



## Health and Safety Policy – Wellington South Baptist

This policy outlines Wellington South Baptist's commitment to providing a safe and healthy environment for all members, visitors, and workers.

### 1. Our Commitment

Wellington South Baptist is committed to:

- Providing a safe and healthy environment for all persons involved in church activities.
- Complying with all relevant New Zealand health and safety legislation, regulations, and codes of practice.
- Regularly identifying and managing risks to prevent or minimise harm.
- Consulting with workers and other stakeholders on health and safety matters.
- Providing appropriate information, training, and supervision.
- Regularly reviewing and improving our health and safety performance.

### 2. Responsibilities

#### 2.1. Governing Body/Leadership Team

The Leadership Team of Wellington South Baptist is responsible for:

- Ensuring this policy is implemented and reviewed regularly.
- Understanding the hazards associated with our activities and ensuring that processes are in place to effectively manage these, or eliminate where possible.
- Providing adequate resources for health and safety.
- Promoting a positive health and safety culture.

#### 2.2. Workers (including volunteers)

All workers (including volunteers) are responsible for:

- Taking reasonable care for their own health and safety.
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Complying with any reasonable instruction given by Wellington South Baptist relating to health and safety.
- Cooperating with any reasonable policy or procedure of Wellington South Baptist relating to health and safety.
- Reporting hazards, incidents, and near misses.

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### **3. Hazard Management**

Wellington South Baptist will identify hazards, assess risks, and implement control measures to eliminate or minimise risks. This includes:

- Regular inspections of premises and activities.
- Maintaining equipment and facilities.
- Developing safe work procedures where necessary.

### **4. Incident Reporting and Investigation**

All incidents, (i.e. accidents and near misses) must be reported promptly to the Health and Safety Officer. Incidents will be investigated to identify causes and prevent recurrence.

### **5. Emergency Procedures**

Wellington South Baptist will have clear procedures for managing emergencies, including fire, earthquake, and medical emergencies. These procedures will be communicated to all persons and practiced regularly.

### **6. Consultation and Communication**

Wellington South Baptist will consult with workers and others on health and safety matters and ensure effective communication of health and safety information.

### **7. Training and Supervision**

Appropriate health and safety training and supervision will be provided to workers and volunteers relevant to their roles and tasks.

### **8. Review of Policy**

This policy will be reviewed annually, or sooner if there are significant changes to legislation, church activities, or following a serious incident.

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