

## Health and Safety Policy

### 1. Scope

This policy applies to both Latimer Church Incorporated (“LCI”) and Latimer Church Trust (“LCT”) which together are referred to as Latimer (“LC”) within this document. LCI is responsible for overall management and implementation of this policy, as well as for operational implementation of health and safety management in areas where it undertakes day-to-day operations (e.g. 12 Berwick Street). LCT, as the asset owner, retains responsibility for health and safety hazard identification, compliance, and reporting for properties not operated by LCI, including residential properties (e.g. 83 Condell Ave) and construction or undeveloped sites (e.g. 180 Johns Road and any associated land).

### 2. Purpose

The purpose of the Health and Safety (“H&S”) Policy is to keep all people working at LC or attending a Latimer event, safe by meeting the H&S requirements of the relevant health and safety law requirements, in particular the Health and Safety at Work Act (2015).

Latimer provides a safe environment for staff, visitors, contractors and others. We achieve this by ensuring all practicable steps are taken to prevent accidents and incidents; but where these occur, by taking all practicable steps to understand why it occurred and to learn from this to prevent it from happening again.

We aim to

- provide a safe and healthy work and worship environment;
- identify and eliminate/mitigate/minimise/manage/control actual and potential hazards.
- support communication and participation in H&S matters with workers (staff, volunteers, apprentices) and Latimer members.
- provide training on H&S;
- accurately record and report H&S matters.
- improve H&S performance; and
- comply with legal and organizational obligations.

### 3. Definitions

This section provides clear definitions of important terms used throughout the Health and Safety Policy. These definitions are intended to ensure a common understanding among all staff, volunteers, and participants regarding their responsibilities and the standards we follow. Where applicable, terms align with New Zealand health and safety regulations to maintain compliance with legal requirements. Please refer to these definitions when interpreting the roles, responsibilities, and actions outlined in this policy.

- PCBU (Person Conducting Business or Undertaking): Latimer Church Incorporated and Latimer Church Trust
- Officers: The Lead Officer, and Church Wardens
- officers: The VPSO’s and Health and Safety officer
- Workers: Individuals carrying out work in any capacity for the PCBU, including Employees, contractors, apprentices and volunteers.

## 4. Summary Processes

Frequency	Event	Responsibility	Supporting Information
Weekly	Staff Meeting - Health and Safety ("H&S") as an agenda item	H&S officer ("HSO") ensure topic is discussed	Minutes reflecting H&S issues that were discussed
Monthly	Facilities Safety Check Vestry Meeting - H&S as an agenda item	HSO - monthly report to Vestry	H&S Facilities Checklist H&S report
3 Months	Fire/ Emergency Drill  Review and analyse Hazard and Incident Registers, training registers, drills, RAMS, Contractor H&S agreement. inductions List of volunteers is compared to training register to identify need for further training	HSO to coordinate – Chief Wardens and Fire Wardens to lead  HSO & HS Committee	Emergency drill template  Hazard and Incident Register, Training Register, RAMS folder,
1 year	Review H&S Policy sections- ensure current and relevant	HSO, and H&S Committee	H&S Policy + observations
2 Year	Review H&S policy	Vestry	H&S Policy
3 Yearly	Ensure Police Vets have been completed for all required personnel as per Safe Ministries Blueprint	VPSO - assisted by assigned staff member. Note this is an ongoing review overseen by VPSO's	Police Vet forms

## 5. Contents

1. Scope .....	1
2. Purpose.....	1
3. Definitions.....	1
4. Summary Processes.....	2
5. Contents .....	3
6. H&S Responsibilities .....	4
7. Review Process .....	6
8. Revision and Document History .....	6
9. General Policies and Procedures.....	8
A. Equipment and Facilities Safety .....	8
B. Hazard Identification and Management .....	8
C. 3 <sup>rd</sup> Party Facility Use Policy.....	9
D. Contractors.....	9
10. Church Specific Policies and Procedures.....	11
A. Church Service Safety .....	11
B. RAM forms (Risk Activity Management) .....	11
11. Staff and Volunteers.....	12
A. Volunteer / Paid Staff Training and Vetting .....	12
B. Staff Engagement in H&S. ....	13
C. Staff Inductions .....	14
D. Strain Disorders (RSI, DPI, OOS) Prevention Policy .....	14
E. Stress Management.....	14
12. Emergency, Accident, and Near Miss Reporting.....	16
A. Church Service Emergency Plan .....	16
B. Specific Emergency Events .....	17
C. Emergency Preparedness.....	17
D. Hazards and Incidents. ....	18
E. Major (Notifiable) Injury or Illness .....	19
13. Health and Safety Positions.....	20
14. Consultancy and External Advice .....	20
15. Health and Safety Plan Acceptance.....	20

