

Health and Safety Policy

Date approved: July 2017

Review date: March 2021

RATIONALE

Invercargill Central Baptist Church believes that making the church a safe place for every person is central to fulfilling our mission and vision. We are committed to not only meeting our legal obligations for physical and emotional wellbeing but also ensuring that our church is a safe place spiritually. Our health and safety management system aims to involve the whole church and be continually reviewed in order to improve our performance.

To achieve this, we will ensure that elders, staff, volunteer workers and visiting workers are:

- Working together; taking reasonably practicable steps to ensure that any significant risks or hazards to workers are minimized, and workers are protected, where elimination is impracticable.
- Involved in identifying and controlling new and existing hazards and regularly
- monitoring these hazards within our facilities.
- Informed about accident and emergency procedures.
- Aware of their responsibilities to themselves, their fellow workers and the general public.
- Utilizing the systems in place to record all incidents, near misses or injury.
- Promoting the provision of advice, information, education and training in relation to work health and safety.

Discomfort Pain Injury (DPI) Prevention Policy

BACKGROUND

Discomfort Pain Injury (known as DPI) has been previously referred to as Occupational Overuse Syndrome (known as OOS), which was earlier referred to as Repetitive Strain Injury (known as RSI).

POLICY STATEMENT

Discomfort Pain Injury (DPI) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of DPI has the potential to be classified as a significant hazard because the condition may cause 'Serious Harm'. Therefore the risk factors for DPI need to be controlled by eliminating the hazard if at all possible, or else by isolating or minimising the hazard.

PURPOSE: To provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

RESPONSIBILITIES

The Support Manager is responsible for:

- Taking all practical steps to ensure that there is compliance with the WORKSAFE NZ Code of Practice (COP) for Visual Display Units
- Encouraging the worker to report any work-related pain to the [Manager or Designated Person] as early as possible
- Ensuring the work environment of any worker who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies
- Facilitating an early return to work for any worker who has been absent through an DPI related injury where possible

Workers are responsible for:

- Reading the DPI awareness information and attending training where required
- Adjusting workstation equipment to maintain a comfortable body position
- Taking breaks away from the workstation and practicing micro-pauses as appropriate
- Reporting early symptoms to the Support Manager and Lead Pastor – preferably before visiting a doctor
- Participating in an early return to work programme if applicable

PROCEDURE

Pre-employment procedures

The Lead Pastor will seek to establish if the prospective worker suffers from any gradual process injury that a particular job may aggravate or contribute to. Laptop computers should not be chosen for continuous use at work unless they are plugged into a conventional monitor and/or keyboard.

Existing workers

Individual workers should adjust their own workstation to maintain a comfortable working position, vary tasks, practice micro-pauses and take other breaks. They must report any problems to the Support Manager, who in turn may request a full workstation assessment from a properly trained workstation assessor. The workstation assessor will work with the worker to recommend changes or adjustments and will provide a brief summary of findings to the member and Support Manager

Early warning symptoms should not be ignored in the hope that the pain will go away. If discomfort during work activities persists for more than a few days, action should be taken. By taking action, individuals will be making important progress with regards to stopping the symptoms from worsening and developing into a possibly serious and long-term condition.

Standards

Approved Code of Practice for the Use of Visual Display Units in the Place of Work; Guidelines to the Selection and Purchase of Workstation Furniture and Equipment.

References

The Health and Safety in Employment Act (1992) and Amendment, the current Approved Code of Practice for the Use of Visual Display Units in the Place of Work published by the WORKSAFE NZ service of the Ministry of Business, Innovation and Employment, Guidelines to the Selection and Purchase of Workstation Furniture and Equipment, the Accident Reporting and Rehabilitation Policy, Record of Accident/Incident/Serious Harm

Disruptive Persons

POLICY STATEMENT

Workers are to understand how to protect themselves if a situation, beyond their control, arises.

