

WORK HEALTH AND SAFETY

Policy and Procedures

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Issued By: Derrin Kerr

Approval

This policy has been approved by the Senior Pastor and Leadership of Oasis. References to the policy may be included in information we provide to visitors, church members, church employees, and those whom we serve in the local community.

Enquiries

If you have any enquiries about the content or operation of this policy, please contact the church Administration Manager (oasischurchreception@onlc.org.au).

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1. Introduction

This policy applies to the activities of Oasis and Oasis controlled entities.

1.1 Commitment

Oasis recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, volunteer workers and visitors and will ensure that policies and procedures are set in place, to prevent actions taking place where possible injury or illness may occur. This policy is in accordance with the Work Health and Safety Act (2011) and the Workplace Health and Safety Regulations (2011).

1.2 Objectives

Oasis strives to fully integrate health and safety into all aspects of its activities through a process of continuous improvement. The main objective is to protect people, assets and the environment. This will be achieved by:

- Providing safe buildings and systems of work.
- Ensuring compliance with legislative requirements and standards.
- Providing support that will assist employees and volunteer workers in maintaining their psychological and physical health.
- Setting measurable objectives and targets aimed at controlling higher risk activities and increasing awareness of health and safety.

1.3 Responsibilities of the Church

- To provide a safe workplace.
- To implement Work Health and Safety policies and procedures.
- To promote actively and be involved in those policies and procedures.
- To provide the resources required to meet the WHS commitments.

1.4 Responsibilities of Employees and Volunteers

- Follow all WHS policies and procedures.
- Report all hazards identified to the WHS co-ordinator.
- Comply with lawful instructions.
- Not behave in a wilful and reckless manner.

1.5 Consultation

Oasis promotes a proactive health and safety management philosophy based on:

- Effective communication and consultation between staff, volunteers and visitors and the encouragement of innovation.
- The systematic identification, assessment and control of hazards.

All parties will be informed of workplace changes that are likely to affect their health, safety or welfare.

2. WHS Consultation

2.1 Specific Responsibilities

Ministry Leaders

Ministry Leaders at Oasis are responsible for ensuring that:

- Staff are aware of the procedures for WHS consultation.
- All relevant WHS procedures for consultation are in action in their department.
- WHS is discussed regularly at meetings.
- Internal procedures are in place in their ministry to ensure consultation occurs during minor work and with the introduction of new, hazardous equipment.

Events Managers

When involved in managing events taking place at the workplace, i.e. youth events, kids events, or extra ministry events, managers must adhere to the WHS consultation procedure by:

- Filling out risk assessments, where necessary, and gaining approval by management.
- Ensuring all relevant staff members are aware of the event and organisation details.
- Consulting with Health and Safety Representative before making alterations to any major workplace changes.
- Following all health and safety procedures, according to Act and workplace procedures.
- Ensuring a safe premise for all involved, at all times.

Supervisors

Supervisors are responsible for ensuring that they and the staff/students they supervise follow all WHS consultation procedures.

2.2 Overview of Consultation

Requirement to Consult

Under the Work Health and Safety Act (2011), all employees, volunteers or visitors are required to contact the ministry leader/employer, so far as reasonably practical, in relation to any issues that are likely to directly affect the health and safety of the staff.

When to Consult

Consultation is required:

- When deciding how to control identified hazards and risks.
- When making decisions in regards to welfare.
- During development of new WHS procedures and systems.
- When changes are proposed to:
 - The workplace.
 - Machinery/equipment.

- The work performed that may apply to the health and safety of staff, visitors or volunteers.

Who to Consult

All staff, volunteers and visitors must consult with their up-line before making decisions or carrying out actions, in regards to health and safety that is likely to affect staff, volunteers and visitors. If all requirements are met, then the project, etc. will be approved to go ahead. However, if the matter is still to be investigated, the up-line must consult with the management team and ultimately the C.E.O of the organisation. It is required that these members will consult with the relevant legislation and regulations, before a decision is made. All health and safety issues must be shared with all relevant staff, so far as reasonably practical, in any issues affecting their health and safety.

