 Dubbo Baptist Church	File No. 3.1	Version No: 001 Release Date: 16/12/2021 Revision Date: 12/2022 Authorised by: Elders
	Policy & Procedures Manual	
Hazard & Risk Management		

INTRODUCTION

The Church recognises it has obligations under the *Work Health & Safety Act 2011 (WHS Act)* and the *Work Health and Safety Regulation 2011 (WHS Regulation)* to manage risks to health and safety, so far as reasonably practicable.

PURPOSE

To ensure that there is a formal process for hazard identification, risk assessment and control to effectively manage hazards within the church environment.

SCOPE

The procedure applies to the overall operations of the Church. The Church is committed to the management of risk to continue to protect its:

- People
- Assets and intellectual property
- Environment
- Quality and professionalism of all activities and advice
- Business obligations
- High standing and reputation in the community
- Property

Risk management is a key part of improving DBC's services. Our aim is to achieve best practice in controlling all the risks to which all people may be exposed.

All people, including employees, involved in church activities and events and community groups/organisations who utilise the church premises have a responsibility to report any hazards identified. The church secretary and the Work, Health & Safety Team are responsible for overseeing that appropriate risk management is maintained.

DEFINITIONS

Hazard: Anything (e.g. condition, situation, practice, behaviour) that has the potential to cause harm, including injury, disease, death, environmental, property and equipment damage. A hazard can be a thing or a situation.

Hazard Identification: This is the process of examining all areas and tasks for the purpose of identifying hazards.

Risk: A risk is defined as the likelihood (probability) that injury or illness will occur as a result of a hazard and the potential consequences (severity).

Risk Assessment: Is defined as the process of assessing the risks associated with each of the hazards identified so the nature of the risk can be understood. This includes the nature of the harm that may result from the hazard, the severity of that harm and the likelihood of this occurring.

Risk Control: Taking actions to eliminate health and safety risks so far as is reasonably practicable. Where risks cannot be eliminated, then implementation of control measures is required, to minimise risks so far as is reasonably practicable. A hierarchy of controls has been developed and is described below to assist in selection of the most appropriate risk control measure/s.

Monitoring and Review: This involves ongoing monitoring of the hazards identified, risks assessed and risk control processes and reviewing them to make sure they are working effectively.

RESPONSIBILITIES

It is the responsibility of the WH&S Team to ensure risk management analyses of the organisation is carried out in accordance with the Risk Assessment Inspection Schedule.

It is the responsibility of the church leadership (elders and pastors) to ensure that a WH&S Team is established.

It is the responsibility of the WH&S Team to ensure that:

- effective risk management procedures are in place;
- risk management procedures are reviewed regularly;
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented;
- employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures;
- risk management analyses are carried out in accordance with the Risk Assessment Inspection Schedule (RIS-001);
- A risk management checklists is prepared;
- risk management checklists are reviewed regularly to ensure that no risks have been overlooked;
- each risk management checklist is reviewed at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- copies of up-to-date risk management checklists are kept in a central Risk Management Register.

It is the responsibility of all employees, ministry team leaders and volunteers to ensure that:

- they are familiar with the organisation's risk management procedures;
- they observe those risk management procedures; and
- they inform the Church Secretary or WH&S Team if they become aware of any risk not covered by existing procedures.

PROCEDURE

The Church is committed to the following, so far as reasonably practicable:

- Identifying all hazards;
- Assessing the level of risk using the Church's risk methodology;
- Eliminating risks;
- Minimise those risks using the hierarchy of control measures, if it is not reasonably practicable to eliminate risks;
- Reviewing the risk management process for identified hazards to evaluate the effectiveness of controls;
- Consulting with relevant workers and other persons on risk management;
- Reviewing this procedure to ensure it remains effective and implemented across the Church.

IDENTIFYING HAZARDS

Hazard identification, assessment and control is an ongoing process. It should be undertaken at various times including:

1. If the work, event or activity has not been done before.
2. When a hazard has been identified.
3. When there is an introduction of a hazard or a change to a hazard.
4. After an incident, accident or illness.
5. Where new information about a risk becomes available or concerns about a risk are raised.
6. At regularly scheduled times appropriate to the workplace, church events, activities or bookings from outside groups/organisations.

This procedure will assist in:

1. Finding the hazard
2. Assessing the risk that may result because of the hazard
3. Deciding on control measures
4. Fixing the problem using the control measures
5. Monitoring and reviewing the effectiveness of the measures

Types of Hazards:

Physical – Property and equipment related, manual handling, ergonomics, working at heights, noise, fatigue, fire, slips trips and falls, falling objects, impact.

