

Workplace Health and Safety Policy

Purpose and Commitment

At Generocity Church, we believe every person is valuable and deserving of care. This commitment extends to the wellbeing of our workers, volunteers, visitors, and contractors through responsible Workplace Health and Safety (WHS) management practices as described in this Policy and our comprehensive WHS documentation.

The main objectives of this policy are to:

1. Provide a framework for a balanced and consistent approach to health and safety management across all church activities.
2. Ensure compliance with the Work Health and Safety Act NSW and the Work Health and Safety Regulation NSW.
3. Foster a culture of safety awareness and proactive risk management.
4. Protect workers and other persons against harm to their health, safety, and welfare through the elimination or minimisation of risks.
5. Provide for effective workplace representation, consultation, cooperation, and issue resolution in relation to Work Health and Safety.

Scope

This policy applies to all Generocity Church activities, including:

- Regular church services and events
- Youth and children's programs
- Community outreach activities
- Office and administrative work
- Maintenance and cleaning operations

- Any other activities conducted under the auspices of Generocity Church

Commitment Statement

Generocity Church will make every effort to:

1. Provide workers and volunteers with information, training, and instruction in hazard identification and risk management.
2. Provide visitors and contractors with WHS information, training, and instruction relevant to the activities they are participating in or conducting.
3. Provide adequate protective equipment relevant to activities being carried out.
4. Provide safe plant, equipment, and systems of work.
5. Ensure compliance with applicable legislation and make adequate provision of resources to meet these requirements.
6. Maintain an effective incident reporting and investigation system.
7. Build a culture of openness, trust and accountability, consulting with workers and volunteers on ways to reduce workplace hazards and improve control measures.
8. Provide a process for the rehabilitation of injured employees.

Responsibilities

Church Leadership

Reflecting our commitment to lead with authenticity and integrity:

1. Ensure the implementation and maintenance of the WHS Management System.
2. Provide adequate resources for WHS management.
3. Lead by example in promoting a safety-first culture.
4. Regularly review WHS performance and implement improvements.

WHS Officer / Health and Safety Team

1. Write and implement WHS policies, including privacy policy and evacuation procedures.

2. Keep WHS on meeting agendas where relevant.
3. Receive notifications of hazards/incidents and ensure appropriate action is taken.
4. Notify incidents such as serious events and dangerous incidents within prescribed periods to appropriate office holders.
5. Address health and safety concerns within reasonable timeframes.
6. Undertake site safety audits using the 'Work Health and Safety Action Plan / Audit Tool' at regular intervals (minimum 2 times per year). [zz Work Health and Safety Action Plan / Audit Tool](#)

Workers (Paid and Volunteer)

1. Comply with all relevant WHS legislation and Generocity Church's WHS policies and procedures.
2. Wear appropriate protective equipment as required.
3. Report and, where appropriate, rectify hazards and participate in the analysis of incidents.
4. Take reasonable care for their own health and safety and that of others.
5. Participate in WHS training as required.

Visitors and Contractors

1. Comply with all safety instructions and signage while on Generocity Church premises.
2. Report any hazards or incidents to Generocity Church staff immediately.
3. Follow all reasonable WHS-related instructions given by Generocity Church representatives.

Risk Management Approach

Generocity Church adopts a proactive approach to risk management, using all resources entrusted to us responsibly:

1. Regular risk assessments of all church activities and premises.
2. Implementation of the Hierarchy of Controls to manage identified risks.

3. Continuous improvement of WHS practices based on incident reports, near-misses, and feedback.

See our comprehensive Risk Management Plan in the GC Handbook.

Training and Competence

Generocity Church is committed to ensuring all workers and volunteers have the necessary skills and knowledge to perform their roles safely. This includes:

1. Comprehensive induction training for all new workers and volunteers.
2. Regular refresher training on WHS topics.
3. Specific training for high-risk activities or roles.
4. Maintenance of training records and competency assessments.

Incident Reporting and Investigation

All incidents, near-misses, and identified hazards must be reported promptly. Our incident management process includes:

1. Immediate verbal reporting to supervisors.
2. Written incident reports submitted within 24 hours.
3. Thorough investigation of all significant incidents.
4. Implementation of corrective actions to prevent recurrence.
5. Regular review of incident data to identify trends and areas for improvement.

Emergency Preparedness and Response

Generocity Church maintains a comprehensive Emergency Response Plan, which includes:

1. Clearly defined evacuation procedures and assembly points.
2. Regular emergency drills and exercises.
3. Trained emergency wardens and first aid officers.

4. Maintenance of emergency equipment (e.g., fire extinguishers, first aid kits).

Policy Review

This Workplace Health and Safety Policy will be reviewed annually or more frequently if required due to changes in legislation or church operations. All workers and volunteers will be notified of any changes to the policy.

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