



# Induction and Training

## Introduction

The Church acknowledges the important roles and work of all workers undertaken within the Church community.

Volunteers perform services or functions for the Church for no financial reward. These people perform a wide range of tasks and without them a Presbytery/Charge/Committee could not function effectively.

The Church recognises that the importance of ensuring WHS safety risks associated with these roles and work must be proactively managed for all workers.

## Purpose

The Church aims to ensure all workers and volunteers are appropriately inducted, trained and supervised, relative to their experience and the WHS risks of the work they undertake on behalf of the Church.

Workers at Church sites include, but not limited to:

- Persons directly employed by the Church
- Ministers
- Contractors
- Volunteers

Volunteers include, but not limited to, persons involved in:

- Running Church programs, community work, study groups, working bees;
- Specific worship/presbytery related roles; church services or gatherings;
- Working at Church or Church related functions;
- Working to maintain Church property or grounds; building maintenance, mowing etc.

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

How to Manage Work Health and Safety Risks Code of Practice 2011  
<http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

National Standards for involving Volunteers in Not for Profit Organisations – Volunteering Australia: available at  
<http://www.volunteeringaustralia.org/volunteering-resources/volunteer-managers/>

## Procedure

When a worker commences working for the Church, they must complete a general induction in Church Policy and Procedures. This induction will be provided by the relevant Church representative.

The induction process should cover the topics such as Church WHS roles and responsibilities, general WHS requirements and key information as relates to the functions they are expected to perform for the Church.

The Presbytery / Church organisation's representative should obtain written acknowledgement of induction and provide a copy for the Committee of Management.



Where practicable, particularly with Church volunteers, a worker profile should be developed to identify the type of activities best suited to the volunteer's capabilities (e.g. physical/fitness for work/qualifications). This profile should be retained by the Presbytery / Church Organisation and should include:

- Worker/volunteer Name
- Induction completed
- Competencies, tickets/licenses
- Specific training requirements
- Role within Church
- Days working with Church

Specific job training will be provided for work that the Church has identified as having a WHS risk. Such work includes:

- Hazardous manual tasks
- Working with plant
- Ergonomics
- Working at heights
- Driving

Documented evidence of training records must be retained by the Presbytery/Charge/Committee.