

Health and Safety Policy

Principles

Every person, being created in God's image, has infinite worth and unique value, and may expect our best commitment to their health, safety, and well-being when interacting with us. Every ministry activity and operational undertaking carried out by the Diocese, regardless of its form, seeks to bring glory to God and to uphold the safety and well-being of all involved.

Our Commitment

Anglican Movement is committed to creating an environment and a set of workplace and ministry practices that ensure the health, safety and well-being of all persons involved in the ministries, programmes, activities, and undertakings of our diocese. We aim to remove or reduce the risks to the health, safety, and welfare of all our team members (paid or voluntary workers - including clergy and lay leaders); contractors (when they are present at one of our sites or working for us); occasional volunteers and all other persons who access and use our sites, or who participate in our ministries, programmes, events, and activities. We will comply with New Zealand legal requirements, including the Health & Safety at Work Act 2015. We will continually improve our performance through effective safety management by establishing measurable objectives aimed at mitigating the risk of injury and illness in our ministry practices and workplace environments. Our Health and Safety Management Plan includes policies, procedures, practices, and documentation designed to meet our commitment to health, safety, and well-being.

Governance and Management Responsibilities

Oversight responsibility for the health, safety, and well-being of our Diocese is held by our governance bodies. Management duties are distributed to various individuals throughout the Diocese based on their roles and responsibilities. These duties relate to the premises, activities, and undertakings that each position or role has responsibility for and are described in the Roles and Responsibilities section of our Health and Safety Management Plan. Governance and management are responsible to:

- maintain safe environments, systems, procedures, and practices
- provide facilities for the welfare of team members
- comply with all health and safety legislation, regulations, standards, and codes of practice
- identify health, safety, and well-being improvements
- keep plant, equipment, and substances in safe condition
- report incidents and investigate accidents
- identify hazards and manage risks
- define emergency and evacuation procedures
- manage our obligations to and with contractors and subcontractors
- consult with team members in all matters relating to health and safety

- provide all team members and volunteers with relevant information and training
- include health and safety as an agenda item at meetings
- ensure team members and volunteers are fit to carry out their roles and tasks safely
- take personal responsibility for a safe workplace and/or ministry environment
- regularly review systems and practices

Team Member Responsibilities

All team members are responsible to:

- follow safe work and ministry practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health, safety and well-being of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all workplace and ministry-related accidents and incidents immediately
- report all known or observed hazards through the prescribed channels

Application of this Policy Statement

This policy statement applies to all ministry and operational areas of the Diocese, including Mission Units and Mission Ventures. Application of this policy statement also covers team members when they are required to operate or function off-site. Creating a safe working environment requires ongoing attention and commitment. We seek the co-operation of all team members and anyone else who participates in, or may be affected by, our operations in maintaining and improving our working environment and practices. Team members are empowered and enabled to report safety concerns without worries of unwarranted pressure from governance, management, or other team members. All feedback is listened to and considered carefully, with appropriate corrective actions undertaken in a timely manner.

Authorisation and Review

Authorised by:

- The Venerable Canon Sue Fordyce (on behalf of Diocesan Council)
- John Whitehead (on behalf of Wellington Diocesan Board of Trustees)
- Ben Pringle (Diocesan Manager)

Date authorised: 2 September 2021

Review cycle: Annual