RESPONSIBILITIES

The Lead Pastor is responsible for:

- Ensuring workers are aware that this kind of behaviour will not be tolerated and they are to feel that their safety and health is paramount to the PCBU
- Taking reasonably practicable steps to ensure workers are aware of what to do to protect themselves should the need arise
- Providing assistance as required at the time of an incident and during rehabilitation, as required

Workers are responsible for:

- Ensuring their own actions or inactions do not harm themselves or others
- Being aware of policy and who to gain assistance from when required
- Providing information if they feel unsafe with any client or at any client premises
- Reporting any incident that occurs and completing incident forms for the H&S register and advising the Lead Pastor as soon as practicable

INFORMATION FOR WORKERS

Workers are not expected to take verbal or physical abuse from any person. If a situation arises within the workplace boundaries, you are to follow the procedures outlined below:

- Remove yourself from the incident and get into a safe position; and/or
- Call for help; and/or
- Call 111 for Police assistance (or ambulance if required); and/or
- Phone the office and advise the situation, ask if any other workers can assist or are able to collect you or your car if required

SOURCES OF FURTHER INFORMATION

<http://www.victimsupport.org.nz>

<http://www.police.govt.nz/contact-us/how-report-crime>

Fatigue at Work

POLICY STATEMENT

ICBC is responsible for providing safe systems of work. All workers share in the responsibility to minimise and manage the adverse effects of work-related fatigue.

PURPOSE

Ensure a safe and healthy working environment free of work-related injury or illness; minimise the risks of persons presenting for work or conducting work while impaired; establish appropriate steps to manage persons who are effected by fatigue; and encourage persons affected by fatigue to seek assistance.

RESPONSIBILITIES

The Lead Pastor is responsible for:

- Regular supervision and monitoring of fatigue levels of workers
- Preventing or minimising the effects caused by workload

Workers are responsible for:

- Workers at ICBC are responsible for the implementation of this policy
- Workers, contractors and all others described as workers are responsible for ensuring they are fit for duty by complying with this Policy and the procedure
- Ultimately, to successfully control the risks associated with fatigue in the workplace, it is up to each individual to recognise the symptoms of fatigue, obtain adequate sleep and ensure they and others affected by fatigue seek assistance
- Workers are obligated to let the Lead Pastor know if fatigue is occurring at any given time

INFORMATION FOR WORKERS

Fatigue, also referred to as tiredness, exhaustion, lethargy, and listlessness, describes a physical and/or mental state of being tired and weak. Although physical and mental fatigue are different, the two often exist together - if a person is physically exhausted for long enough, they will also be mentally tired. When somebody experiences physical fatigue, it means they cannot continue functioning at their normal levels of physical ability. Mental fatigue, however, is more slanted towards feeling sleepy and being unable to concentrate properly.

DEFINITIONS

Fatigue: Means weariness from bodily or mental exertion.

TYPES OF FATIGUE

Physical fatigue: Physical fatigue is when a person's muscles cannot do things as easily as they used to. Climbing stairs or carrying laden supermarket bags may be much harder than before. Physical fatigue is also known as muscle weakness or lack of strength.

Psychological (mental) fatigue: Psychological fatigue makes concentrating much harder. When symptoms of mental fatigue are severe, the person affected might not want to get out of bed in the morning or perform his/her daily activities. Mental fatigue often appears together with physical fatigue, but not always. People may feel sleepy, have a decreased level of consciousness, and in some cases show signs similar to that of an intoxicated state. Mental fatigue may be life threatening, especially when the sufferer has to perform tasks, such as driving a vehicle or operating heavy machinery.

CONTRIBUTING FACTORS

A person's level of fatigue may be compromised or heightened by:

- Spending long periods of time awake
- Inadequate or insufficient quality of sleep over an extended period

- The type of work performed and work environment
- Workload, length of the shift and previous shifts worked
- The time of day or night worked
- The time taken to travel to and from work
- Consumption of alcohol
- The use of drugs (prescription, non- prescription, illicit or other)
- Their general level of fitness and/or medical condition
- Stress

SOURCES OF FURTHER INFORMATION

<http://www.webmd.com/a-to-z-guides/weakness-and-fatigue-topic-overview>

http://www.onhealth.com/fatigue_health/article.htm

http://www.helpguide.org/mental/burnout_signs_symptoms.htm

<http://www.medicinenet.com/fatigue/page3.htm>

First Aid Policy

POLICY STATEMENT

ICBC has a responsibility to take “reasonably practicable” steps in providing effective first aid arrangements.