Chemical – Exposures including inhalation, ingestion, skin contact.

Electrical – Electrocution.

Biological – infection, contamination.

Radiation – Ultraviolet

Psychological – work related stress, harassment.

A hazard can be identified by:

- Consulting/communicating with other people;
- Safety Audits - Conducting systematic, periodic inspections to evaluate the churches' WHS system;
- Changes to work practices (including plant, equipment, tools or work process)
- Analysis of injury/illness/accident records and investigation
- Observation - made within the workplace and made during the attendance/performance of events/tasks;
- Conducting a Risk Assessment Study

RISK ASSESSMENT INSPECTION

Every 6 months a Risk Assessment Audit is to be completed.

A *Risk Assessment Inspection Schedule (RIS-001)* is to be developed to ensure that each area of the church premises is inspected.

A *Risk Assessment Audit Checklist (RIS-002)* is to be developed and used during the scheduled inspections. This is to identify a minimum list of known and potential hazards to prompt the inspector.

When an inspection identifies a risk, an action plan is to be developed. The church secretary will review the condition or practice, rate it and propose an action plan (*RIS-003: Risk Assessment – Inspection Action Plan*). The Action Plan is to have the required action, responsibility and due date. The completion of these will be monitored by the church secretary and/or the WHS Team.

RISK ASSESSMENT STUDY: A Risk Assessment Study is required for any new activity or new equipment prior to implementation. An *Activity Risk Assessment Study (RIS-004)* is to be completed by an Activity Leader/Volunteer prior to the activity taking place. A Risk Assessment Study is to be completed for on-site activities as well as off-site activities.

STEP 1: IDENTIFY & REPORT

IDENTIFY: When a new hazard is identified it is reported to the church secretary.

REPORT: (a) The church secretary is to complete a *Hazard Report Form (RIS-005)*;

(b) If the hazard has not been controlled, the church secretary will immediately take steps to control the hazard. Any hazard that cannot be immediately controlled is to be reported to the WHS Team for action to eliminate or reduce the identified hazard.

STEP 2: ASSESS THE RISK

The church is obligated to determine how likely a hazard could harm someone and the amount of harm that could be caused.

All identified hazards which cannot be controlled immediately must be risk assessed by the WHS Team to determine what control should be implemented. This is to be done in consultation with employees, if it is a workplace matter or with the relevant ministry team leader for church related activities and events. This will be completed on the Hazard Report Form. To assess the risk, we will

- Identify factors that may be contributing to the risk
- Review health and safety information from authoritative sources
- Evaluate the likelihood of an incident occurring and the likely severity it may have to people and equipment
- Identify actions that will control or eliminate the risk
- Record the actions
- Investigate the work area or skills set of the employees/volunteers as these may be contributing to the risk
- Review information about the hazard eg, laws, regulations, Australian Standards, Codes of Practice
- Review if there are any other risk factors that may increase the likelihood of exposure eg: frequency, duration, number of people

NB: A documented risk assessment is not required if the identified hazard can be eliminated easily and safely.

A risk rating matrix will be used to assess the likelihood and the severity or consequences of each hazard and to give it a 'risk rating'.

		Consequence (Amount of Harm)				
		C1 Insignificant <i>No treatment required</i>	C2 Minor <i>First Aid required</i>	C3 Moderate <i>Medical treatment required</i>	C4 Major <i>Hospital admission required</i>	C5 Extreme <i>Death/permanent disability</i>
Likelihood (Injury or Illness)	A Event is almost certain to occur	M	M	H	VH	VH
	B Event is likely to occur	L	M	M	H	H
	C Event is possible to occur	L	M	M	H	H
	D Event is unlikely to occur	L	L	M	M	H
	E Event is rarely to occur	L	L	L	L	M
RISK LEVEL						
VH=VERY HIGH	Must action immediately. The proposed task/activity must not proceed. Steps must be taken to lower the risk level.					
H=HIGH	The proposed task/activity can proceed with extreme caution under a restricted operation with temporary controls in place for a maximum of 1 month.					
M=MEDIUM	Caution. The proposed task/activity can proceed under a restricted operation with temporary controls in place for a maximum of 1 term.					
L=LOW	The proposed task/activity can proceed with the existing control in place.					

