

HEALTH AND SAFETY UPDATE November 2017

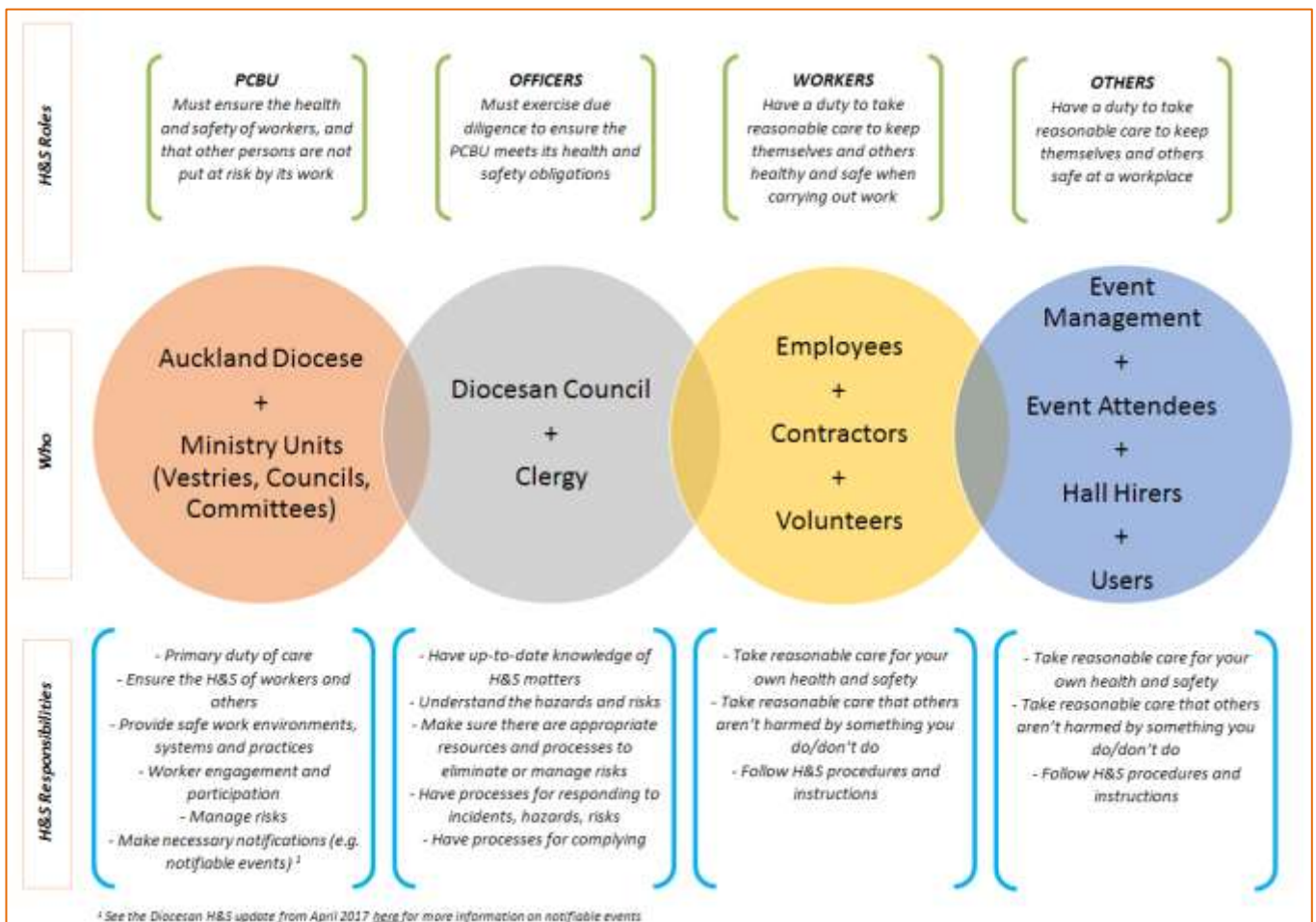
We were fortunate to have our H&S Specialist, Robyn Levinge, give a presentation on H&S at Synod this year.

Robyn talked about roles that we all have in the H&S sphere, and how we'll work together to make sure we're all keeping safe. The first set of risks that the Health & Safety Working Group (HSWG) has identified was also announced. More information on these topics is below.

If you want to watch Robyn's presentation in full (and we recommend that you do!), the video can be accessed [here](#). As well as lots of useful information from Robyn, the Synod members also asked some great questions that will be relevant to many of you!

ROLES AND RESPONSIBILITIES

In the August H&S update, we reported that everyone needs to be responsible for H&S. While this remains true and is essential to build our culture of safety, we understand from feedback that some specifics would be helpful to you. Each role has certain responsibilities, and simple actions that should be taken to meet those duties (see the diagram below). This applies not only in our workplaces, but also when we send our people into other workplaces.



RISKS

Each Ministry Unit must be able to identify and manage its key risks. There are a number of risks that will be common to most, if not all of our Ministry Units. The first five risks that the HSWG is addressing are:

- Electricity
- Fire
- Events
- Contractors
- Psychosocial (stress, fatigue).

The HSWG will be developing guides and tools for these topics that will be made available to Ministry Units. Once these guides have been completed, the HSWG will move onto the next top risks to look at, and so on.

