

Work Health and Safety Manual

WORK HEALTH & SAFETY POLICY

Liberti Ltd (Liberti) is committed to providing and maintaining a safe and healthy space for all volunteers, staff, visitors, church members and members of the public. A Work Health and Safety (WHS) management system has been developed and is implemented to establish and maintain effective management of WHS. It is designed to provide compliance with all WHS legislative requirements including but not limited to:

- Work Health and Safety Act 2011;
- Work Health and Safety Regulation 2011;
- Various Codes of Practice;
- AS/NZS 4801 ~ Work Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques;
- Other safety guidance material.

Liberti promotes excellence in Work health and safety management through a process of continual improvement. Liberti will review this system regularly in order to provide guidance for internal/external consultation, development and improvement processes. More frequent reviews will take place in response to organisational and legislative changes.

Liberti recognises that the success of the system depends on the participation, cooperation, and commitment from all levels and functions with the responsibility for managing health and safety ultimately resting with the person in control of the business or undertaking (PCBU). Volunteers also have important responsibilities for health and safety in this space.

The Work Health and Safety (WHS) management system is to apply to all sites and offices of Liberti and any site under management by the Company, along with any project involving its staff and volunteers. Failure to comply with the requirements of the WHS management system will lead to disciplinary action.

The WHS manual is formally authorised and approved by the Ltd Board. The WHS management system will be released as a controlled document and the controlling authority shall be the Director. The Director also has been assigned custody to ensure the procedure is maintained and updated.

Board in consultation with the Operations Director will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all staff and volunteers to work safely
- Supervise staff and volunteers to ensure work activities are performed safely
- Consult with and involve staff and volunteers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program for staff

Staff and volunteers will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions, and rules

- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

RESPONSIBILITIES

Liberti has delegated general and specific health and safety responsibilities applicable to the various levels of the organisation. The responsibilities are assigned to the levels of management as shown below and are based on the referenced legislative standards. Further individual responsibilities are contained in particular procedures and position descriptions. All staff are actively involved in the review and continual improvement of WHS performance as this reinforces the company's objectives.

Board

- Liberti Directors are responsible for the development, promotion and implementation of WHS policies and procedures and therefore have a thorough understanding of the scope and structure of health and safety management.
- Must exercise 'due diligence' to make sure that their organisation meets its obligations to protect workers and other persons against harm to their health and safety.
- Formally approve the Work Health and Safety Manual

Operations Director:

- Assigned custody to ensure procedure is maintained and updated.
- Review overall organisational health and safety performance.
- Participate where required in the resolution of safety issues.
- Review serious injuries/incidents and monitor corrective actions.
- Review health and safety performance of staff and volunteers.
- Ensure organisational compliance with health and safety legislation.
- Ensure all workers are inducted and receive regular training as required to perform jobs safely.
- Facilitate rehabilitation of injured workers.
- Inform the board of WHS compliance.

Staff:

- Implement the WHS Manual and legislative requirements.
- Monitor health and safety performance within their area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate, where required, in the resolution of safety issues.
- Investigate all injuries/incidents within their area of responsibility.
- Ensure liaison with staff and volunteers, particularly on any workplace changes which have a health and safety component, participating in consultation.
- Initiate actions to improve health and safety within their area of responsibility.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.

Volunteers:

- Adhere to all safe working procedures in accordance with instructions.
- Take reasonable care of themselves and others who may be affected by their actions.
- Participate in all training as requested.
- Participate in the consultation process as requested.

Other Persons onsite:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

SAFE CHEMICAL USE

Many common chemicals can cause injuries if improperly used, stored, or disposed. Some common chemicals include: cleaning agents, herbicides, fertilisers, pesticides and sanitisers. To guarantee the safe use, storage, and disposal of the chemicals in your office, always review the Safety Data Sheet (SDS) and/or container label for important information.

Potential Hazards

- Inhalation of fumes or vapours
- Skin contact
- Eye contact
- Incompatible mixtures
- Spills
- Incompatible storage

ALWAYS

- ensure that chemicals, including those decanted are clearly labelled
- have a copy of the Safety Data Sheet (SDS) onsite
- be familiar with potential hazards of the chemical (listed in the SDS)
- follow the safety instructions in the SDS
- wear the personal protective equipment (PPE) listed in the SDS
- have spills kits and firefighting equipment made available (if required)

NEVER

- × mix incompatible chemicals
- × store incompatible classes of chemicals in the same area
- × use chemicals you are not familiar with.

