

# ROLE DESCRIPTION

## Ministry Unit Health & Safety Representative

The Health and Safety at Work Act 2015 (HSWA) gives Health and Safety Representatives (HSRs) several functions and responsibilities. The Diocesan Council, as a key stakeholder, is the body (PCBU) which carries significant legislative responsibility for health and safety, together with those in senior leadership – the vicar, priest-in-charge, LSMU chairperson and Ministry Unit (MU) governing body (officers). The MU Representative acts as an extension of this group as the point of contact for communication between the Ministry Unit and the Health & Safety Working Group (HSWG).

This role includes, but is not limited to:

- fostering a positive culture around health and safety management practices, helping everyone to have their say
- ensuring H&S is a regular item on your governing body's agenda
- communicating updates from the HSWG to the governing body
- ensuring that those with roles within the ministry unit have H&S induction as part as their onboarding process
- ensuring fire drills take place on a six-monthly basis
- ensuring hazard and incident registers are maintained, as well as keeping relevant documentation updated
- ensuring incidents are investigated and reported back to the MU's governing body and to Keepsafe and WorkSafe if required
- working together with the officers to investigate complaints and risks to MU staff, parishioners, and visitors' health and safety
- ensuring there a first aid kit on site, that it is regularly stocked, and that first aid training takes place if required
- point of contact for Diocesan Council H&S visits.

### Important links and contacts

#### **Anglican Diocese of Auckland**

09 3027201

[keepsafe@aucklandanglican.org.nz](mailto:keepsafe@aucklandanglican.org.nz)

For guides, updates and forms

<http://www.auckanglican.org.nz/resources-and-links/diocesan-health-and-safety>

#### **WorkSafe**

You need to notify WorkSafe if a serious injury, illness or incident happens to a person or people carrying out work, or as a result of work that your business or organisation is responsible for.

<https://worksafe.govt.nz/>