



Anglican Diocese of Newcastle

WH&S Newsletter

July 2014

Welcome to the first Newsletter of the new financial year, I trust you are all safe and well.

Hopefully all the correspondence and e-mail issues of the past have been sorted, but if you feel as though you are being left off correspondence or if you have changed any of your contact details please let us know.

To start off, a small refresher on two of the operational areas of the diocesan office and their roles in how they can be of service to parishes:

The Properties Approvals Board (PAB)

Is a committee of highly skilled professionals with many years of real world experience at a high level across a great deal of property, development and building related fields. The PAB is there to use their experience and skills to approve, request more information or reject developments, projects or initiatives that are ready for assessment only. The PAB does not generally provide advice or guidance in property or building related matters, as this is the area of the Diocesan Parish Services Unit (DPSU).

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Is a small group of highly motivated administrative staff who work in the diocesan office to provide services and advice for all diocesan parishes in relation to; property, building, development, WH&S, insurance, compliance, regulations, diocesan policy and requirements and possibly everything else in between.

As the Property and Risk officer I have experience in the design, construction, supervision and administration of buildings, properties and development as well as the delivery of insurance related solutions and WH&S advice. So if you feel you need help in any of these areas I am here to assist you.

Secondly, Hazardous Materials Inspection Reports

HAZMAT REPORTS – it was a relief to see that across the whole of the diocese that we only encountered 6 incidences of High Level Hazardous Materials requiring immediate remediation. These hazards were in the form of lead based paint in poor condition. This does not mean however that we do not have hazardous materials in our buildings, to the contrary the hazmat reports clearly show that nearly all parishes have buildings that contain asbestos in one form or another as well as other hazardous materials.

The Hazardous Materials register that is included to the rear of each hazardous materials report needs to be consulted in the event of any building work being undertaken in any areas where hazardous materials have been identified.

If you have not received your Hazardous Materials Report please let me know as soon as possible.

Training Sessions for Parishes/ Workplaces

Training courses: an expression of interest has been issued to all parishes in hardcopy for the following 2 separate sessions;

1. Fire Extinguisher/Appliance Training &
2. First Aid Training

The locations and costs will depend upon the numbers of people interested and where they hail from. I am putting together a proposal for the Diocese to provide funds for these training days to absorb or reduce the costs of the training sessions.

You need to fill out the expression of interest with the names of those interested and return to me by 31st August 2014.

If you have not received your Expression of Interest for Training please let me know as soon as possible



FREQUENTLY ASKED QUESTIONS

Here are 4 of the most recent frequently asked questions

Q.1: - If we already have an evacuation diagram, do we need to complete the evacuation diagram template issued by the Diocesan office instead?

A.1: - No, you can absolutely use your existing evacuation diagram as long as it is up to date and compliant with current regulations. This can be checked off by using the Evacuation Diagram checklist. Many Fire Service Providers are able to prepare evacuation diagrams for a nominal fee if you wish to go down that avenue.

Q.2: - What do we need to provide in our first aid kits?

A.2: - The minimum requirements for the contents of the first aid kit's is set out in Section 16.7.5 of the Diocesan Handbook "Basic First Aid Kit."

Q.3: - What are the steps involved with an insurance claim for property damage?

A.3: -

1. Call the diocesan office and inform of the damage
2. Take some good photos of the damage
3. Fill out the Diocesan incident form as soon as possible after the incident occurs or you are made aware of the incident happening and send into the Diocesan Office along with the photos if applicable
4. Get 2 quotes for small jobs or 3 if possible for larger jobs by licensed builders to get the

As ever, if you have any queries regarding building issues, development, property, risk, WH&S, insurance or anything else that you may need advice or help with, please do not hesitate to contact me.

Best regards,



Brendon Lowndes
Property and Risk Officer

If you have any WH&S specific questions you can e-mail me at: whs@newcastleanglican.org.au

damage repaired

5. Fill out the Insurance claim form and send in to The Diocesan Office.

Note: - The excess for any building insurance claim is \$1250, and any damage sustained that will likely be close to or over \$20,000 will have an insurance assessor/ loss adjuster look at the property for evaluation.

Also: - You are able to engage a builder or other required tradesperson to perform any immediate emergency repairs to a damaged building in order to ensure that no further damage occurs to the already damaged building. Keep all receipts of the emergency work for re-imbusement along with photos of the damage and repair work

Q.4: - Do we need to test and tag all electrical items/ what electrical items need to be tested and tagged?

A.4: - Not all electrical items need to be tested and tagged. In terms of parish requirements only those items that are operated in "a hostile operating environment" need to be tested and tagged. A hostile environment is defined as an operating environment at a place of work where an item of electrical equipment is, in its normal use, subject to operating conditions that are likely to result in damage to the item of equipment.

This includes an operating environment that may:

- cause mechanical damage to the item of equipment, or
- expose the item of equipment to moisture, heat, vibration, corrosive substances or dust that is likely to result in damage to the item of equipment.

