

CHAPTER FOUR - PROPERTY MANAGEMENT

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PROPERTY MANAGEMENT

1.0. OWNERSHIP

- 1.1. Most Ministry Unit land is held in trust by the General Trust Board (GTB) for the Diocese of Auckland, with the parishioners as beneficiaries. There are nine members on the Board, appointed by the Diocesan Council, acting as the Diocesan Trust Board. The GTB is a legal entity, having been incorporated on 1 May 1885 under the provisions of "The Religious Charitable and Educational Trusts Act 1884". The GTB is empowered within the Diocese by "The GTB Empowering Statute 1927". A copy of this Statute is included with the other Diocesan Statutes which are also part of this handbook.
- 1.2. There are still some local Parish Trust Boards, which are also the Vestry. The local Trust Board may or may not be the owner of the Ministry Unit property and this can only be ascertained by checking the Certificate of Title. Local Trust Boards cannot buy or sell property without the approval of Diocesan Council.
- 1.3. The Local Trusts Statute is included in the section of this handbook that contains the Diocesan Statutes. A list of Parochial Trust Boards is at Appendix Five.
- 1.4. The Secretariat holds all duplicate originals of Certificates of Title for properties held by the GTB. Copies of these titles are available on request. The titles of properties held by a local Trust Board are normally held by the Parish solicitor or local bank. Recent law changes have resulted in duplicate originals being cancelled. LINZ continues to hold originals.
- 1.5. The Secretariat holds a copy of the Land Terrier (Property Register) for all Diocesan properties. This document is available for perusal at the Secretariat and is also tabled at Diocesan Synod. The Terrier contains details of each property, including size, trusts attaching, buildings on each property, and address.

2.0. SALE OF PROPERTY (refer also flow chart at Appendix Six)

- 2.1. Clause 56A of the Parish Statute provides details of rules for the sale, leasing and mortgaging of land. The following sub-paragraphs of paragraph 2 provide comments that help interpret this Clause. The Parish Statute is included in the Handbook in the Statutes section.
- 2.2. For the continuation of the general harmony of a parish it is important that when Vestry contemplates any major initiative, be it buying, selling, mortgaging, building, leasing or renting, the approval of all parishioners be ensured. A small minority of dissenting parishioners can cause significant unrest and even rifts within a parish. Before proceeding with a project of any size there must be a properly constituted parish meeting, called in accordance with the Parish Statute, and at that meeting all available information must be presented. It is prudent to have the complete project planned and not to offer a vague idea still in need of much work as parishioners need to know the total impact including accurate costs. If there is dissent the project should be postponed until the parish is obviously behind the idea.

- 2.3. Once approval from the parish meeting is in place details should be sent to the Diocesan Secretary, using the approved form, a copy of which is enclosed at the back of this chapter as Appendix One, along with a letter of support from the Archdeacon. The valuation required must be current and have been undertaken by a registered valuer. An informal valuation by a real estate agent is not acceptable.
- 2.4. The Diocesan Secretary will research the associated land title to ensure there are no caveats or other restrictions that would preclude the project from proceeding. The Komiti Tumuaki of Pihopatanga Ki Te Tai Tokerau would also be approached by the Diocesan Secretary to ascertain Maori attitudes to the sale.
- 2.5. If sale, purchase, lease or rent of land is involved a valuation of the land by a registered valuer is required (not a real estate agent), the cost of which must be borne by the Ministry Unit. A building project requires firm costs and details of source of funds.
- 2.6. The project with the cost is sent to the Resources Council for a recommendation. This council meets bimonthly on the second Tuesday. A favourable recommendation may then go to Diocesan Council, which meets on the last Thursday of each month, except December.
- 2.7. The parish would then be informed of the outcome and, if positive, it may proceed. However, there could be provisos attached to any approval and these must be followed.
- 2.8. Sale and Purchase Agreements must be signed by a trustee of the GTB or Parochial Trust Board, depending on who is the registered owner. For GTB property, the agreement must be sent to the Diocesan Secretary. Agreements must be accompanied by a "Certificate of Correctness" from the parish lawyer or if the parish has no legal representation, the Diocesan Secretary will send the agreement to the Diocesan solicitors, Hesketh Henry, for vetting. Agreements for Sale & Purchase, contracts, etc. should show the General Trust Board of the Diocese of Auckland as the vendor, purchaser, etc., as applicable.
- 2.9. The procedure for formalising leases, rental agreements, building contracts, etc., is the same as for paragraph 2.8. above.
- 2.10. Where a parish sells an asset there is an expectation that a percentage of the nett proceeds will be donated to the Diocesan Development Fund. A copy of the resolution implementing this Fund is attached at the back of this Chapter as Appendix Two. The percentage is not stated but, depending on the financial condition of the Ministry Unit, can be between 10% and 20%.