MANUAL HANDLING

Incorrect manual handling can cause:

- Muscle sprains or strains
- Back or spine injury
- Abdominal hernia
- Injury to nerves ligaments or tendons

These injuries are often caused by:

- Lifting heavy or awkward loads
- Pushing or pulling loads
- Moving unstable loads
- Holding an awkward posture
- Prolonged, repetitive movements

ALWAYS

- Follow safe lifting techniques
- Avoid lifting loads that are too heavy or awkward without help
- Handle boxes, materials, furniture, etc within the maximum comfort zone, which is roughly the area just below the shoulders and just above the knees.
- Identify tasks that may involve hazardous manual handling when planning events

- Plan the layout and loading of items to minimise manual handling
- Use trolleys or aids to move loads where-ever possible
- Break-down loads to manageable weights, and consult with others

NEVER

- × Never rely on back braces to control manual handling risks
- × Bend from the waist
- × Bend and twist whilst lifting
- × Carry over your capability

LADDER, ELECTRICAL AND HOUSEKEEPING SAFETY

Ladder Safety

Potential Fall Hazards

- Ladder slipping or tipping
- Fall from ladder
- Ladder overloaded, collapsing
- Dropped objects striking person below
- Contact with electrical wires

ALWAYS

- Consider an Elevated Work Platform, scaffold or platform ladder as alternative
- Inspect equipment before use
- Ensure ladder rating >120kg
- Use on firm, level ground only
- Set-up the ladder to prevent slipping
- Lock the ladder fully open
- Work facing towards the ladder
- Keep clear of electrical hazards
- Ensure area out to a distance at least equal to height reached is kept clear

NEVER

- × Never use outside where the weather conditions are considered unsafe
- × Never use equipment designed to be operated with 2 hands when working on a ladder
- × Never stand higher than the 3rd tread from the top of the ladder
- × Never conduct hot work from ladders
- × Never use a metal ladder when working with electricity

Electrical

- Do not strain leads.
- Do not lie leads across the walkway, except where adequately protected and it is safe to do so
- Notify your ministry director/team leader if equipment is unsafe. Do not use unsafe equipment
- Report any untagged or out of date portable electrical equipment to your ministry director/team leader for tagging

Leadership will:

- Ensure all fixed wiring and electrical installations are tested by a licensed electrician at required intervals
- Maintain a register of electrical appliances and testing/tagging records
- Provide appropriate power boards, extension leads, and protective devices (RCDs)
- Arrange for immediate repair or disposal of damaged equipment

Staff & Volunteers:

- Conduct a quick visual check of equipment before use
- Report any faults (frayed cords, damaged plugs, sparks, overheating)
- Do not overload power points or use double adaptors
- Always use power boards with overload protection
- Ensure leads do not create trip hazards

- Do not attempt DIY electrical repairs – only licensed electricians may carry out repairs
- Unplug appliances after use where practical (e.g., urns, heaters)

General Housekeeping

- Keep your own work area and the work area you are working in clean and tidy
- Clean as you go
- Keep walkways, exits and the route to fire extinguishers free of clutter and obstructions
- Put rubbish and scrap in the appropriate bins and empty bins regularly
- Pack away all equipment at the end of the service/event

EMERGENCY PROCEDURES

Liberti has an effective general emergency plan to manage emergencies which could occur within any part of the operations and also to comply with the legislative requirements. The emergency plan provides emergency control, structure and directions which will prevent injury to personnel, visitors and neighbouring people/premises in the event of an emergency. The procedures also aim to minimise damage to the organisation's equipment, plant and installations.

All staff and volunteers are advised of the emergency procedures during their first induction. In addition, emergency information is displayed around the site that includes emergency diagrams showing exit points, fire extinguishers, hose reels and muster points.

Liberti has appointed trained emergency control personnel to take control of emergency procedures in time of an emergency.

Emergency evacuations and tests of procedures are conducted annually and emergency equipment provided for emergency procedures are serviced every 6 months/annually to meet mandatory compliance guidelines. A Liberti site audit is also completed monthly.