How to Consult

Ministry Leaders must assure that all relevant staff are aware of any pressing health and safety issues. They are allowed to express their opinion in these matters and their point of view must be taken into account. For any major health and safety risks a Health and Safety Representative must be consulted.

Procedures for consultation

At Oasis, consultation with staff, volunteers and visitors occurs via accident/incident reporting, risk management and information sharing systems.

Accident/Incident Reporting

Whenever an accident or incident occurs that has caused or has the ability to cause harm or illness to an individual then an accident/incident form must be filled out immediately (refer to appendix 1 for example). These forms can be found at reception or on the server in the policies and procedures folder. On completion, the form is to be handed into the administrator, who is then responsible to ensure it is reviewed by management. If the administrator is unavailable then the form can be put into the reception inbox to be reviewed. The issue will be addressed by the relevant ministry leader, who will consult with other relevant staff where necessary. Once the matter has been resolved to a reasonably practical outcome, the form will then be kept on file, where it can be accessed for any future references.

Risk Management

Risk management is required for all activities where there is potential for WHS risks. This includes consultation with supervisors prior to implementing any activities that have the potential to cause injury/illness to an individual. At Oasis, all employees, volunteers and visitors are required to fill out a risk assessment form if the planned activity is unusual or perceived to be of a high threat (see reception office staff for a copy of this form). These forms help us to ensure the safety of any activity that has the potential to

cause injury or illness, in addition to identifying activity areas that need to be made safer.

Information Sharing Systems

Information Sharing Systems can be achieved at staff meetings, management meetings, and spiritual leadership team meetings. These forums create a safe but open environment for everyone to share their concerns and discuss the legal issues at hand, in relation to health and safety. All incidents are discussed and a solution sought in order to create a safer environment for the future. These systems allow for discussion by management about any issues, and are also a place for new thoughts to be shared.

3. General Safety Issues and Procedures

3.1 Manual Handling

Manual handling is not only lifting heavy objects, but includes any activity requiring the use of force exerted by a person to lift, lower, push, pull, hold or restrain a person, animal or thing.

Writing, typing, placing boxes and other items on shelves, lifting, moving and carrying patients are just some examples of manual handling tasks associated with the Community Services Industry.

Manual handling injuries include:

- Strains and sprains.
- Neck and back injury.
- Slips, falls and crush incidents.
- Cuts, bruises and broken bones.
- Hernia.
- Occupational Overuse Syndrome (OOS).

People who suffer from a manual handling injury at work can spend the rest of their lives coping with pain and may be unable to do a lot of common tasks that most people are easily able to do.

Staff, Volunteers and Visitors should be informed and trained in:

- Safe manual handling methods.
- Specific manual handling hazards.
- Safe work procedures.
- Using manual handling aids.

- The right to ask for help.

Most manual handling injuries could have been prevented by instruction, training and supervision. Safe work procedures should be prepared by employers with the help of employees to care for the special needs of inexperienced workers. If you feel your job is too heavy, too difficult, too tiring, or puts you at risk of injury, you have a responsibility to discuss this with your supervisor.

3.2 Cleaning and Disinfecting

When cleaning surfaces and facilities, workers should wear protective gloves and other protective clothing for the task. They should use detergent and warm water for routine cleaning. Where surface disinfection is required, use the disinfectant in accordance with the manufacturer's instructions. All cleaning products should have a safety label on the bottle, identifying any major safety issues and also make reference to the Material Safety Data Sheet (there should always be a copy of this on the bottle).

