# Sample Health and Safety Policy

This church is committed to providing a safe and healthy work environment with a purpose of protecting employees, volunteers, visitors, contractors, church property and the environment.

The Church will take responsibility for health and safety procedures. However, employees need to be aware of their responsibilities and comply with the church health and safety policy.

It is the responsibility of **management** to provide leadership and the required resources to promote the safety management system. Management will:

- establish and maintain acceptable standards for the worksite
- ensure that hazards are eliminated, isolated or minimised
- provide training and required personal protective equipment where necessary
- monitor worker health and safety performance
- ensure that workplace inspections are completed
- correct unsafe practices or conditions
- investigate all worksite incidents.

Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in and contributing to the workplace health and safety system
- sticking to correct procedures and equipment
- wearing protective clothing and equipment as and when required
- reporting any pain or discomfort as soon as possible
- ensuring all accidents and incidents are reported
- helping new employees, trainees and visitors to the workplace understand the right safety procedures and why they exist
- immediately telling their manager of any health and safety concerns
- minimising the risk of any trips and falls by keeping the workplace tidy
- co-operating in creating a health and safety culture.

All employee contributions to this church health and safety policy are greatly appreciated.

SIGNED: _____

DATE: _____