



## Specific Guidelines for Volunteers Beachside Sunday Services

### LIFTING

Under the model Work Health and Safety Regulations there is no prescribed maximum weight limit for lifting. A prescribed limit is not set because different individuals have different physical capabilities.

To determine the appropriate control measures, the focus is on an assessment of the risk factors:

- actions and movements
- working posture and position when lifting
- duration and frequency of manual handling
- location of loads and the distances moved
- characteristics of the load, and
- physical capability of person

Any weight load can cause problems if, for example, the load is lifted incorrectly or if lifted in an environment that is unsafe. A manual handling injury can result from the use of incorrect lifting techniques which may make the load awkward to lift or heavier by virtue of the lifting technique itself.

### BUMPING IN AND OUT

- Please use 2 people for items over 20kg and make use of the trolley's available
- Please ensure that correct lifting techniques are used
- Closed in shoes when loading equipment in or out of the truck
- No children under 12 year old are to be in the back of the truck, on the ramp or hydraulic lifter



## How To Lift

By Jonathan Cluett, MD | Reviewed by a board-certified physician Updated December 01, 2016

Improper lifting technique can lead to back, leg and arm pain. Poor technique can cause both acute injury, and serious long-term effects. Learning the right way to lift will help you avoid these problems. Most people know this, but actually taking the time to perform lifting activities properly is often forgotten.

Here's How:

1. **Plan ahead before lifting.** Knowing what you're doing and where you're going will prevent you from making awkward movements while holding something heavy. Clear a path, and if lifting something with another person, make sure both of you agree on the plan.
2. **Lift close to your body.** You will be a stronger, and more stable lifter if the object is held close to your body rather than at the end of your reach. Make sure you have a firm hold on the object you are lifting, and keep it balanced close to your body.
3. **Feet shoulder width apart.** A solid base of support is important while lifting. Holding your feet too close together will be unstable, too far apart will hinder movement. Keep the feet about shoulder width apart and take short steps.
4. **Bend your knees and keep your back straight.** Practice the lifting motion before you lift the object, and think about your motion before you lift. Focus on keeping your spine straight--raise and lower to the ground by bending your knees.
5. **Tighten your stomach muscles.** Tightening your abdominal muscles will hold your back in a good lifting position and will help prevent excessive force on the spine.
6. **Lift with your legs.** Your legs are many times stronger than your back muscles--let your strength work in your favor. Again, lower to the ground by bending your knees, not your back. Keeping your eyes focused upwards helps to keep your back straight.
7. **If you're straining, get help.** If an object is too heavy, or awkward in shape, make sure you have someone around who can help you lift. Take a minute and find a helper.
8. **Wear a belt or back support.** If you are lifting in your job or often at home a back belt can help you maintain a better lifting posture.

Tips:

1. **Never bend your back to pick something up.** It's just not worth the damage that improper lifting technique can cause.
2. **Hold the object close to your body.** You are a much more stable lifter if you're not reaching for an object.
3. **Don't twist or bend.** Face in the direction you are walking. If you need to turn, stop, turn in small steps, and then continue walking.
4. **Keep your eyes up.** Looking slightly upwards will help you maintain a better position of the spine.

Source: <https://www.verywell.com/hot-to-lift-2548509>



## Workplace Health and Safety Policy

The following is a simple overview of some legislative requirements and is intended to provide a guide to local churches in providing a safe workplace for those who participate in the work of the church. Enquiries needing specific advice should be referred to the Office of Workplace Health and Safety Queensland (<https://www.worksafe.qld.gov.au/contact-us>) ph. 1300 362 128.

### INTRODUCTION

The Work Health and Safety Act (Qld) 2011

(<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSA11.pdf>) applies to non-profit organisations such as churches as well as businesses. Note that volunteers are defined as workers under the legislation and the following broad obligations apply, as far as reasonably practicable, to the person or entity conducting a business or undertaking:

- to ensure that the health and safety of workers, and that the health and safety of other persons (eg. parishioners) is not put at risk from work carried out,
- to provide and maintain a work environment without risks to health and safety, ☐ to provide and maintain safe equipment and structures,
- to provide and maintain safe systems of work,
- to ensure safe handling methods of equipment and substances,
- to provide adequate facilities for workers,
- to provide information, training, instruction or supervision necessary to protect workers and others from health and safety risks of the work carried out, and
- to monitor workplace conditions in order to prevent illness or injury to workers.

Workers, including volunteers, have an obligation under the WHS Act:

- to take reasonable care for their own safety, and
- to not create risks to others.

Further information on volunteers (<https://www.worksafe.qld.gov.au/laws-andcompliance/workplace-health-and-safety-laws/specific-obligations/non-profit-organisations-andvolunteers/>) and the level of due diligence (<https://www.worksafe.qld.gov.au/laws-andcompliance/workplace-health-and-safety-laws/due-diligence/>) required is available from Workplace Health and Safety Qld.