3.3 Blood or body substances clean up

Surfaces should be cleaned before applying disinfectants. A solution of 1:10 dilution of 5% sodium hypochlorite (household bleach) in water should be used to disinfect surfaces, only if they have been contaminated with blood or body substances. In the event of being exposed to blood or body substances or sustaining a needle stick injury, the following action should be taken:

- Wash away the blood or body substance with soap and water.
- If eyes are contaminated, rinse eyes while open with tap water.
- If blood gets into the mouth, spit it out and then repeatedly rinse with water.
- Report the incident to the appropriate authority.
- You should be referred to a doctor.
- Counselling may be offered to you.
- Linen soiled with blood or body substances should be identified as such and removed from site.

3.4 Office Workers

A person who works in an office would not be exposed to as many hazards as someone who works in a factory. However, unlike a factory worker, an office worker must sit for long periods. Adopting the correct posture is very important. An office worker must:

- Look at the screen.
- Look at the documents you must read from.
- Use the keyboard.
- Look at the keyboard (if necessary).
- Use a mouse.

- Use a telephone.
- Sit using the correct posture.

To help you sit using the correct posture, your employer should provide:

- A desk that is big enough to reach all the things you need without over-reaching or twisting. If you use a computer, the desk should be at least 90cm deep, to enable you to look at the screen from a comfortable distance.
- A chair that provides good back support and which can be easily adjusted to a correct working height (this usually means adjusting the height of the chair so that your elbows are at the same height as the home row of keys on the keyboard).
- A footstool, if your feet cannot rest comfortably on the floor when the chair is at the proper height.

3.5 Occupational Overuse Syndrome (OOS)

Occupational Overuse Syndrome, or OOS refers to a number of conditions where there is persistent pain in the muscles, tendons and other soft tissues.

OOS was previously referred to as Repetitive Strain Injury or RSI.

OOS affects parts of the body that are used in work activities that involve one or more of the following:

- Frequent or repetitive movements (such as operating keyboards for long periods).
- Forceful movements (such as using a punch or a stamp).
- Postures that are held for long periods (such as looking at a computer screen that is too high, or holding your head at an angle to see past glare on the screen).

What Your Employer Should Do:

- Make sure that employees performing repetitive work are given adequate rest breaks (5 minutes every 30 minutes or 10 minutes every hour is recommended), or are given a combination of repetitive and non-repetitive jobs (e.g. a mix of keyboard tasks and delivering mail).
- Make sure that employees such as keyboard operators are not overloaded with work or forced to meet unrealistic deadlines.
- Provide appropriate furniture and equipment so that employees use the correct posture.
- Ensure that employees are given adequate training in how to use the equipment properly and the correct adjustment of the furniture.

3.6 General Electrical Safety Precautions

General electrical safety precautions in the Office and Business Industry include:

- Keeping equipment in safe working order, through inspection and preventative maintenance programs.

- Disconnection of faulty equipment and replacement of frayed cords or damaged power points. If the equipment has been damaged it must be visibly tagged with the problem, date and safety instructions, e.g. DO NOT USE. These tags can be found in the cleaning room under the stairs, or ask one of the paid staff members to give you one.
- Switching off equipment at the power point before pulling out the plug.
- Using a power board with individual switches instead of double adapters. Taking care not to overload circuits and fuses by using too many appliances from the one power point.
- Keeping electrical cords off the floor to reduce the risk of damage from drag or contact with sharp objects. A damaged electrical cord can cause a fatal electric shock.
- Using electrical equipment according to its instruction booklet.
- Employing only licensed electrical workers to perform electrical work. This includes new electrical installations and alterations, and repairs to existing installations. An unqualified person should not be employed to undertake electrical work.

3.7 Energy Safety

Energy safety is another important health and safety issue that must be eliminated, as much as practically possible. The definition of energy is an object or piece of equipment that has stored up energy, which allows it to move, without necessarily being connected to an electrical source. If an energy object is deemed unsafe to work around, e.g. working under a heavy load suspended by a rope, the issue must be removed. If the issue cannot be removed immediately, it must be tagged for future safety notices.