## 6. H&S Responsibilities

As an overarching principle, everyone is responsible for keeping themselves healthy and safe at Latimer and Latimer events. Specific responsibilities for H&S under this Policy are outlined below.

### **Persons Conducting a Business or Undertaking (“PCBU”).**

Together, Latimer Church Incorporated, and the Latimer Church Trust as the PCBU’s, must ensure, so far as is reasonably practicable, the H&S of staff, contractors, volunteers, congregations, visitors and other people are not put at risk by its work. Specifically, the PCBU’s are obligated to:

- provide and maintain an environment that minimises risks to H&S,
- provide and maintain safe plant and equipment,
- consult and engage with ministry leaders and other workers about H&S,
- provide adequate facilities for the welfare at work of workers,
- provide information, training, instruction, and supervision that is necessary to protect all people from risks to their H&S at Latimer as far as is practicably reasonable, and
- monitor the H&S and the conditions at the workplace for the purpose of preventing injury or illness at Latimer.

To fulfil these obligations, the PCBU’s empower Officers of Latimer (Church Wardens, Senior Minister), the H&S officer (“HSO”), and Latimer workers to fulfil the specific responsibilities outlined below.

### **Lead officer**

A Lead officer is appointed by Latimer Vestry. The Lead officer is an appointed person who oversees all Health and Safety and Safe Ministry matters. The Lead officer:

- Follows all guidelines set out in the CCAANZ Safe Ministry Blueprint on pages 2&3
- Alongside the VPSO, review the implementation of safe ministry policies in the church
- Ensure all basic health and safety measures are effective to avoid obvious hazards on church property

### **Vulnerable People Safety officers (“VPSO”)**

A VPSO and deputy VPSO are appointed by Latimer Vestry. Their role is to assist the Lead officer in tasks relating to keeping our vulnerable people safe. The VPSO’s are to

- Follows all guidelines set out in the CCAANZ Safe Ministry Blueprint on pages 2&3
- Monitor and report on safe ministry systems and practices
- Report any abuse they are made aware of

### **Health and Safety officer (“HSO”)**

A HSO is appointed by Latimer Vestry. The HSO is a staff member who must take the leadership in H&S. The HSO:

- provides oversight of the H&S Program – taking the lead on any reviews performed by the H&S committee or Vestry
- liaises with PCBU’s and Vestry in matters of H&S
- ensures required H&S records are kept, analysed, and reported on.
- Maintains the hazard and risk register, and is responsible for the elimination/mitigation/management of hazards/risks
- provides administrative support and technical advice to the church in matters of Health and Safety,
- leads the review of the H&S Policy, proposing suggestions and solutions and when approved by Vestry develops appropriate procedures and ensures these are enacted.
- develops and provides training.
- chooses and works with the H&S Committee

### **Health and Safety Committee**

provides a forum to:

- Discuss injury management initiatives
- Review the hazard register (6m) and incident reports and recommend corrective action
- Assist the HSO in reviewing records and developing policies, procedures and guidelines
- Recommend areas for which policy, guidelines and procedures need to be developed
- Ensuring the controls put in place to contain hazards remain effective

### **Vestry**

Is responsible for.

- reviewing the H&S reports to discern any support or training requirements,
- providing accountability for those involved in H&S and ensure items or changes get actioned, and
- distributing resources to action concerns raised as appropriate.

### **Ministers, staff, Ministry Leaders, and volunteers undertaking work at Latimer.**

Are responsible for.

