

The Parish Risk Management Program Newsletter

June 2012

2012 Training Program

- **FIRST AID COURSES** are being held at various locations across the Diocese during 2012. This is great opportunity for your staff teams, youth group leaders, Sunday School teachers to be skilled in applying emergency first aid.

In addition, if you attended the first aid courses held in 2009 your certification will require to be updated this year.

Please contact Colin Murphy on 9265 1560 or email cjm@sydney.anglican.asn.au for further information.

- **SAFE FOOD HANDLING TRAINING** courses are available to parishes wishing 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 parish, 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.

UPDATED Modules have been released on the SDS web site

In light of the introduction of the *Work Health and Safety Act 2011* all the current risk management modules have been updated and posted on the dedicated Parish Risk Management web site – click [HERE](#) for access. **There will be NO hard copies provided to parishes in the future.**

5 regionally based seminars were held in May covering the Work Health and Safety legislative changes and there was also a session on the implications for parishes of the *Australian Charities and Not for Profit Commission* (“ACNC”) work. Over 250 people attended which was greatly encouraging – **thank you to all those that attended and to the parishes that hosted the evening.**

For more information on the ACNC please contact Robert Wicks, Diocesan Secretary on 9265 1671 or rjw@sydney.anglican.asn.au. Alternatively, information is available on the SDS web site which can be accessed [HERE](#).

2011 Risk Management Annual Return

The 2011 Risk Management Annual Return will be made available toward the end of June 2012 and will need to be completed **by 31 August 2012**. This is an important document to complete as it will assist your parish in identifying parish risk that may need attention and provide an overall ‘risk rating’.

The Return will be accessible via the [SDS Extranet](#) - please note that you will need your parish user name and password.

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](#).

Does your parish have a WH&S Committee?

If not, the establishment of a WH&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 a WH&S Committee is to provide an opportunity for parish staff (and volunteers) to raise any WH&S issues with the Wardens and Rector.

WH&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 Module 4 for more information by clicking [HERE](#).

Incident reporting is important, please 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

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