 85 decibels (dB) for extended periods.

- For youth events or contemporary services, consider using a decibel meter app for real-time monitoring.

2. Sound System Setup:

- Work with sound engineers to balance audio levels effectively.
- Use high-quality sound equipment to minimise distortion at higher volumes.
- Position speakers strategically to provide even sound distribution without excessive volume.

3. Service Planning:

- Designate specific services as "Family" or "Youth" services to manage expectations regarding noise levels.
- Inform the congregation about the nature of different services (e.g., contemporary vs. traditional) to help manage individual preferences.

4. Hearing Protection:

- Provide earplugs for staff, volunteers, and congregation members who may be sensitive to louder music.
- Consider offering musician's earplugs for worship team members, which reduce volume while maintaining sound clarity.

5. Building Acoustics:

- Assess the church's acoustics and consider implementing sound-absorbing materials if necessary.
- Use acoustic panels or curtains to help control sound reflection and reverberation.

6. Neighbour Considerations:

- Be aware of local noise regulations and ensure compliance.
- Communicate with neighbours about service times and special events that may involve higher noise levels.
- Consider soundproofing measures for areas of the building closest to neighbouring properties.

7. Staff and Volunteer Protection:

- Rotate staff and volunteers who work in potentially noisy areas to limit individual exposure.
- Provide breaks in quieter areas for those exposed to louder environments.

8. Education and Training:

- Educate staff, volunteers, and congregation members about the risks of noise-induced hearing loss.
- Train sound technicians in best practices for managing sound levels without compromising quality.

9. Regular Reviews:

- Conduct annual reviews of noise management practices.
- Seek feedback from staff, volunteers, and congregation members regarding noise levels and comfort.

By implementing these guidelines for ergonomic workstation setup, manual handling procedures, and noise management, Generocity Church demonstrates its commitment to creating a safe and healthy environment for all. Regular review and updating of these practices will ensure ongoing effectiveness in managing physical and ergonomic hazards.

Electrical Safety

At Generocity Church, we recognize the critical importance of electrical safety in protecting our staff, volunteers, visitors, and property. This section outlines our procedures and requirements for managing electrical equipment and maintenance.

General Electrical Safety Principles

1. Qualified Personnel:

- Only licensed electricians are permitted to perform electrical work on church premises.
- Volunteers may only be used if they provide evidence of appropriate qualifications, experience, and insurance. Details must be recorded.

2. Compliance:

- All electrical work must comply with relevant state regulations and may require a formal Certificate of Electrical Safety upon completion.
- Ensure compliance with the Work Health and Safety Act and Regulations applicable to our state.

3. Regular Inspections:

- Schedule regular inspections of the church's electrical systems by a qualified electrician, at least every 10 years or more frequently if there have been significant changes in electrical usage.
- Obtain and act on written reports detailing the condition of electrical systems.

Electrical Equipment Management

1. Equipment Register:

- Maintain an up-to-date register of all electrical equipment used in church activities.
- Include details such as purchase date, maintenance schedule, and safety features.

2. Pre-Use Inspections:

- All workers and volunteers must conduct a visual inspection of electrical equipment before use.
- Check for damage to leads (fraying, cuts, heavy scuffing), plugs (damage to cover, bent pins), exposed wires, and signs of overheating.

3. Reporting and Tagging:

- Immediately report any damaged or faulty equipment to a supervisor or program coordinator.
- Use a "DO NOT OPERATE" tag on faulty equipment and isolate it safely.

4. Maintenance and Repairs:

- Implement a regular maintenance schedule for all electrical equipment.
- Only qualified personnel should perform maintenance and repairs.

Testing and Tagging

1. Requirements:

- Implement a testing and tagging program for all portable electrical equipment and residual current devices (RCDs).
- Comply with state-specific requirements for testing and tagging. Check with local WorkCover authority or electrical authority for specific regulations.