- ensuring their own personal H&S, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by PCBU's or the HSO for H&S.
- Identifying and recording/reporting new hazards prior to commencing any work
- participating, where required, in training sessions
- reporting all accidents and near-miss accidents to HSO for correction as soon as possible.
- delivering H&S training

### **Congregation, visitors, and contractors.**

Congregation members, visitors, and contractors are expected to.

- report any hazards, incidents, or accidents they see to staff

### **Wardens.**

A Chief Warden, and several fire wardens are appointed for every event/service. Responsibilities in an emergency are outlined in section 10A (page 14), or found in the appropriate form.

### **Safe Ministry**

Latimer is committed to the physical, emotional, and spiritual welfare and safety of all people, particularly within its own community. To ensure the safety of children and vulnerable people in our communities, Latimer in conjunction with the CCAANZ will

- Carefully recruit and train its clergy and church workers,
- Adopt and encourage safe ministry practices by its clergy and church workers
- Respond promptly to each concern raised about behaviour of its clergy and church workers,
- Offer pastoral support to any person who has suffered abuse
- Provide supervision of any member of a congregation who is known to have abused a child or another vulnerable person,
- Provide pastoral accountability to any member of a congregation who is known to have abused a child or another vulnerable person.

## 7. Review Process

This policy is reviewed per the following schedule:

Document	Review Period	Responsibility
Entire policy review	Two yearly	Health and Safety Committee and Vestry
General sections of this document	Annually	HSO, and Lead officer
Sections 7 – 10, Individual processes and policies	On a rotational basis. Review one policy section per scheduled health and safety committee meeting (all sections once per year)	Health and Safety Committee
Hazard and Risk Register (spreadsheet) Training register, Drills, RAMs, incident reports	6 monthly	HSO and HS Committee
Review of Incidents and Health and Safety training Register	Monthly	Vestry

### Process

1. The policy or process for review is selected by the HS Committee. This can be prompted by several things but usually is the result of a site audit, near miss or incident recommendation.
2. The Health and Safety committee (officer or HSRs as appropriate) will review the policy and collate suggested changes.
3. Vestry is to authorise and approve these changes
4. Revised document is added to the H&S folder & circulated into other relevant locations (move previous versions to the "Archive" folder)

## 8. Revision and Document History

Review Date	Summary	Reviewed By	Authorised By
30/04/2020	Document Creation	Nailed It Safety Solutions	Leadership Team
30/01/2022	Review	Nailed It Safety Solutions	Leadership Team
11/02/2022	Addendum additions	Nailed It Safety Solutions	Leadership team
8/9/2022	Updated policy review	Health and Safety Committee	H&S Committee
13/2/2023	Updated policy Approval	Latimer Vestry	Latimer Vestry
3/3/2025	Policy Review	Latimer Vestry	Latimer Vestry
14/4/2025	Updated policy approval	Latimer Vestry	Latimer Vestry

### RELATED POLICIES:

#### Safe Ministries Blueprint ("SMBP")

The Latimer H&S Policy is designed to work in conjunction with the SMBP. SMBP outlines how Latimer fulfils its commitment to providing the physical, emotional, and spiritual welfare and safety of all people, particularly within its own community.

**Complaints Procedure**

This procedure outlines the various ways in which a complaint is processed and received by the correct person.

**Employment Policy**

Outlines process for addressing the wellbeing of staff and processes for dealing with complaints and grievances.

**Security Policy**

Provides policy and procedure for in service and mid-week security from external threats

**Diocesan Canons**

Outlines process for addressing the wellbeing of Ministers and processes for dealing with complaints and grievances.

**GUIDING DOCUMENTS:**

Health and Safety at Work Act (2015)	Resource Management Act
Building Act	Fire Service Act
Hazardous Substances and New Organisms Act	Injury Prevention Rehabilitation and Compensation Act.

## 9. General Policies and Procedures

### A. Equipment and Facilities Safety

---

#### i. Scope

The purpose of this section is to ensure that the equipment utilised by Latimer is of fit condition for use by any competent/trained staff or volunteer and that faulty equipment is not used until repaired.

