



# Worker Health and Safety Booklet

**For Parishes of the Catholic Diocese  
Of Auckland**

St Thomas More, Glenfield  
Auckland

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## Introduction

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The Parishes of the Catholic Diocese of Auckland have an obligation to ensure the health and safety of their employees, volunteers, contractors and visitors in any place of work under their control. Employees, volunteers, contractors and visitors also have an obligation to act in a safe manner and to comply with safety policies, procedures and instructions in place for the place of work they are in.

The content of this handbook will provide you with a useful guide to safety at work and you are urged to read it and refer to it regularly. Parishes of the Catholic Diocese of Auckland are committed to providing a healthy and safe workplace for all its employees, volunteers, contractors and visitors.

This handbook does not cover every aspect of safety, but has been developed as a guideline for parish workers.

This handbook will help us all to achieve the following objectives:

- Provide and maintain a safe working environment
- Reduce accidents, incidents and injuries
- Ensure that employees receive adequate training and understand their responsibilities
- Ensure that contractors and visitors receive an adequate induction and understand their responsibilities
- Reduce workplace hazards and potential hazards so they do not cause serious harm to employees, contractors and visitors
- Provide a workplace where employee and visitors safety and participation is the culture and not the exception
- Ensure all legislative requirements are met.

**Remember - Safety is no Accident**

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## Health and Safety Policy

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The Parish is committed to providing and maintaining a safe and healthy environment for its workers (employees, volunteers, visitors, contractors, parishioners) and all persons using the premises.

To assist it to provide a safe and healthy environment, the Parish will develop and maintain Health and Safety Practices. Specifically, we will:

- Set health and safety objectives
- Annually review health and safety objectives
- Actively encourage the accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action
- Identify all existing and new hazards and take all practical steps to eliminate, isolate or minimise the exposure to any hazards deemed to be significant
- Ensure that all workers are made aware of the hazards in their work area and are advised to be aware and take care
- Encourage worker consultation and participation in all matters relating to health and safety
- Promote a system of continuous improvement, including the annual review of policies and procedures
- Meet our obligations under the Health and Safety at Work Act (2015), the Health and Safety at Work Regulations 2016, Codes of Practice, and any relevant Standards or Guidelines.

**Every worker** of the Parish is expected to share in the commitment to proper health and safety standards.

- Every Parish Priest and Parish Finance Committee has a responsibility for the health and safety of those workers working under their direction
- Each worker is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
  - Observing all safe work procedures, rules and instructions
  - Ensuring that all incidents, injuries and hazards are reported to the Parish Priest and Finance Committee
  - Take reasonable care for own health and safety
  - Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.

## Drug and Alcohol Policy

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The use of alcohol or illicit drugs while working will not be tolerated for any Parish employee.

### **When at work:**

- The Parish will not allow any Worker to report for work in such a condition that the employee is unable to perform his/her duties properly and safely. An individual who attempts to function while under the influence of drugs or alcohol risks their own safety and the safety of others
- If the health or safety of an individual is endangered a manager may choose to remove the instigating employee from a work place
- Any Employee found to be under the influence of alcohol or illicit drugs, will be subject to the disciplinary procedures for misconduct
- If you suspect that prescription drugs may affect/be affecting another employee's work performance, you must notify your Manager as soon as possible
- When the possession or consumption of illicit drugs is suspected in Parish premises, property or time, the matter will also be treated as a security issue

### **Social Occasions:**

- The consumption of alcohol is acceptable at social occasions when authorised by the Parish.

### **Contractors:**

- It is unacceptable for any person contracted to provide a service to the Parish to be affected by alcohol and illicit drugs while working on the Parish's worksite.
- If you suspect that prescription drugs may affect/be affecting a contractor's performance, you must notify your Manager as soon as possible.
- If a Contractor's behaviour on a Parish worksite is found to be unsafe, they may be removed from the workplace so as not to endanger their own safety and the safety of others.

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## Rehabilitation Policy

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The Parish is committed to preventing illness and injuries at the workplace by providing a safe and healthy workplace environment for its Workers. Injury or illness may still occur, as may off-the-job injuries. The Parish will assist Workers to recover from work and non-work-related personal injury or illness as quickly and as safely as possible.

### **Purpose**

The purpose of this policy is to ensure that

- Injured Workers have the best opportunity for optimum recovery and rehabilitation, an early return to work and the resumption of their normal lifestyle without undue delay;
- The impact of the injury on the Worker's life and capacity to work is minimized.