STEP 3: IMPLEMENTING RISK CONTROLS

Where a risk assessment necessitates risk control measures, these should be undertaken in accordance with the relevant employee(s) or ministry team personnel and using the ‘Hierarchy of Control’ (see below). The ‘Hierarchy of Control’ is designed to eliminate the risk, or if that is not reasonably practicable, to reduce the risk so far as is reasonably practicable. Preference should be given to the types of control measures higher in the hierarchy eg. eliminating a risk is preferable to providing personal protective equipment. NB: A combination of controls may be suitable.

Note: *If there is an immediate risk to health or safety, ensure that the process/activity in question is ceased until measures are taken to remove the immediate risk.*

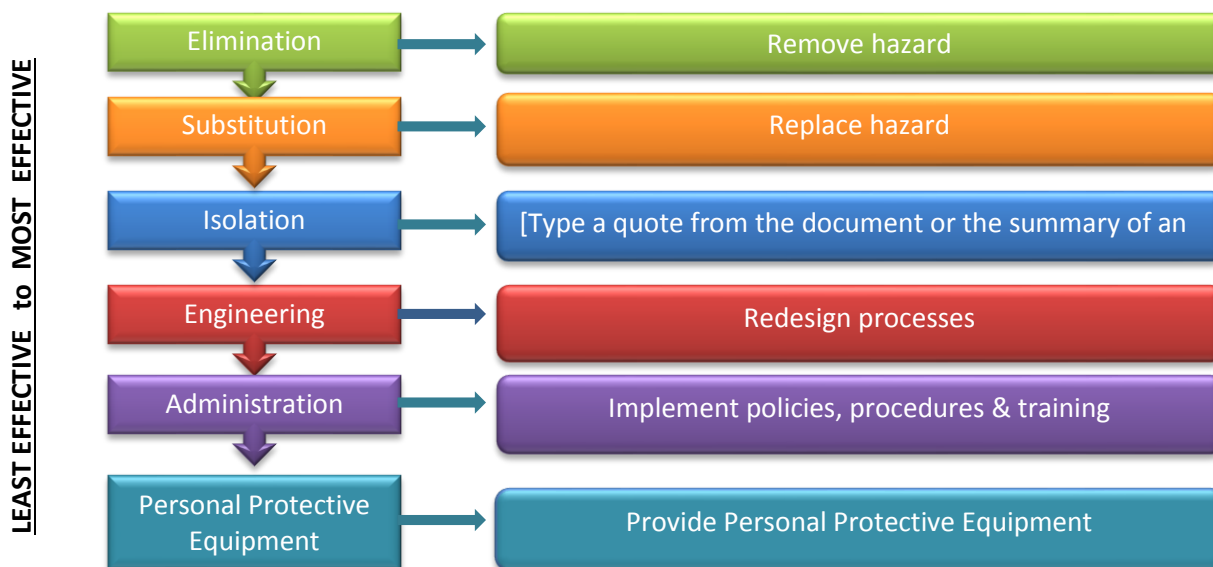
When determining the most appropriate control the responsible person/committee may also consider information from:

- Codes of Practice
- Regulations
- Manufacturers and suppliers manuals in relation to plant, equipment and substances
- Safety Data Sheets
- Industry Standards or Guidelines.

Once suitable risk control measures is decided upon, a plan should be developed in consultation with the relevant employees or ministry team personnel for the implementation of those measures. The implementation plan must be completed on the Hazard Report Form and should identify:

- the actions required
- implementation timetable; and
- who is responsible for the implementation of the actions.

HIERARCHY OF CONTROL (Risk Control Measures):



4: MONITOR & REVIEW

To ensure what has been done to improve the safety of the environment is working, a review must be conducted. Controls should be reviewed following implementation to ensure they are effective and not creating additional hazards, the timeframes for review should be aligned to the level of risk determined.

Completed risk assessments must be retained in a site register.

Should changes be made to work or church practices, all affected persons must be provided with adequate information, instruction and training regarding these changes.

RELATED DOCUMENTS

- Risk Assessment Inspection Schedule (RIS-001)
- Risk Assessment Audit Checklist (RIS-002)
- Risk Assessment Action Plan Report (RIS-003)
- Activity Risk Assessment Study (RIS-004)
- Hazard Report Form (RIS-005)
- Electrical Hazard Management Policy & Procedure.
- Fire Safety Management.
- Slips, Trips & Falls
- Food Safety Manual
- Work Health & Safety Act 2011 (WHS Act)
- Work Health & Safety Regulation 2011 (WHS Regulation)