

Work Health & Safety Policy

Policy Number	WHS01
Drafted by	Business Manager; and Safe Ministry & Incidence Coordinator
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1. Definitions and Scope

- 1.1 This policy should be applied to any of Crossroads Christian Church's (Crossroads') workplaces and any church-related events¹ that it organises.
- 1.2 This policy applies to staff who are engaged in Crossroads-related work while out of the office (e.g. working from home, travelling for work, conducting home visits).
- 1.3 "Persons" in the context of this policy refers to Crossroads' staff, volunteers, authorised visitors to the Ministry Centre, contractors, Sunday service visitors, congregants, and anyone else involved in activities organised by Crossroads.
- 1.4 "Leaders" in the context of this policy refer to Crossroads' staff and/or volunteers appointed by Crossroads to supervise individuals in the church.
- 1.5 This policy should be read in conjunction with the following documents:
 - a. Crossroads Work Health and Safety Guidelines;
 - b. Crossroads Safe Ministry Policy;
 - c. Crossroads Safe Ministry Guidelines; and
 - d. ACT [Work Health and Safety Act 2011](#) and other relevant workplace safety legislation, guidelines, and/or Codes of Practice in the Australian Capital Territory.

2. Crossroads' Duty of Care

- 2.1 Crossroads has a duty of care to its Persons (as defined in clause 1.3) to ensure that they are able to worship, play, work, and socialise in a safe and healthy environment wherever reasonably practicable.
- 2.2 Crossroads' duty of care is a responsibility shared by all of its Leaders (as defined in clause 1.4).
- 2.3 Under its duty of care, Crossroads is committed to:

¹ "Events" include any activities led, run, and/or approved of by at least a Pastor or of higher seniority (e.g. Senior Pastor or Crossroads Christian Church Council), or the Business Manager. Examples include Sunday church services, weekly Growth Groups, training events at the Crossroads Ministry Centre and Crossroads-run camps.

- a. minimising the risk of physical and mental injury to Persons (as defined in clause 1.3) during Crossroads-related activities and on Crossroads-related property wherever reasonably practicable;
- b. complying with the standards set out by the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011, and any applicable Codes of Practice and Australian Standards;
- c. the workplace safety and wellbeing of its staff.

3. Responsibilities of Individuals

- 3.1 Crossroads seeks the cooperation of all Persons (as defined in clause 1.3), and encourages them to adopt a safety-first approach to work and Christian ministry.
- 3.2 It is the responsibility of every individual to assess their own physical capability before engaging in any physical activity.
- 3.3 It is the responsibility of every individual to manage their own personal risk before, during, and after engaging in a Crossroads-related activity.
- 3.4 Leaders should always have a risk-adverse mindset when participating in a Crossroads-related event, and should always aim to minimise risk wherever reasonably practicable.
- 3.5 Where reasonably practicable, the Senior Pastor and Business Manager are responsible for:
 - a. the crafting, review, maintenance, and public access of Crossroads' Work Health and Safety (WHS) policies and guidelines;
 - b. informing, instructing, training, and supervising staff in relevant First Aid and Emergency Management processes;
 - c. raising awareness of proper WHS processes amongst Leaders; and
 - d. maintaining Crossroads' property and facilities for the welfare of all Crossroads persons.
- 3.6 Where reasonably practicable, Persons (as defined in clause 1.3) while performing duties on behalf of Crossroads must:

- a. comply with safe workplace practices and standards as laid out in the Crossroads Work Health and Safety Guidelines;
- b. take reasonable steps to ensure the health and safety of themselves and other persons;
- c. comply with any orders or directions issued by church management when relating to:
 - i. their own physical and mental health and safety; or
 - ii. the physical and mental health and safety of others;
- d. take reasonable steps to ensure that any locations used for Crossroads activities:
 - i. have minimal risks to people's health and safety; and
 - ii. are well maintained and in a state of general cleanliness.
- e. report any reasonable hazards, workplace incidents, or accidents to their supervisor, manager, or ministry leader as soon as reasonably possible.

4. Access and Review

4.1 Crossroads is committed to keeping its policies, including this one, publicly available on our website.

4.2 Crossroads welcomes all feedback and suggestions on how to improve this policy. Feedback can be sent to office@crossroads.asn.au.