



WVEC PROCEDURE: Work Health and Safety (WHS)

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1. Introduction

The way that we care for our ministry teams, our volunteers, members and visitors, is an essential expression of the Gospel of our Lord Jesus Christ. When people come into contact with us, they need to be confident that they are in a safe and caring environment. We demonstrate our care by planning for and addressing those issues which may cause harm to them and ultimately to the ministry of the Gospel¹.

The information contained in this document has been developed with reference to:

- Wagga Wagga Christian College Work Health and Safety Policies 2015 (WHS 1-0 to 4-2)
- SafeWork NSW resources www.safework.nsw.gov.au
- Sydney Anglican resources www.sds.asn.au
- Risk Management for Churches (ANSVAR).

Wagga Wagga Evangelical Church's (WVEC) aim in developing this procedural document is to ensure we comply with our work, health and safety (WHS) obligations, while ensuring we do not create an unnecessarily burdensome management framework that detracts us from working to bring God glory in all we do.

2. WHS Legislation & Insurance

2.1 Requirements

As of 1 January 2012 the nationally consistent Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017 replaced the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001. The WHS Regulation provides detailed information on requirements of the WHS Act. A copy of the Regulation is available on the SafeWork NSW website: <https://www.safework.nsw.gov.au/legal-obligations/legislation>.

Under the new legislation the term 'person conducting a business or enterprise' (PCBU) replaces the term employer. A volunteer organisation with paid workers is regarded as a 'person conducting a business or undertaking' (PCBU) and has responsibilities under the WHS Act, including a duty of care to ensure the health, safety and welfare of its 'workers' (paid employees, volunteers, contractors, members and visitors). If you work in – or even just visit – a workplace, you will have WHS rights and duties.

Under the legislation volunteers serving as officers of a PCBU are obliged to exercise 'due diligence' to ensure the volunteer organisation complies with its work health and safety duties and can be held responsible for 'breaches' in duty of care. An 'officer' is defined as a person who makes decisions, or participates in making decisions, that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. If a person is responsible only for implementing those decisions, they are not considered an officer.

WHS legislation requires the implementation of a risk management approach to eliminating or controlling risks to health and safety² with reference to the requirements set out in AS/NZS 4360 Risk management. A risk management approach should be incorporated into all activities that can give rise to safety issues such as planning a church activity or event, a change in venue, or buying new equipment.

¹ Overview – a risk management program for parishes. Sydney Anglican Network.
<http://www.sds.asn.au/assets/Documents/churchwardens%20and%20parish%20councillors/2011/Risk%20Management%20Program%20Overview%20July%202010.pdf>

² Small Business Safety Starter Pack. WorkCover NSW.

The requirement under WHS legislation regarding consultation relates to paid workers only, however the National Standards for Volunteers, produced by the peak body, Volunteering Australia, recommends inclusion of volunteers as equal team members in consultation.

Additional information regarding the new work health and safety legislation can be obtained from the SafeWork NSW website: www.safework.nsw.gov.au.

In addition, the federal or state government (NSW Health) may, at times, mandate other WHS requirements due to specific health threats (for example Covid-19 restrictions and the requirement to implement a church Covid-19 Safety Plan). WWEC must ensure we comply with any additional health legislation as required.

2.2 Defining a 'workplace'

For paid employees legislation defines the 'workplace' as including all sites and environments that an employee visits during the course of their work including community settings, member's homes, and vehicles i.e. employees 'take the workplace with them'. WHS legislation does not apply to volunteers unless their work is being carried out on the premises belonging to/leased by the organisation or at other locations where there is a paid employee present with the volunteer. However, the employer does owe volunteers a duty to ensure they are not exposed to risks to their health and safety under section 8(2) of the WHS Act. Unlike paid employees, however, this requirement does not extend to volunteers away from the premises e.g. vehicles, member's homes i.e. volunteer workers do not 'take the workplace with them'³.

2.3 Leased premises

Where premises are rented both the controller of the premises and the 'occupier of premises' have responsibilities for safety.

The occupier is responsible for:

- providing written notification when issues arise regarding safety to the controller of the premises (see 12. Incident and injury management – 12.4 Recording and reporting)
- ensuring any service or program provided on the premises is undertaken in a way that is safe for all participants – employees, volunteer workers, members and visitors⁴.