2. Frequency:

- Determine testing intervals based on the relevant State Electrical Safety Regulation and AS 3760.
- Typical intervals may vary depending on the type of equipment and environment (e.g., office equipment every 5 years, portable equipment used outdoors every 3 months).

3. Documentation:

- Attach a durable tag to equipment after inspection and testing, clearly showing the test date and next scheduled test date.
- Maintain detailed records of all testing and tagging activities.

Electrical Installations and Wiring

1. Safety Devices:

- Ensure all circuits are protected by appropriate circuit breakers and safety switches (Residual Current Devices).
- Install surge protectors, especially for sensitive equipment like data projectors, computers, and sound equipment.

2. Wiring Maintenance:

- Regularly inspect and maintain electrical wiring to prevent deterioration and fire risks.
- Pay special attention to areas near switchboards, ensuring they are free from combustible materials.

3. Underground Cabling:

- Clearly mark all underground cables in accordance with local laws.
- Maintain accurate plans of underground cabling and utilities on church property.

Temporary Wiring and Extension Cords

1. Usage Guidelines:

- Minimise the use of extension cords. Where necessary, securely tape them to the floor to prevent tripping hazards.
- Avoid overloading power points. Do not use cube adapters, double adapters, or overloaded multi-outlet power boards.

2. Additional Power Points:

- Where adapters are repeatedly used, consider installing additional fixed power points.

Environmental Considerations

1. Water and Electricity:

- Ensure all external electrical fittings are weatherproof.
- In kitchens and other wet areas, keep all appliances well clear of damp or wet areas.
- Take particular care with stand-alone water dispensers connected to power outlets.

2. Pest Control:

- Regularly inspect for signs of rodent activity in roof spaces and near electrical wiring.
- Remove overhanging foliage and growth from building walls and roof areas to prevent pest access.

3. Air Conditioning Maintenance Requirements:

- Regular Maintenance Schedule:
 - Conduct visual inspections every three months
 - Clean or replace filters every six months (or more frequently if required)
 - Ensure professional servicing is completed annually
- Visual Inspection Points:
 - Check for any visible damage to units
 - Listen for unusual noises during operation
 - Monitor for consistent airflow
 - Look for signs of water leakage
 - Check for dust accumulation around vents and filters
- Health and Safety Considerations:
 - Maintain proper ventilation levels
 - Monitor air quality

- Ensure temperature control is functioning correctly
- Address any musty odors promptly as they may indicate mold growth
- Documentation:
 - Keep records of all inspections and maintenance activities
 - Document any issues identified and actions taken
 - Maintain service records from professional maintenance visits
- Reporting Requirements:
 - Report any concerns or issues identified during inspections to the appropriate supervisor
 - Follow up on any health-related complaints associated with air conditioning operation

Training and Communication

1. Staff and Volunteer Training:

- Provide basic electrical safety training to all staff and volunteers, especially those involved in setting up equipment or decorations.
- Ensure all users of electrical equipment are familiar with safe usage practices and pre-use inspection procedures.

2. Signage and Information:

- Display clear signage indicating the location of electrical panels, main switches, and emergency shut-off points.
- Post emergency contact numbers for electrical issues in visible locations.

Emergency Procedures

1. Response Plan:

- Develop and communicate clear procedures for responding to electrical emergencies, such as fires or electrocutions.
- Ensure first aid facilities are readily available and staff are trained in electrical-related first aid procedures.

2. Equipment:

- Maintain appropriate fire extinguishers suitable for electrical fires and ensure they are easily accessible.
- Regularly inspect and maintain emergency lighting systems.

By implementing these comprehensive electrical safety procedures, Generocity Church demonstrates its commitment to maintaining a safe environment for all staff, volunteers, and visitors. Regular review and updating of these procedures will ensure ongoing compliance with regulations and best practices in electrical safety.

Management of Biological Hazards

At Generocity Church, we recognize the importance of managing biological hazards to protect the health and safety of our staff, volunteers, visitors, and congregation members. This section outlines our protocols for managing biological hazards, including allergen management.

