



Anglican Diocese of Newcastle

WH&S Newsletter

March 2015

Welcome to the March WH&S Newsletter, incorporating Property & Risk.

Due to an untimely introduction between myself on a bicycle and a moving ute, this is the first WH&S Newsletter for 2015.

In light of this incident I hope you are all seriously reviewing any risks in your parishes or in activities that you do, even activities you perform on a daily basis regardless of how innocuous they may appear. I can assure you that long rehabilitation times are really not a great deal of fun for anybody.

A big "thank you" goes out to everyone who was involved in the organising, setting up for, re-organising and attending the recently completed First Aid and Fire/Emergency training sessions. I have received some very good feedback regarding both the First Aid and the Fire Emergency Training. These areas of training are a required part of our emergency preparedness and are vital to ensure the continued wellbeing of all those who attend our Parish buildings.

While we are on emergency management, Memo to Parishes 2015/0010 has been sent out to all Parish Secretaries regarding the still outstanding Emergency Management Plans and Evacuation Diagrams that are required by law to be site specific and available at each parish centre. The memo outlines the final date for their completion and issuing to this office. Thank you to all those Parishes who have submitted these items already; your good work is appreciated. If you require assistance with filling out these items please let me know as soon as possible; I am happy to help. Editable electronic copies of these documents are available for download on the Anglican Diocese website under "Tools for Parishes", "WH&S", "EMP". There is even a how-to guide for filling out the EMP.

DID YOU KNOW?

- That any "workers" who do not have their own Workers Compensation Insurance who work on church property are required to be covered by The Anglican Diocese of Newcastle's Workers Compensation insurance? It is only these people who need to be included in the deemed workers section of your insurance returns.
- That anyone is qualified under WH&S law to conduct an inspection to determine if any risks to health & safety exist? So, if you see something that you think maybe a hazard or a risk, and you cannot safely remove the hazard yourself, tell someone and report the issue, it may save someone from a serious injury.
- That Section 14 of the Diocesan Handbook was repealed and integrated into the updated Section 13 to help streamline parish property processes.



FREQUENTLY ASKED QUESTIONS - here are 5 questions for this month

Q.1: - Our parish has a market day. Are we able to add additional stallholders to our nominated Stallholders Insurance Policy?

A.1: - Yes, absolutely. If you are a parish that is included in the Diocesan Stallholders Market Insurance you can of course add additional stallholders by nominating them for inclusion in the policy. If a Parish is not included, but wishes to be included in the policy, they simply have to fill out the Freeman and McMurrick Market Liability Proposal Form, available from the Diocesan office, listing the stallholders and submit it to The Diocesan Office. The cost of the stallholders insurance is \$5.00 per stall for \$10,000,000 personal and product liability coverage. Coverage is available for; the Organiser only or the Organiser and Stallholders or for a group of Stallholders. If you would like further information regarding stallholders insurance please contact parish services.

Q.2: - What constitutes an approved "security door" under diocesan policy guidelines? Do we have to buy "Crimsafe" doors or are their other choices?

A.2: A security screen door as opposed to a screen door, is a door that is able to withstand heavy impacts without breaking. The standard to which this force is determined is AS5039-2008. So, you simply need to ensure that the security door that you install is certified to be manufactured to AS5039-2008. You are therefore not required to install a Crimsafe branded security door. Of course there is absolutely nothing wrong with Crimsafe security doors, they are an excellent product but there are a range of other manufacturers out there. Capral security doors are available from Bunnings and some manufacturers have models that have additional detailing to offset the large expanse of stainless steel mesh, making them more suitable for older buildings.

For minimum requirements for clergy housing, please refer to the Diocesan Handbook Section 6.1.

Q.3: - Our church has suffered a stained glass window breakage. Are there any recommended people to repair stained glass windows know to the Diocese?

A.3: Mr Ron Jensen from Heritage Stained Glass has been highly recommended from several parishes for Stained Glass repair. Ron is located in Newcastle and can be contacted on 4952 3072.

Mr Geoff Hamilton from Stained Glass Australia has also been recommended. Stained Glass Australia is located in Sydney. Geoff can be contacted on 02 9280 8492 or 0421 038 739.

If anyone has had any positive first hand dealings with any

other stained glass repair companies could you please let me know and I can add them to the list.

Q.4: - Are people who work on church property who do not have their own workers comp insurance, like casual cleaners, covered in the case there is an accident or incident?

A.4: - The short answer is yes. Anyone who works on church property that does not have their own workers compensation insurance, or Public & Product Liability in the case of a sole trader, is covered and will need to be written down as a deemed worker on the end of year insurance return. Conversely, if you are employing a worker or contractor who has coverage under their employers workers compensation policy or Personal Accident and Injury / Income Protection insurance in the case of a sole trader, you do not and should not include them in the end of year insurance return. How would you know if someone has their own insurances? Apart from asking them for a copy before they commence any work, the information, if you have used them before, should be kept on file and is a requirement under the Contractor Management section of Chapter 16 of the Diocesan Handbook. The information needs to be kept for 5 years. When engaging a contractor please refer to Sections 16.14 and the checklist at 16.5 of the Diocesan Handbook.

Q.5: - Do we need to have Hi Vis Vests for use in the case of an emergency as part of our Parish emergency kit?

A.5: - Section 16 (WH&S) of The Diocesan Handbook under point "16.20 – Stage 3" – "Emergency Roles and Responsibilities" states that Parishes need to comply with AS3475 -2010 for Emergency Equipment and Identification. Well, I'd be very surprised if any parishes had a hardcopy of AS3475-2010 on hand to refer to, so, this Australian Standard simply states that you need to have at least one of the following items available for your nominated wardens to use in the case of an emergency;

1. A Helmet
2. A Cap
3. A Hat
4. A Vest
5. A Tabard - which is a short, loose-fitting sleeveless or short-sleeved coat or cape, its essentially a vest with no sides.

So as long as you have one of the items listed above, and is of a highly visible nature, preferably Yellow to signify floor area warden you are in compliance. So, simply put yes it would be good to have a High Vis Vest in yellow.

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

