

The Parish Risk Management Program Newsletter

July 2010

2010 Training Program

During April and May several training sessions in *Emergency Evacuation and Fire Safety* (run by RiskLogic) and the St John Ambulance *Senior First Aid Course* were held across the Diocese. About 350 people attended one or more of these courses which was very encouraging and indicates that training is of great value to parishes.

Many thanks to those who attended and the parishes which made their facilities available – *Pymble, Emu Plains, Albion Park and South Carlton*.

In **August and September** we will be holding a number of sessions to provide parishes with an update on recent changes to *Employment Law* and how this affects parishes. **WorkCover** will also be present to provide parishes with practical tips for assessing and mitigating the most common parish risks.

Details of the sessions will be provided shortly.

2009 Risk Management Annual Return

The 2009 Risk Management Annual Return was released in March and is due for completion by **31 August 2010**. If your parish hasn't completed the Return yet please take some time now to get it done!

The Return can be accessed [HERE](#) – please note that you will need your parish user name and password.

The 2008 Return revealed that many parishes are **proactively managing** key parish risks. Please be encouraged to continue the good work done to date and to implement plans to address your higher risk areas identified in your parish's Return.

Release of updated Parish Risk Management Modules

Over the last few months we have been updating the current suite of Risk Management material. The updated modules will be handed out at the August and September training sessions.

Parish Risk Management Program Web Site

There is a dedicated Parish Risk Management Program web site with links to all the current modules and other important information designed to assist the parish. We encourage you to have a browse - click [HERE](#) to access the web site.

WorkCover Safety Alert

The Diocese works closely with WorkCover NSW and below is a link to the latest safety issue that WorkCover has raised with employers and is relevant to parishes.

[Safe Use of Portable Ladders](#)

Does your Parish have a Workers Compensation policy?

Every parish that employs lay and/or administrative staff where the wages paid exceed \$7,500pa must have a workers compensation policy in place. More information can be found on the following web links:- [WorkCover web site](#); [Diocesan Remuneration Guidelines](#).

WorkCover provides a list of NSW Workers Compensation insurers which can be accessed [HERE](#).

Question time...

Does your parish have an OH&S Committee? If not, the establishment of an OH&S Committee is an integral part of ensuring that the parish is meeting its legal obligations for providing a safe work environment. The primary purpose of an OH&S Committee is to provide an opportunity for parish staff (and volunteers) to raise any OH&S issues with the Wardens and Rector.

OH&S Committees should meet regularly, record minutes of meetings, develop action plans for addressing any risks identified and report to the Parish Council each month. Refer to page 19 of Module 4 for more information by clicking [HERE](#).

Incident reporting

Remember...

- ⇒ All incidents including 'near misses' must be recorded in an Incident Report and forwarded to the Insurance Manager.
- ⇒ Do not seek to make a judgement about whether you think the incident is serious or may result in a claim against the parish – **report ALL incidents**.
- ⇒ Describe the incident as it happened, step by step – **do not offer opinions on why certain things did or did not happen**.
- ⇒ Specific incidents must ALSO be reported to WorkCover - please refer to the material behind the red tab in Module 1 or [click HERE](#) for more information.

Download an Incident Report by [clicking HERE](#).

If you have any queries about Incident Reporting please contact the Diocesan Insurance Manager, Cindy Wong on 9265-1679 or email cpw@sydney.anglican.asn.au.

One last thing...

If your **Parish Risk Management Coordinator** has changed please call or email Michael Newman on (02) 9265 1680 or riskmanagement@sydney.anglican.asn.au

Please circulate and discuss this Newsletter at your next Parish Council meeting before filing it away in your Parish Risk Management Program binder.