Consultative Review of Emergency Response Procedures after Practice Drills and Actual Emergency Event

- All risks will be continually monitored in order to minimise the potential of an emergency
- The safety of personnel is foremost
- Emergency plans will be formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements
- Plans should be simple but effective
- Emergency control personnel will be trained in their appointed duties
- All personnel will be regularly trained in appropriate response procedures
- Minutes of worker involvement are available

Emergency Procedure - In case of an emergency (Fire, etc)

- On discovery of fire or other emergency situation notify the emergency warden/ministry director immediately
- If safe, use extinguisher to smother fire
- If safe to do so, make your area safe (Eg. turn off and disconnect any tools, urn, electrical powerpoint, computer)
- Assist any one in danger if safe to do so
- On hearing the evacuation alarm all staff, volunteers and visitors must evacuate the building and outside area in a quick but safe manner and assemble at the designated assembly area (Refer to emergency plans on the side of all internal doors for the assembly area)
- Report any missing or injured person to the emergency warden/ministry director
- Wait for instructions from the emergency warden, do not re-enter the building until the - all clear is given by the emergency warden or emergency services.

Emergency Procedure - Bomb Threat

Bomb Threat/ Suspect Package

1. Use the bomb threat checklist to record all details (See appendix 1)
2. Notify a Liberti staff member
3. Contact the police on 000 if not already done by Liberti Staff member
4. Open as many doors and windows as possible
5. Evacuate to evacuation assembly area

Bomb Found

1. Do not touch it – clear the area and do not re-enter until instructed
2. Advise a Liberti Staff member immediately
3. Contact emergency services by phoning 000 if not already done by Liberti Staff member
4. Wait for advice from Liberti Staff and leave doors and windows open

MEDICAL EMERGENCIES AND FIRST AID

Liberti is committed to ensuring that first aid is readily available to staff, volunteers, members, and visitors. Documented below is our approach to managing illness, injury, and medical emergencies in a safe and responsible manner.

Leadership will:

- Provide and maintain adequate first aid facilities and supplies
- Ensure at least one trained First Aid Officer (holding a current accredited certificate) is present at all church services, events, camps and conferences (Refer to Appendix 2 - First Aid Officers)
- Respond promptly and effectively to medical incidents
- Comply with relevant workplace health and safety legislation
- Maintain records of staff/volunteer first aid training
- Review incidents to improve safety
- Conduct annual Safe Church Training with all staff and volunteers to ensure adherence to this manual and procedures
- Provide access to Injury/Incident Report Forms
- Maintain a register of church members who come from a medical field (doctors, nurses, ambulance officers) who have agreed to be called upon in to administer first aid and support in a medical emergency. (Please refer to your church first aid list to know who these people are.)

Emergency Procedure - Injury or Medical Emergency Occurs

1. Injury or Medical Emergency Occurs
2. Call for a Trained First Aider
 - If present, First Aider provides assistance within their training
3. Assess the Situation
 - Is it life-threatening?
YES → Call 000 immediately (Ambulance, Fire, Police)
NO → Continue first aid and monitor the person.
4. Provide Care
 - Follow DRSABCD if unresponsive (Danger, Response, Send for help, Airway, Breathing, CPR, Defibrillation).
 - Use AED (located in church foyer next to church kitchen)
5. Inform Key Leaders
 - Notify ministry director/team leader
6. Record the Incident
 - Complete a Incident/Injury Report Form

- If a child/ young person is involved ensure a parent/guardian is notified and signs the form
7. Liberti Staff will Follow-Up
- Arrange further medical review if needed
 - Review the incident for future safety improvements

Important Notes:

- Do not give medication unless authorised by parent/guardian
- Always use gloves and universal precautions when dealing with blood or bodily fluids.

Waste Management

Contaminated waste should be placed in a leak-proof bag or container and sealed. The bag or container should not be overfilled. All waste should be handled with care, to avoid contact with blood and body substances. Gloves should be worn when handling contaminated waste bags and containers. Where significant amounts of first aid waste are generated, contaminated items should be placed in clinical waste bags. These are yellow coloured plastic bags which display the international biohazard sign. Waste disposal should comply with state or local government requirements.