3.0. RENTING OF PROPERTY

- 3.1. Ministry Units may rent out property not being utilised for its purposes. This could include vicarages and halls.

- 3.2. It is recommended that professional agents be retained to manage such rentals. Most real estate agencies provide such a service, usually asking a fee of about 7% of the rental. Their service will include regular property inspections and collection of rentals.
- 3.3. When renting out properties Ministry Units must ensure a formal rental agreement is completed which should include a clause allowing the Ministry Unit to reclaim the property within a reasonable period in case of changed circumstances.

4.0. LICENCE TO OCCUPY

- 4.1. A Licence to Occupy is used when a building is to be rented out for specific periods of time - eg: to a child day care from 9am to 5pm Monday to Friday. It differs from renting or leasing in that the Ministry Unit does have access to the building from time to time.
- 4.2. A model agreement is available from the Diocesan Secretariat which can be varied to suit the circumstances. A lawyer must draw up the final document.

5.0. LEASING OF PROPERTY

- 5.1. Ministry Units leasing property from another party (eg: for an Opportunity Shop) will normally be required to enter into a formal lease agreement. All of the legal costs incurred by both parties in drawing up this agreement will normally be met by the Ministry Unit. If the Ministry Unit (lessor) were to lease out its property (eg: hall) it would be expected that the lessee (the tenant) would meet all legal costs.
- 5.2. As the Ministry Unit is not a legal entity all lease agreements, whether the Unit is lessor or lessee, are made out in the name of the GTB for the Auckland Diocese and will be signed by a GTB trustee. Such agreements should be forwarded to the Diocesan Secretary for completion and signature together with a "Certificate of Correctness" from the Ministry Unit's solicitor. If the Ministry Unit has no solicitor, the Diocesan Secretary will arrange for the Diocesan solicitors to vet and approve the lease document.

6.0. BORROWING BY MINISTRY UNITS (also Parish Statute clauses 55 & 56).

- 6.1. If a Ministry Unit wishes to borrow funds to build or alter buildings, buy land or undertake other activities that require loan funds, there must be a special meeting of parishioners as detailed in the Ministry Unit Statute to approve that borrowing.
- 6.2. Unsecured borrowing by vestries requires no diocesan approvals as they can only borrow funds that can be repaid from the income of the Ministry Unit during the current year.
- 6.3. Secured borrowing requires the approval of Diocesan Council as well as the approval of a meeting of Ministry Unit parishioners. The details of such proposed borrowing should be forwarded to the Diocesan Secretary using the form at Appendix one of this Chapter.

- 6.4. Mortgage documents will require the signature of the GTB trustees as the property used as security will be held in the name of the GTB. In the first instance the mortgage documentation, together with the parish meeting minute approving the borrowing, should be forwarded to the Diocesan Secretary. Mortgages should not be initiated until approval by the Diocesan Council is in place (see paragraph 5.3. above). A "Certificate of Correctness" from a solicitor will also be required.
- 6.5. In summary, the following documents are required by Diocesan Council to approve mortgage:
- (a) the minute of the Special Parish Meeting approving the mortgage
 - (b) the mortgage document
 - (c) a Certificate of Correctness from a solicitor for the mortgage document

7.0. DIOCESAN DEVELOPMENT FUND (Clause 2.10 and Appendix Two of this Chapter)

- 7.1. This Fund is used to provide "seeding" grants to Ministry Units wishing to undertake developments. In many cases such developments are planned with the aim of producing further income for the Ministry Unit but in many cases that Unit does not have the funds to do the initial work (eg: surveys, resource consent application, architects plans, valuations). "Seeding" money provides these early funds. Funding is not restricted to the area of land and buildings. Diocesan Council has resolved that funds can be used to meet stipend and salary costs.
- 7.2. At present grants are restricted to \$2,500.
- 7.3. It is hoped that if developments are successful and profit results the Ministry Unit will repay the grant to allow other Units to benefit.
- 7.4. As detailed in the resolution, Ministry Units are asked to provide a percentage of the results of any nett sales transactions, which will be added to the Diocesan Development Fund. No percentage is stipulated as this will vary according to the sale and the Unit's plans for the sale proceeds. Historically the amount gifted by Ministry Units has varied from 10% to 20%.
- 7.5. As at (March 2002) the Fund contained \$315,000. The majority of these funds are the result of the estate of the late C E A Lindesay (\$212,000).
- 7.6. With the Fund earning about 7% per annum total disposable income each year is about \$25,000.