Definition and Scope

1. Definition: Biological hazards are organic substances that pose a threat to the health of humans and other living organisms. These include viruses, toxins, spores, fungi, microorganisms, and bioactive substances.
2. Scope: This policy covers all areas where biological hazards may be present, including but not limited to:
 - Human bodily matter (blood, tissues, saliva, mucous, urine, and faeces)
 - Food preparation areas
 - Childcare facilities

- First aid situations
- Cleaning and maintenance activities

General Protocols for Managing Biological Hazards

1. Standard Precautions: Implement standard precautions at all times, assuming that everyone is potentially infectious:

- Regular hand washing or use of antibacterial solution
- Covering cuts or abrasions with waterproof dressings
- Use of personal protective equipment (PPE) when necessary
- Appropriate handling and disposal of sharps and contaminated waste

2. Hand Hygiene:

- Wash hands thoroughly with soap and water after toileting, sneezing, coughing, blowing the nose, touching public surfaces, or contact with others.
- Use antibacterial solutions when soap and water are not available.

3. Personal Protective Equipment (PPE):

- Use gloves when providing first aid and handling potentially contaminated items.
- Wear gloves, face masks, and protective eyewear when cleaning up blood and body substances.

4. Cleaning and Disinfection:

- Clean and disinfect surfaces, equipment, and shared items regularly.
- Use appropriate disinfectants and follow manufacturer's instructions for contact time.

5. Waste Management:

- Dispose of contaminated waste in dedicated waste bins.

- Wear gloves when handling contaminated waste and removing waste bags.

Specific Protocols for High-Risk Areas

1. Food Preparation Areas:

- Implement and maintain food safety guidelines.
- Ensure food handlers are trained in proper hygiene practices.
- Regularly clean and sanitise food preparation surfaces and equipment.

2. Childcare Facilities:

- Implement strict hygiene protocols, including regular hand washing for children and staff.
- Maintain cleanliness of toys, equipment, and surfaces.
- Enforce policies for excluding sick children and staff.

3. First Aid Situations:

- Use appropriate PPE when administering first aid.
- Follow proper protocols for handling blood and body fluids.
- Maintain and regularly check first aid kits.

Incident Management

1. Blood or Body Substance Exposure:

- Stay calm – the risk of infection is extremely low.
- If skin contact occurs, wash thoroughly with soap and water.
- For eye contamination, rinse gently with water or saline solution.
- If blood or body substances enter the mouth, spit it out and rinse several times with water.
- Report the exposure immediately to a supervisor or program coordinator.
- Seek medical advice if necessary.

2. Needle Stick / Sharps Injury:

- Stay calm – the risk of infection is extremely low.
- Allow the wound to bleed freely while washing it.
- Wash the wound thoroughly with soap and water.
- Apply a sterile dressing.
- Ensure the sharp is safely disposed of in a sharps container.
- Report the injury immediately to a supervisor or program coordinator.
- Seek medical advice as soon as possible.

Allergen Management

1. Identification:

- Require attendees to advise of food or other allergies/intolerances (e.g., latex) when registering for programs or events.

2. Food Handling:

- Train staff and volunteers required to handle food in Food Hygiene/Handling practices.
- Maintain rigid food hygiene standards throughout food handling and serving areas.
- Clearly label and segregate food with potential allergens.

3. Allergen Information:

- Maintain a list of common allergens and foods that may contain them.
- Provide this information to food handlers and those planning menus for church events.

4. Emergency Response:

- Develop an Anaphylaxis Action Plan and ensure all relevant staff and volunteers are trained in its implementation.

- Keep appropriate medication (e.g., EpiPens) accessible for known at-risk individuals.

Training and Communication

1. Staff and Volunteer Training:

- Provide regular training on biological hazard management and allergen awareness.
- Ensure all staff and volunteers understand the importance of following these protocols.