2.4 SafeWork NSW

SafeWork NSW is the work health and safety regulator of NSW. It assists workplaces to comply with work health and safety legislation and worker's compensation legislation. SafeWork NSW offers;

- advice on improving work health and safety & prevention of injury
- provides licences and registration for dangerous work
- investigates workplace incidents and enforce work health and safety laws in NSW.

SafeWork NSW information hotline phone number is 13 10 50. Most publications are on the SafeWork NSW website: www.safework.nsw.gov.au

³ Community Services Organisation Safety Pack. WorkCover NSW.

⁴ Community Services Organisation Safety Pack?. SafeWork NSW.

2.5 Insurances

Adequate insurance is an essential requirement in providing for the health, safety and welfare of WWEC's staff, members and visitors. WWEC's Administration Committee are responsible for ensuring the appropriate level of coverage for WWEC's events in consultation with the relevant insurer.

Workers compensation insurance

WWEC will maintain a current workers compensation insurance policy. Workers compensation insurance does not generally cover volunteers, contractors and visitors. These other groups may be covered under different insurances such as public liability insurance, or for contractors their own accident/income protection or workers compensation insurance⁵.

Public liability insurance

Public liability insurance covers the costs and compensation to be paid if someone commenced legal action against WWEC as a result of participating in WWEC's activities or events. Activities that are outside of day to day operations may not be covered so it is important to check with the policy provider before any such event goes ahead to allow time for organising additional cover if necessary. When hiring venues, the venue owner's public liability insurance covers their activities and responsibilities, such as maintenance of property and grounds, however the organisation hiring the venue requires public liability insurance to cover its activities while using the venue⁶.

WWEC will maintain current public liability insurance which provides coverage for at least \$10 million per occurrence, as required under our contract with Wagga Wagga Christian College/Department of Education for use of the premises at Wagga Wagga Christian College⁷.

Personal Accident (Volunteers) insurance

WWEC maintains personal accident insurance which pays an amount to help a volunteer cover their costs while they are recovering if they are hurt when volunteering⁸. WWEC has a current 'Personal Accident - Voluntary Workers' insurance policy with EA Insurance, which includes cover of a capital benefit up to \$100,000, and weekly benefits of up to \$1,000.

Professional indemnity

WWEC maintains professional indemnity insurance.

Employment practices insurance

WWEC will maintain current insurance to cover employment practices. This includes accidental damage, loss or theft of property and equipment.

Motor vehicle insurances

WWEC's employees and volunteers use their private vehicles to perform 'work' for WWEC. It is not a requirement of employment that paid staff have their cars comprehensively insured. WWEC workers compensation will cover injury sustained to the paid worker (not the vehicle) in the event of an accident.

Any personal vehicle that is used for transporting children or youth for church related activities (e.g. to/from youth camp) must have valid comprehensive car insurance. This does not apply to parents transporting only their own children.

⁵ Community Services Organisation Safety Pack SafeWork NSW.

⁶ Council of Social Service of NSW (NCOSS) Insurance Information Sheet - Public Liability Insurance for Events
<http://www.ncoss.org.au/content/view/1628>

⁷ Community usage contract. Conditions of use. Section 5.

⁸ Council of Social Service of NSW (NCOSS) Insurance Information Sheet - Public Liability and Volunteers Insurance
<http://www.ncoss.org.au/content/view/1628>

3. Roles and WHS Responsibilities

3.1 Mutual Responsibility of all WWEC Members for WHS

Each person involved in the life of WWEC carries responsibility for the health and safety of the WWEC community - a responsibility both for their own well-being and for the well-being of those they interact with within WWEC. The WWEC member is responsible for:

- Using due care, skill and competence to complete tasks safely, including taking reasonable care to ensure the safety and wellbeing of others
- Following WHS policies and procedures and actively participate in safety improvement activities
- Reporting any hazards, incidents, or 'near misses' to ministry or event overseer and WWEC WHS Officer

3.2 WWEC WHS Officer

The WHS Officer is a WWEC member approved by the WWEC Administration Committee, to oversee the implementation of the WWEC Procedure - WHS, on behalf of WWEC. The WHS Officer is responsible for:

- organising site/event risk assessments and implementation of risk mitigation strategies
- ensuring WHS incidents, injuries, and near misses are appropriately recorded and managed
- managing first aid requirements (e.g. first aid kits, list of trained first aiders)
- advising/assisting overseers to meet WHS requirements
- Reporting to Administration Committee and Pastoral team as required

3.3 Administration committee and pastoral team

- Ensuring on behalf of WWEC that objectives in the WWEC WHS Procedure are met
- Empowering the WHS Officer to implement the WHS procedures
- Liaising with WWEC insurers in relation to WHS issues
- Reviewing/approving recommendations made by WHS Officer when required
- Ensuring WHS Procedures are reviewed as required
- Pastor preaching on Sunday acts in the role of Emergency Warden in the event of any emergency.