### **Responsibilities**

The Parish is responsible for:

- Ensuring that appropriate levels of confidentiality are maintained consistent with the principles of the Privacy Act 1993
- Identifying, in conjunction with the Worker, suitable alternative duties or changes to hours, where possible, to enable an early return to work for the Worker;
- Monitoring the Worker's progress towards recovery and the suitability of alternative duties, changes to hours, or limitations on normal duties;
- Ensuring that weekly compensation or sick leave entitlements are paid during periods of incapacity in accordance with the Worker's employment agreement;
- Remaining in contact, and providing support as appropriate, with a Worker who is off work for an extended period of time as a result of work-related injury, non-work related injury or illness.

Workers are responsible for:

- Notifying their manager immediately when they are injured, have a work-related or personal injury or are suffering pain/discomfort symptoms at work;
- Participating, where appropriate, in the development and implementation of an appropriate return-to-work plan which may require alternative duties and/or partial hours;
- Providing the relevant medical certificates and copies of completed ACC forms to the Parish Priest or Parish Finance Committee.

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## Disruptive Persons Policy

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This policy is to give guidance to Parish Workers, who may come across disruptive persons, to protect themselves if a situation, beyond their control arises.

This applies to all Workers whether at the parish or out in the parish community.

### Responsibilities

The Parish is responsible for:

- Ensuring workers are aware that this kind of behavior will not be tolerated and they are to feel that their safety and health is paramount to the Parish
- 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 occurring

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
- Advising the Parish Priest if they feel unsafe with any parishioner or visitor
- Reporting any incident that occurs and completing incident forms

### Information for Workers

Workers are not expected to take verbal or physical abuse from any person. If a situation arises within the parish 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 – if you feel physically threatened and fear for your safety.

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## First Aid Policy

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The Parish has a responsibility to take “reasonably practicable” steps in providing effective first aid arrangements and to ensure safe and consistent care is taken when first aid may be required in the Parish.

### Responsibilities

The Parish is responsible for:

- Ensuring appropriate first aid supplies are provided at the Parish Office, Church and Parish Hall
- Ensuring that first aid supplies are accessible to all workers and parishioners at the Parish
- Ensuring that the parish has qualified first aiders and that they receive the relevant refresher training when required
- Displaying a list of trained first aiders with the first aid kits
- Ensuring any first aid administered is recorded i.e. in a notebook in the first aid kit

## Consultation

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It is mandatory that all workers have an opportunity to be involved with health and safety issues in the Parish. The Parish recognises that worker input is invaluable to developing superior health and safety performance, and effective participation in hazard management. Moreover, workers can provide solutions and control measures for ongoing hazards. Consultation is promoted at the Parish by:

- Holding regular meetings with workers where safety is discussed
- Safety as an agenda item at meetings
- Consultation on workplace changes and processes

Your personal input is welcome. Make sure that if you have any questions or concerns relating to health and safety in the workplace, ideas you have for improving aspects of health and safety, or if you have identified a hazard that does not seem to have an established control of its risk, speak to the Parish Priest or Parish Finance Committee. Your participation will be most welcome.

## Smoking at Work

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In the interests of health and safety, Parishes of the Catholic Diocese of Auckland are committed to providing a smoke free environment for all workers.

In general, all under-cover work spaces, including offices, lunchrooms, meeting rooms, workshops and vehicles are designated “No Smoking”. Smoking is also prohibited on all construction sites.

## Hazard Management

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It is very important that any hazard that could cause harm to any person is managed and reported immediately to your Parish Priest or Parish Finance Committee. Some simple steps are:

1. Make the situation safe
2. Tell others in the area or put up a barricade or warning sign
3. Report it



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## Incidents, Accidents & Investigation

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All incidents, accidents and potential accidents (near hits) must be reported to your Parish Priest of Parish Finance Committee immediately. It needs to be recorded and investigated without delay.

Where an injury has occurred make sure first aid treatment is given without delay (even for minor injuries). Failure to treat and report an injury immediately could lead to complications of the injury and possible delay in the acceptance of the injury by ACC.

Incident investigation is very important as it provides an opportunity to find out the root cause of the accident and to recommend corrective actions to prevent it happening again.



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## Rehabilitation and ACC Claims

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If you are injured at work and have to attend a doctor for medical advice and/or treatment and a cost is incurred, your doctor will make a claim to ACC on your behalf.