#### ii. Reporting a fault

1. Anyone may report a fault in a piece of equipment using the “hazard/feedback” form and is encouraged to inform a staff member. When identified, the individual should take steps if necessary to prevent others from attempting to use the equipment (post a note, un-plug & remove cable etc..).
2. Urgent faults that affect the safety of the user or personnel around the equipment should be immediately reported to the HSO. A hazard/feedback form still needs to be completed and as soon as practical.
3. The HSO must review, categorise and resolve/mitigate any report made within 7 days.

#### iii. Facilities Safety Inspections

1. The HSO ensures that Latimer conducts regular inspections of our facilities monthly which includes a check of the building fire safety systems and fire exits
2. The HSO ensures that Latimer performs a daily fire exit check when facilities are occupied by the public which is marked on the check sheet in the admin offices.

#### i. Electrical testing & tagging

All electrical equipment at Latimer will be safety tested and tagged based on the AS/NZS 3760 standard below. This will be organised by the HSO

- Equipment where the cord is subject to flexing in normal use or is open to abuse – every 12 months
- Equipment where the cord is NOT subject to flexing in normal use and is NOT open to abuse – every 5 years.

### B. Hazard Identification and Management

---

#### i. Scope

The purpose of Hazard Identification is to make sure that all people in our organisation have adequate protection from hazards. It shall be the responsibility of the PCBU Officers to ensure that this process is carried out.

#### ii. Identification of New Hazards

Latimer identifies new hazards through the following channels – please see “Addendum – Hazard Identification and Management” for more information.

Item	Description	Completed By	Responsible
Facilities safety inspection	Building checklist – monthly	Anyone – assigned by the H&S officer	HSO
Near Miss and Accident Reports	Physical and online form available	Anyone	HSO/HSC/Vestry
Hazard/feedback Reports	Physical and online form available	Anyone	HSO/HSC

### iii. Recording of Hazards and controls

Any identified Hazards and Controls are recorded in the Latimer Hazard and Risk Register. In line with Addendum A - The evaluation will assign each hazard a consequence and likelihood of occurrence. A plan for managing each risk 'so far as is reasonably practicable' using the eliminate, isolate or mitigate framework will be agreed and procedures/processes will be enacted to control each risk.

### iv. Reviews

The Health & Safety committee shall carry out a review and assessment of the Master Hazard Register at a minimum frequency of 6 monthly. They are responsible for ensuring the controls put in place to contain hazards remain effective. The purpose of the review is to ensure the Hazard Register is current and that the control actions are still effective. The review will include:

- A hazard by hazard review of existing entries, checking that the hazard is still relevant and the established controls are effective.
- The addition / deletion of entries, where appropriate.
- A short action plan should be established, recorded, and follow up actions should be delegated, and time stamped.

## C. 3<sup>rd</sup> Party Facility Use Policy

---

### i. Scope

Our Church leases our facilities to various community organisations and groups and has an obligation to ensure that our facilities are safe for use. The hirer will be required to agree to and sign the Terms and Conditions of hire which includes:

- Booking, general & access information
- Emergency evacuation information
- Kitchen safety
- IT/AV information

It is the responsibility of the church administrator to ensure these terms and conditions are understood and agreed to.

## D. Contractors

---

### i. Scope

All contractors who we work with must be vetted and meet our contractor requirements. This process explains how we work with contractors to ensure the safety of our people.

Our minimum requirements for working with them are:

1. A current Health and Safety Plan – specific to their company’s unique business. (this is to be accepted by the Health and Safety officer)
2. All contractors are to wear the appropriate PPE for the work that is being carried out.
3. All contractors must sign in with the Office Manager which includes terms and conditions of working at Church facilities

## **ii. While the Work is Being done**

While they are working on site the Contractor should sign in with and keep in contact with their Church contact. They need to let us know

- If the work changes from scope
- Of any hazards to the work, they are hired to perform
- If there are any near misses or accidents.
- If they bring in sub-contractors (must sign in & fall under main contractors H&S policy)

If any staff member notices that work is being performed in an unsafe manner, they are to direct the contractor to stop work and immediately inform the HSO or office manager.

## 10. Church Specific Policies and Procedures

### A. Church Service Safety

---

#### i. Responsibility of Staff

The ultimate responsibility of safety falls to the staff members present at a church service, all other volunteers are encouraged to communicate any health and safety concerns to the nearest staff member who is then to record the details.