3.4 Ministry Team Leaders and event overseers

- Be familiar with WHS procedures
- Ensure individual ministry procedures/practices are aligned with WWEC WHS procedures
- Ensure team members are aware of relevant procedures and conduct 'work' according to the procedures
- Consult with team members regarding WHS issues, and ways of improving work health and safety
- Advise the WHS Officer of any safety concerns, issues, identified risks, injuries, incidents or 'near misses'
- Complete reporting documentation e.g. incident report forms, activity planning forms where necessary with the assistance of WHS Officer.

4. Managing WHS Risks On-site

WWEC will utilise the following risk management process to eliminate or control risks to health and safety on-site. For the purposes of this document the 'on-site' environment is defined as Wagga Wagga Christian College (WWCC), including all buildings, grounds and car parks. Wagga Wagga Christian College is located at 401 Koorringal Road, Koorringal NSW 2650.

WWEC and the WWCC has a fixed five (5) year 'Facilities Use Agreement' which outlines what facilities and equipment WWEC is able to utilise at the WWCC for church related activity. WWEC utilises this environment weekly on Friday nights and Sundays. At other times we may utilise the venue for other activities. The areas of use include the main meeting hall, selected classrooms for creche and kids church and the use of car parks, ovals and COLA.

WWEC acknowledges WWCC's commitment and enforcement of its own WHS Policies (1-0 to 4-2, adopted 2015). These policies ensure WWEC's on-site environment is already being regularly assessed for WHS hazards. However, WWEC is committed to ensuring appropriate processes are followed during WWEC's specific utilisation of WWCC's school environment. WWEC's risk assessment processes (within these WHS Procedures) assist in formulating the procedures & training in ministry tasks.

For example:

- Morning Tea Serving Guide will include safe food handling procedures
- Set-up/Pack Serving Guide will include manual handling & infection control procedures
- Kids Church Serving Guide will include evacuation procedures for children
- WHS Officer oversees the test and tagging of all electrical equipment used as part of WWEC's regular activities
- Sound/Computer Serving Guide will include sound level safety & manual handling

4.1 STEP 1: Identify Hazards and Risks

A hazard is anything that has the potential to negatively affect the health or safety of a person, or to significantly damage property and equipment. Hazards arise from the environment, equipment, substances, poor work design, inappropriate management systems and procedures, and human behaviour.

It is the responsibility of all people involved in WWEC's activities and events to report any hazards identified. Hazards may be identified during WWEC activity through;

- Observations, feedback, complaints or illness. The person identifying the hazard is then required to complete a WHS Hazard or Near Miss form (Appendix A)
- During an initial formal risk assessment process, completed by the Ministry Team Leaders (i.e. Set up/Pack up, Morning tea, Sound/IT, Kids Church, Music) prior to the development of Ministry task procedural documents. Team Leaders will each complete a Risk Assessment Form (Appendix B) for their specified ministry. This risk assessment will be reviewed if the task significantly changes.

Copies of WWEC's WHS Hazard or Near Miss form (Appendix A) & Risk Assessment form (Appendix B) will be within the 'WWEC Safe Church folder', kept at the back of the hall, managed by the WHS Officer, with assistance from the WWEC Administration Officer.

4.2 STEP 2: Analyze and evaluate the risks

Once hazards and associated risks are identified, the Ministry team leaders, with the assistance of the WHS Officer will rate and rank each risk by;

- assessing the consequence or impact of the event
- assessing the likelihood of the event occurring
- calculating a level of risk based on the assessed likelihood and consequence

Table 1, the Risk Assessment Matrix should be used to carry out the assessment. The scores are then recorded on the Risk Assessment Form (Appendix B). The risk assessment process provides information about which hazards should be addressed first, that is, to prioritise the hazards identified. Table 2, Risk response times, utilises the result from the Risk Assessment Matrix, to determine what priority the risk should be allocated. Note: the following table provides a guide to the timeframes considered acceptable for implementing control measures, however in relation to WWEC this aim is moderated by the fact that:

- the task or event being considered is likely to only occur for an hour or two each week e.g. Sunday meeting, weekly growth group
- implementation of control measures will primarily be by volunteers.