If possible, the Parishes of the Catholic Diocese of Auckland will work with your Doctor, ACC and yourself to arrange alternate duties as part of your injury rehabilitation (see Rehabilitation on page 6 of this document).

The Diocesan Health & Safety Coordinator (Leanne Killgour) will be able to give you more information on this and provide you with the necessary documentation.

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## Emergency Procedures

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**Fire** – in the event of discovering a fire:-

1. Activate the nearest fire alarm.
2. **Ring the Fire Service**
  - (i) Dial (1) – 111.
  - (ii) Ask the Operator for "Fire Service".
  - (iii) Give the location of building and relevant details which NZ Fire Service may require.
3. Clear people from the area immediately and report status to the Fire Warden.
4. Assist in the evacuation of those with disabilities. Persons with disabilities should be held back until last, in a safe place (smoke foyer), and then assisted out.
5. Extinguish the fire if possible and wait instructions from Wardens.

### In the Event of an Evacuation Alarm Sounding

1. Leave by the nearest exit.
2. If required, assist in the evacuation of those with disabilities and visitors. Persons with disabilities should be held back until last, in a safe place, and then assisted out.
3. Assemble at the assembly area listed on the emergency procedures notices.
4. Await instructions from your fire Wardens.

### Afterhours Procedures – staff responsibilities

If working after hours, advise other people of your presence. In the event that the fire alarm is activated the following action is to be taken:

- Make a "111" call to the NZ Fire Service
- Check and clear the area as far as practicable and reasonable
- Evacuate the building via the nearest safe fire exit, if exiting via the front entrance, collect the evacuation folder from reception and assume Building Warden duties

The person assuming the Building Warden duties is to liaise with the Fire Service and any other emergency personnel in attendance. Do not return to the building until the Fire Service has given the "all clear".

## Earthquake

### **During the shake**

1. Keep Calm, do not run out of the building.
2. Move away from the windows and outside walls. Be aware of large or heavy objects in the office that may fall on you.
3. Drop, Cover, Hold – Take cover under solid furniture or a solid door way.
4. Be prepared for aftershocks.

**Note:** The shaking may cause the Fire Alarm to activate on its own. Do not evacuate the building until the shaking has stopped.

### **Immediately after the Shake**

1. Stay calm and assist persons who panic. Try and stay together at all times.
2. Account for all the persons who work with you and assess for injury.
3. Move carefully and check your area for hazards e.g. fire, gas leaks, etc and turn off electrical sources or gas taps if able to do so.
4. Evacuate if instructed to do so and meet at the assembly area.
5. Listen to the radio for Civil Defence instructions.

### **If you are out of Office during an Earthquake**

1. Make your way home, do not return to the office
2. Your manager will contact you within 48 hours to confirm that you are safe
3. If you are in a company vehicle at the time and roads are inaccessible or heavily congested, you may leave your vehicle safely parked and make your way home.

## Bomb Threat – Explosives

**When a bomb threat is received or a suspicious object is discovered, it must be treated as genuine until proven otherwise.**

1. Do not touch or move any suspicious object. Treat unusual or suspicious objects as a bomb as they can be made to resemble almost anything. The Police will determine the action to take with the object.
2. Keep calm.
3. Keep the person talking – don't interrupt; let them feel in charge – keep the person on the line and don't hang up:
  - Listen for any background noise.

- Get details on where the bomb is placed.
  - ASK what time the bomb is going to explode.
  - What type of bomb it is.
  - How long the bomb has been in place.
4. If you discover an unusual object, don't touch or tamper with it.
- Evacuate the immediate area.
  - Secure and prevent access to the area.
  - Notify the Police.
  - Stay calm and only tell those persons who need to know.
  - The Police will then determine what is to be done.
5. Evacuation should be verbal warning. Do not activate the fire alarm. If you are close to your workstation, take your handbag/ briefcase with you.

**Note: Don't Touch It, Don't Remove It, Report It.**

### **Terrorist Attacks**

The world is changing and acts of terrorism, like suicide bombings are increasing worldwide. The primary objective of a terrorist attack is to create widespread fear.