#### ii. Responsibility of Youth & Children volunteers

During our church services we often run Children and Youth programs which happen in a separate building/space to the main church service. During this time, the leaders of these ministries are responsible for the safety of the Youth/Children in the event of an emergency.

*To read more specific information about responsibilities during emergencies, please see section 12A to read the roles of the Chief and Fire Wardens, or see the appropriate addendums for service specific role descriptions*

### B. RAM forms (Risk Activity Management)

---

#### i. Scope

RAM forms are a necessary tool in identifying operational risks that go beyond hazards identified in the hazard and risk register. Master RAM forms are to be filled out for regular ministries. These include

- Berwick street Sunday Services
- 7pm Service (offsite)
- 4pm Service (offsite)
- Youth group
- Kids ministry
- Regular meetings (ministry 101, bible study/social groups, Women on Wednesday)

These will all be signed off by the ministry leaders and HSO, and reviewed yearly, or if an incident occurs that was avoidable

#### ii. Working Bees & events outside of regular church operations

1. Before any working bee or activity is held by Latimer, there are several steps that are to be taken to ensure we are providing a safe environment for our volunteers. (make a list) Create a task list, or event plan
2. Perform a walk around to identify any hazards or risks
3. Remove, mitigate or minimise any of the risks found.
4. Once the activity is planned, RAM (Risk Assessment and Management) forms are to be filled out by the event coordinator
  - o These outline the activity being held, the risks associated with the activity, and what actions have been put in place around the risks.
  - o These forms must be signed by the ministry leader and reviewed by Latimers HSO before the activity start
5. Ensure a walk around the event location has been performed to double check any hazards/controls.
6. Before the event, gather all volunteers and conduct a volunteer pre-start briefing (with supporting document)
  - o This is a document that

- Outlines the scope/tasks for the activity
  - Ensures the emergency plan is explained and site first aider is identified
  - Describes any hazards and what controls have been put in place.
  - All volunteers for the working bee/activity are to sign this form to confirm they are aware of the hazards.
7. If necessary, announce at the start of the event, any information the attendees may need to know (important hazards or evacuation plan)

\*Activities that are held for our Youth and Children at Latimer require even more consideration than other activities. Section 2.3 (pages 17 – 20) of the CCAANZ Safe ministry Blueprint provides guidelines for these events.

## 11. Staff and Volunteers

### A. Volunteer / Paid Staff Training and Vetting

---

#### i. Scope

All staff and volunteers will receive training for the tasks that they are asked to do. For many positions at Latimer, this training is provided by the associated ministry lead, while other training requires an external organisation to run – for example, first aid, early childhood education etc.

#### ii. Approach

Latimer seeks to create a culture of open discussion around Health and Safety; that we would be a community who would “see something and say something”. For this to happen, the HSO will provide our staff and ministry leaders the tools they need to train their own ministry volunteers in Health and Safety. These ministry leaders will be the primary point of contact for H&S related questions within their ministry. Please see the following section (9B) to read more about staff engagement in H&S

#### iii. First Aid

It is important that Latimer always has a trained first aid person in attendance at church services and events. To assist this, kids & youth ministry staff, admin staff and apprentices are required to hold a current first aid certificate (all other staff members are not required, but encouraged to be trained) This training is paid for and coordinated by Latimer Church.

#### iv. Training Material

Training material will be provided to ministry leaders for general H&S training, both as training videos and one-page reference documents, this includes;

- A General H&S Overview
  - Finding out more information
  - Policy Statement
  - Responsibilities in H&S
- Incident & Hazard Reporting
  - How to take notice – what are we looking for?
  - What to do after an incident
  - How to report

- Berwick Street emergency roles in a Church Service
  - Finding information
  - Responsibilities of the Chief Warden
  - Responsibilities of the Fire Wardens
- Emergency roles in a Church Service if held off site
  - Finding information
  - Responsibilities of the Chief Warden
  - Responsibilities of the Fire Wardens
- Kitchen Safety
  - Where to find more information
  - Guidelines

## v. Records

Training in Health and Safety is to be done yearly by all Latimer volunteers as per the Latimer Policy training schedule. This is an automated system that emails material to volunteers who are then required to acknowledge that they understand the training material. This digital training is to be supplemented by in-person training which each ministry manages and performs themselves. The HSO and

## B. Staff Engagement in H&S.

---

### i. Scope

It is critical that Latimer staff are involved with our Health and Safety programme and are provided with ample opportunity to contribute to the safety of their colleagues. While each of these aspects are covered separately in this policy, this section provides a good summary and overview of our efforts to involve all staff.