Management Body Substance Spillage

Spills should be attended to as soon as possible. Protective gloves should be worn. Absorbent material, such as paper towels should be used to absorb the bulk of the blood or body substance. These contaminated materials should then be disposed of in a leak- proof, sealed waste bag. After this, the area should be cleaned with warm water and detergent and then disinfected. Mops and buckets should be rinsed with warm water and detergent and stored dry.

PPE

PPE should be provided to protect first aid personnel and ill or injured persons from the risk of exposure to biological hazards. Where PPE is used, it should be properly selected for the task, be readily available, clean and properly maintained. First aid personnel should be trained in the correct use of the equipment provided. PPE should comply with relevant Australian Standards.

PPE could include:

- Protective gloves which should be worn whenever there is a potential for contact with blood or body substances. Disposable PVC or latex gloves should not be reused. Heavy duty gloves may be worn where a higher level of protection is required, for example, where there is a risk of exposure to sharp objects or when cleaning a blood or body substance spill.
- Protective clothing such as disposable non-porous overalls or plastic aprons which should be worn in situations where there is a risk that clothing of first aid personnel may become contaminated with blood or body substances.
- Eye protection such as goggles and safety glasses which should be worn where there is a risk of blood or body substance splashes entering the eyes, for example, from arterial bleeding injuries.
- Safety footwear which should be worn where there is a risk of the feet being punctured by sharp objects, such as broken glass or hypodermic needles.
- Resuscitation mask because expired air resuscitation may involve exposure to blood and body substances. Use of a resuscitation mask for mouth to mask resuscitation reduces this risk. A resuscitation mask should only be used if first aid personnel have received instruction in its use.

INCIDENT REPORTING, RECORDING AND INVESTIGATION

Liberti has an active reporting, recording, investigation and corrective action process. The terms of incidents and injuries in this context includes all "near miss" or "near hit" events, illnesses and injury, events that harmed or might have harmed, any staff, volunteer, attendee or member.

Incident Procedure

1. Make Safe
 - a. Stop the activity immediately
 - b. Remove people from danger if safe to do so
 - c. Do not put yourself or others at unnecessary risk
2. Attend to People
 - a. If someone is hurt, call for a trained First Aider
 - b. If the situation is serious or life-threatening, call 000 immediately
 - c. Provide reassurance and care until help arrives
3. Notify Liberti Staff Member
 - a. For incidents involving children/young people, the staff member will contact parents/guardians immediately
4. Record the Incident by completing the Incident/Injury Report Form within 2 hours of the injury or incident
5. Liberti Staff will Follow-Up
 - a. Ensure the injured person receives any ongoing care
 - b. Within 24 hours of the time of the injury/incident provide the Operations Director the completed Incident/Injury Report Form
 - c. The Operations Director will review the incident and identify corrective actions (e.g., repair, training, policy update)
 - d. The Operations Director will report notifiable incidents to Work Health & Safety authorities if required by law.

Incident/ Injury Report Forms are located on a clipboard in every Liberti Kids room and in the Church Kitchen.

NOTE: If the incident is a notifiable incident, then the Operations Director must notify the statutory authority immediately after being made aware that a notifiable incident has occurred. The incident site must not be disturbed until an inspector arrives unless it is:

- to assist an injured person
- to remove a deceased person
- essential to make the site safe or to minimise the risk of a further notifiable incident
- associated with a police investigation
- an action for which an inspector or the relevant states statutory authority has given permission – a direction that a scene may be disturbed may be given in person or by a telephone call.

Notifiable Incident

If the incident is a notifiable incident (see below), then Liberti has a procedure to notify the Statutory Authority in accordance with their reporting requirements. A written notice in the required form is to be provided to the Statutory Authority within the specified timeframe, or as soon as possible after Liberti is aware of the injury/incident.

Notifiable incidents

There are three types of notifiable incidents, relating to:

1. the death of a person;

2. a serious injury or illness of a person;
3. a dangerous incident.

Serious injury or illness:

It means an injury or illness requiring the person to have:

- a) immediate treatment as an in-patient in a hospital; or
- b) immediate treatment for:
 - the amputation of any part of their body;
 - a serious head injury;
 - a serious eye injury;
 - a serious burn;
 - the separation of their skin from underlying tissue (such as degloving or scalping);
 - a spinal injury;
 - the loss of a bodily function;
 - serious lacerations; or
- c) medical treatment within 48 hours of exposure to a substance.

