

Work, Health & Safety at PBC

Our church comes under WHS legislation, and every volunteer is considered a “worker” under the legislation whether you are employed or not. Each of us are responsible to minimise the risk of harm or injury to ourselves and others.

Things to remember

First aid

- Kits located in kitchen, basement in kitchenette cupboard, Hub in office, seminar room storeroom & portable kids church box in child care centre. Icepacks are in the freezer.
- Ensure that your ministry has at least one first aid trained person in its team. Church can assist cost of training.
- If secondary medical attention was required, complete a critical incident report (foyer wall or on website under resources/downloads/ministry leader resources.) Please give completed forms to Kathy Bates or Bruce Hanbury.

Defibrillator

- If pulse or breathing is irregular or stopped and person is unconscious.
 - Call 000
 - Locate defibrillator in the kitchen. The device will instruct you in usage.

Hazards

- Identify any hazards on the grounds or in the buildings and either rectify or report to Kathy Bates or Bruce Hanbury.

Risk assessments

- Should be completed for extraordinary ministry events by the leader/organiser of the event.
- For a regular ministry a risk assessment should be completed at the commencement of each year.
- Risk assessments are on the church website under resources/downloads/ministry leader resources. Give completed risk assessments to Kathy Bates or Bruce Hanbury.

Food handling & storage

- Wash hands & wear gloves to handle food
- Seal or refrigerate open food and mark with a sign (who can use it, when it was opened). Throw away old food. Put a date on long life milk & juice when it was opened (needs to be consumed within 5 days of opening).
- Use dishwasher where possible as temp kills bacteria.
- Do not reuse utensils that have been in contact with raw food.

- We are 'nut aware'. Currently we do not serve nuts in food on Sundays. Label food containing nuts at adult events.

Maintenance work

- If within business hours, let the office know when you arrive and when you leave.
- If no one is in the office or it is out of hours, let someone close to you know where you are going and for what purpose so they know that you have returned safely.

Lifting

In order to lift a heavy object safely

- Lighten the load if possible or modify the object
- Get help if needed
- Use equipment eg. chair trolley
- Lift safely ie. bend knees, hold object close to body, do not twist while lifting, do not lift heavy object above your head.

Ladder usage

- * Always seek permission from Steve, Kathy or Bruce prior to using a ladder in the church.
- * Always have 2 (appropriate) people for each ladder in use.
- * Always use the ladder in accordance with best practice – 3 points of contact etc.

Reporting concerns

- If someone you minister with is at risk of significant harm, see Kathy Bates for next steps.
- If a leader of a ministry is not acting appropriately, report it to the pastor who oversees that ministry, or if you are unsure report it to Kathy Bates.
- If it is one of the pastoral team, report it to Kathy Bates.
- If it is Kathy or Steve Bates report it to the church secretary (Shayne Evans) and depending on the nature of the complaint, a denominational complaints process will be followed to investigate.