### ii. Our Leadership Team Will.

- Provide opportunity for staff to voice their opinions at regular safety meetings per the schedule found in Page 1 of this policy
- Provide the right forms for Hazard Identification, RAMs, training material and templates and ensure that staff are aware of how to use them
- Keep good records of any safety topics discussed via meeting minutes
- Foster a good attitude towards health and safety

### iii. Staff are Expected To

- Lead the training of their ministry in issues of Health and Safety, including providing feedback to leadership on current forms of training.
- Foster an “open conversation” attitude towards health and safety for their ministry.
- Become familiar with and follow the processes outlined in this Health and Safety Policy
- Be familiar with the various roles of Health and Safety, particularly that of the Lead officer, VSPO, deputy VPSO and HSO
- Participate in discussions around safety with a good attitude.
- Report hazards, near misses, or accidents effectively, supporting their ministry volunteers in the same

## C. Staff Inductions

---

### i. Scope

All new employees of Latimer must undergo an induction session, usually this is held in orientation week in January. Where a new staff member starts during the year, this will be completed in their first week. This is to ensure that they become aware of our safety and quality control procedures, and to give them a chance to ask questions.

### ii. Content

New employees are taken through our current systems structures, including health & safety as well as general practices in the workplace by the Health and Safety officer

## D. Strain Disorders (RSI, DPI, OOS) Prevention Policy

---

Discomfort Pain Injury (DPI) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of DPI has the potential to be classified as a significant hazard because the condition may cause 'Serious Harm'. Therefore, the risk factors for DPI need to be controlled by eliminating the hazard if possible, or else by isolating or minimising the hazard.

The purpose of this policy section is to provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

### i. RESPONSIBILITIES

#### HSO

- Encourage staff to report any work-related pain as early as possible
- Ensure the work environment of any staff who does develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies
- Ensuring the staff have gear suitable for their task. For example, laptops are not designed for long periods of use without an external keyboard, mouse, and monitor.

#### Staff.

- Adjusting workstation equipment to maintain a comfortable body position
- Taking breaks away from the workstation and practicing micro-pauses as appropriate
- Reporting issues as they arise instead of waiting for them to go away.

## E. Stress Management

---

Staff and officers have responsibilities under the Health & Safety in Employment Amendment Act to prevent and manage workplace stress. This section is intended to assist individuals to understand their responsibilities.

### i. Prevention and Management

Early reporting and intervention minimise the likelihood of stress occurring and/or escalating. Prevention and Leadership can occur at three levels:

### **Primary Prevention**

- Create a healthy workplace
- Develop ways to eliminate, isolate or minimize identified stressors
- Training and supporting staff
- Monitoring the success of the programme and revising it as necessary.
- Identify and control stressors so that the work is interesting, rewarding and paced within the persons capabilities. Maintain an open-door policy for staff who need to talk in order to head off potential problems before they compound.
- Monitoring staff annual leave – both balances and length of time taken

### **Secondary Prevention**

- Improve the fit between the person and the job by selection (recruitment), training and performance feedback
- Ensure potential and existing staff are aware of intrinsic stress factors related to the job

### **Tertiary Prevention**

- Helping the person who is experiencing stress manage the situation.