8.0. VALUATIONS

- 8.1. Government or Valuation New Zealand valuations are provided directly to Ministry Units every three years and should be retained by the Ministry Unit Secretary. Although more accurate than Government valuations of some years ago these are

still somewhat conservative and are of limited use to the Unit, except where there is a desire to challenge rating levels by local government.

- 8.2. A commercial valuation undertaken by a registered valuer will provide an accurate estimate of the value of a property. Such valuations are required by Diocesan Council when buying or selling property. Lists of valuers are to be found in the "Yellow Pages" of the telephone directory. Ministry Units may utilise any registered valuer for their valuation. Diocesan Council does retain a firm of valuers should a Unit wish to use their services. A commercial valuation for a standard residential dwelling (such as a vicarage) costs approximately \$350 plus GST (2000 prices). Obviously, more complex buildings (such as a hall or church) will cost significantly more.

9.0. FACULTIES (Parish Statute, Clauses 57 and Faculties Statute 1942 refer)

- 9.1. Ministry Units wishing to build, alter or demolish any church within its boundaries must obtain a Faculty from the Diocesan Bishop for such work. The Bishop will normally refer all requests to his/her Advisory Committee on Faculties & Buildings for a recommendation. The Bishop appoints this committee, which normally includes architects, quantity surveyors and the spouse of a priest.
- 9.2. Faculties are also required for the addition or removal of church "contents", which include fabric, furniture, monuments, utensils, ornaments and the like. If in doubt as to whether a Faculty is required the Bishop's Administrative Chaplain should be contacted.
- 9.3. The rationale for this requirement is to ensure that such work is technically and visually acceptable. Although Ministry Units may find this requirement onerous it is always valuable to obtain a second opinion from a disinterested party. Historically, the Advisory Committee has often provided ideas or suggestions that have measurably improved the building or alteration.
- 9.4. Requests for a Faculty should be provided in the form prescribed in the Schedules attached to the Faculties Statute. A copy of the form is also attached to this Chapter as Appendix Three. The completed forms should be forwarded to the Bishop's Administrative Chaplain.
- 9.5. It is emphasised that the faculties requirement is separate from the approvals process listed in paragraph 2 of this chapter. These two separate requirements can be progressed at the same time.

**THE GRANTING OF A FACULTY IS NOT APPROVAL TO COMMENCE BUILDING,
ONLY THAT THE DESIGN IS APPROVED**

10.0. VICARAGES

- 10.1. There are guidelines laid down for the construction of vicarages. These guidelines are at Appendix Four to this Chapter.
- 10.2. In general terms a vicarage must have four bedrooms and a separate study for the Vicar. This study should have a separate external entrance so that visiting parishioners do not disturb the Vicar's family. Separate toilet facilities are also desirable for the use of parishioners, again so that the family is not disturbed.
- 10.3. The Bishop's Advisory Committee on Faculties & Buildings is available to offer guidance on the provision of new vicarages and may be approached prior to a Ministry Unit completing any Faculty forms.

11.0. CONSTRUCTION PROJECTS

- 11.1. The construction of buildings (churches, halls, vicarages) require formal contracts to be entered into with a builder or construction company. The New Zealand Institute of Architects Standard Conditions of Contract should be used for all projects. The architect retained by the Ministry Unit will draw up these documents and they will be signed by the General Trust Board for the Diocese of Auckland as the legal owners of the property. Two copies of the contract and associated plans must be provided to the General Trust Board for signature.
- 11.2. Details of insurance cover normally found in Appendix A of the contract will be completed by the Diocesan Secretary when the contract is presented for signature.

12.0. FIRE SAFETY AND EVACUATION

12.1. Introduction

- 12.1.1. The Fire Safety And Evacuation Regulations 1992 is the legislation that all public buildings in new Zealand must comply with. Ministry Unit halls, churches, opportunity shops and other buildings that are available to the public must comply with these regulations. There are no exceptions or waivers granted.
- 12.1.2. Vicarages are private dwellings and as such excluded from the regulations.
- 12.1.3. Accommodation for more than five persons, such as a small hostel or boarding house, must comply with the regulations, however a vicarage housing more than five persons does not have to comply.
- 12.1.4. As the name of the regulation suggests, there are two separate but related areas to be addressed, as follows:
 - (a) *Evacuation* the need to get people clear of the building quickly but safely when fire or other emergencies arise

- (b) *Fire Safety* the need to safeguard the building to some degree by ensuring the installation and maintenance of fire alarms, sprinklers, hose reels, fire extinguishers and signs