2. Congregation Communication:

- Regularly communicate hygiene and safety practices to the congregation.
- Provide clear signage promoting hand hygiene and other safety measures.

Review and Continuous Improvement

1. Regular Review:

- Conduct annual reviews of biological hazard management practices.
- Update protocols based on new information, incidents, or changes in church activities.

2. Incident Analysis:

- Analyse all biological hazard-related incidents to identify areas for improvement.
- Implement changes based on lessons learned from incidents.

By implementing these comprehensive protocols for managing biological hazards, including allergen management, Generocity Church demonstrates its commitment to maintaining a safe and healthy environment for all. Regular review and updating of these procedures will ensure ongoing effectiveness in managing biological risks.

Incident Management

At Generocity Church, we are committed to maintaining a safe environment for all staff, volunteers, visitors, and congregation members. Our incident management procedures are designed to ensure that all incidents are reported, investigated, and responded to appropriately and promptly.

Incident Reporting

1. Mandatory Reporting:

- All workers, volunteers, visitors, and contractors are required to report incidents and near misses immediately.
- This includes all personal injuries/illnesses (even minor ones), equipment and asset damage, and security breaches.

2. Reporting Timeline:

- Verbal reporting: Immediate
- Written reporting: Within 24 hours of the incident occurring
- Significant incidents: Verbal report immediately, written report within 48 hours

3. Reporting Process:

- Verbal report to supervisor
- Completion of an Incident Report form
- Submission of the report to the Senior Pastor or delegate

4. Incident Report Form:

- Located in the Generocity Church office or in the [NAME OF FILE] for those with electronic access

- Must be completed in full, with all details included, regardless of perceived significance

5. Witness Statements:

- For significant incidents, formal witness statements should be completed and attached to the Incident Report

Incident Investigation

1. Criteria for Formal Investigation:

- Injuries/illnesses requiring medical treatment and/or hospitalisation
- Actual/potential contamination from biological hazards
- Property damage greater than \$100
- Business cost of more than \$500
- More than one community complaint about the same issue
- Security breaches

2. Investigation Team:

- Senior Pastor or delegate
- Person(s) involved in the incident
- WHS representative

3. Investigation Timeline:

- Investigations should commence no later than 48 hours after the incident occurring

4. Investigation Methodology:

- Follow a Root Cause Analysis / 5 Why Methodology

5. Investigation Report:

- Must include corrective actions

- Reviewed by the Senior Pastor or delegate
- Findings and corrective actions reported to the Generocity Church Board

Incident Response

1. Immediate Response:

- Provide first aid and/or secure medical assistance for injured persons
- Contact emergency services (000) if required
- Take appropriate action to minimise risk of further injury or damage
- Secure the incident site, if safe to do so
- Carry out evacuation if necessary

2. Communication:

- Senior Pastor or delegate to notify the Generocity Church Board and next of kin (if required)
- For serious injuries or illnesses, notification should be in person by the Senior Pastor or other senior representative

3. Hazard Alert Process:

- Senior Pastor or delegate to raise a Generocity Church Hazard Alert to communicate identified risks to workers, volunteers, and other church campuses
- Hazard Alerts to include: brief incident overview, hazards and potential risks identified, preventative action and responsibilities, completion date, contact person for more information

4. WorkCover and Insurance:

- Senior Pastor or delegate to ensure a WorkCover form is lodged for all workplace injuries/illnesses requiring medical intervention
- Consider notifying the church's insurer for incidents of a serious nature

5. Return to Work and Rehabilitation:

- Engage a Generocity Church approved rehabilitation professional to develop a return to work and rehabilitation plan for injured person(s), where required

Post-Incident Procedures

1. Review and Improvement:

- Conduct a thorough review after any emergency situation or drill
- Use findings to improve emergency procedures and prevent future incidents

2. Documentation and Record Keeping:

- Maintain detailed records of all incidents, investigations, and corrective actions
- Ensure all documentation is stored securely and in compliance with privacy regulations