### WORKPLACE HEALTH AND SAFETY OFFICERS:

It is no longer mandatory (<https://www.worksafe.qld.gov.au/news/2011/changes-forworkplace-health-and-safety-officers/>) for a Workplace Health and Safety Officer to be appointed, however, a suitable person should be appointed internally to be responsible for work health and safety implementation.

Workplace Health and Safety Committees and Representatives are optional unless requested by the workers.



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## TRAINING

Employers need to ensure appropriate training and instruction is given to workers (paid or voluntary) on safe work practices. In the church context, this would apply to such things as manual handling hazards, correct use of safety equipment, working at heights, noise, and the storage and use of inflammables and chemicals. Documentation of training should be entered into a training register.

Should a WHS Representative be elected, see section 21 of the Work Health and Safety Regulation 2011 (<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSR11.pdf>) for training entitlements to be funded by the church.

The WHS Regulation (Qld) 2011, (<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSR11.pdf>) (see section 42) requires employers to provide first aid training. St. Johns Ambulance and Australian Red Cross Courses are available for training First Aiders.

## ALLOCATION OF RESPONSIBILITY/ACCOUNTABILITY

Many churches already have 'Duty Statements' for their leadership positions. It is recommended that these include a clear statement advising group/department office bearers of their responsibility in relation to WHS and the related procedures that have been implemented by the church leadership.

Where the church engages a principal contractor or tradesperson to carry out specific work, that person accepts co-responsibility for WHS matters in relation to the works they are engaged to perform.

## RISK MANAGEMENT

The WHS Act (<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSA11.pdf>) (see section 17) requires the employer to eliminate risks to health and safety so far as is reasonably practicable and if a risk can't be eliminated, to minimise those risks. The How to Manage Work Health and Safety Risks Code of Practice ([https://www.worksafe.qld.gov.au/\\_\\_data/assets/pdf\\_file/0003/58170/how-tomanage-whs-risks-cop-2011.pdf](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0003/58170/how-tomanage-whs-risks-cop-2011.pdf)) provides further guidance in this regard. A risk register will assist in the process of identifying hazards, identifying the risks, assessing the risks and deciding on the most suitable control measure. It will also enable you to periodically review the risk assessments. Risk management must be applied in any situation where a hazard exists. Risk management in a church environment may include issues around child protection and the protection of the elderly, the use of chemicals, electricity, plant and equipment, work at heights, working bees, special events such as fetes, fairs and fireworks, large gatherings, night-time events and working in remote or isolated situations.

## SPECIFIC ISSUES

### ASBESTOS

The legislation only applies to that part of a building that is a workplace and not a domestic residential property eg. Manse.



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Several obligations apply under the WHS Regulation

(<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSR11.pdf> ) (see sections 419-430) in relation to asbestos, including requirements for qualified inspection of workplaces constructed prior to 1990 and the maintenance of an Asbestos Register. See the government asbestos advisory service (<http://www.deir.qld.gov.au/asbestos/>) for more information including licensed removalists.

### REGISTER OF WORKERS AND VOLUNTEERS:

For insurance and management purposes it is strongly advisable to maintain a register of attendees for activities such as working bees.

### FIRST AID:

The legislation requires that an adequate First Aid Kit be available to workers and that they are aware of its location.

Kits should be regularly checked to ensure contents are not out of date and used supplies have been replenished.

First Aid should only be self-administered or dispensed by a trained First Aider. To ensure this is the case some churches have taken the initiative in paying for first-aid training for a number of their leaders or voluntary workers.

More information is available in the First Aid in the Workplace Code of Practice.

([https://www.worksafe.qld.gov.au/\\_\\_data/assets/pdf\\_file/0004/58162/first-aid-in-the-workplace-cop2014.pdf](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0004/58162/first-aid-in-the-workplace-cop2014.pdf))

### USE OF MOWERS, POWER TOOLS AND ELECTRICAL APPLIANCES

Tools and equipment lent to the church by members/helpers for use in church maintenance – work organisers should ensure that there are no obvious faults (frayed leads, loose mower blades, absence of guards etc.) which could cause injury to the user or other persons.

Electrical Equipment – where safety switches are not fitted, electrical appliances with movable leads (eg. musical instruments, hot water urns, toasters, jugs, vacuum cleaners, whipper snippers, extension leads, portable fans, overhead projectors etc.) must be inspected annually and tagged by a qualified electrician. Where a safety switch is fitted, a qualified electrician must inspect it annually.

Mowers, petrol-powered gardening tools, whipper snippers etc. – should be kept in safe working condition. A log should be kept showing that safety items have been checked regularly and that repairs have been carried out as required. The record of repairs should show who carried out the repairs. This person must be qualified to carry out such repair work and evidence (signature on log sheet) should be kept.

More information is available in the Electrical Safety Code of Practice.