PURPOSE

To ensure safe, consistent and immediate care is taken when first aid may be required in the workplace.

RESPONSIBILITIES

The Support Manager is responsible for:

- Ensuring appropriate first aid supplies are provided at the church premises.
- Ensuring that first aid supplies are accessible to workers
- Ensuring one workers is the designated first aid representative for ICBC and holds a current and appropriate first aid certificate or other equivalent qualification
- Ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered

Harassment & Bullying

PURPOSE

The purpose of this policy is to support a workplace that is free from harassment, discrimination and bullying.

SCOPE

This applies to all workers whether at the workplace of ICBC or out in the field at other workplaces, as the work requires.

HARASSMENT

Harassment is prohibited. Harassment occurs when someone is made to feel intimidated, insulted, or humiliated because of:

- Age
- Disability
- Sexual preference
- Religion
- Skin colour or ethnicity
- Gender including pregnancy, marital status, family/carer's responsibilities
- Or any other characteristic specified under anti-discrimination or human rights legislation

EXAMPLES OF HARASSMENT

- Telling insulting jokes about particular racial groups or genders
- Sending offensive or insulting emails
- Displaying offensive posters or screen savers
- Making derogatory comments about someone's race or religion

SEXUAL HARASSMENT

Sexual harassment is also prohibited. It includes any unwanted sexually related behaviour that, in the circumstances a reasonable person would be offended, humiliated or intimidated by. Usually harassment and sexual harassment constitute an ongoing series of events, however legally, just one act can constitute harassment.

EXAMPLES OF SEXUAL HARASSMENT

- Making obscene or sexually suggestive remarks or jokes
- Intrusive enquires into a worker's private life
- Unwanted body touching or physically molesting a person

DISCRIMINATION Discrimination occurs when someone or a group of people is treated less favourably or unfairly because of their:

- Disability
- Race or religion
- Age
- Gender including pregnancy, marital status, family/carer's responsibilities

Workplace discrimination can occur during the following activities and circumstances:

- Recruitment and selection of workers
- Terms, conditions and benefits offered through employment
- Who is offered training and what sort of training is offered
- Who is considered and selected for transfer, promotion, retrenchment or dismissal

As well as being against the law, discrimination in the workplace is also against the organisations policies and values.

WORKPLACE BULLYING

Workplace bullying is a form of harassment that, until recently, fell outside most current legal definitions of discrimination and harassment. It relates to a misuse or abuse of power in relationships between people. It includes the repeated less favourable treatment of a person by another or others in the workplace. It includes behaviour that intimidates, offends, degrades or humiliates a person, and is unreasonable in the circumstances.

EXAMPLES OF WORKPLACE BULLYING

Physical:

- Swearing
- Shouting
- Slamming doors

Psychological:

- Silent treatment
- Assigning meaningless tasks unrelated to the position
- Deliberately withholding information needed for effective work performance

BULLYING IS NOT...

Reasonable management action including:

- Setting reasonable performance goals, standards and deadlines
- Providing constructive feedback on work performance or behaviours
- Following counselling or disciplinary policies and procedures
- Differences of opinion
- Poor or bad management practices
- An interpersonal conflict
- A one-off incident (e.g., outburst of temper)

VICTIMISATION

Victimisation is defined as a person or group of people retaliating or making reprisals including dismissing or harming the employment of those who submit a complaint about harassment, bullying or discrimination. Victimisation is prohibited behaviour and persons who victimise others may be subject to prosecution similar to that for bullying or harassment.

DEFINITIONS

Bullying: means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s), even though it may not be unlawful.

Harassment: means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident but it is so significant that it adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment.