3. Training and Communication:

- Use incident data to inform and improve safety training programs
- Communicate lessons learned and policy changes to all staff and volunteers

Specific Incident Types

1. Child Protection Concerns:

- Follow the child-centred approach outlined in the Procedure - Responding to Child Protection Concerns

2. Critical Incidents:

- Implement the Critical Incident Response Plan, which includes Preparedness, Response, and Recovery stages

3. Misconduct Allegations:

- Follow the Misconduct Investigation Procedure, ensuring fair, unbiased, and timely responses to allegations

4. Property Loss or Damage:

- Follow the specific steps outlined in the Property Loss Control Plan

5. Security Incidents:

- Implement the security incident response procedures, including immediate response, investigation, communication, and review

6. Cybersecurity Incidents:

- Follow the Cybersecurity Incident Response Plan, including isolation of affected systems, reporting, and post-incident review

By implementing these comprehensive incident management procedures, Generocity Church demonstrates its commitment to maintaining a safe environment and responding effectively to all types of incidents. Regular review and updating of these procedures will ensure ongoing effectiveness in managing and learning from incidents.

Permit-to-Work Systems

At Generocity Church, we recognize the importance of implementing a robust Permit-to-Work system to ensure the safety of all workers, volunteers, and visitors when conducting high-risk activities. This system is designed to manage and control potentially dangerous work, ensuring that all necessary precautions are taken before, during, and after the work is completed.

Purpose and Scope

1. Purpose:

- Ensure that work of a non-routine or high-risk nature is carried out in a planned, organised, and safe manner.
- Clearly communicate the hazards and required precautions to all involved parties.
- Provide a clear record of the work being undertaken and the safety measures in place.

2. Scope: A Permit-to-Work shall be raised for work of the following types:

- Hot Work (unless a dedicated hot work area is provided on site and manned by trained maintenance staff)
- Confined Space Entry
- Work on or in the vicinity of high voltage equipment and systems
- Work on or in the vicinity of live low voltage equipment
- Electrical Work
- Excavation and break-in to concealed spaces
- Work at height / work on roofs
- Use of dangerous tools including explosive powered tools
- Isolation or impairment of Safety Protection systems and Fire Detection and Protection Systems
- Asbestos removal
- Any work that may constitute a significant safety and health risk and for which there is no well-established and tested work instruction or procedure

Responsibilities

1. Senior Pastor or Delegate:

- Ensure a Responsible Person is nominated to take charge and oversee non-routine and high-risk work.

2. Responsible Person:

- Ensure qualified, competent persons are engaged to carry out the work.
- Ensure site WHS requirements are communicated and understood.
- Ensure the person doing the work is aware of all necessary safety precautions.
- Ensure electrical equipment is currently tested and tagged.
- Ensure Safety Data Sheets (SDS) for chemicals are available and chemicals are properly stored.
- Carry out periodic checks to ensure controls are being maintained.
- Ensure the equipment/area is handed back in good working order, safe, clean, and tidy.

3. Permit Raiser:

- Accurately describe the work to be completed.
- Identify all potential hazards with the person carrying out the work.
- Determine whether additional certificates or permits are required.
- Determine if a task-specific Job Safety Analysis (JSA) is required.
- Ensure the Permit-to-Work is completed accurately prior to work commencing.

4. Permit User:

- Ensure they are competent in performing the necessary work before signing the permit.
- Ensure they have all the correct tools and protective equipment before starting the work.
- Clearly communicate permit requirements to all personnel working on the task.
- Ensure all required controls are in place and maintained throughout the work.
- Keep the Permit-to-Work and associated documentation on the job at all times while work is proceeding.

Permit-to-Work Procedure

1. Planning:

- Conduct thorough planning to minimise risk, time pressures, and ensure adequate resources are available.
- Consider:
 - Clear scope and boundaries of work, including duration and relationship to other planned work.
 - Identifying hazards and consequences if work goes wrong.
 - Contingency plans for responding to emergencies during the work.
 - Type of permits or certificates required.
 - Whether a JSA is required.
 - Identification of necessary isolations and their impact.
 - Communication with people affected by the permitted work.