## **ii. Staff/volunteer Responsibilities to cope with Stress**

- Inform Leadership team if you are experiencing stress that could affect your work.
- It is important not to feel stressed to a point where it becomes intolerable. By taking action early, it is possible to minimise the harmful effects of stress.
- Depending on circumstances you may wish to discuss your concerns with another Leader.
- Work with the officers to develop a plan relative to your situation
- Identify self-help strategies e.g., exercise, healthy lifestyle choices

## **iii. Latimer responsibilities to help the worker deal with stress**

- When signs of stress in an individual worker are detected ensure positive steps are taken with the aim of relieving or otherwise minimising the effects of stress.
- All complaints of work-related stress should be taken seriously and treated confidentially.
- Discussion with the worker should establish: -
  - a. What the workers concerns are.
  - b. Is the concern related to work
  - c. Is the person safe to continue working
  - d. Who is the best person to manage this e.g., Leader
  - e. Is further referral required e.g., General Practitioner, Counselling Services
  - f. What can be done to find solutions that are suitable to both parties.
- Where controls are implemented to manage workplace stress there needs to be monitoring of the effectiveness of those controls. The frequency and scope of this monitoring will depend on individual circumstances.
- It should be noted that Managers can only manage stress situations that they can be reasonably aware of.

## 12. Emergency, Accident, and Near Miss Reporting

### A. Church Service Emergency Plan

---

The guidelines in this policy section are general practices only, please see the supporting documents for specific roles and procedures relating to the different locations where we hold our services.

For procedures relating to safety from security events, please view the Latimer security policy.

#### i. Scope

In the unlikely event of an emergency happening during one of our church services, it is important to ensure that all visitors are provided with instruction to keep them safe and that evacuation can happen quickly and safely. An emergency generally means either a fire or an earthquake but could include anything that puts at risk the safety of everyone in the building.

It is important that all Latimer volunteers are aware of:

- The responsibilities of their own position during an emergency
- The responsibilities of the Chief Warden and Fire Wardens during an emergency
- 
- The location of the fire exits and evacuation points for their location.

#### ii. Emergency Roles & Evacuation procedure

##### ▪ Chief Warden

The Chief Wardens role is to assume and coordinate control of the occupants of the building in the event of an emergency and ensure the proper steps are followed.

1. Determine if an emergency should be declared, announce the nature of the emergency and provide instruction to the occupants relevant to the emergency
  - E.g. Earthquake – drop, cover and hold until shaking stops.
  - E.g. Fire – evacuate the building as quickly and calmly as possible out of our fire exits to the car park.
2. Put on the Orange Hi-Viz and station yourself in a safe and obvious area, able to give clear instruction.
3. Ensure emergency services are called and informed of the emergency
4. Keep the assembly area safe and secure
5. Await clearance reports from the wardens and mark the check sheet located in the red evacuation folder
6. Brief the emergency service personnel on their arrival.
7. Ensure the building entrances are monitored for safety
8. Announce when the buildings are safe to be re-entered.

##### ▪ Wardens

The Warden's role is to follow the instruction of the Chief Warden and manage the safe evacuation of all occupants of the building, reporting back that spaces within the buildings are clear from occupants.

1. Put on the Yellow Hi-Viz vest as soon as possible.

2. Provide direction to the occupants of the buildings based on the instruction of the chief warden, e.g. go to the evacuation point via the nearest fire exit, or drop cover and hold.
3. If evacuating, check all assigned areas in the building to ensure everyone has evacuated.
4. Guide everyone to the assembly area and assist in checking everyone is safe, closing building doors on the way out once
5. Ensure clear communication with the Chief Warden regarding the arrival of emergency services and the security of people & buildings.
6. Once the Chief warden has announced the building is ok to re-enter, release people from the evacuation point.

## B. Specific Emergency Events

---

Please see “addendum – Emergency preparedness” for further information on emergency events. This can also be found in the RED emergency folders.

### i. Earthquake

#### ▪ Precautions

Familiarize yourself with your environment before an earthquake hits. Know the location of your exit points.

#### ▪ When Earthquake Occurs:

- DROP, COVER, HOLD. Ideally under or beside a solid structure (table or desk), cover your head and hold on (furniture may walk).
- Stay put until the earthquake has finished then follow the instruction of the fire warden if evacuation is initiated.
- If already outside, try to get clear of building verandas and facades as they may collapse or fall to the ground.

### ii. Medical Emergencies

- Call for help of a first aider and phone 111 for an ambulance
- If patient is unconscious – keep airway open.
- Do not move the patient unless their breathing has stopped (in which case apply CPR).
- If CPR is applied, take the AED from the wall outside the Berwick st kitchen and follow its instructions.

