

KURRI KURRI BAPTIST CHURCH

Workplace Health and Safety Team Role Description

Document 12	
Replace existing document?	Yes
Version:	Version 4.2 (Category 2b volunteer added to prerequisites)
Model Document Credit:	Model Work Health and Safety Team Role Description © Baptist Churches of NSW & ACT 2023
Details of superseded documents:	<ul style="list-style-type: none"> • (Version 4.1) Workplace Health and Safety Team Role Description. (As per new model document, and with a change to the term). Adopted by Governance Body on 17/3/2025. • (Version 4.0) Workplace Health and Safety Team Role Description. Adopted by Governance Body on 29/6/2024. Credit - Model Safe Church Team Role Description © Baptist Churches of NSW & ACT 2023 • (Version 3.1) Workplace Health and Safety Team Role Description. (Minor additions). Adopted by Governance Body on 20/11/2022 • (Version 3.0) Workplace Health and Safety Team Role Description. Adopted by Governance Body on 20/9/2022. Credit - Model Safe Church Team Role Description. © Baptist Churches of NSW & ACT 2020 • (Version 2.0) Member of Work Health and Safety Team. Confirmed by Transition Team (as per report October 2020). • (Version 1.0) Model Work Health and Safety Team Role Description. Adopted by Safe Church Concerns Team on 11/12/2019
Adopted by governance body on:	9/4/2025
Last date reviewed:	9/4/2025
Review due date (annual review):	9/4/2026

Note: Throughout this document, "Church" refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

To fulfil their duty of care, we recommend that each local Church appoint a Workplace Health and Safety (WHS) Team (ideally between 2-4 people).

The Responsibilities of the Workplace Health and Safety Team include:

- To provide oversight of the church's Work Health and Safety program, including policy and procedures

Specific Roles:

- Develop and implement appropriate WHS policy and procedures including the following:
 - Evacuation and Emergency responses.
 - Safe Manual Handling, Visual and Auditory Care.
 - Risk Assessments.
- Address health and safety concerns within one month of the concern being raised.
- Report to senior leadership team meetings regarding work health and safety and provide reports as appropriate.
- Ensure Risk Assessments are completed for all church ministry programs (both onsite and offsite).
- Ensure incident report documents are completed and stored, and that serious or dangerous incidents are notified to Baptist Insurance Services (or relevant insurer) as required.
- Undertake a safe environment audit of the church site at least once a year, or more regularly for high-risk areas, ensuring that any concerns are appropriately rectified.
- Any other tasks as advised in the Baptist Insurance Services Risk Management Guide for Churches.

Recommendation

- WHS teams are encouraged to make use of the many other resources provided by Baptist Insurance Services on their website to assist local churches in general risk management and church specific risk management.

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2 b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults)
- WHS teams should undertake the free online WHS training offered by Baptist Insurance Services

Supported by

- Church Leadership, and Church

Term

- Nominated by a regular Church attendee (Member or Non-Member), and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

Reporting to

- Church Leadership, and Church

Reporting method and frequency

- By means of regular reporting to the Diaconate, and contributing a written report for the Church Annual Report