Table 1 – Risk assessment matrix

LIKELIHOOD	Likely Event has occurred several times in your career	Possible Event might occur once in your career	Unlikely Event occurs somewhere from time to time	Rare Heard of event like this occurring elsewhere
CONSEQUENCES				
Extreme Fatality, permanent disability or ill health	1	1	2	3
Major Serious injury, long term illness	1	2	3	4
Moderate Medical treatment, short term illness	2	3	4	5
Minor First aid required	3	4	5	6

Table 2 – Risk response times

Risk Class	Risk Description	Required Action Timing	Timing
1	High	Urgent	Immediately or before activity proceeds
2	High	Immediate	Within days
3	Medium	As soon as possible	Within weeks
4	Medium	Tolerable	At the discretion of WHS Officer
5	Low	Negligible	Ongoing
6	Low	Negligible	Ongoing

4.3 STEP 3: Eliminate or minimise the risk

This part of the process involves considering how to fix the problems identified. There are five main ways to control risks which are outlined in order of effectiveness on 'Table 3: Risk Control Measures' below.

Table 3: Risk control measures

Hierarchy	Methodology	Details	Examples	
Most effective to Least Effective	Eliminate the hazard	Discontinue the practice, remove the hazardous item	Eliminate the task in the work activity	
	Substitute	Substitute the hazard for something that has a lesser risk	New equipment, change to a non-hazardous substance	
	Isolate the hazard	Separate the hazard from the person at risk	Placing barriers around the hazard, using a different route	
	Reduce the risk	Engineering controls – reduce risk by changing work environment		Greater automation, improved ventilation or lighting
		Administrative controls – development and implementation of safe work practices followed by training, instruction and supervision		Develop procedures, provide training
		Personal protective equipment – should not be relied upon, and is a last resort		Safety glasses
	Transfer the risk	Risk to your organisation is transferred to or mitigated by another organisation		Insurance
Accept the risk	This is not a control measure but does require a pro-active decision (rather than lack of care)			

All possible risk control measures will be considered, and where possible the most effective risk control measure will be implemented. The chosen control, and actions needed to put the control in place, is to be documented on the 'Risk Assessment form'. Timeframes and responsibilities are also documented on the form.

Timeframes for reassessment of the risks should be documented at the time of implementation of the control. This is to ensure that the risk is now at an acceptable level.

5. Managing WHS Risks Off-site

In this document the 'off-site' environment is defined as any environment other than Wagga Wagga Christian College where church activities or events are occurring. The majority of off-site venues are covered under:

Members & pastoral staff homes; regularly used for Bible study groups, meetings, training sessions, and youth ministry.

Owner's of these locations will receive information during relevant Leaders training on the management of Work, Health and Safety Risks. They will be given a risk assessment form if they so wish to complete an assessment for their home.

Community Venues; local clubs, cafes and community halls are utilised for church related events and activities.

These venues have their own WHS policies. These ensure WWEC's safety and minimise risk when utilising these venues. We will use wisdom and due diligence to ensure participants safety and care for people at all times.

6. Emergency Plan On-site

6.1 Emergencies

An emergency is an event which has or is likely to endanger persons, the environment, equipment or other assets. This could include fire, gas leak, electrical emergencies, disruption/aggression, storms.

The emergency procedures will be designed to minimise:

- the impact of any critical incident on the wellbeing of WWEC members and visitors
- disruption to normal WWEC activities
- damage to property and the environment

WWEC's Emergency Procedures (Appendix C) will be accessible at the back of the main hall within WWEC's Safe Church Folder, managed by WWEC's WHS Officer. It will also be within each of the Kid's church folders. WWEC will utilise the evacuation plans already displayed by Wagga Wagga Christian College which display fire fighting equipment, exit points and evacuation assembly areas.

An understanding of emergency procedures is a necessary component of induction for all employees. Employees must be familiar with the evacuation plan to the extent they would be confident to lead an evacuation if required. This is also required of people occupying the role of WHS Officer. Explanation of the kids teachers' role in an evacuation will be included in Kids Church leader training.

A reminder of emergency evacuation procedures will be displayed at least twice every 12 months, during the Sunday service on the powerpoint projector, to ensure members are aware of what is required should evacuation be necessary.

6.2 Evacuation Plan

In the event of an emergency at the WWCC (where most of WWEC's formal meetings and events are held) the person in authority – the Emergency Warden, is as follows;

During Sunday Church Services: the pastor giving the sermon at church that day. In the event that there is a guest preacher the most senior member of the pastoral staff in attendance will be the Emergency Warden.