RESPONSIBILITIES

The Lead Pastor is responsible for:

- Providing a safe working environment free from discrimination and harassment

All workers are responsible for:

- Avoiding behaviours which may be perceived by others as bullying or harassment
- Raising concerns about any behaviours of other workers which they perceive as bullying and harassment
- Reporting harassment directly affecting them to the Lead Pastor, or eldership of ICBC
- Helping create a safe working environment free from discrimination and harassment by reporting harassment directed towards other people within the workplace
- Ensuring they do not harass or discriminate against any person within the workplace

HARASSMENT REPORTING PROCESS

The process to report harassment, bullying or discrimination within the workplace is as follows:

1. Report to the Lead Pastor as soon as it occurs
2. If you are not comfortable advising the Lead Pastor, then directly contact one of the eldership team
3. An investigation into this behaviour will be actioned.
4. You will be advised of the process as it happens.

FURTHER SOURCES OF INFORMATION

<http://www.legislation.govt.nz/act/public/1997/0092/latest/DLM417078.html> - Harassment Act 1997

<http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html> - Human Rights Act 1993

<http://www.legislation.govt.nz/act/public/1961/0043/latest/DLM327382.html> - Crimes Act 1961

<http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html> - Privacy Act 1993

Lock Up Procedures

PURPOSE

To provide consistent procedures for all key holders to lock up and maintain the security and safety of the premises.

RESPONSIBILITIES

The Support Manager is responsible for:

- Ensuring the workers and other key holders are aware of the procedures when locking up the premises and when working alone.
- Providing a policy which outlines the lock up procedures
- Making sure all key holders are trained and aware of what their responsibilities are when securing the building.
- Providing workers with sound knowledge of security around the office.
- When a key is issued the receiver will sign for and initial all terms and conditions, prior to receiving their numbered key.
- An updated record of all key holders will be maintained.

Key holders are responsible for:

- All key holders will sign for and initial all terms and conditions, prior to receiving their numbered key.
- Following the below stated lock up procedure at all times.

LOCK UP PROCEDURES

- It is the responsibility of each person issued with a key to make sure when they exit the building that ALL exterior doors are locked, windows closed, and that lights and heaters are off. (even in the rooms you may not have used).
- If you are the only person working in the building keep the exterior doors locked to ensure that unauthorised people do not enter the building.
- Exterior doors are situated on Esk Street, Deveron Street (Community Centre) and the three doors in the courtyard (Auditorium, Reception, Kitchen).

Notifiable Event; Incidents; Injury or Illness

OVERVIEW

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and ICBC has a specific accident reporting and investigation form that must be used in the event of all work accidents, incidents and Discomfort Pain Injury type conditions.

A worker injured at work who needs medical treatment must provide ICBC with a copy of the completed ACC forms and, if time off work is also required, must provide a medical certificate.

PURPOSE

To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.

RESPONSIBILITIES

The PCBU is responsible for:

- Preventing accidents and injury by providing a safe and healthy work environment
- Taking all reasonably practicable steps to see that all workers are aware of the accident reporting system, know where to obtain the appropriate form and how to report such events when they occur
- Arranging appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- Acting as the health and safety representative, including liaison with ACC and investigation of workplace injury or accident

All workers are responsible for:

- Observing any established health and safety procedure that relates to the work performed
- Participating in relevant health and safety training (e.g. DPI prevention, manual handling)
- Accurately reporting and documenting all accidents, incidents and observed hazards to the Support Manager
- Obtaining initial medical treatment from a registered treatment provider of his/her choice – this must be a registered medical practitioner if lost time is involved
- Providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the Support Manager

PROCEDURES

Record of accident/incident/serious harm

The Health and Safety at Work Act 2015 places requirements on PCBUs to record and investigate accidents. “Serious harm” accidents must be reported, in writing, using the prescribed form, to the Occupational Safety and Health Service of WorkSafe NZ as soon as possible.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

The ICBC accident/incident/serious harm form is the same as the WorkSafe NZ Notification of Accident form.

