



Environment Health and Safety Team Role Description

Adopted by Southern Illawarra Church of Christ Board on 12.08.2025

To fulfil our duty of care, we will appoint an Environment Health and Safety (EHS) Team (ideally between 2-4 people). EHS Teams and paid pastoral staff should seek to undertake basic EHS training (if offered) by the church insurer and utilise their risk management resources.

The responsibility of the Environment Health and Safety Team includes:

- To provide oversight of the church's Environment Health and Safety program, including policy and procedures.

Specific Roles:

- Develop and implement appropriate EHS policy and procedures including the following:
 - Evacuation and Emergency responses
 - Safe Manual Handling, Visual and Auditory Care
 - Risk Mitigation Strategies
- Address health and safety concerns within one month of the concern being raised.
- Report to senior leadership team outcomes of meetings regarding work health and safety and provide reports as appropriate;
- Ensure Risk Assessments are completed for all church ministry programs (both onsite and offsite);
- Ensure incident report documents are completed and stored, and that serious or dangerous incidents are notified to Churches of Christ NSW & ACT and Southern Illawarra Church of Christ's insurer, as required;
- Investigate hazards/incidents as required and communicate outcomes and learnings to prevent recurrences.
- Undertake a safe environment audit of the church site at least once a year, or more regularly for high-risk areas, ensuring that any concerns are appropriately rectified;
- Any other tasks as required by legislation of the Church insurer.
- Environmental safety measures required by legislation of the Church insurer.