During Friday night Youth Group: the Youth Group Team Leader.

During other WWEC events: a pastor involved in the organising/overseeing the event. Where a pastor is not involved in the event, the most senior member of the pastoral staff in attendance will be the Emergency Warden.

In the event of an emergency requiring evacuation the following procedure will apply:

1. Notify Emergency Warden of situation

- Information regarding the emergency threat is reported to the Emergency Warden
- Emergency warden assesses the risk and determines whether to phone emergency services
- Emergency warden determines whether to commence evacuation

2. Notify to prepare for evacuation

- Emergency Warden uses microphone to announce evacuation
- Requests cooperation to 'remain seated/return to seats and await further instruction'
- Requests others trained in evacuation (pastoral team, WHS Officer, leaders) to be positioned near exit doors and open the doors

3. Notify kids church leaders

- Emergency Warden selects appropriate people as 'runners' (one runner for each kids or youth church program) to quietly advise the kids church leaders in each room to commence evacuation
- Runners stay with the kids church teachers to assist evacuation of children/youth to the assembly point.

4. Commence evacuation of church

Emergency Warden announces using microphone:

- 'kids church leaders have been notified and are moving towards assembly point, children are to remain in classes till marked off at assembly point'
- 'we are evacuating the hall'
- 'It is necessary for everyone to leave the hall, please calmly exit via the two emergency exits and follow the person positioned at the door to the assembly point on the grassed oval behind the hall'

5. Ensure hall is empty

- Emergency Warden checks toilets, ensures everyone has left the hall, and assists slower groups to the assembly point.

6. At the assembly point

- Emergency Warden confirms with assistance of kids church overseers and teachers that all kids church classes have arrived at assembly point
- Emergency Warden ensures people remain at the assembly point
- Emergency Warden decides when to re-enter or to leave the hall in conjunction with emergency services
- Pastoral team members, WHS Officer &/or leaders, provide assistance until either re-entry is complete and everyone is accounted for, or everyone has left the premises.

7. Complete reporting requirements and documentation

- Emergency warden, WHS Officer and relevant witnesses assist emergency services with enquiries
- Emergency warden ensures Wagga Wagga Christian College contact is notified
- Emergency warden liaises with WHS Officer to determine if additional external reporting is necessary (insurer and/or SafeWork NSW)
- Develop a plan for relevant follow up; support to members, debriefing process, review of policies and procedures

7. Incidents On-site

7.1 First aid

First aid is the initial and immediate attention provided for a person who has sustained an injury or illness, during a minor or serious incident. [WHS Regulation 2017](#) sets out certain minimum standards for first aid.

7.2 First aid kits

WWEC’s primary first aid kit is located under the welcome table in the foyer at the back of the hall. The kit is a white box with a green lid and is marked (as required) with a white cross on a green background.

The kit was developed with reference to the SafeWork publication *First Aid in the Workplace*⁹, and a risk assessment of injuries and illnesses likely to occur at WWEC’s event. The kit has been resourced using a combination of Kit A and Kit B as prescribed as the minimum requirements in the relevant SafeWork publication.

As required under the Regulation, each kit will contain:

- a list of contents
- a SafeWork approved first aid pamphlet
- address and phone numbers for medical attention

No over-the-counter medication, prescription medication, or personal medical/treatment plans or other similar information is to be stored in the first aid kit.

Table 4 – First aid kit categories

NSW: Non-construction workplaces				
Workplace	First Aid Kit Type			Other
No persons	A	B	C	<ul style="list-style-type: none"> • If more than 25 persons employees trained first aid personnel • If more than 200 persons at a place of work a first aid room
100 or more	X			
10 to 100		X		
10 or less			X	
Vehicle (work)			X	

Additionally, smaller first aid kits (Kit C) are available in each of the kids church rooms resource boxes. Key personnel will be made aware of all kit’s locations including WWEC staff, WHS Officer and Ministry/event overseers/organisers.

⁹ Guide: First aid in the workplace. SafeWork NSW.
http://www.workcover.nsw.gov.au/formspublications/publications/Pages/WC00121_FirstAidintheWorkplaceGuide.aspx

All first aid kits will be replenished as required, and formally checked annually for the purposes of restocking and adding additional items, if need be, based on a review of incidents requiring first aid over the previous twelve month period. This process will be completed by the WHS Officer.