It is important to note that the treatment under (b) and (c) does not have to be as an in-patient in a hospital.

Dangerous incident

The Work Health and Safety Act 2011 defines a 'dangerous incident' as a workplace incident that exposes a worker (or any other person) to a serious risk to their health or safety, emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance, or
- an uncontrolled implosion, explosion or fire, or
- an uncontrolled escape of gas or steam, or
- an uncontrolled escape of a pressurised substance, or
- electric shock, or
- the fall or release from a height of any plant, substance or thing; or
- the collapse, overturning, failure or malfunction of or damage to any plant that must be authorised for use, or
- the collapse/partial collapse of a structure, or
- the collapse or failure of an excavation or of any shoring supporting an excavation; or
- the inrush of water, mud or gas in workings, an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

The next step is to ensure that the risk is controlled so that no more incidents or injuries can occur (Note: for notifiable incidents the incident site must not be disturbed as noted below).

Liberti will keep a record of each notifiable incident for at least five (5) years from the date notified to the relevant statutory authority.

Incident Registers

Incidences are to be recorded on the Hazard/Incident form as soon as the incident occurs, or when notified. The form is to be completed by the witness of the event, or if no witness is present, but a staff member.

The completed Hazard/Incident form is sent to the Operations Director who reviews to ensure all necessary action steps have been taken and to advise if any further measures are to be put in place.

All completed reports are stored in a secured location on the Liberti Ltd drive and categorised by the 3 criteria based off the severity of the event:

- High Risk
- Medium Risk

- Low Risk

The data is then given to the board during their quarterly board meetings along with the action steps put in place for any incidents recorded as medium or high risk.

Incident/Injury Investigation

For Notifiable incidents, the investigation will take place when the inspector arrives. All staff of Liberti will aid in the investigation where required by the inspector.

The investigation of incidents/injuries provides an opportunity to examine many aspects of our operations. The key of the investigation is to identify control measures that will prevent a recurrence of the same incident/injury. The focus is to identify the deficiencies in the system and to make changes if necessary to prevent a recurrence.

The procedure starts with the Operations Director deciding if the investigation warrants more than one team member.

Depending on the seriousness or the complexity of the incident, a Director, and a person with technical knowledge of the work and a WHS professional will be included in the team.

The main stages of the investigation are:

- Gather objective information and establish facts
- Collect data that relates to environment and the human factors
- Isolate the contributing factors
- Determine corrective and preventative actions
- Prepare a report (contain a proposed action plan for management consideration and implementation)

Liberti Directors will evaluate the action plan proposed by the investigating team before taking preventative and corrective action. Liberti then either implements the corrective action provided by the investigating team, or develops a system that will address the deficiency with the current system and prevent any future recurrence.

The system will comply with the designated standards and WHS legislative requirements, and after implementation, will have an evaluation procedure to ensure its effectiveness.

On completion of the investigation, The Board will be provided with a copy of the report to ensure that any recommendation has been actioned.

Liberti regularly utilises the data from the incident/injury register to identify injury/incident gaps, trends and areas of opportunity for improvement. This will include developing corrective strategies, verifying the effectiveness of preventative or corrective actions and the development of objectives and targets for further improvements.

PERSONAL PROTECTIVE EQUIPMENT

Liberti is committed to ensuring the safety of staff, volunteers, and contractors by providing and using Personal Protective Equipment (PPE) where necessary. PPE will be used as a last line of defence when risks cannot be eliminated or minimised by other means.

Leadership will:

- Identify tasks that require PPE
- Provide appropriate PPE to staff and volunteers
- Train people in the correct use, care, and limitations of PPE
- Ensure PPE is properly manufactured, stored, maintained, and replaced as required.

Usage, care and replacement of PPE

Manufacturer's instructions shall be used as the guide to determine effective usage, care and replacement requirements for PPE.

All issues of PPE will be recorded on the Personal Protective Equipment Issue Record Form. Each individual will be instructed and trained in the correct use of each PPE item prior to use.

The effectiveness of the PPE program shall be evaluated on a regular basis during audits and inspections. Reviews of the need for and adequacy of PPE will be conducted regularly. All reviews will be in consultation with individuals using the PPE.

Staff, volunteers and contractors who fail to comply with the health and safety requirements of Liberti, or those who demonstrate consistently poor safety performance, shall be subject to disciplinary measures.

