

WORK HEALTH AND SAFETY DRAFT POLICY

GOALS

This policy:

- shows the commitment of St Catharine's Wardens, Clergy, Parish Council and workers to health and safety
- aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our business operations
- aims to ensure all work activities are done safely.

RESPONSIBILITIES

The Lead Pastor and Wardens are responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health

Employees are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions given by the Lead Pastor and Wardens for health and safety. This includes:
 - Keeping external doors locked when working on one's own in any of the church buildings especially if working outside of normal business hours;
 - Knowing where to locate fire extinguishers in the event of an emergency
 - Knowing where to locate the First Aid kit in the event of an emergency
 - In accord with the Diocesan *Faithfulness in Service* and *The Code of Good Practice* documents, exercise appropriate caution in the use of social media and in the exchange of personal contact details with parishioners and those associated with St Catharine's
 - And take all other reasonable caution.

Signed Lead Pastor: _____ Date: _____

Signed Employee: _____ Date: _____