3.8 First Aid Kit

First aid kits are available on site in these areas:

- One in the reception area – inside the steel cabinet next to staff lunchroom.
- One in the cleaning room – in the hallway under the stairs.
- One in the café – in the bottom cupboard directly opposite the POS system.
- One in the Kid's Oasis steel cabinet – outside the cage storage area near the big cold-room.
- One in the Mini's room – steel cabinet.
- One UPSTAIRS – in the manager's office on the wall/shelf closest to the stairs.
- One UPSTAIRS – in the kitchen with the fire blanket.

A first aid kit must also be taken with any group when an activity is taken off the premises. The first aid kit contains a list of the current first aiders, who should be contacted if there is a serious injury.

Please report any use of the First Aid Kit and/or equipment to an office staff member.

Should an accident and/or incident occur in any of the areas listed above, an accident/incident form should be completed. Accident/incident forms can be found on the server, (on the following pathway:-g-drive/ ONLC /Policies and Procedures) as well as in the reception area, see office staff.
If it is an emergency call 000.

3.9 Hazard Identification

Oasis requires all employees or volunteers to report any hazards that they identify as a risk. Please see one of the office staff to acquire a hazard identification form.

4. Hierarchy of Controls

The hierarchy of controls is referred to in most states Work Health & Safety legislations, as the manner in which priority should be decided when putting in place control measures to minimise risk while performing hazardous tasks or addressing hazards in the workplace.

- | | | |
|----------|--------------------------------------|--|
| 1 | Elimination | The best way to control a hazard is to eliminate it entirely, e.g. remove the hazard by removing unsafe equipment or ceasing to perform a particular task. |
| 2 | Solution | Look for another way of performing the work, e.g. use a less caustic cleaning substance, or a safe piece of equipment. |
| 3 | Engineering | Physically change the workplace or equipment being used, e.g. use a guard, modify a piece of machinery or automate a process. |
| 4 | Administration Controls | Explain to people how to perform a task properly, e.g. introduce a written work procedure and train the people performing the task. This is a less effective method of controlling risks, as it relies on the person performing the task to follow the procedure. Without supervision this does not always happen. |
| 5 | Personal Protective Equipment | This is the least desirable control measure to use. Whilst it is possible to supply protective equipment, people may not always use it. It is impossible to supervise those doing the task constantly. |

Options 1, 2 and 3 represent the best method of addressing problems identified, as they require some physical change to the property, equipment being used, or the manner in which the task is being carried out. Utilising one of these approaches will usually be effective. Options 4 and 5 are the least effective, as they rely heavily on the person performing the task. They are, therefore, not fool proof.

4.1 Emergency Health and Safety Procedures

Fire Safety

Type of extinguisher	Colour	Type of Fire				
		Wood Textile Paper Cloth	Fat Petrol Oil	Live Electricity	Motor Vehicles	Comments
Water	Red	Yes	No	No	Yes	Dangerous if used on electrical fires.
Foam	Blue	Not very suitable	Yes	No	Yes	Dangerous if used on electrical fires.
Carbon Dioxide	Red with black band	Not very suitable	Yes	Yes	Yes	Not especially suitable outdoors.
Vaporising Liquid	Yellow	Not very suitable	Yes	Yes	Yes	Can be toxic in confined spaces. Ventilate well after use.
Dry Chemical Powder	Red with white band	Not very suitable	Yes	Yes	Yes	Can cause serious damage to sensitive equipment.

According to Workplace Health and Safety legislation there should be a fire extinguisher available at easy access (at least one per room depending on size of room, etc.) The extinguishers should be clearly labelled and checked regularly.

4.2 Emergency Response Procedure

The emergency response plan at Oasis is set in place to enable rapid, safe evacuation of the building in the event of an emergency. Copies of the plan should be displayed in high traffic areas and employees/voluntary workers should be provided with a copy as part of their induction. Refer to the Emergency Exit plans and signs on display throughout the building (example of emergency exit plan appendix 2).

