

## 5.6 PARISH COUNCIL SAFETY DELEGATE

Diocesan Council adopted on 28 August 2012 the Work Health and Safety Policy (see Section 16 of the Diocesan Handbook) in accordance with the Work Health and Safety Act 2011. This Policy creates the office of Parish Council Safety Delegate who has primary responsibility for ensuring the safety of all people entering all parish facilities.

### 5.6.1 Role

The Parish Council Safety Delegate will undertake all functions identified in accordance with the Diocesan Work Health and Safety Policy, such as to

- Identify hazardous situations;
- Report hazardous incidents to the Incumbent, Churchwardens, and where necessary to the Diocesan Work Health and Safety Officer
- Assess all hazardous incidents and situations – and determine if it requires immediate, medium term or low priority attention.
- Determine appropriate action
- Maintaining accurate records
- Monitor local compliance
- Review processes
- Provide training and induction for all who enter the site, such as workers, volunteers, contractors.

### 5.6.2 – Required Skills

The Parish Council Safety Delegate should be skilled in

- Logistical thinking
- Systematic Records Management
- Awareness of, and alertness to potential hazards
- Strong negotiation skills and the art of communicating change
- A team person.

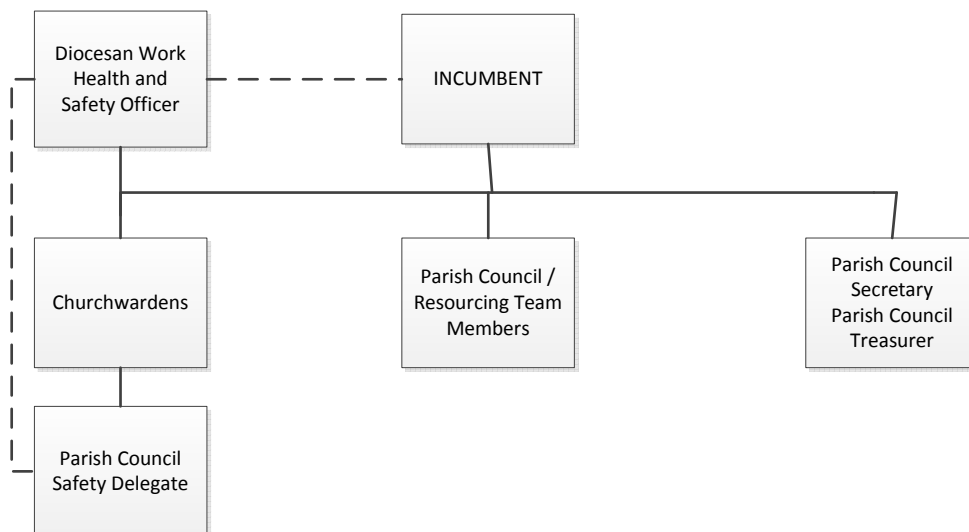
### 5.6.3 – Issues to be considered when appointing the Parish Council Safety Delegate

The following issues should be taken into consideration when determining the appointment of the Safety Delegate:

- The size of the parish and number of centres
- Its location
- Use of its facilities by external groups
- The number of internal groups using the facilities.

In some cases it may be appropriate to allocate responsibility for this function to one of the Churchwardens, or to request the Churchwarden to assist in the functions where the parish is large.

### 5.6.4 – Relationship of Position to Incumbent, the Parish Council or Resourcing Team and the Diocesan Work Health and Safety Officer



The Parish Council Safety Delegate will report to the Churchwardens and will meet regularly with them to review all issues. The Safety Delegate will provide a written report to the Parish Council / Resourcing Team each month (a pro-forma report prepared by the Diocesan Work Health and Safety Officer will be provided), a copy of which must be retained in the Parish records, with a copy sent to the Diocesan Work Health and Safety Officer.

Major hazardous issues are to be reported to the Churchwardens and to the Diocesan Work Health and Safety Officer. When determining remediation action, discussions should be held with the Archdeacon of Newcastle when structural or other major works are required.

### 5.6.5 – Appointment Process and Term of Appointment

Nominations for the appointment of the Parish Council Safety Delegate will be called by the Incumbent using the attached pro-forma. These nominations are to be received by the Parish Council Secretary who will refer them to the Churchwardens prior to the Parish Council / Resourcing Team electing the most suitable candidate. The Incumbent will have the right to veto any appointment they consider inappropriate.

The term of office will be for a period of 12 months and subject to review by the Churchwardens during this time.

**5.6.6 – Relationship with the Diocesan Work Health and Safety Officer**

While the position is parish-based, the Parish Council Safety Delegate has a close working relationship with the Diocesan Work Health and Safety Officer particularly with any reportable incidents which must immediately (following the securing of the incident site) be referred to the Diocesan Work Health and Safety Officer following advice to the Incumbent.