ACCIDENT/INCIDENT REPORTING INVESTIGATION

In the event of “serious harm” or a significant hazard the Support Manager must be advised immediately and WorkSafe NZ must be advised.

The Support Manager should:

- Ensure receipt of all relevant information (incident forms, ACC forms and medical certificates as applicable)
- Initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- Ensure any hazard that is identified as the cause of the event is eliminated or minimised in accordance with the requirements of the Health and Safety at Work Act 2015
- Ensure all corrective actions that have been identified are carried out within the specified timeframes
- The investigation report will be reviewed by the Lead Pastor] to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act

When events result in “serious harm”, take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary..
- Contact WorkSafe NZ, as quickly as possible, as per their requirements
- Isolate and protect the scene. Do not interfere with the accident scene without the permission of an inspector from WorkSafe NZ

FURTHER INFORMATION

For further understanding of notifiable event, notifiable incident and notifiable injury or illness, please refer to these links which direct you to relevant sections of the HSWA:

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976868.html>

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976877.html><http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976880.html>

Police Vetting Policy

Date approved: July 2017

Review date: 2021

Invercargill Central Baptist church has a commitment to the health and safety of those who are vulnerable. While not legally obliged by the Vulnerable Children's Act 2014, this policy reflects the best practice commitments of this legislation. The Baptist Union is an Approved Agency of the Police Vetting Service.

1. All volunteers and staff who are working with children and young people (under the age of 18) either as part of a ministry team, or in a support role that has been delegated by the ministry leader must have a police check before being approved for the role.
2. Any volunteer in other designated roles within the church, who while not directly working with children, will have access to children, will be encouraged to have a police check, as this is considered best practise. If the volunteer is unwilling to have such a check done, restrictions may be placed on what the volunteer can do within the particular ministry by the ministry leader, in consultation with the volunteer.
3. This police check will be renewed – if the person is still in the role – every 3 years.
4. Each pastoral leader is responsible to
 - 4.1. Ensure relevant volunteers are police vetted.
 - 4.2. Ensure a copy of the ID requested on the form is given to the church office
 - 4.3. The form and ID is given to the office to send to the Baptist Union office.
5. When requesting a police check the applicant is to be informed of the process and how the information will be handled.
 - 5.1. If the police check is clear, the form and a copy of the ID identification will be kept in the main office, and noted on the church data base, which can be accessed by all pastoral staff
 - 5.2. If the police check contains convictions, the form and a copy of the ID identification will be kept in a locked cabinet, and seen by the lead pastor and elders, and the pastor who oversees the ministry. A flag will be placed on the data base, so that pastors are aware to enquire before making appointments.
6. When information of convictions comes back to the lead pastor the following process is to be followed:
 - 6.1. The applicant will be informed and given the opportunity to respond, and informed of the right to challenge the information
 - 6.2. The lead pastor, the pastor overseeing the ministry, and elders will consider if the person is suitable for the role, taking into account;
 - 6.2.1. The nature of the conviction see (8)
 - 6.2.2. How long ago the conviction was
 - 6.2.3. Background information
 - 6.2.4. Demonstration of current character and understanding of safety issues
 - 6.2.5. References from those who can attest to the person's character and background.
7. If the likely response is that they will not be able to begin or continue in the role, the applicant
 - 7.1. Should be informed and given the opportunity to give background information that might be relevant to the final decision.

- 7.2. Be part of discussion around the appropriate process for the termination of their involvement, such as informing others.
 - 7.3. A written record will be kept of all discussions, agreements and outcomes.
8. If the applicant is found to have a conviction for an offense listed under Schedule 2 of The Vulnerable Children's Act 2014, they will not be able to work with children and young people. If the applicant with such a conviction is in another designated role, which has access to children, the eldership will consider this using the serious offending policy, and process in (6.) to determine the suitability of the appointment.

Rehabilitation Policy

POLICY STATEMENT

ICBC is committed to initiating vocational rehabilitation programmes whenever appropriate for work-related personal injury and for non-work personal injury (excludes contracted workers who fall outside the definition of 'worker'). The aim is to assist optimum recovery, early return to work and resumption of the workers normal lifestyle without undue delay. The benefits of rehabilitation are greatest when the process is begun as soon as possible.

