



WORKPLACE HEALTH AND SAFETY POLICY

Document Number: WHS.01 /// Version: 2.0 /// Drafted By: Druvi Perera /// Approved: 01 May 2015
/// Responsible Person: John Mays /// Scheduled Review Date:
01 May 2016

WHS POLICY

Hillsong is committed to providing a safe and healthy environment for those attending any of our services or events, employees, volunteers and visitors. Duty of care is a shared responsibility requiring us all to be proactive in identifying and eliminating risk of harm to ourselves and others.

Purpose

Hillsong¹ is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

Hillsong undertakes to regularly review this policy to take account of changes in legislation, activities and services. As a result of this review, changes may be made to this policy from time to time and all workers and contractors are required to comply with those changes.

Scope

This policy applies to:

- a) all employees of Hillsong (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Hillsong including volunteers, contractors, subcontractors, agents, consultants, temporary staff and 'workers' as otherwise defined under relevant work health and safety (WHS) legislation (collectively referred to as '**workplace participants**');
- b) all of Hillsong's workplaces and to other places where workplace participants may be working or representing Hillsong for example, when visiting the homes of church and community members, attending work lunches, connect group meetings, conferences, church services and supplier functions (collectively referred to as '**workplace**').

¹ Hillsong includes any entity in the Hillsong Group including but not limited to Hillsong Church Limited and Hillsong CityCare Limited.

Hillsong's Health and Safety System

The WHS system relates to all aspects of health and safety including (without limitation):

- a) WHS Strategy Plan;
- b) Defined WHS responsibilities;
- c) Exercising due diligence;
- d) Health and safety training and education;
- e) Adopting a risk management approach to manage health and safety risks;
- f) Consultation between Persons Carrying on a Business or Undertaking and employees on matters related to health and safety;
- g) Emergency procedures and drills;
- h) Workplace inspections;
- i) Incident/accident reporting;
- j) Management of injured workplace participants.

Hillsong's Health and Safety Objectives

- a) To provide a safe and healthy work environment for all our workplace participants;
- b) To provide safe and healthy methods of work;
- c) To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- d) To identify and eliminate or reduce hazards and risks to health and safety;
- e) To continually monitor and improve work health and safety;
- f) To provide education and training resources; and
- g) To comply with all relevant laws, rules, standards and codes of practice.

Management Responsibilities

All officers, managers and team leaders/supervisors are responsible and accountable for the safety of workplace participants, contractors and property under their control so far as reasonably practicable. All officers, managers and team leaders/supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

Employee and Volunteer Responsibilities

All employees and volunteers are required to comply with health and safety legislation and Hillsong's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect the health or safety of both themselves, and that of other persons. Employees and volunteers must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety, and the health and safety of others in our workplace, including contractors and third parties.

Contractors

All contractors engaged to perform work for Hillsong are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of Hillsong as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Definitions

'Person Carrying on a Business or Undertaking' means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.

Variations

Hillsong reserves the right to vary, replace or terminate this Policy from time to time.

Associated Documents

The following documents are associated with this Work Health and Safety Policy:

Doc Number WHS .02: "Workplace Health and Safety Rules"

Doc Number WHS .04: "Health & Safety Induction Guidelines"

Doc Number WHS .06: "Incident Reporting Guidelines"

Doc Number WHS .07: "Hazard Reporting Guidelines"

Doc Number WHS .12: "Risk Assessment Guidelines"

Doc Number WHS .14: "First Aid Guidelines"

Doc Number WHS .16: "Manual Handling Guidelines"



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