DRUG AND ALCOHOL POLICY

The Biblical teaching about alcohol is clear yet nuanced. Christians are free to enjoy alcohol as their conscience permits (Ps 104:14-15; Eccl 9:7; John 2:1-11; 1 Tim 5:23), while at the same time making sure that they avoid the sin of drunkenness (Rom 13:13; Gal 5:21; Eph 5:18). While Christians have freedom when it comes to the right use of alcohol, they should always be ready to lay down their freedom in social settings, when they are in the presence of those who have alcohol addictions or sensitive consciences (Rom 14:21; 1 Cor 8:9; 10:23-24).

There is no direct Biblical teaching about tobacco or any other drug except alcohol. General principles that apply to excessive alcohol use and all drug use, legal or illegal, include:

- The need to care for God's creation and our bodies
- The need for clarity of mind
- The need to care for others, including by example
- Helping those who are hurting
- Obeying the law of the land
- Being in the world but not of it

While Liberti does not call for abstinence (in the case of alcohol) it recognises the effect consistent drinking and the taking of illegal substances can have on an individual's relationship with God, their health, work, and personal relationships. We want to live with an awareness that there is a right way and a wrong to enjoy alcohol. Therefore, Liberti respects an individual's right to drink alcohol in a sociable and measured way, while staying within one's own limits, the confines of the law, and being able to conduct oneself in a clear-minded and worthy manner. However, the following stipulations do apply:

- Anyone representing Liberti at functions or conferences, either within or outside of normal working hours, have a duty of care to act appropriately. Therefore, they are expected to be moderate in drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving themselves or others
- Where 'church events' are held in people's homes, organisers should carefully consider the situations, ages, and attitudes of those present and take appropriate action
- Staff and volunteers should take every opportunity to offer a good role model of Christian discipleship within the Christian freedom given to us. (1 Corinthians 10:23)
- Liberti does not condone the use of illegal substances. The use of illegal substances, 'Party Drugs', 'Legal Highs', solvents and the misuse of prescription drugs is not permitted
- The taking or supplying of illegal substances while at church or in one's own social time is not appropriate for Church Elders, Deacons, Staff, church members or anyone connected with Liberti Church

- A breach of these provisions is a disciplinary offence for employees and will be dealt with in accordance with Liberti's disciplinary procedure

Staff and volunteers are required to take positive action if they find anyone:

- Supplying or attempting to supply illegal drugs on the premises that they are responsible for
- Using illegal drugs on the premises for which they are responsible
- Consuming alcohol, having alcohol on their person, or bringing alcohol onto the premises without prior permission from the lead pastor and/or ministry director
- You must inform your ministry director/team leader, staff member or elder of any incident immediately and document it in the form of a report
- Positive action may also include calling the police

On coming across, or suspecting someone to be under the influence of alcohol or drugs the following decisions should be considered before taking further action:

- a. Is the individual, or could the individual endanger themselves or others?
- b. Are there adequate leaders/helpers to deal with this situation and create a safe environment for the other members?
- c. Is the team confident in handling the situation?

Advice and Counselling

- We will seek to help those who suffer from the use of alcohol or other drugs, supporting them or referring them to other appropriate organisations
- We encourage anyone with an alcohol or drug related problem to seek appropriate help immediately. The church will not sit in judgement, but rather aim to provide love, care, and support
- We will aim to deal constructively and sympathetically with an employee or volunteer's alcohol or drug related problem whenever possible, as long as the care and safety of staff, volunteers and members is not compromised in any way
- We will offer prayer and support to those affected by the misuse of alcohol and drugs

HAZARD IDENTIFICATION, ASSESSMENT AND MANAGEMENT

Board in consultation with the Operations Director will:

- Ensure risk management processes are in place
- Approve major safety decisions and allocate resources
- Monitor hazards onsite by undertaking a monthly WHS Inspection
- Ensure staff and volunteers undertake annual WHS training and have access to this WHS manual

Staff & Volunteers:

- Report hazards, incidents, or near misses immediately
- Follow risk control measures (e.g., using PPE, safe lifting practices)

