PENINSULA CITY CHURCH

Policy Title: Workplace Health and Safety
Approval Date: December 2025
Next Review Date: December 2027
Approved By: Peninsula City Church Board
Responsible Officer: Board Chair
Version Control: v2.0

Related Documents:

Conflicts of Interest Policy

Privacy Policy

Risk Management Policy

Complaints Policy

Introduction

Peninsula City Church is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and discharging its workplace health and safety obligations.

This policy falls within the field of operation of Peninsula City Church's overall Risk Management Processes, under the general supervision of the organisation's risk management committee.

---

1. Purpose

Peninsula City Church recognises that workplace health and safety is integral to work performance and staff wellbeing outcomes. The purpose of this policy is to, as far as reasonably practicable:

- prevent workplace injuries and illnesses (physical and psychological)
- promote a safe and healthy workplace culture

- provide a framework for consulting, collaborating and communicating with workers and health and safety representatives
- consider workplace health and safety in project planning and work activities
- allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace
- ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace
- drive continuous improvement in workplace health and safety.

This includes preventing and managing psychosocial hazards (e.g., workload, bullying, harassment, fatigue) in line with the Occupational Health and Safety Amendment (Psychological Health) Regulations 2024 – effective 1 December 2025.

2. Scope

This policy applies to all employees, contractors, consultants, and volunteers at Peninsula City Church (on-site, off-site, online, or at events), including all personnel affiliated with third parties.

3. Definitions

For the purpose of this policy, employees, contractors, consultants and volunteers will be referred to as ‘staff’ or ‘staff members’.

In this policy, 'workplace' means places where people undertake work in connection with Peninsula City Church, whether on-site or off-site, including work-related conferences, functions, online, client events, retreats and social events.

‘Occupational violence’ refers to any incident where a person is physically attacked, abused, assaulted, or threatened in the workplace.

‘Psychosocial hazard’ means any factor or factors in the following:

- Work design (content and organisation of an employee’s work tasks, activities etc)
- Systems of work (The way work is planned, organised and done)
- Management of work (Responsibility for, and control of, operational decisions)
- Carrying out of work (How, when and where a task is done)
- Personal or work-related interactions (interactions with employees or non-employees)

That may:

- Arise in the working environment and
- Cause an employee to experience one of more negative psychological responses that create a risk to their health and safety.

Psychological Responses include both:

- Cognitive, emotional and behavioural responses
- The physiological processes associated with them.

Examples of **psychosocial hazards** include:

- Aggression or violence
- Bullying
- Exposure to traumatic events or content
- High job demands
- Low job control
- Low job demands
- Low recognition and reward
- Low role clarity
- Poor environmental conditions
- Poor organisational change management
- Poor organisational justice
- Poor support
- Poor workplace relationships
- Remote or isolated work
- Sexual harassment

4. Policy Statement

This policy applies to any location where duties are performed (i.e. any workplace), as outlined earlier.

4.1 General Safety

- Peninsula City Church aims to safeguard the rights of all people to work in an environment that is safe and without risks to health and safety, to the extent reasonably practicable.
- Peninsula City Church will provide safe systems of work, equipment and facilities.
- Peninsula City Church is committed to working in partnership with all workers to identify and address workplace health and safety issues and encouraged open dialogue about any potential concerns.

- OHS Committee Chair (Board Representative) will maintain a WHS Risk Register, conduct regular hazard inspections, and require contractors to submit Safe Work Method Statements (SWMS) prior to commencing work.
- Volunteers will receive task-specific safety briefings (kitchen, car park etc)
- Peninsula City Church is committed to continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:
    - identify, assess and eliminate risks to health and safety so far as is reasonably practicable
    - If it is not reasonably practicable to eliminate risks to health and safety, reduce those risks so far as is reasonably practicable
    - reduce the incidence and cost of occupational injury and illness
    - provide a rehabilitation system for those affected by occupational injury or illness.

4.2 Psychosocial Safety

- The Board will ensure that an ongoing risk management process will take place to ensure compliance with OHS (Psychological Health) Regulations relating to psychosocial hazards.
- This process will include:
    - Identifying psychosocial hazards
    - Assessing, where necessary, any associated risks to health and safety
    - Controlling risks to a person's health or safety associated with psychosocial hazards
    - Monitoring, reviewing and where necessary, revising risk controls.
- The Board or delegate will conduct consultation with employees on matters relating to their health and safety, and the identification of psychosocial hazards.
- The Lead Pastor will ensure that the following is implemented to reduce the risk of potential psychosocial hazards specifically for the pastoral team:
    - Triage phone calls and emails in a central location (Church Office) to minimise the direct contact between the church community and the pastoral team.
    - Ensure processes and procedures are developed to facilitate this. Also consider the effect of after-hours communications on the pastoral team and how to mitigate unnecessary communication.
    - Church members are to receive clear and regular communication regarding any and all communication procedures and processes.
- The Board or delegate will prevent and respond to psychosocial risks via:
    - Annual psychosocial risk assessments
    - Confidential reporting channels
    - Employee Assistance Program (EAP)

    - Training on respectful behaviour and mental health awareness
- Peninsula City Church will comply with Worksafe Victoria's Psychological Health Regulations.

