

HEALTH & SAFETY AT KCC OVERVIEW

KINGSTON COMMUNITY CHURCH



WorkSafe New Zealand recommend that we...

- Identify H&S hazards and risks and take steps to prevent these from happening.
- Make sure your H&S policies are led by management, understood by all workers and reviewed regularly.
- Hold regular H&S training sessions
- Engage your team in H&S matters that affect them
- Support all officers (e.g. Trust or Board Members) to get up to date with H&S issues and key risks
- Report and monitor H&S goals
- Review any incidents regularly
- Carry out frequent H&S audits and inspections

KINGSTON COMMUNITY CHURCH GENERAL STRUCTURE



PERSON CONDUCTING A BUSINESS OR UNDERTAKING (PCBU): Kingston Community Church

DUTY HOLDER: Kingston Community Church

OFFICERS:

- Graeme Mackay (Elder)
- Kerry Rickard (Elder/Discipleship Pastor)
- Ross Fountain (Elder)
- Joel Lauder (Elder)
- Joel Birkin (Elder)
- Darrin Wong (Elder)
- TBA (Health & Safety Administration team)

The duty of due diligence includes:

- Taking reasonable steps to keep health and safety knowledge up-to-date,
- Understanding the PCBU's operations and the risks associated with those operations,
- Ensuring and verifying that the PCBU has appropriate resources and processes to meet its duties.

To love and honour God in being disciples and helping make disciples of the Lord Jesus Christ.

WORKER: Kerry Rickard (Employee – Discipleship Pastor)
Raewyn Meads (Employee – Office Manager)
Jed Meads (Employee – Youth Co-ordinator)
Teri Lauder (Employee – Pastoral Care Co-ordinator)

VOLUNTEER WORKER: Jed Meads (Lifeline Youth Group)
Rachel Baker & Jasmine Meads (Kindle)
Emily Birkin (Playgroup)
Ruth Meads (KZone)
Jacob Meads (Fuse)
Etc...

PRIMARY DUTY OF CARE: As legal defined...

1. A PCBU must ensure, so far as is reasonably practicable, the health and safety of –
 - a) workers who work for the PCBU, while the workers are at work in the undertaking; and
 - b) workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.
2. A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the undertaking.
3. Without limiting subsection (1) or (2), a PCBU must ensure, so far as is reasonably practicable
 - a) the provision and maintenance of a work environment that is without risks to health and safety; and
 - b) the provision and maintenance of safe plant and structures; and
 - c) the provision and maintenance of safe systems of work; and
 - d) the safe use, handling, and storage of plant, substances, and structures; and
 - e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
 - f) the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
 - g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

WORKPLACE: Kingston Community Church & KCC Hub
Corner Kingston Street & London Terrace
Palmerston North

Other venues as required to meet people in their homes or venues for associated church family activities.

POLICY & GUIDELINES ESTABLISHED: March 2017

NAME:

SIGNED:

POSITION:

DATE SIGNED:

DATE FOR NEXT REVIEW: 2027