This should include a plan of the property's layout showing location of exits, meeting points and fire fighting equipment. The plan needs to be reviewed annually or when there are any alterations to the buildings or the use of those buildings.

4.3 Emergency response procedures checklist

The following items need to be included in your emergency response plan:

- Set out an escape plan including:
 - Designated routes from each location within the building.
 - Where to assemble once clear of the building.
 - Whom to report to once clear of the building.
 - Advice not to waste time collecting or going back for valuables.
 - How to recognize a fire warning signal.
- Prepare diagram of building including location of firefighting equipment, exits and assembly points.
- Designate duties of individuals such as checking corridors, using extinguishers and closing doors.
- Names and location of emergency wardens.
- Telephone number of fire station, police and ambulance.
- Encourage people to remain calm and orderly.
- Designate persons to search all areas once during evacuation.

5. Further Information

If you have any questions regarding this policy and procedures please ask your manager. For more information, please refer to these State Government websites:

<http://www.whs.qld.gov.au/>

<http://www.deir.qld.gov.au/workplace/law/legislation/index.htm>

Appendix 1

Accident/Incident Report Form



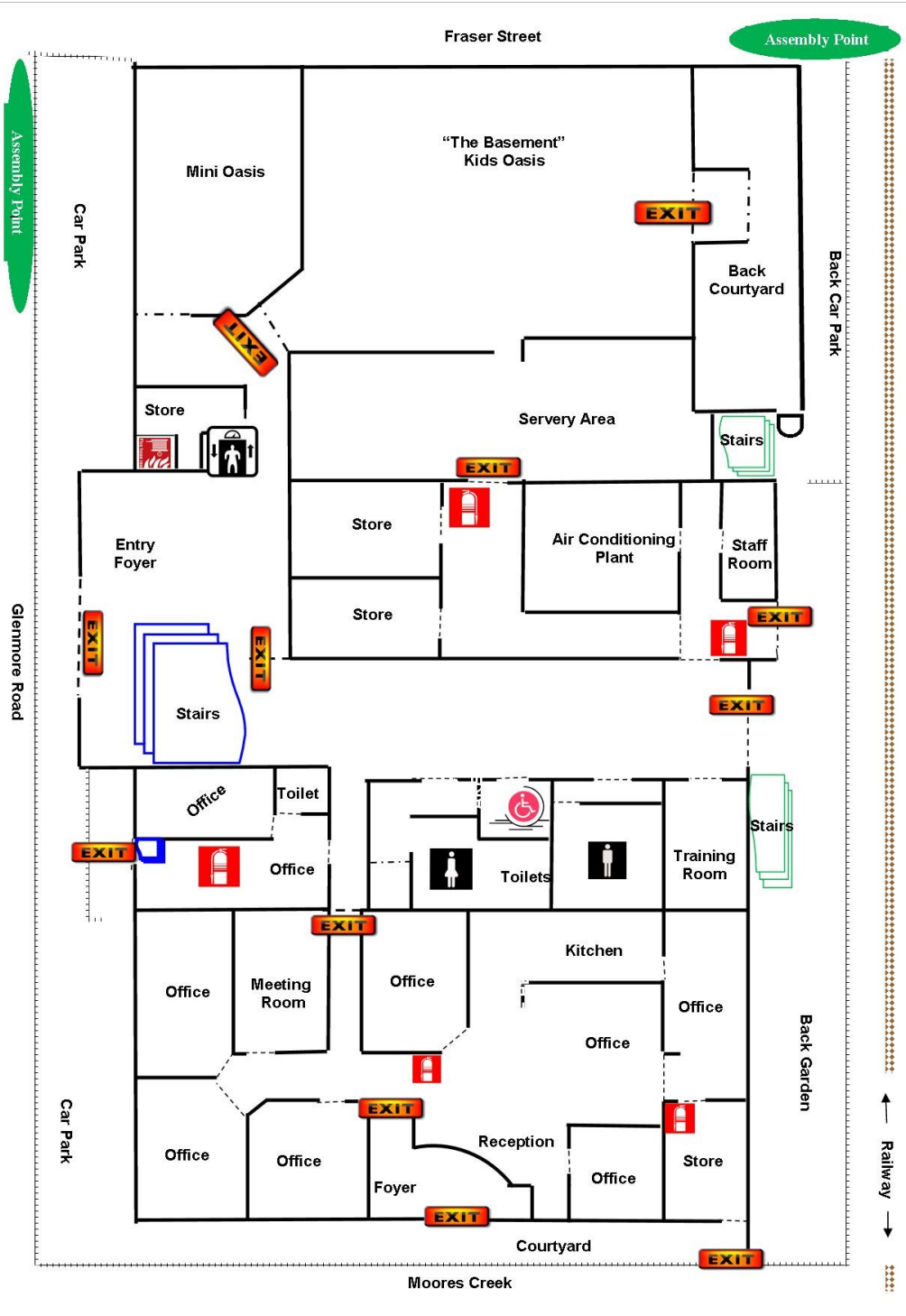
Personal Details		Event Details	
Name	Oasis Group Participating in		
Date of birth / / Age	Sex M / F		
Contact Person	Telephone		
Signature of Parent when notified of incident:			
Incident Details			
Incident Date / / Incident Time am/pm	Date Reported / / to		
Pastor/Leader:			
Person reporting incident:		Witnesses:	