2. Completion of the Permit-to-Work Form:

- Complete the form prior to any work being carried out.
- Ensure all personnel involved in the work sign off on the permit.
- If there's a change in personnel, the original recipients shall 'sign off' the Work Permit, and new people shall discuss hazards and precautions with the Permit Issuer before signing on.
- If there's a change in Permit Issuer, the new issuer shall discuss the work and precautions with the original issuer, record the job status, and update all copies of the permit and supporting documentation.

3. Additional Work:

- Any additional work must be authorised by the Responsible Person overseeing the work.
- Update the Permit-to-Work and supporting documentation accordingly before carrying out additional work.

Specific High-Risk Activities

1. Hot Work:

- Use a specific Hot Work Permit for activities such as welding, grinding, or any work that generates heat or sparks.
- Ensure fire protection measures are in place, including fire extinguishers and fire blankets.
- Conduct a final fire check at least one hour after work completion.

2. Confined Space Entry:

- Use a specific Confined Space Entry Permit.
- Ensure proper ventilation and atmospheric testing before and during work.
- Have a standby person outside the confined space at all times.

3. Work at Heights:

- Implement control measures for any work at a height of 2.4m or above.
- Use appropriate fall protection equipment, such as harnesses and guardrails.
- Ensure all ladders are in good condition and used correctly.

4. Electrical Work:

- Only licensed electricians should perform electrical work.
- Ensure proper lockout/tagout procedures are followed.
- Use appropriate personal protective equipment (PPE) for electrical work.

Training and Communication

1. Training:

- Provide comprehensive training on the Permit-to-Work system to all relevant staff and volunteers.

- Ensure all workers understand their roles and responsibilities within the system.

2. Communication:

- Clearly communicate the Permit-to-Work requirements to all affected parties.
- Display information about the Permit-to-Work system in relevant work areas.

Record Keeping

Maintain the following records:

- Copies of Work Permits: Retain for 2 years
- Confined Space Certificates and risk assessments: Retain for 5 years
- Job Safety Analysis (JSA): Retain for 2 years
- Copies of additional certificates/authorities to perform work: Retain for 12 months or as required by State Regulations

Review and Continuous Improvement

1. Regular Review:

- Conduct an annual review of the Permit-to-Work system.
- Update procedures based on lessons learned from incidents, near-misses, and feedback from users.

2. Audits:

- Conduct periodic audits of the Permit-to-Work system to ensure compliance and effectiveness.

By implementing this comprehensive Permit-to-Work system, Generocity Church demonstrates its commitment to managing high-risk work activities safely and effectively. Regular review and updating of these procedures will ensure ongoing compliance with regulations and best practices in

workplace health and safety.

Contractor Management

At Generocity Church, we recognize the importance of ensuring the safety of all individuals on our premises, including contractors. This section outlines our guidelines for contractor safety, including induction processes and safety compliance measures.

Contractor Selection and Approval

1. Preferred Contractors Register:

- Maintain a register of preferred contractors who have been vetted for appropriate licensing, authorization, training, and technical competence.
- Regularly review and update the preferred contractors register.

2. Contractor Qualifications:

- Ensure contractors hold appropriate certification for the work being carried out.
- Verify that contractors hold current insurances and licences.

3. Pre-appointment Process:

- Send all prospective contractors a copy of the Church's safety expectations prior to accepting a quote for work.

Contractor Induction

1. Site Induction:

- Provide contractors with a comprehensive Site Induction prior to commencing work.

- Conduct an update induction at least every two years or when significant changes have occurred that impact the work carried out by the contractor.

2. Induction Content:

- Overview of Generocity Church's WHS requirements and expectations
- Site-specific hazards and safety procedures
- Emergency procedures and evacuation routes
- Incident reporting procedures
- Key contact persons for safety-related matters

3. Induction Documentation:

- Use a Contractor Induction Checklist to ensure all necessary information is covered.
- Maintain records of completed inductions for each contractor.