### iii. Other Natural Disasters (floods, strong winds/storms/tsunami)

- The Chief Warden, fire wardens and staff are to assume control over the situation and instruct building occupants

## C. Emergency Preparedness

---

### i. Fire Drills

Each service will perform a fire drill once per year. which will be evaluated by the HSO

### ii. Evacuation Plans

Our fire exits are checked daily when the building is occupied, and monthly fire systems checks are performed to ensure the building services are effective in an emergency.

### iii. Fire Servicing.

Fire extinguishers and alarms will be serviced annually by competent personal per NZS4503.

### iv. Signage

Fire extinguishers are required to have a “Blazon Sign” indicating the type of fire extinguisher and what fires it can effectively extinguish.



## D. Hazards and Incidents.

---

### i. Scope

The guidelines in this section are written to ensure that we appropriately manage, investigate, and learn from all near misses, accidents and reported events, and to meet our obligations of providing information to the authorities as required by legislation. The following descriptions are to be used to class different occurrences.

- Near Miss, an event which could have caused an injury
- Hazard, an event or object which may hurt someone in the future and can't be dealt with at the time.
- Accident, an event where someone has been hurt or an object damaged, irrespective of the damage caused.
- Serious accident, [AS DEFINED BY THE ACT](#)

### ii. Reporting Forms

Both the incident reporting form and the hazard/feedback form can be found alongside the physical H&S documentation near the kitchen, by scanning our QR code, or online at <https://latimerchurch.nz/health-and-safety/> Physical forms can be filled out by anyone, and are to be handed back to staff/ministry leaders, and online forms will automatically go to the HSO. Training is provided to all staff, apprentices and volunteers about incident reporting.

### iii. Incidents and near misses

Incidents and near misses cover all occasions during which a person is either harmed or put at risk of harm. It is important when one of these happen that we care for the individual involved, but also collect information so that we are able to record, respond and learn from the event. Generally, in the event of an incident the following steps should be taken.

1. Ensure that people around are made aware that something has happened, and ask for help if necessary
2. Ensure that first aid is administered by a qualified person if it is required
3. Make sure the area is secure and that no more incidents can occur.
4. Fill out an incident form and inform your ministry leader so they are aware of the situation

### iv. Hazards

We want to make sure that as a church we are providing a safe environment for our congregation and visitors. While we have many procedures in place to try and identify and control any hazards, we encourage feedback from people regarding hazards that

may cause potential incidents. The hazard/feedback form is made available to anyone via the QR code posted around the Berwick Street property, or online via our form to provide this feedback

## E. Major (Notifiable) Injury or Illness

---

### i. Scope

Some forms of Injury are “Notifiable” which means that Latimer will need to inform Worksafe within 48hours of the event or potentially face a fine. See the the addendum on Emergency Preparedness for more information about notifiable events.

- This is a job for Leadership team only. Providing the vent is actually notifiable there may be a Worksafe investigation.
- It is highly recommended that you contact your H&S Advisor prior to contacting Worksafe. Give Nailed It Safety Solutions a call 021594694.
- You can notify Worksafe via their website or via phone - 0800 030 040

We are required to notify Worksafe if:

- Someone is seriously injured at work
- Someone becomes seriously ill as a result of work
- Someone is involved in a serious near miss

### ii. What to do after a Notifiable Event

#### 1. Preserve the site

The person who manages or controls the workplace must take all reasonable steps to ensure that the site of the notifiable event is preserved and not disturbed until a WorkSafe Inspector authorises you to do so.

The site may only be disturbed if:

- you need to move/assist the injured person for medical/safety reasons
- it's essential to make the site safe or minimise the risk of someone else being hurt or killed
- you're directed to do so by the Police
- permitted by WorkSafe or a WorkSafe Inspector.

To ensure the site is not disturbed:

- the work set-up should not be changed
- any plant, substances or other things involved in the event should stay where they are
- work that could interfere with the site should stop. Work may continue in other parts of the workplace
- no alterations should be made to the plant, vehicles, or structures involved.

#### 2. Keep records

- Take photos, videos, eye witness statements etc.
- If possible, the HSO or Officers may conduct an investigation without disturbing the scene
- We will keep records of all Notifiable Events for at least five years from the date of the event.