4.3 Infectious Disease Control

- Implement hygiene, ventilation and isolation measures as required.
- Maintain a Pandemic Response Plan

4.4 Child Safety Integration

- WHS Practices support the Child Protection Policy and the 11 Victorian Child Safe Standards, especially in children's programs and events.

4.5 Incident Reporting & Investigation

- Report all incidents, near misses and hazards within 24 hours using correct incident report form
- Escalate serious incidents to the Lead Pastor (or delegate) and Board Chair immediately
- Investigate all incidents with root cause analysis and corrective actions

4.6 Return To Work

- Peninsula City Church is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness.

5. Training And Induction

- All staff and volunteers receive:
    - WHS Induction on commencement
    - Refresher training at regular intervals
    - Role specific training (manual handling, kitchen safety, first aid)

6. Roles and Responsibilities

- Board Chair
    - Ensures WHS is a standing agenda item for board meetings. Monitors compliance.
- Board
    - Oversees WHS performance
    - Reviews policy annually
    - Facilitate WHS committee meetings.
    - WHS Committee conducts regular risk assessments and hazard identification
- Lead Pastor
    - Leads and promotes WHS culture
    - Ensures decisions support safe ministry

- Operations Pastor
    - Implement controls, identify hazards, coordinate reporting
- All Staff and volunteers
    - Comply with WHS procedures
    - Report hazards/incidents
    - Participate in training

7. Workplace Health and Safety Committee and representatives

Where a Workplace Health and Safety Committee is required by legislation, or where the Lead Pastor or Board otherwise deems it necessary, Peninsula City Church will establish a Workplace Health and Safety Committee in accordance with the applicable legislation.

Any Workplace Health and Safety Committee will meet at least quarterly. An agenda will be circulated by the head of the Committee before the meeting. A designated note-taker will take minutes of the meeting. The board will have a provision once a quarter to address and WHS issues in Board meetings.

Where required by law, or deemed necessary, designated work groups shall each elect a workplace health and safety representative as their elected spokesperson. Representatives are encouraged to work with management to discuss workplace health and safety issues, and to work with management to improve health and safety standards.

Where the organisation is not required to establish a Workplace Health and Safety Committee, and does not otherwise establish such a committee, Peninsula City Church may conduct regular health and safety forums.

8. Review

Peninsula City Church's Workplace Health and Safety Policy and Procedures will be reviewed annually or after any significant incident. The review will involve assessing the effectiveness of the policy and procedures by (among other things):

1. reviewing overall health and safety performance
2. ensuring continued compliance with the relevant legislation.

Reviews will include psychosocial risk controls, and feedback from staff and volunteers**.**

9. Policy and Procedure Interaction

- WHS Policy (Board)
    - Sets principles, compliance obligations, roles

- Risk Assessments, Feedback Tools, Team Meetings etc (Operations Pastor)
    - Identify hazards
    - Assess risks
    - Recommend controls

- Operational Procedures & Actions (Operations Pastor)
    - Operational Procedures & Actions (Operations Pastor)
    - Implement controls day-to-day
    - Adjust workflows
    - Monitor effectiveness

- Annual Policy Review (Operations Pastor/Lead Pastor/Board)
    - Aggregate feedback
    - Identify systemic issues
    - Update policy if needed

10. Legislation and Industrial Instruments

Workplace health and safety laws do not operate in isolation, and other laws also regulate the conduct of employees and other stakeholders in the workplace. All officers, employees, contractors, suppliers and volunteers must observe and comply with all laws that relate to their engagement, including, but not limited to:

- Workplace health and safety laws that operate in each state and territory
- Workers' compensation legislation that operates in each state and territory
- Criminal laws, including recently introduced industrial manslaughter offences that operate in Victoria, NT, WA, Queensland and ACT at the time of writing (broadly, these offences expose individuals to significant penalties and possible incarceration for negligent conduct causing death in the workplace)
- Anti-discrimination laws (each Australian jurisdiction regulates discrimination on the basis of certain protected attributes including sex, race and age)
- Employment laws (including measures to address bullying at work under the Fair Work Act 2009).

This policy also complies with the Occupational Health and Safety Amendment (Psychological Health) Regulations 2024 (effective 1 December 2025).

11. Related Documents

- Risk Management Policy
- Child Protection Policy

- Bullying & Harassment Policy
- Fraud Prevention Policy
- Privacy Policy
- Psychosocial Hazard Assessment Template
- Complaints Policy
- Conflict of Interest Policy