Workers are expected to participate fully in their own rehabilitation programme, which will be established through a consultative approach. The injured person is entitled to support, advice and representation from their nominated representative. Medical information will be obtained with formal consent from the workers and will be treated confidentially.

PURPOSE

To proactively manage the early return of worker, through planned rehabilitation, to as normal a life as possible, having regard to the consequences of the personal injury.

SCOPE The policy is applicable to all workers.

RESPONSIBILITIES

The Lead Pastor is responsible for:

- Identifying suitable alternative duties, where possible, to enable an early return to work for the worker
- Confirming that a rehabilitation plan is established, if appropriate, following a lost time accident
- Monitoring the worker progress towards recovery and the suitability of the alternative duties and/or rehabilitation programme
- Taking steps to see that appropriate levels of confidentiality are maintained consistently with the principles of the Privacy Act 1993
- Reviewing health and safety management after a critical event, or if there is a change in work procedures or health and safety policy
- Acting as the health and safety representative and person responsible for liaison with ACC on behalf of your organisation.

Workers are responsible for:

- Participating in an appropriate rehabilitation programme, including a return to work programme which requires alternative duties or partial hours
- Providing ongoing medical certificates to the Lead Pastor

PROCEDURE

Early return to work for full-time and part-time Worker

A worker who has experienced work-related personal injury and who has taken time off to recover will be supported in a return to work programme as early as possible and in accordance with medical advice. This involves a partnership between the worker and the Lead Pastor, medical treatment providers and others as appropriate. At any stage the worker can choose to be accompanied by a representative or support person. An early return to work may involve a modification of the person's working environment, alternative duties for a temporary period, and/or changes to the normal hours of work.

Medical information

The worker must give a copy of their completed ACC forms and/or medical certificate, from the treatment provider (this must be a registered medical practitioner if lost time is involved), to the Lead Pastor.

The medical certificate will state the workers capacity or incapacity for work and specify a date for review (second visit) by the treatment provider. Selected or restricted activities may also be specified for a certain period of time. If the injured person is off work for more than seven consecutive days they must provide a medical certificate confirming they are 'fit for work' to the [Manager or Designated Person].

Capacity to work and the provision of alternative duties

The provision of suitable alternative duties is an essential part of rehabilitation. Alternative duties are aimed at providing appropriate and productive work while a worker rehabilitates to his/her former role. This is a proactive approach to enable workers to return to work as quickly as possible and maximise the chances of full recovery.

The Lead Pastor, in consultation with others as appropriate, will try to identify suitable alternative duties after considering:

- The nature and severity of the illness/injury
- The medical information provided, and the restrictions imposed by treatment providers
- The previous work undertaken by the worker
- The predicted timeframe for rehabilitation (if known).

Regular review

The Lead Pastor will review the rehabilitation programme in consultation with the worker at regular intervals, usually every 2 weeks, involving others as appropriate. Where uncertainty exists regarding the suitability of duties being performed or where the progress of a worker is slower than anticipated, the Lead Pastor will seek additional professional assistance as appropriate.

ALTERNATIVE PLACEMENT OR PERMANENT DISABLEMENT

Where at any point it becomes clear that a worker will be unable or is unlikely to return to former duties as a result of work-related personal injury, ICBC will explore the possibility of suitable alternatives with the worker.

When a worker's personal injury is so severe that it prevents him/her from returning to their former position and all available options have been fully explored, then termination of employment will be considered in accordance with the relevant employment agreement.

DEFINITIONS

Rehabilitation: means a process of active change and support with the goal of restoring the workers health, independence and participation to the maximum extent practicable. It comprises treatment, social rehabilitation and vocational rehabilitation.

Rehabilitation Plan: means an individualised rehabilitation programme to facilitate the early and safe return of the worker to the same or equivalent duties as those previously performed on a long-term basis.

