



Church of the
Foursquare Gospel
in Australia Inc

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Work-Health Safety Policy & Procedure 2023

PURPOSE

The Church of the Foursquare Gospel in Australia is committed to ensuring the health, safety and welfare of the working environment for its Ministers, Pastors, Elders, Deacons, paid staff, Supervisor, Board of Directors, member church council members, volunteers, contractors and visitors to its various premises or events in ministry-related activities.

It is expected that the denomination and member churches will regularly conduct risk assessments reviewed for all ministry activities and records will be securely kept of these assessments and/or incident reports.

SCOPE

This policy applies to:

- (a) All licensed ministers, pastors, staff members; and
- (b) Contractors, volunteers and visitors to The Church of the Foursquare Gospel in Australia's church and office premises, to the extent it is relevant to them.
- (c) The Board of Directors and member church councils

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference, camp or church function, and attendance at other ministry-related event, including retreats and social events.

POLICY

Overview

The Church of the Foursquare Gospel in Australia supports the rights of all people covered by the policy to work in an environment that is a safe, with very limited risk of damage, harm, and loss to person.

The Church of the Foursquare Gospel in Australia is committed to the promotion of an agreed-upon approach to risk management and resolution of Work Health and Safety issues that arise from time to time. Each member church is to appoint a Safety Representative who reports to the church council, ministry team and the BOD appointed OHS coordinator [see further below]

The Church of the Foursquare Gospel is committed to monitoring health and safety concerns with a view to improving the workplace environment for all concerned. This will be accomplished through consultation with each church's appointed Safety Representative and systems implemented and procedures designed to:

- identify, assess and minimise workplace risks;

- reduce incidences and inhibit costs of occupational injury; and
- provide a helpful system for those affected by occupational injury.

Work Health and Safety legal requirements in Western Australia: regulations and codes of practice of all service agencies are the base standards The Church of the Foursquare gospel in Australia will meet. The goal for the churches is to exceed these where possible [ICDA, 2018].

Bullying and violence at work

The Church of the Foursquare Gospel in Australia Inc. is committed to reducing bullying and occupational violence so far as is possible in all administrative and member church related ministry.

Bullying is defined as repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety, inclusive of physical, mental and psychological health. Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace. See Sexual Harassment and Bullying P & P [ICDA, 2018].

Breach of this Policy

Any breach of this policy will result in counselling and/or disciplinary action, which, in the case of employees or ministers, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement. See Church Discipline P & P. Any breach of this policy by a contractor may result in cancellation by The Church of the Foursquare Gospel in Australia of the services provided by that contractor [ACS, 2017].

Occupational Health and Safety Coordinator

The Church of the Foursquare Gospel in Australia will appoint an Occupational Health and Safety Coordinator, who will be held accountable for managing administrative and member church health and safety matters on behalf of the Board of Directors and Supervisor, to whom they will report and advise [ACS, 2017]. Member Church Safety Representatives will report OHS risk assessments to this person, who will report concerns to the Board.

Health and Safety Representatives

The Church of the Foursquare Gospel in Australia will encourage and oversee the appointment of Health and Safety Representatives in all member churches to represent those in ministry on health and safety matters [EAI, 2018]. Member Church Safety Representatives will report OHS risk assessments to the OHS Coordinator as well as their church council and leadership team.

Health and Safety Committee

If required by legislation, The Church of the Foursquare Gospel in Australia. will establish a Health and Safety Committee consisting of Board member[s], ministry representatives, the OHS Coordinator and Health & Safety Representatives. The Health and Safety Committee

will be the principal forum in which management consults with ministers, employees and volunteers on broad health, safety, risk and policy issues.

RELATED P & P

Risk Management P & P

Sexual Harassment & Bullying P & P

Sex Offenders in Church P & P

Bullying & Violence at work P & P

Data Protection P & P

Financial Management P & P

Child Safety P & P

Relational Violence P & P