If there is a Terrorist Attack:

- Stay Calm
- Be vigilant, look for secondary hazards such a falling debris or additional attacks
- Follow instructions of emergency service personnel

If there is a Shooter:

- Run – leave all personal items behind, take your cellphone but switch to silent mode
- Hide and stay quiet, lock yourself in a room, lie low on the floor
- Play dead – drop to the ground and play dead

### **Volcanic Eruption**

GNS Science monitors volcanic activity and set alert levels. If a life-threatening eruption is likely to occur, a civil defence emergency will be declared and the areas at risk will be evacuated.

When a volcanic eruption is imminent:

- It is vital to keep ash out of the building, close all doors and windows, shut down air conditioning units
- Protect your electronics – shut down computers, printers, copiers etc and cover them (if possible)
- Head for home (driving) only if there is time

During a volcanic eruption:

- Protect yourself from ash, which is a health hazard – stay indoors
- Stay informed – listen to the radio for official advice, only make short urgent calls, to avoid overloading of lines
- If you are outside, seek shelter in a car or building, cover your nose and mouth with some clothing, if you wear contacts – take them out

After a volcanic eruption:

- Stay inside until ash stops falling and you have been informed that it is safe to leave the building and go home

## General Site Safety

Although it is not always recognised, the office environment can present hazards to employees. It is important to be aware of the following potential hazards:

<p><b>Manual Handling</b> – for example lifting boxes of photocopy paper, office equipment, and lifting large water bottles. It is important to have training in and be familiar with safe lifting techniques. Most importantly, if it is too heavy for you to lift safely, don't do it. Get assistance from another person, fetch a trolley or break the load down into smaller parts.</p>	
<p><b>Reporting</b> – report any hazards and/or injuries to your manager immediately.</p>	
<p><b>Electricity</b> – damaged electrical equipment can cause electric shock and serious injury or death. All fixed and portable plant and equipment that plugs into the mains should be checked regularly, tested and have a current tag. Never use damaged equipment. Take it out of service until it has been repaired or replaced.</p>	
<p><b>Housekeeping</b> - keep work areas tidy and free from hazards that may cause slips, trips and falls. Ensure that entrances, fire exits and passageways are kept clear and fire-fighting equipment and electrical switchboards can be accessed in an emergency.</p>	
<p><b>Overhead Hazards</b> – be aware of people working overhead, and of items that may fall from above. Always check the work area before you start work.</p>	
<p><b>Tools and equipment</b> – need to be in safe working order. Make sure:</p> <ul style="list-style-type: none"> <li>• They are in good working condition and there are guards in place</li> <li>• They are electrically tested and have current tags (mains powered equipment)</li> </ul>	

<p><b>Fire</b> – know your evacuation procedure for the building. Identify the congregation point for all staff in the event of an emergency evacuation.</p> <p>If you come across a fire, notify others, Dial 111 and ask for Fire, ensure an evacuation is underway.</p> <p><b><u>Do not try and put the fire out!!</u></b></p>	
<p><b>First aid</b> – know what to do in the event of an injury i.e. who your first aiders are and where the first aid kits are kept.</p> <p>If someone is injured, make the scene safe, commence first aid, if it is serious dial 111 and ask for an ambulance.</p>	
<p><b>Hazardous substances</b> – Cleaning chemicals are used and stored on site. Only trained and competent persons approved by Catholic Diocese of Auckland are allowed to use hazardous substances. Safety Data Sheets (SDS) are available for all hazardous substances.</p>	

## Key Information

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Please complete details for your information:

My First Aider is:

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The nearest First Aid Kit is:

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My Fire Warden is:

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My Evacuation Point is:

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I can find the Near Miss/Injury Reports at:

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I can find the New Hazard Forms at:

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I report Near Misses, Injuries and Hazard to:

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If you are affected by any hazardous or poisonous substance call 0800 **POISON** or **0800 764 766**

For useful information on Ergonomics or Manual Handling/Lifting go to [www.habitatwork.co.nz](http://www.habitatwork.co.nz)

## Acknowledgement of Induction

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Please tick if you agree:

- I understand that I am required to follow the guidelines and instructions explained in the handbook.
- I agree that if there is anything in the workplace that I do not understand I will seek help from the Parish Priest or Parish Finance Committee.
- I agree to immediately report any incident to the Parish, and that if I become aware of any hazard shall report it immediately as well.
- I agree to comply with the Parishes health and safety requirements
- I will not operate plant or equipment for which I do not have training or experience to safely operate.

I am: (tick one box)

- Existing employee (retraining)
- New employee
- Contractor/subcontractor
- Casual employee
- Work experience
- Volunteer
- Other (please state)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_