Alternative Duties: are early return to work interventions. They may include alternative work, or other forms of action appropriate for the worker. These duties are a temporary modification of the worker's work tasks. They must not aggravate the personal injury or delay healing, must be compatible with the business of the organisation, and be subject to regular review. A worker may be fit for alternative duties from the occurrence of the personal injury or when improvement has occurred following a period of being unfit for work.

Serious Harm: means resulting in a condition that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function and/or any harm that causes the person to be hospitalised for a period of 48 hours or more.

REFERENCES

Injury Prevention, Rehabilitation, and Compensation Act 2001, Privacy Act 1993, Human Rights Act 1993, Health and Safety in Employment Act 1992 and Amendment

Safe Driving

PURPOSE

To ensure that workers who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times and to vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users as well as reduce the impact of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

SCOPE The policy is applicable to all workers driving personal vehicles for work purposes.

RESPONSIBILITIES

The Lead Pastor is responsible for encouraging safe driving by:

- Forbidding the use of mobile phones in vehicles while driving, except when using hands free devices
- Encouraging regular breaks while driving

Workers are responsible for:

- Ensuring they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle
- Paying for all speeding or infringement fines obtained
- Immediately notifying their Lead Pastor if their driver licence has been suspended or cancelled or has had limitations placed upon it
- Being responsible and accountable for their actions when driving for the purposes of work
- Displaying the highest level of professional conduct when driving
- Complying with traffic legislation when driving
- Assessing hazards while driving and anticipate 'what if' scenarios
- Driving within the legal speed limits, including driving to the conditions
- Wearing a safety belt at all times
- Never driving under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- For adhering to the legal requirements for driving with regards to the use of substances (e.g. alcohol and other) – to do so will result in disciplinary measures
- Avoiding distraction when driving

If a worker is driving their own vehicle for the purposes of work, the same policies apply. In addition:

- The car must be legally registered, warranted and insured – the workers member must show evidence of this on request
- The worker must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts

DEFINITIONS

Vehicle: Any means in or by which someone travels, or something is carried or conveyed; a means of conveyance or transport: a motor vehicle; space vehicles.

SOURCES OF FURTHER INFORMATION

<http://www.nzta.govt.nz/resources/roadcode/>

<http://www.newzealand.com/int/feature/driving-road-rules-and-safety/>

<http://www.newzealand.com/int/feature/driving-in-new-zealand/>

<http://www.nzta.govt.nz/resources/roadcode/about-driving/dealing-with-hazards.html>

<http://www.aa.co.nz/about/safety-on-the-roads/decade-of-action/four-ways-to-be-a-safer-driver/>

Smoke-Free Working Environment

POLICY STATEMENT

It is a requirement of the Smoke-free Environments Act 1990 that all PCBUs have a written policy on smoking for all areas occupied by the PCBU and frequented by workers.

ICBC leadership recognises that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. ICBC supports a safe and healthy environment.

PURPOSE

This policy was developed to meet the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

1. Everyone is entitled to a smoke-free environment in all areas normally used for work.
2. Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.
3. The implementation of this policy depends on everyone responding courteously to the desire for a smoke free environment.

RESPONSIBILITIES

The Support Manager is responsible for:

- The maintenance of smoke-free signage.

All workers are responsible for:

- Adhering to all aspects of the smoke-free working environment policy

PROCEDURE

Smoke-free buildings

- Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property. In the event that a worker chooses to smoke, a designated area, such as a sheltered balcony outside of the premises, should be used.

Passive smoking

- Smoking is permitted in outside areas, providing the smoker keeps their distance from people and opens windows and doors within their close proximity to aid in the protection of others with regards to smoke drift and passive smoking.

Complaints

- Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the Support Manager

Stress at Work

POLICY STATEMENT

ICBC recognises the responsibility as a PCBU to actively reduce and manage stress in the workplace. Stress may arise from both personal and organisational sources. ICBC clearly has a degree of control only over the latter, and these guidelines provide a framework for stress management in the workplace.