Safety Compliance

1. Risk Assessments:

- Require contractors to provide risk assessments or job safety analysis for all contracted work.

2. Permit to Work:

- Implement a Permit to Work system for high-risk activities (e.g., hot work, confined space entry, work at heights).
- Ensure all necessary permits are completed and approved before work commences.

3. Personal Protective Equipment (PPE):

- Clearly communicate PPE requirements for specific tasks or areas.
- Verify that contractors provide and use appropriate PPE as required.

4. Compliance with Policies and Procedures:

- Provide contractors with relevant Generocity Church policies and procedures.
- Ensure contractors understand and agree to comply with these policies and procedures.

Supervision and Monitoring

1. Church Contact:

- Appoint a Generocity Church contact to supervise all work carried out by contractors.
- Conduct daily or weekly meetings as appropriate to the work being carried out.

2. Sign-in and Sign-out Procedures:

- Require contractors to sign in on arrival at the site and sign out prior to leaving.
- Implement a system to track contractor presence on site at all times.

3. Ongoing Monitoring:

- Regularly inspect contractor work areas to ensure compliance with safety standards.
- Address any observed safety issues promptly.

Incident Management and Reporting

1. Incident Reporting:

- Clearly communicate the process for reporting incidents, near-misses, and safety concerns.
- Require contractors to report all incidents immediately to their Generocity Church contact.

2. Investigation:

- Conduct thorough investigations of all reported incidents involving contractors.
- Involve contractors in the investigation process as appropriate.

3. Corrective Actions:

- Implement and follow up on corrective actions resulting from incident investigations.
- Share lessons learned with all relevant parties to prevent recurrence.

Communication and Documentation

1. Safety Meetings:

- Include contractors in relevant safety meetings and toolbox talks.
- Encourage open communication about safety concerns and improvement suggestions.

2. Documentation:

- Maintain comprehensive records of all contractor-related safety documentation, including:
 - Induction records
 - Risk assessments and safe work method statements
 - Incident reports and investigation outcomes
 - Permits to work
 - Safety meeting minutes

Performance Evaluation and Continuous Improvement

1. Contractor Safety Performance Review:

- Regularly evaluate contractor safety performance.
- Consider safety performance when making decisions about future engagements.

2. Feedback and Improvement:

- Seek feedback from contractors on Generocity Church's safety management processes.
- Use this feedback to continually improve contractor management procedures.

Non-Compliance Management

1. Addressing Safety Breaches:

- Establish clear procedures for addressing contractor non-compliance with safety requirements.
- Implement a system of warnings and consequences for repeated safety breaches.

2. Termination of Contract:

- Reserve the right to terminate a contractor's engagement for serious or repeated safety violations.

By implementing these comprehensive contractor management procedures, Generocity Church demonstrates its commitment to maintaining a safe environment for all individuals on its premises, including contractors. Regular review and updating of these procedures will ensure ongoing effectiveness in managing contractor safety and compliance.

First Aid and Emergency Response

At Generocity Church, we are committed to providing effective first aid and emergency response to protect the health and safety of all workers, volunteers, and visitors during church activities. This section outlines our procedures for first aid management and emergency response.

First Aid Procedures

1. First Aid Kits:

- Provide well-stocked first aid kits in all Generocity Church facilities.
- Maintain mobile first aid kits for vehicles and external programs/activities.
- Regularly check and restock first aid kits to ensure supplies are up-to-date, adequate and meet state based WHS regulations.
- Consider using an external service provider like St John Ambulance NSW to assist with the supply and restocking of first aid kits.
- Do not include analgesics in first aid kits.
- Ensure a treatment log book is available with the first aid kit.