Description of how the incident occurred:			
Location of incident:			
Where were Leaders at time of incident:			
Was treatment given on site Y / N		What treatment was Implemented?	
How do you think the Incident could be prevented:			
Injury Sustained (✓ box and circle side)			
<input type="checkbox"/> Arm (L / R)	<input type="checkbox"/> Back - Lower	<input type="checkbox"/> Back - Upper	<input type="checkbox"/> Neck
<input type="checkbox"/> Chest	<input type="checkbox"/> Foot / Ankle (L / R)	<input type="checkbox"/> Face	<input type="checkbox"/> Eyes (L / R)
<input type="checkbox"/> Groin	<input type="checkbox"/> Hand Wrist (L / R)	<input type="checkbox"/> Head	<input type="checkbox"/> Knee/Leg (L / R)
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Stomach	<input type="checkbox"/> Other (specify)	
Nature of Injury Sustained (✓ box)			
<input type="checkbox"/> Burn / Scald	<input type="checkbox"/> Bruising	<input type="checkbox"/> Chest Pain	<input type="checkbox"/> Crushing
<input type="checkbox"/> Chemical Exposure	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Shock/trauma	<input type="checkbox"/> Fracture
<input type="checkbox"/> Laceration	<input type="checkbox"/> Sprain/strain	<input type="checkbox"/> Electric Shock	<input type="checkbox"/> Other (specify)

Accident/Incident Report Form

Corrective / Prevention Action (internal use only)		
What needs to be changed to prevent incident:		
What timeframe before prevention in place:		
Agreed actions to be taken and by whom:		
Additional Comments:		
Person Who Observed Incident		
Name	Signed	Date / /
Ministry Leader/Person In Charge		
Name	Signed	Date / /
Employer/Campus Pastor Notified		Date / /
Name	Signed	Date / /
Completed and Filed		
Name	Signed	Date / /