PURPOSE

To assist all workers to understand the causes of stress, and work together in ways that encourage positive responses to work demands. To enable workers to identify indicators or symptoms of stress and to assess the extent to which they or other individuals are responding positively or negatively. To encourage the workers to seek information and early assistance in managing their own stress in a constructive way. To provide information and advice regarding the causes and impact of stress in the work environment, and offer ways for managing stress positively. To have procedures for dealing with negative stress or distress effectively.

RESPONSIBILITIES

The Lead Pastor is responsible for:

- Facilitating training and information for the workers in effective management practices and styles, covering the nature of stress, and promoting responsible prevention and rehabilitation attitudes towards it as determined by the Lead Pastor
- Providing up-to-date and accessible information on stress
- Adjusting the physical environment, the workload, task design, pacing of work and work schedules to alleviate significant stress/distress for an individual, in full consultation with the individual concerned
- Making free specialist counselling available for workers

All workers are responsible for (where applicable):

- Managing your time and realistically prioritising tasks
- Taking regular, necessary breaks during the day
- Taking your annual leave
- Taking leave accrued as time in lieu as soon as practicable
- Not working excessively long hours
- Discussing with the Lead Pastor the issues that are causing you stress, along with any suggested solutions
- Seeking advice and help from others – talk to partners, friends, colleagues, or if needed a professional counsellor.

BACKGROUND INFORMATION FOR WORKERS

“Stress arises when a person’s capabilities are overwhelmed by demands”

Every day, individuals are confronted with a variety of demands or ‘stressors’. These may arise from either personal sources (e.g. ill-health, marital discord, family problems, financial uncertainty, or from institutional sources such as work overload or underload, role conflict, lack of control or physical environment). Stressors produce a biochemical response in the body which prepare the body to do what is essential during a stressful situation (in preparation for fight or flight).

The stress response is highly functional and can lead to elevated performance, through constructive and creative responses, increased and well-directed energy, improved morale and motivation, and increased efficiency and effectiveness. Where an individual is exposed to demands that are too intense, frequent or chronic, the stress response can create unhealthy, destructive outcomes (e.g. cardiovascular disease or depression).

There are wide individual differences in the way we each respond to stressors, and therefore the optimum stress load that maximises performance varies by individual and by task. (The Yerkes-Dodson Law refers to the fact that performance increases with increasing stress loads up to an optimum point, and when the stress load becomes too great, performance decreases.)

COMMON SIGNS

- Headaches, feeling tired, or having difficulty sleeping
- Worrying a lot, feeling anxious and tense for no explained reason
- Having difficulty concentrating, finding it hard to make decisions
- Lower level of confidence, making mistakes, forgetting things
- Feeling impatient and irritable, drinking more alcohol, smoking more.

CATEGORIES - Organisational stressors can be grouped into four categories:

Physical: The physical environment in which one works (e.g. temperature, office design, noise, lighting).

Task: The nature of the work itself, the specific activities assigned to the worker (e.g. reception, budget management).

Role: The expectations that others have of one's role and its function within the organization (e.g. conflicting or ambiguous expectations).

Interpersonal: The social, personal and working relationships that exist.

PREVENTION

- Allow workers to participate in collaborative decision making.
- Allow workers to exercise as much autonomy and control as is practical.
- Provide training to enable work to be done most effectively.
- Consider job design, job descriptions and performance targets with the aim of reducing unnecessary stressors.
- Consult with workers to identify stressors in the workplace.
- Promote activities that make the workplace healthier, more stimulating and more fun.
- Carefully match people to jobs by considering their individual skills, capabilities and needs.

EARLY INTERVENTION

- Act immediately if a worker seems overly stressed.
- Explore whether their stress is in any way job related, discuss ways of alleviating it in the short term initially, and then focus on the sources of stress to consider long-term solutions.
- Short-term solutions could include sharing tasks amongst workers, taking leave, or adopting flexible or reduced hours.
- Long-term solutions should aim to eliminate or minimise the cause of stress where possible – the preventative strategies outlined above should be used.

REFERENCES The Health and Safety in Employment Act 1992 and Amendment