



## WORK HEALTH AND SAFETY POLICY

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TYPE	POLICY
SUBJECT	Work Health and Safety Policy
AUTHORISED BY	Diocesan Council
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### Policy Statement

The Synod of the Diocese of the Northern Territory Inc. ('the Diocese') has obligations under the *Work Health and Safety (National Uniform Legislation) Act 2011 (NT)* to create and maintain a work environment that ensures the health and safety of its workers, volunteers, and any other persons conducting a business or undertaking (PCBU) within the Diocese.

### Legislative Scope

Section 8 of the Act defines 'workplace' as 'a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work'. 'Place' has a broad meaning and includes a vehicle, vessel, aircraft or other mobile structure.

This broad definition extends to the three main areas where the work of the Diocese of the Northern Territory takes place, being the Diocesan Office, urban parishes, and remote communities. The definition of 'worker' in the Act is also broad and includes contractors, apprentices and volunteers. Notably, the definition of 'workplace' and 'worker' are so broad as to cover every person associated with the Diocese (whether an employee, volunteer, secondee, parish member, adherent or invited guest) in every place the Diocese typically operates.

## **Diocesan Council's Enabling of Workplace Health & Safety Managers**

Diocesan Council is accountable to Synod for WH&S compliance and participation across the Diocese. Accordingly, it delegates its authority to its Workplace Health & Safety Managers (WHSMs) to fulfil its commitment to WH&S.

### *Definitions*

*Workplace Health & Safety Managers (WHSM)* are persons who are responsible for the management of 'workers' as defined above and WH&S processes (i.e. development and fulfilment of WH&S risk mitigation plans), the nomination of the *Workplace Health and Safety Administrator (WHSA)* and the completion of a report of risks identified and remediation actions planned in the Annual Office/Parish/Mission Return. Nominated WHSMs are:

- i) the Registrar of the Diocesan Office;
- ii) the Officers of a parish which pursuant to Section 9 of the *Parishes Ordinance 1977–2017* includes the rector (or priest-in-charge or locum) and the wardens;
- iii) the equivalent of ii) in remote areas where the Diocese operates; or
- iv) the Bishop (or his specified delegate) in relation to the appointment of rectors.

*Diocesan Office* comprises the office building or any adjunct property in which the Bishop and the Ministry Development and Registry teams typically work;

*Parish* comprises the church buildings, halls, rectory and any adjunct property or place in which the parochial Anglican Church operates;

*Remote areas* includes those regions in which the Diocese has operating parishes;

*Property* is any real property and buildings thereon, whether or not owned by the Diocese; and

*Worker* encompasses every person associated with the Diocese (whether an employee, volunteer, secondee, parish member, adherent or invited guest) in every place the Diocese typically operates.

### **Definition of 'Workplace' and 'Worker' in Diocesan Insurance Policies**

The insurance arrangements of the Diocese are not affected by these definitions. The Diocesan Business Manager/Registrar shall ensure that the insurance policies of the Diocese are broad enough to cover these definitions of 'workplace' and 'worker'.

### **WHSM Commitment to Diocesan WH&S**

WHSMs will ensure, as far as is reasonably practicable:



- the health, safety and wellbeing of all workers engaged, or caused to be engaged across the Diocese;
- the health, safety and wellbeing of all workers whose activities in carrying out work are influenced or directed by WHSMs;
- the health, safety and wellbeing of other people, by ensuring they are not put at risk from work carried out as part of the undertakings of the Diocese;
- the active encouragement of all workers to submit incidents and hazard reports, where a risk is perceived;
- that manager and worker safety responsibilities are clearly understood and acted upon;
- that time and money are allocated to meet safety responsibilities;
- that safety is promoted as a high priority;
- that they are involved in all safety initiatives; and
- that they lead by example.

In addition, workers are to be involved in the fulfilment of Diocesan Council Commitment to WH&S wherein:

- safety issues are discussed together and workers are involved in safety decisions and developing procedures; and
- workers' views will be valued and taken into account.

### **Safe Work Procedures**

Whilst the undertakings of the Diocese are so broad as to make it impossible to quantify every task and effort it encompasses, WHSMs will ensure that:

- all regular tasks with safety risks are identified and the risks controlled;
- safe work procedures are developed and implemented for these regular tasks;
- workers are involved in developing safe work procedures;
- safe work procedures are followed in day-to-day operations; and
- safe work procedures are regularly reviewed.

### **Training and Supervision**

In order to give workers the best possible opportunity for success, WHSMs shall ensure that:

- all workers are inducted in the regular tasks they undertake and roles they assume;
- workers are trained in safe work procedures before commencing tasks;
- workers understand procedures and demonstrate they can perform tasks safely; and
- workers are supervised to ensure safe work procedures are followed.

### **Reporting Safety**

WHSMs shall ensure that:

- procedures for reporting safety issues and incidents are developed and implemented by WHSMs with the support of WHSAs (where appointed);
- safety issues and incidents are reported and acted on, including notifications required to the WHSM, Registrar and NT WorkSafe; and
- safe work procedures and training are reviewed following incident reports.

Due to complexity around the ability to assign roles and responsibilities in remote areas, the Registrar will arrange for an annual inspection of Diocesan property in remote areas where the Diocese operates.

A Workplace Health & Safety Administrator (WHSA) may be appointed by:

- i) the Registrar of the Diocesan Office;
- ii) the rector/priest-in-charge/locum together with the wardens (where validly appointed) of a parish; *or*
- iii) the equivalent of ii) in remote areas where the Diocese operates,

for the purpose of co-ordinating the recording and reporting on workplace health and safety risks and incidents and actions necessary in order to mitigate those risks.

### **Worker's Compensation and Return to Work**

The Registrar shall ensure that:

- the Diocese's workers compensation insurance and volunteer workers' insurance (known as "group personal accident policy") policies accurately reflects business details;
- claims forms are submitted to insurance providers;
- workers are informed of the return to work policy, including procedures to follow if they are injured at work; and
- return to work plans are implemented for injured workers when required.

For clarity, the reference to "work" and "worker" under this heading takes the widest possible manner, in accordance with the objects of this policy.

### **Dependencies**

DE001 Delegation Policy (limiting what can be spent on WH&S in the Diocesan Office)  
IS002 WH&S Procedures (proforma safety checklists and standards to be implemented)  
SM002 Appointment Protocol (limiting who can act as WHSM)  
Insurance Policies of the Diocese as amended from time-to-time  
Legislation  
*Work Health and Safety (National Uniform Legislation) Act 2011 (NT)*  
*Parishes Ordinance 1977–2017*



*For completion when document supersedes and existing policy, procedure or protocol.*

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE
WHS002 (v2)	11/11/2016	Diocesan commitments aligned with NT Worksafe's 'Compliance at a Glance' document and incorporation of different types of workplaces and "workers"	Policy v1 did not account for the unique environments in which the Diocese operates