

Parish WHS Manual Summary



INTRODUCTION

The Safety Summary is a quick reference guide for the following components of the Parish Safety Management System:

- Responsibilities (At a glance)
- Planning (What steps do I follow?)
- Checklists (What do I do with them?)
- Reporting (What do I do?)
- Review (When should I review?)

The above sections provide guidance in completing safety management tasks. If more information or detail is required, refer to the Parish WHS Manual or contact the WHS Team.

Diocesan Contact Details

Primary Contact for WHS matters in the Anglican Church CQ

Diocesan Business Manager (ACCQ DBM)

Telephone: (07) 4927 3188

Mobile: 0409 224 562

Email: diocese@anglicanchurchcq.org.au

For additional advice contact Anglican Church SQ

People Services Helpdesk

Telephone: (07) 3838 7645 ask for WHS Team

Email: WHS@anglicanchurchsq.org.au

WHS Manager 0402 184 310

Injury Management

Diocesan Business Manager as above

Risk Compliance and Insurance

Diocesan Business Manager as above

Property

Diocesan Business Manager as above

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RESPONSIBILITY

The Corporation of the Synod of the Diocese of Rockhampton			
Duty = Primary Duty of Care			
Ensure, so far as is reasonably practicable, the health and safety of workers and others at the workplace is not adversely affected by the way in which the organisation or the Parish conducts its activities			



Bishop in Council, Registrar, Business Manager, Parish & Other Agencies			
Duty = Due Diligence			
To ensure that a process for the management of safety is provided and implemented within the Parishes	To ensure the Parishes are able to provide a safe working environment	To ensure the Diocese complies with its obligations under the WHS Act 2011	



Priests in Charge of Parishes / Parish Council			
Duty = Reasonable Care			
Take reasonable care of their own health & safety, cooperate with all policies, procedures and instructions for safety.	Ensure Health and Safety is a standing item on Parish Council meetings.	Ensure safety hazards and risks are identified and addressed.	Ensure all workers, have access to specific training required to work safely



Parish Workers, Volunteers and Others			
Duty = Reasonable Care			
To take reasonable care of their own health and safety.	To cooperate with all policies, procedures and instructions provided for safety	To cooperate with the Parish Council in creating safe workplaces by reporting hazards	Take reasonable care that their conduct does not adversely affect the health and safety of others

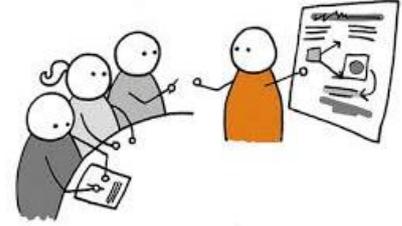
Diocesan Business Manager
Provides assistance and support to meet these requirements





TRAINING

What training is required,
and where can we find it?



Resources for training are available through the Anglican Church Southern Queensland (ACSQ).

All training packs are available on the ACSQ website under the 'Resources' button.

The following WHS information and training shall be provided to all persons as follows:

Clergy / Parish Leaders

- Managing Work Health and Safety training materials on www.anglicanchurchcq.org.au
For further information contact Diocesan Business Manager.
- Emergency Procedures including fire response (Parish Orientation/Induction Pack)
- Work Health and Safety (Parish Orientation/Induction Pack)
- Computer Workstation Set Up and Use (Parish Orientation/Induction Pack)
- First Aid/CPR (External training as required)

Paid Workers

- Computer Workstation Set Up and Use (Parish Orientation/Induction Pack)
- Emergency Procedures (Parish Orientation/Induction Pack)
- Work Health and Safety (Parish Orientation/Induction Pack)
- First Aid/CPR (External training as required)

Volunteers

- Work Health and Safety (Parish Orientation/Induction Pack)
- Emergency Procedures (Parish Orientation/Induction Pack)
- Computer Workstation Set Up and Use (Parish Orientation/Induction Pack)

While these training documents are specific to the ACSQ they may be adapted for use in the ACCQ.



PLANNING

Planning is essential to ensure effective safety management

A good safety management system has clear goals and describes actions on how to achieve those goals. These goals are often focused around health and safety improvements which ensure that safety is a focus for workplaces.

The Annual Safety Management Plan

The Annual Safety Management Plan template is provided for Parishes to track their goals towards meeting safety needs. A template is provided to assist the Parishes to develop their plan so that it suits their individual needs.

Step 1:

The Parish Council will decide the Parish safety goals for the year based on the Parish activities and safety requirements. Choose a minimum of two areas of safety to focus on each year, in order to work towards continuous improvement with all areas of Parish safety management.

Step 2:

Note actions and timeframes to achieve these goals.

Step 3:

Decide which checklists are relevant to your Parish including those for larger scale Parish activities that will be organised during the year. Allocate checklists into the months where those events will occur on the Plan. The checklists reflect the nature of your event (Youth Camp = Event Checklist; Bush Dance = Events Checklist). Allocate essential checklists during quieter times of the year.

Step 4:

Allocate the timeframe and responsibility for tasks required in the Annual Parish Safety Management Plan within the Parish, and ensure the relevant persons are aware of their tasks.

Step 5:

Review the Plan at each Parish Council meeting to track your progress and any concerns that may arise. This will ensure prompt attention and consideration is provided when needed. Organise all your documents/checklists/templates into chronological order for easy access.



CHECKLISTS



Here are your safety checklists.