It is important that the WHS Officer is notified when supplies from the first aid kit have been used for a significant injury.

7.3 First aid procedures

If it is identified that an incident, minor or serious, has occurred, the person injured will seek help from the WHS Officer. If this person is not available then a pastor is the next person of contact. The WHS Officer will then, using the sound system, locate a person trained in first aid, and if possible, a trained doctor or nurse. If an incident occurs within Kids Church, the leaders on that class are responsible. They will call the Director of Kids and Youth (mobile number kept on the inside front cover of folders) and ask for assistance in the form of an appropriate person to complete the first aid and the main hall first aid kit. They will also ask the Director of Kids and Youth to inform the parents of the child.

First aid will be administered by trained first aid personnel. WWEC has a list of WWEC members who are trained in first aid. This list is within the first aid box and WWEC Safe Church folder. This list is to be reviewed and updated on an annual basis by WWEC's WHS Officer. Where practical first aid will be administered by a female for children/youth and females, and by males for males. Where this is not possible, efforts will be made to ensure a person of the same gender as the injured person will be in attendance. It is acknowledged however that there may be times when a person meeting the criteria for trained first aiders is not available. In this instance access to the first aid kit should be in consultation with the WHS Officer, the event organiser/overseer or a leader, or under the direction of pastoral staff.

A first aider's job is to provide initial treatment to people who are injured or ill that is consistent with their level of training and competence. Where the treatment required is beyond a first aider's level of competence, they should recommend that the injured person seek further medical assistance. Due to meetings being held on a Sunday, when General Practices are closed, it is recommended those injured go to Wagga Wagga Base Hospital Emergency Department. Where required, as determined by the First Aider, an ambulance will be called.

These First Aid Procedures (Appendix C) will be located in the WWEC Safe Church Folder, located at the back of the hall.

7.4 Incident Reporting

For volunteers, members and visitors, any incident, resulting in minor or serious injury, is recorded on an Incident Report form (Appendix D). Incident report forms are located in the WWEC Safe Church Folder.

In the event of an injury or incident to any person at church or any church event, WWEC will utilise the 'Incident Notification Information Sheet', produced by Safework Australia, as found on the [SafeWork NSW webpage](#) (Appendix E) to determine reporting requirements. This identifies what, who and when to notify for both workers and non-workers. This information sheet will also be held in the WWEC Safe Church Folder. Any action recommended on this chart will be taken by the WHS Officer or if not available, a WWEC Pastor.

WWEC's contract with Wagga Wagga Christian College states it is a condition of use of the premises at Wagga Wagga Christian College that WWEC notify the Principal of Wagga Wagga Christian College immediately, in writing, of any accident to any person while on the school premises. Notification will be sent from our Senior Pastor to the school contact by email. A reminder of this requirement will be within the WWEC Safe Church Folder.

7.5 Incident Management for employees

For WWEC employees a 'notifiable' incident may occur onsite at church, home office, in transit, or at any other place where work it's performed. The reporting process will ideally be undertaken cooperatively by the WHS Officer and the Senior Pastor, however the process must proceed even if one of these parties is not on-site/available.

In accordance with the SafeWork NSW, when a serious injury, illness, dangerous incident or death needs to be reported to SafeWork NSW (ph. 13 10 50) immediately. WWEC's workers compensation insurer will be notified within 48 hours of becoming aware of an incident involving an injury or illness to a paid employee of Wagga Wagga where workers

compensation will be or may be payable (e.g. lost time, medical expenses). This includes any injury sustained during the course of performing work duties where work is 'a substantial contributing factor'. For paid employees this includes injuries sustained on the premises at Wagga Wagga Christian College, while travelling for work, at member's homes, or any other venue attended in the course of performing work duties. The insurer will need all detailed information regarding the injury sustained and care already received, to determine the future injury management that is required.

8. Training

8.1 Whole church

Whole church training will be arranged and implemented by the WHS Officer and pastoral team.

For example:

- Safety inserts regularly in newsletter e.g. vehicle movement, restricted access areas
- Reminders on the slides during Sunday services e.g. evacuation points

8.2 Ministry teams

Where risks are identified with specific tasks completed by ministry teams, the control measures to address these risks will be written into individual ministry serving guides. Training in these guidelines will occur in individual ministry teams. Ministry Teams include: Kids Church, Music, Set up, Pack up, Sound, Computer, Morning Tea, Service Leading, Bible Reading.

8.3 Employees

An essential part of the induction process involves becoming familiar with WWEC's policies and procedures.