

The Parish Risk Management Program Newsletter

March 2011

2011 Training Program

We are planning the following training for 2011 –

- **FIRST AID COURSES** will be held at various locations across the Diocese. Having trained first-aid officers in your parish is an essential part of managing risk and ministry staff, lay workers, youth group leaders, Sunday school teachers are encouraged to attend. These 1-day (with some pre-learning) courses are being planned for some Saturdays beginning late April to June. These courses will be appropriate for those who do not hold a first aid certificate, or for those who attained their certificate in 2008 and need to now renew their certification.

Details of the First Aid Courses will be provided shortly.

- **SAFE FOOD HANDLING TRAINING** courses are planned to be held during July and August. The training is a convenient and simple way to educate handlers in food safety and hygiene, and implementing food safety procedures. This course is suitable for those who are responsible for (or work in) the kitchen of your church, and for the general handling of food in a public environment.

This training will be provided on a needs basis and subject to minimum numbers being achieved. Therefore, please contact us as soon as possible if your parish is interested in attending a course.

- **RISKLOGIC** conducted sessions on Emergency Evacuation and Fire Safety in 2010. In 2011 they will be available for specific on-site “evaluation, recommendation, and training” sessions for your parish to support your Risk Management Program.

Please contact us if your parish would be interested in having RiskLogic run a session at your parish.

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.

Does your Parish have a Workers Compensation policy?

Every parish that employs lay pastoral and/or administrative staff whose combined gross wages exceed \$7,500pa must have a workers compensation policy in place. More information, including the WorkCover definition of “remuneration”, 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](#). [DNEY](#)

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 is important

Remember...

- ⇒ All incidents including 'near misses' must be recorded in an Incident Report and forwarded to the Diocesan 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 Colin Murphy on (02) 9265 1560 or riskmanagement@sydney.anglican.asn.au

A PARISH

RISK
MANAGEMENT
PROGRAM

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



Produced by SDS Parish Support Services

ANGLICAN CHURCH DIOCESE OF SYDNEY