2. First Aid Personnel:

- Ensure at least one trained first aider is present during all church activities.
- Display the names, photographs and phone numbers of trained first aiders on the front of first aid cabinets.
- Assign a staff member to oversee the maintenance and management of the first aid kits, listing their name, position and contact number on the first aid kit.
- All paid workers to hold current first aid certification, with refresher training every two years.

3. First Aid Treatment:

- Administer first aid in accordance with training received.
- Follow standard precautions for infection control, including:
 - Good hygiene practices (hand washing)

- Use of personal protective equipment (PPE)
- Appropriate handling and disposal of sharps and contaminated waste.
- For major injuries or illnesses, call 000 immediately.
- Log any treatments in the treatment log book as per the First Aid Records (next topic).

4. First Aid Records:

- Complete a First Aid Treatment Record for all treatments provided.
- Include details such as:
 - Name of the person treated
 - Nature of the injury/illness
 - Treatment provided
 - Name of the first aider.
- Submit completed records to the Senior Pastor, their delegate, or administrative staff for filing.

5. Signage and Communication:

- Ensure clear and compliant signage is used to indicate the location of first aid kits and rooms.
- Prominently display first aid information, including emergency numbers, kit locations, and trained first aider identities.

First Aid Training

1. Training Requirements:

- All paid workers must hold current first aid training, e.g., St John Ambulance.
- Ensure first aiders maintain their qualifications through regular refresher training.

2. Training Content:

- First aid training should cover:
 - CPR techniques
 - Wound management
 - Treatment of burns, fractures, and other common injuries
 - Recognition and management of medical emergencies.

3. Refresher Training:

- Conduct refresher training at least every two years.
- Encourage staff and volunteers to attend certified first aid training courses regularly.

Emergency Response Procedures

1. Emergency Response Plan:

- Develop and maintain a comprehensive Emergency Response Plan.
- Include procedures for various emergency scenarios, such as fire, medical emergencies, and natural disasters.

2. Evacuation Procedures:

- Clearly mark primary and secondary evacuation routes throughout church premises.
- Designate assembly points outside the building.
- Conduct regular fire drills to familiarise everyone with evacuation procedures.

3. Emergency Contact Information:

- Maintain an up-to-date emergency contact register, including:
 - Emergency services (police, fire, ambulance)

- Key personnel contact details
- Utility providers
- Medical services.
- Display emergency contact information prominently throughout the church.

4. Emergency Response Team:

- Establish an Emergency Response Team with clearly defined roles and responsibilities.
- Provide comprehensive training for all Emergency Response Team members.

Emergency Debrief Protocols

1. Immediate Debrief:

- Conduct an immediate debrief following any emergency situation or drill.
- Use the Emergency Debrief Form to record:
 - Type of emergency
 - Actions taken
 - Effectiveness of response
 - Areas for improvement.

2. Post-Incident Review:

- Conduct a thorough review of the incident within 48 hours.
- Analyse the cause of the incident and the effectiveness of the response.
- Identify any necessary changes to procedures or training.

3. Support for Affected Individuals:

- Provide pastoral support to all people impacted by the critical incident.
- Consider engaging professional counselling services for those significantly affected.

4. Reporting and Documentation:

- Complete an Incident Report Form for all emergency situations.
- Maintain detailed records of all incidents, including:
 - Description of the incident
 - Actions taken
 - Outcomes
 - Recommendations for future improvements.
- Store incident reports and records securely for a minimum of 45 years.

Continuous Improvement

1. Regular Review:

- Conduct annual reviews of first aid and emergency response procedures.
- Update procedures based on lessons learned from incidents, drills, and feedback from staff and volunteers.

2. Training and Communication:

- Use incident data and review outcomes to inform and improve safety training programs.
- Communicate lessons learned and policy changes to all staff and volunteers.

By implementing these comprehensive first aid and emergency response procedures, Generocity Church demonstrates its commitment to maintaining a safe environment and responding effectively to all types of incidents. Regular review, training, and updating of these procedures will ensure ongoing effectiveness in managing emergencies and providing appropriate first aid care.

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