Appendix 2

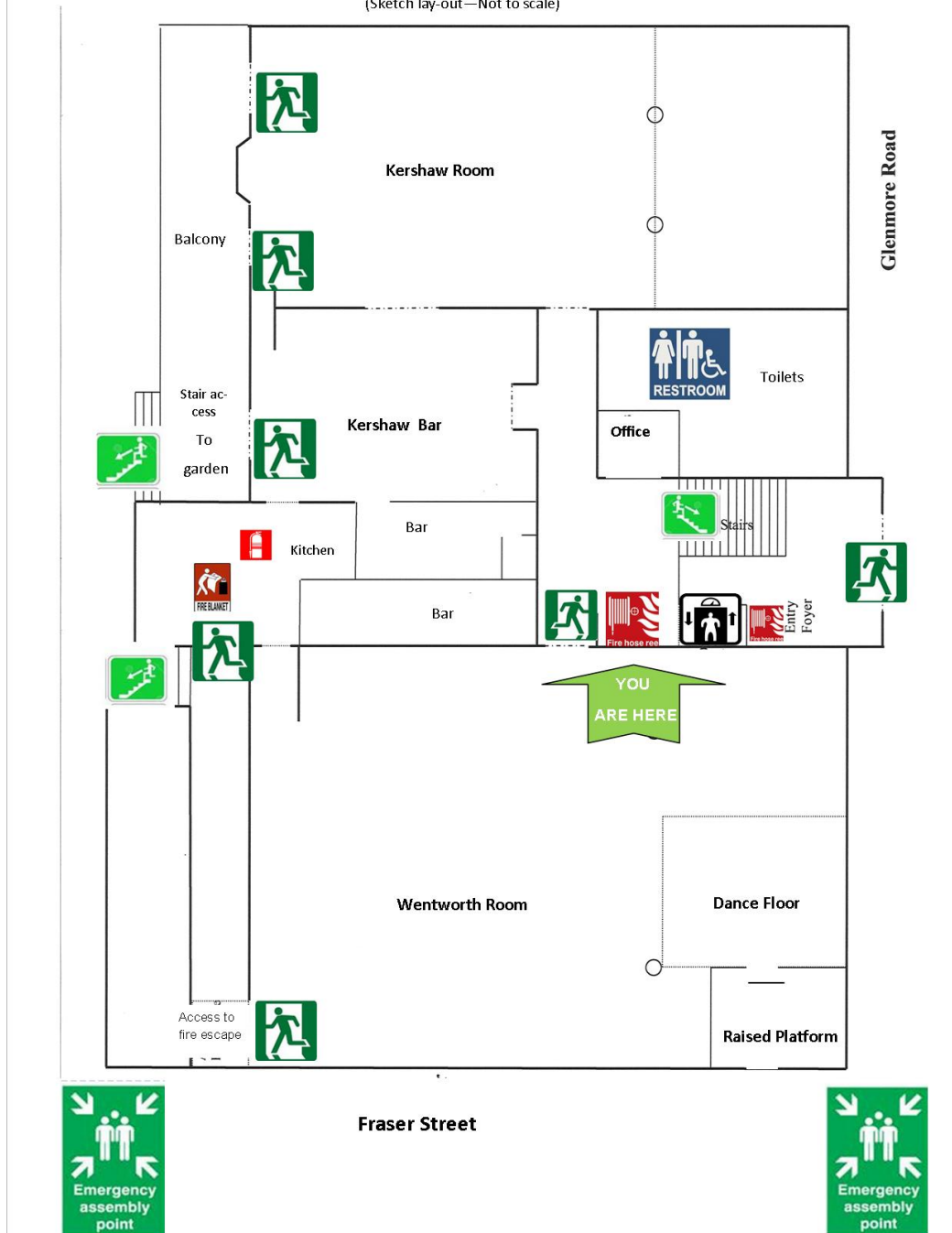
Emergency Exit Plan Bottom Floor



Emergency Exit Plan Top Floor

KERSHAW HOUSE—FIRST FLOOR—FIRE EXIT PLAN

(Sketch lay-out—Not to scale)



Sign off on Work Health and Safety

Version 2

SIGNED FOR AND ON BEHALF OF:-

Oasis

by

Print Name

Position Held

Signature

Dated this _____ day of _____ 20____

SIGNED BY VOLUNTEER

Print Name

Signature

Dated this _____ day of _____ 20____