

# Session 4 - Parish Risk Management Program

## Module 2 Launch

Presented by

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The logo for the Sydney Diocesan Secretariat (SDS), consisting of the letters 'SDS' in white on a dark blue rounded square background.

SDS

Church Administration Conference - Saturday 16 June 2007

# Theme of the program

“Maximising ministry by minimising harm”

# Material released last year

- Risk Management Overview
- Developing a Risk Management Plan
- Module 1: People movement,  
emergency evacuation and  
fire

# What is being done in parishes?

- Encouraging responses to the annual return
- Most have given attention to people movement and fire
- Many are in the process of implementing emergency evacuation
- Some have not indicated what they are doing

# Emergency Evacuation

- Is essential!
- Need not be complex or onerous
- Will probably require a change in parish “culture”
- Hopefully it will never be needed, but if it is  
.....
- Do we care for people enough to make sure that they can get out safely?

# Large numbers in buildings

- Please make sure that aisles are kept clear
- Please make sure that exits are unlocked and kept clear

# Module 2

- Electrical appliances, equipment and wiring
- Hazardous substances
- Plate glass
- Managing contractors
- Noise

# Electrical appliances, equipment and wiring

- Only allow licensed electricians
- Check wiring and appliances
- Safety switches
- Surge protectors
- Extension leads, power boards etc
- Testing and tagging



# Hazardous substances

- Common cleaning materials in kitchens and bathrooms
- Material safety data sheets
- Poisons for garden
- Petrol for mowers
- Keep high, locked away from children

# Plate Glass

- Glass doors
- Glass panels
- Any glass that people could impact
- Presence of glass indicators
- Make sure it is safety glass
- If not safety glass, replace or attach safety film

# Managing contractors

- Health and safety of contractors
- “Induct” them to your site
- Obtain their insurance details
- Determine how specific risks will be managed
- Complete a safety plan

## Contractor Safety Plan

For use in Anglican parishes in the Diocese of Sydney

### To be completed by the parish

1. Description of work to be carried out by the contractor  
.....  
.....
2. Name of parish representative responsible for managing the contractor's safety  
.....
3.  Contractor has been inducted to the site and contractor's CH&S General Induction card has been sighted

### To be completed by the contractor

4. Name of the contractor  
.....
5. Name of the contract manager (person in charge of the actual work)  
.....
6. Name of workers' compensation insurer, policy number and expiry date or name of disability insurer and policy number, (whichever is applicable)  
.....
7. Name of public liability insurer, policy number, expiry date and amount of cover  
.....
8. Name of contractor's all risk insurer, policy number, expiry date and amount of cover  
.....
9. Risk assessment  
What specific risks are associated with the performance of the contracted work, including hot work and any hazardous substances to be used?  
.....  
.....
10. Safety management  
How will the work be carried out to manage the risks identified above?  
.....  
.....
11. Applicable Codes of Practice  
.....  
.....

### Acknowledgements and agreements

12. The contractor acknowledges and agrees that:
  - (a) the contracted work will be carried out in accordance with this safety plan
  - (b) the contractor and each of the contractor's staff have been advised of the parish's emergency procedures, the location of any fire exits at which the work is to be carried out and has sighted the asbestos register

#### Signatures

.....  
Name:  
For the contractor  
Date / /

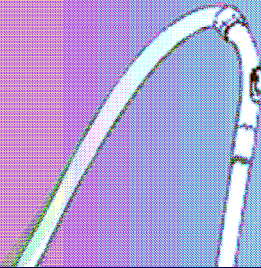
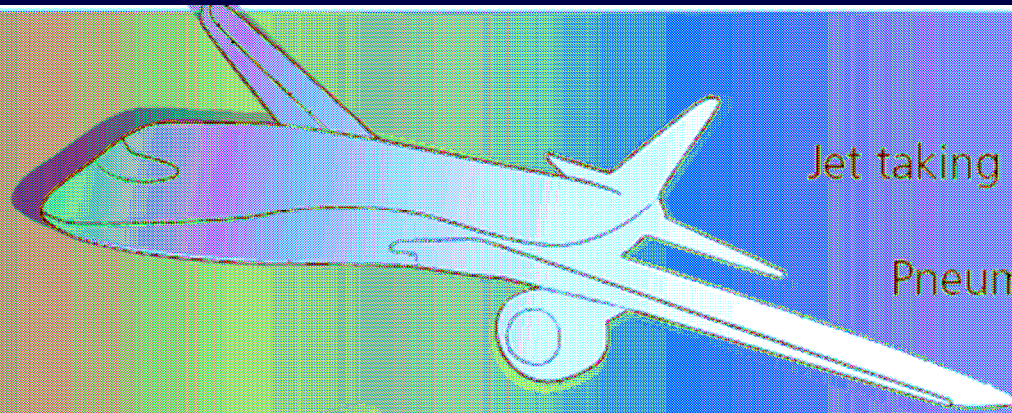
.....  
Name:  
Parish representative  
Date / /

# Noise

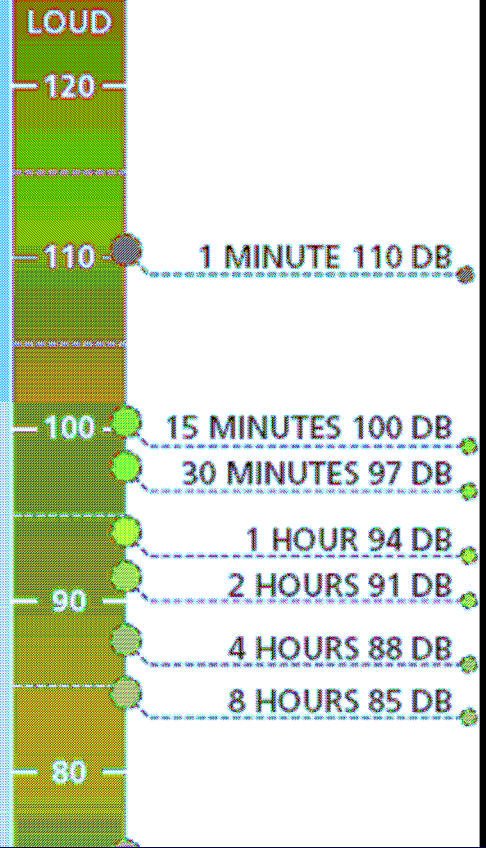
- Sound or noise?
- Noise induced hearing loss



AT RISK



- Gun shot
- Jet taking off (25m away)
- Pneumatic hammer
- Noisy disco
- Chain saw
- Angle grinder
- Personal stereo (max volume)
- Ride-on mower
- Busy road
- Power motor



*"Reproduced with the kind permission of Australian Hearing."*

# Noise

- Sensitivity to neighbours
- Power tools
- Loud music – caring for people
- Purchase sound level meter
- Maximum recommended sound levels



# Module 2 will be handed out at the end of the Conference

- Please make sure that one person from your parish collects the Module 2 kit
- Place in the Risk Management kit handed out last August / September
- New CD with all of the existing as well as the new documents



# Future – Module 3 - Asbestos

- Module will provide general information and work practice guides on how to deal with it
- It will not instruct on how to locate asbestos containing material
- Standing Committee have just given approval in principle for a parish asbestos inspection program

# Future – Module 4 – Building Environment 3

- Various other aspects of health and safety

Questions?

SDS