Select your Parish activities and complete the relevant checklists.
Make sure you have completed the Essential checklists.

These Checklists cover a range of different activities which a Parish may conduct or participate in, and that require some consideration of health and safety standards and assessment of potential safety risks.

Each Parish must complete the Essential Checklists every year.

The remaining checklists can be completed where relevant to Parish activities.

For example, one Parish may have a children's ministry requiring them to complete the Youth Ministry checklist annually, and the Camps Checklist before they run any youth camps. Another Parish may only run fundraisers, which will require them to complete the relevant events checklist prior to the event.

Essentials	Frequency ...
Emergency Procedures	6 monthly
Buildings	Annually
Workplace	Annually
My Parish does/has...	
Worship Services	Annually
Children/Youth Ministry	Annually
Home Visitations	Annually
Catering/Café/Soup Kitchen	Annually
Working Bees	Before each Working Bee (Optional)
Events (i.e. Fundraisers, Retreats, Camps, Conferences)	Before each Event

If a new activity is introduced or the workplace environment changes significantly the checklist should be re-done, even though the original allocation for the checklist was annual. It is recommended that a *Checklist* be completed prior to **each** specific high risk Parish activity if it is repeated during the year (e.g. working bees; onsite and offsite events).

The checklist findings will be tabled at Parish Council meetings, and identified hazards and risks will be discussed to decide the actions that will be taken to eliminate or minimise the risk to workers and others being injured. Allocation of responsibility for actions and an agreed timeframe is required.

REPORTING



I've completed the relevant Hazard and Incident Reports and Checklists – What do I do now?



Assess the hazards and/or risks identified on the checklists and take action

All identified hazards and risks from the checklists should be assessed using the Parish Risk Assessment Worksheet, and those which cannot be immediately eliminated should be recorded on a Hazard Report Form.

Forward the Hazard Form to the ACCQ DBM for input into the Online Incident and Hazard Reporting System.

Add the risk or hazard to the Annual Parish Safety Management Plan on the action table. This Plan is then presented at the next Parish Council meeting to agree or monitor actions to ensure the risk is minimised, timeframes are appropriate and actions are completed.

It is the identified high risk issues and those which cannot be eliminated or sufficiently minimised immediately, that should be reported and managed by the Parish Council, as it is often these risks that can lead to serious harm. If assistance is needed in the management of high to extreme risks, seek assistance and guidance from the ACCQ DBM to ensure the controls agreed are adequate.

Regardless of the level of risk associated, all identified risks should be eliminated where reasonably practicable or minimised with clearly stated actionable responses and a person responsible for taking that action. Where you require assistance to complete the Hazard Form or you need clarification to ensure the actions taken will be effective in reducing the level of risk identified contact the ACCQ DBM.

A serious Incident has occurred – What Should I Do?

If a serious incident occurs (a fatality, serious bodily injury, injury requiring admittance to hospital or an electrical injury) within the Parish or during a Parish activity, immediate notification is required to the appropriate people. If you are a worker, it is important that you notify your Clergy or Parish Leader who will be able to guide the reporting process and who will decide if further notification is necessary.

All serious incidents as described above **MUST** be reported immediately to the ACCQ DBM. Risk, Compliance and Insurance Team will also be of assistance with insurance matters relating to property and buildings. Contact numbers are on page 2 of this document.

When a **serious** incident has occurred, it is important to investigate the incident (under the guidance and instruction of the ACCQ DBM). As there may also be involvement with the Workplace Health and Safety Queensland (the Government Regulator), it is important that a thorough investigation is completed within a short timeframe. Actions arising from the investigation will be communicated via the ACCQ DBM to ensure all relevant persons are appropriately informed.



REVIEW



The review process will ensure hazards and safety risks have been eliminated or minimised.

Checklist Review

Once the checklists have been completed, it is important that the outcomes are discussed at Parish Council. There should always be a standing agenda item for Work Health and Safety on the Parish Council meeting agenda to discuss health and safety issues, concerns or initiatives. Actions taken to reduce risks should be reviewed to ensure the risk has been eliminated or controlled, and that the actions remain effective over time.

Hazard and Incident Review

It is important to review regularly what has occurred from an incident and hazard perspective. The ACCQ DBM may be able to provide a trend analysis of reported incidents and hazards for tabling with the Annual Parish Safety Management Plan. This is an opportunity to ensure actions taken have effectively controlled the hazard or risk to prevent injuries or illnesses for workers and others.

Annual Plan Review

Review is an important part of ensuring that safety management is effective within the Parish. The Annual Parish Safety Management Plan is a tool to use regularly throughout the year to ensure you are on track to achieve objectives and targets. It is important to schedule a complete review of this plan annually. Add the review process to the Parish Council agenda or include it under the Work Health and Safety Agenda Item to ensure the plan is reviewed and safety objectives and targets were met. This is an effective measure of your progress of managing safety throughout the year by ensuring an understanding of the risks relevant to Parish activities and workplaces, the effectiveness of actions taken and identified improvements in Parish operations.

At the annual review you will then be able to evaluate your safety management and adapt your plan for the following year. Once you complete your review identify the issues that became apparent, and add these issues to the Annual Parish Safety Management Plan along with scheduled checklists, activities and maintenance requirements.

Forward a copy of your completed Annual Parish Safety Management Plan to the Diocesan Business Manager.