

# HEALTH & SAFETY TRAINING & INDUCTION POLICY

## KINGSTON COMMUNITY CHURCH



## TRAINING & INDUCTION POLICY STATEMENT

All existing workers and volunteers will be appropriately trained and inducted into the Kingston Community Church Health & Safety system as well as all new workers and volunteers as they are employed/engaged, to ensure they understand and are aware of any risks or hazards. Also, to ensure they understand the processes involved and what their responsibilities are as an Officer, worker or volunteer.

**Note: this includes any workers transferring to a new role or task.**

We will ensure that:

- Health & Safety information, specific to the Kingston Community Church, is available to all workers and volunteers.
- Supervision to ensure they do not endanger themselves, others or equipment.
- Key messages are understood; adapted for language, literacy, ethnicities, culture, vision or hearing impaired or other variables.

### WORKER/VOLUNTEER ENGAGEMENT AND PARTICIPATION

In order to make sure that all workers/volunteers are engaged in the Health & Safety process we will provide...

- Forum to open communication and consultation.
- Put processes in place for development, monitoring and review.
- Workers are engaged and understand importance of their actions or inactions in relation to their own safety and that of others.
- Involve all workers at all levels, through team meetings.

### TRAINING REGISTER

A register will be kept of all training, especially the Health & Safety of the Officers and other workers/volunteers. This will be reviewed annually to ensure our training is up to date and to coincide with when certificates require renewing.

**POLICY & GUIDELINES ESTABLISHED: 2017**

**DATE REVIEWED:**

**NAME:**

**SIGNED:**

**POSITION:**

**DATE SIGNED:**

**DATE FOR NEXT REVIEW: August 2027**