The guides are expected to be published in the following months:

Electricity	December 2017
Fire	March 2018
Contractors	May 2018
Events	July 2018
Psychosocial (stress, fatigue)	September 2018

If you have any feedback on the risks please don't hesitate to contact the Diocese and HSWG at keepsafe@aucklandglican.org.nz. Likewise, please continue to get in touch if you need guidance on another H&S topic, as it will still be raised with the HSWG and an answer provided.

INCIDENT REPORTING

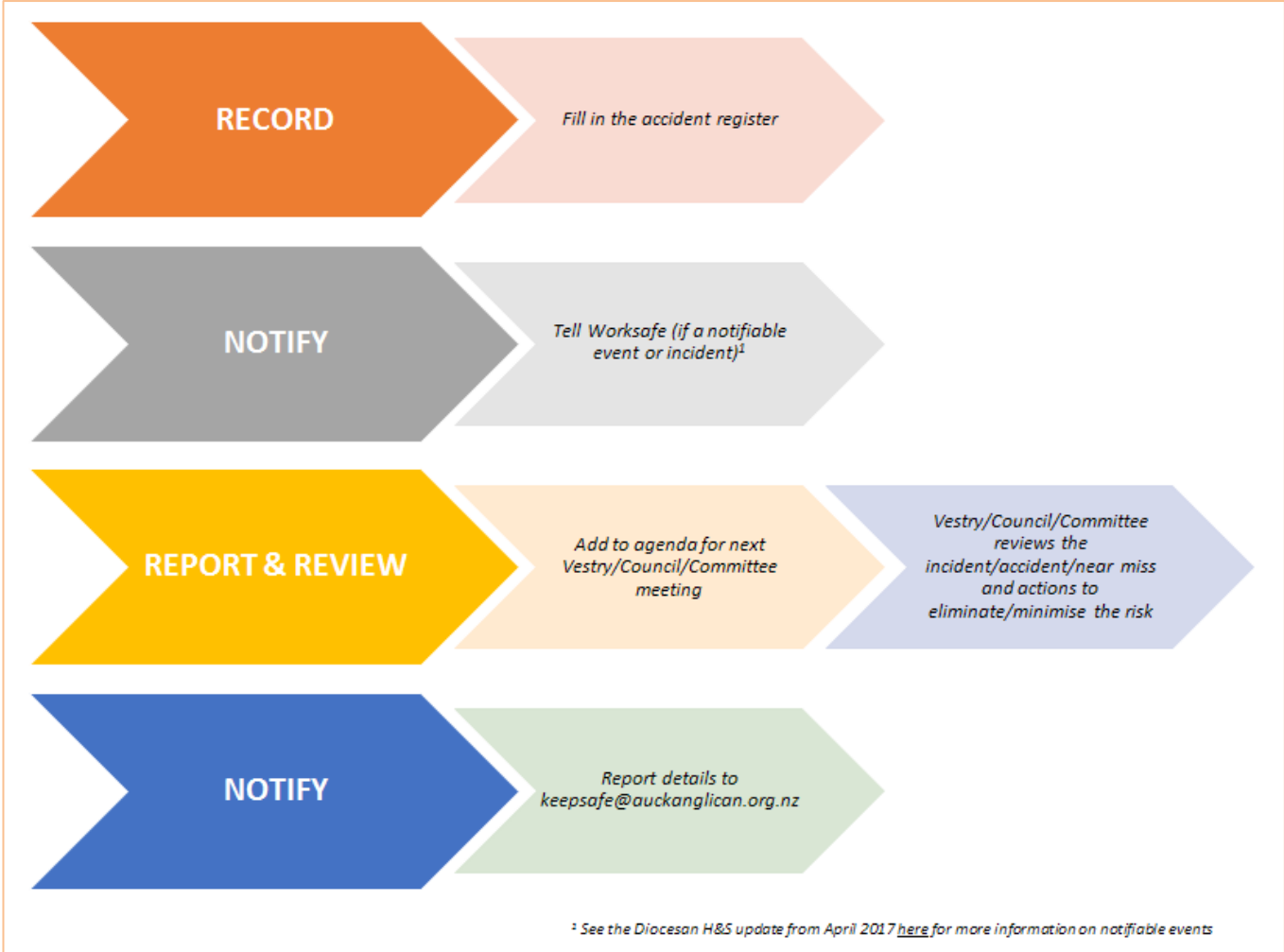
As well as reporting any notifiable events that occur (see April's [H&S update](#)), it's important that every Ministry Unit lets us know about any near-misses or accidents that happen. Having information about what's directly impacting you and your parishioners means we can effectively monitor what's going on, better understand the risks you face, and make sure the right actions are taken to make changes or improvements.

Every Ministry Unit should have a process for reporting incidents/accidents/near misses to their Vestry/Council/Committee so they can be reviewed and appropriate actions taken to remove or reduce those risks.

It is also important that the Diocesan Council has knowledge of all incidents in order that they can meet their responsibilities under their role as Officers and PCBU. The Council will start to monitor trends across the Diocese for everyone and this will allow us to be more proactive in managing our risks.

We've created an incident reporting process for your easy reference (see below).

Please email keepsafe@auckland.org.nz with details about what happened, when, and what actions have been done eliminate or minimise the risk of it happening again.



Keep safe,

Sonia Maugham
Chairperson, Diocesan Health and Safety Working Group