([https://www.worksafe.qld.gov.au/\\_\\_data/assets/pdf\\_file/0007/59677/es-code-of-practice-riskmanagement.pdf](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0007/59677/es-code-of-practice-riskmanagement.pdf) )



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### STORAGE OF FLAMMABLE LIQUIDS, LP GAS OR POISONS

Where the church uses such items, they must be securely stored away from children and away from flames or sparks. Chemicals etc. that are incompatible with each other must be stored separately.

A register of such items including a Safety Data Sheet (available from the supplier) for each hazardous substance should be kept, with correct storage places indicated.

### EMERGENCY PLANS

The WHS Regulation (<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSR11.pdf>) (see section 43) imposes a duty to prepare, maintain and implement an emergency plan. Areas to consider include storms, evacuation plans, signage, fire safety equipment, flooding, fire, explosion, gas leak and threats to public safety.

An evacuation plan should be determined and communicated to all members. A fire drill should also be conducted at least once a year when the most people are on site (e.g. at the start or close of a morning service). It is recommended that an inspection of all church premises by the Queensland Fire Services be organised to ensure that fire-fighting equipment is adequate and exit signs are correctly placed throughout the premises in accordance with fire regulations. A useful checklist with advisory notes (<https://www.fire.qld.gov.au/buildingsafety/pdf/FSMT-AdvisoryNotes.pdf>) is available from the Qld Fire and Emergency Services. Note in particular the following requirement for building occupiers:

**MEANS OF ESCAPE** – The occupier of a building must maintain at all times free from obstruction adequate means of escape in the event of fire threatening any part of the building.

Further information is available in the Managing the Work Environment and Facilities Code of Practice. (blank target: [https://www.worksafe.qld.gov.au/\\_\\_data/assets/pdf\\_file/0003/58206/managing-workenvironment-facilities-cop-2011.pdf](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0003/58206/managing-workenvironment-facilities-cop-2011.pdf))

### INSURANCE

Please refer to the Australian Baptist Insurance Summary in the handbook.

### WORK AT HEIGHTS

Ensure fall arrest protection is in place for all work above 2m.

**LADDERS** - The worker must have at least 2 hands & 1 foot or 1 hand & 2 feet in contact with the ladder. The ladder must be positioned securely, with stepladders used in the fully open position, and single/extension ladders placed at a slope of 4:1 and secured at both ends. Ladders must be rated for industrial use and a load of at least 120kg.

**TRESTLES** – Edge protection (guard rails and toe boards) must be incorporated for use at greater than 2m heights. The minimum width of the working platform should be no less than 45cm.



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**ROOFS** - Where a church undertakes work on roofs (but not from a ladder or scaffolding) and the roof is at least 3m above the surface in housing construction work, or over 2m in other work the responsible person must implement fall control measures (edge protection, harness restraints).

More information is available in the Managing the Risk of Falls at Workplaces Code of Practice. ([https://www.worksafe.qld.gov.au/\\_\\_data/assets/pdf\\_file/0004/58171/managing-risk-fallsworkplaces-cop-2011.pdf](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0004/58171/managing-risk-fallsworkplaces-cop-2011.pdf) ).

### LIABILITIES AND PENALTIES FOR BREACH OF THE ACT

Severe penalties (blank target: <https://www.worksafe.qld.gov.au/laws-and-compliance/complianceand-enforcement/penalties> ) apply for breach of WHS legislation. For the highest category of offence the maximum financial penalty for an individual is \$600,000 and/or 5 years jail and up to \$3 million for corporations.

Lesser offences may be liable for on-the-spot fines issued by WHS Inspectors.

### NOISE

Noise levels must not exceed equivalent continuous 85 decibels in an 8-hour period as measured at the worker's ear. If noise exceeds this exposure level hearing protection is mandatory, and strongly urged where noise levels approach the limit. Noise monitors can be installed as an app on a smart phone in order to determine decibel levels.

More information is available in the Managing Noise and Preventing Hearing Loss in the Workplace Code of Practice. ([https://www.worksafe.qld.gov.au/\\_\\_data/assets/pdf\\_file/0009/58176/managing-noise-preventinghearing-loss-cop-2011.pdf](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0009/58176/managing-noise-preventinghearing-loss-cop-2011.pdf) )

### REPORTING OF ACCIDENTS & INCIDENTS

The WHS Regulation requires that certain incidents which result in serious injury, death or work-related illness, or are classified as a dangerous need to be reported as soon as possible to Workplace Health and Safety Queensland. Further information and reporting forms are available. (blank target: <https://www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/what-is-anincident> )

Note that where a person suffers serious bodily injury, work caused illness or a dangerous event occurs then no person may move, or otherwise interfere with any plant or other thing connected with the event without the permission of an WHS Inspector or, if an Inspector is not available, a police officer. However, a person does not commit an offence if movement or interference is necessary to save a life or relieve suffering, or prevent injury to a person or property damage