



Eastwood Community Baptist Church

Incident and Hazard Response Policy

Overview

All people who use the church premises are all responsible to report Incidents and Hazards within the Church. A Hazard is an event, or item in which could cause harm to any person. An Incident is an event which has caused harm, injury to a person.

Policy

1. Incident Reporting

- All Church leaders at all times when they are holding an event with a Ministry are to have a copy of an Incident report with them.
- In the event where an Incident has occurred where someone has needed Medical treatment, the Leader of that Ministry within that area is to complete an Incident report form.
- A copy of this report is to be kept by the leader with the original to be placed within the Work Health and Safety Cabinet File Tray, located in the Main Office.

2. Hazard Reporting

- All Church leaders at all times when they are holding an event with a Ministry are to have a copy of a Hazard report with them.
- If any individual at any point in time report a possible foreseeable event occurring which may cause, or put people at risk of harm, then that person is to fill in a Hazard Report with spare reports kept within the Work Health and Safety Cabinet File Tray, located in the Main Office.
- All Ministry Leaders are to look over the areas they are using and assess if there are any possible Hazards within that area before the Ministry is to begin their activities.

3. Emergency Response

- In the event where an Emergency occurs, All Church Leaders are to ensure the first priority is the safety of the people within their Ministry.
- In the case where Emergency Services are required, Church Leaders are responsible to phone these Services.
- In the event of an Emergency Response, Church Ministry Leaders are required to complete an Incident report form.
- In the event of an Emergency Response, the Ministry Leader in charge at the time is required to phone the Church Senior Pastor, The Church Secretary and the Work Health and Safety Officer.
- In the event that the Church is required to evacuate, please follow the Eastwood Community Baptist Church emergency Evacuation Policy.