Staff/ Volunteer Procedure – What to Do if You See a Risk

Examples of Risks Volunteers Should Report

- Wet or slippery floors
- Electrical cords across walkways
- Broken furniture, glass, or equipment
- Blocked fire exits or damaged fire equipment
- Unsupervised children in unsafe areas
- Strong smells of gas, smoke, or burning

- People behaving in a way that could cause harm
1. Make Safe (If You Can Do So Safely)
 - If the hazard is immediately dangerous (e.g., spill on the floor, exposed cord, broken glass), take simple, safe action to reduce the risk (e.g., place a sign, block access, clean spill if appropriate).
 - Do not attempt repairs or use equipment beyond your training.
 - If you feel uncomfortable or unsafe to minimise/eliminate the risk, please advise a staff member or another volunteer.
 2. Notify your team/ministry leader or Liberti Staff member immediately
 3. Follow Instructions
 - Follow directions given by leaders (e.g., avoiding the area, moving equipment, helping secure the space)
 - Do not continue with the activity until the risk has been addressed.
 4. Record the Hazard
 - Complete a Hazard Report Form (paper or digital). Include details: what you saw, where it is, and any action you took within 1 hour of finding the hazard
 - Ensure the Hazard Report Form is given to the ministry leader or Liberti Staff member
 5. Monitor and Follow Up
 - If the hazard has not been fixed promptly, check in with the ministry leader to ensure it has been dealt with
 - Continue to stay alert for other risks.

DEFINITIONS

AS/NZS - Australian Standard/New Zealand

Hazard - A source or situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment, or a combination of the above.

Hazard Assessment - The overall process of determining whether a hazard is significant.

Hazard Identification - The process of recognising that a hazard exists and defining its characteristics.

Incident - An unplanned event resulting in or having the potential to result in injury, ill health damage or other loss.

Leadership - Staff members tasked with the responsibility of the implementation of this WHS Manual

Near Miss - Incident which could have caused personal injury, property or environmental damage.

Notifiable Incident - The Work Health and Safety Act 2011, defines a notifiable incident as: The death of a person; or A serious injury or illness of a person; or A dangerous incident

Officer - An officer is a person who makes decisions, or participates in making decisions, that affect the whole or a substantial part of a business or undertaking or has the capacity to significantly affect the financial standing of the business or undertaking. If a person is responsible only for implementing those decisions, they are not considered an officer.

PCBU - Person Conducting Business or Undertaking. A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work.

PPE - Personal protective equipment

Safety - A state in which the risk of harm (to persons) or damage, is limited to an acceptable level.

Work Health and Safety Management System (WHSMS)- That part of the overall management systems which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the WHS risks associated with the business of the organisation.

Work Health and Safety Policy - A statement by the organisation of its commitment, intentions and principles in relation to its overall Work health and safety performance which provides a framework for action and for the setting of its Work health and safety objectives and targets.

Work Health and Safety Representative - The Work Health and Safety Representative is the competent person to represent workers and the business on health and safety matters.

APPENDIX 1 - BOMB THREAT CHECKLIST

QUESTIONS TO BE ASKED	CALLER'S VOICE
Where did you put the bomb?	Accent [specify]:
	Any impediment [specify]:
When did you put it there?	
	Voice [loud, soft etc]:
What does the bomb look like?	
	Speech [fast, slow etc]:
What kind of bomb is it?	
	Diction [clear, emotional etc]:
Did you place the bomb?	
	Did you recognise the voice?
Why did you place the bomb?	
	If so, who do you think it is?
What is your name?	
	THREAT LANGUAGE
Where are you?	<ul style="list-style-type: none"> Incoherent? Irrational?
What is your address?	<ul style="list-style-type: none"> Taped? Message read by caller?
Sex of caller:	<ul style="list-style-type: none"> Abusive? Other?
Estimated age:	
EXACT WORDING OF THREAT	BACKGROUND NOISES
	Street/house noises?
	Aircraft?
	Voices/music?
	Local call?
	STD/ISD/OTHER?

ACTION

CALL TAKEN & BY WHOM	
Date & time of call:	
Duration of call:	
Name of person taking call:	
Phone No:	

APPENDIX 2 - FIRST AID OFFICERS

Name	First Aid and CPR Issue Date
Thomas Reid	29/07/2025
Laura Nugent	29/07/2025
Tearna Reid	TBC
Aaron Goodhew	TBC