12.2. Evacuation

- 12.2.1. There are two separate sets of instructions for the evacuation of buildings. They are:
- (a) *Evacuation Schemes* for buildings capable of holding 100 or more persons, or with facilities to employ more than 10 persons (offices) or accommodation for more than 5 persons (but not a private residence). Early child care facilities are also included.
 - (b) *Evacuation Procedures* for buildings capable of holding less than 100 persons

12.3. Evacuation Schemes

- 12.3.1. Evacuation schemes must be approved by the New Zealand Fire Service. What is an Evacuation Scheme? It is a strategy for the safe, quick and efficient evacuation of a building in the event of fire or other catastrophe. It includes the following:
- (a) appointment, training and identification of wardens to supervise evacuations;
 - (b) management of escape routes (doors can be opened from inside without key, doors not blocked by furniture etc.);
 - (c) avoidance of panic;
 - (d) display of notices explaining what to do, routes to follow, places to assemble;
 - (e) holding of trial evacuations;
 - (f) evacuation of people with disabilities.
- 12.3.2. To initiate an evacuation scheme an application form must be completed and forwarded to the New Zealand Fire Service. Copies of the form are available from the Diocesan Secretariat. If the application meets the NZFS requirements they will arrange an inspection of the building and then conduct a trial evacuation. When the Fire Service is satisfied all is in order approval in writing will be provided.

12.4. Evacuation Procedures

- 12.4.1. Evacuation procedures do not require New Zealand Fire Service approval. What is an Evacuation Procedure? It is a strategy for the safe, quick and efficient evacuation of a building in the event of fire or other catastrophe (same goal as an Evacuation Scheme but using minimum requirements only). It includes the following:
- (a) provision of information to occupants on exit routes, fire alarm signals and whereabouts of fire fighting equipment;
 - (b) provision of signs in appropriate places to clearly indicate the information in (a) above;
 - (c) doors to be kept clear at all times, able to be opened from inside; passage ways, etc. not used for storage.
- 12.4.2. There is no requirement for wardens or trial evacuations. The Churchwardens, being responsible for all buildings, must ensure proper evacuation procedures are in place.

12.5. Fire Safety

12.5.1. Depending on the size and complexity of a building (number of floors, number of rooms, etc.) a fire alarm of some description will be required. For a small church this could be a simple hand-held bell or even a person calling out "Fire!". As buildings get larger, obviously the requirements get more demanding. A church building that can hold more than 100 people will be inspected by personnel from the N Z Fire Service as part of the Evacuation Scheme application. They will state what level of alarm system is required. Alarms are designated as follows:

Type 1 manual, no detectors

Type 2 manual

Type 3 automatic, heat detecting

Type 4 automatic, smoke detecting

The following suffixes are added to the above:

(E) self monitoring for faults (low battery, etc.)

(F) phone connected to monitoring agency

12.5.2. If in doubt, obtain expert help to ascertain what level of alarm is required. In 1999 a diocesan-appointed consultant inspected all buildings in the Diocese and recommended alarm installations as appropriate. All Ministry Units were informed of these recommendations. In the main, 2E and 3F systems were recommended.

12.5.3. Buildings need fire fighting equipment to use on fires during the early stages, prior to the arrival of the Fire Service. Depending on the building involved hose reels, dry powder and water extinguishers are needed. If the building has no water reticulation (rural churches) the "rule of thumb" is that two water extinguishers are the equivalent of one hose reel.

12.5.4. In 1999 the diocesan-appointed consultant also made recommendations on the amount and type of fire fighting equipment that should be installed. All Ministry Units were informed of the recommendations. If in doubt, check with the experts.

13.0. OCCUPATIONAL SAFETY AND HEALTH

13.1. Introduction

13.1.1. With the introduction in 1993 of the Health & Safety in Employment Act ("the Act"), all places of work are required to identify their hazards and prevent hazards harming staff, contractors and members of the public. A Health & Safety Management System policy and procedures document is held by the Secretariat. This policy has been approved by Diocesan Council and provides overall policy and procedures guidelines. Copies can be provided to Ministry Units if requested.

13.2. Implementation

13.2.1. It is relatively simple for each Ministry Unit to ensure it complies with this Act. In order to achieve this and protect everyone from harm each Ministry Unit will complete the following:

- (a) *Management.* Vestry needs to appoint a person as the Manager responsible for Safety and Health issues who will ensure the procedures outlined below are carried out and that the reporting requirements are complied with.
- (b) *Hazard Identification.* The initial Hazard Identification check needs to be completed (Appendix Seven refers). An Annual Hazard Check then needs to be completed at the end of October each year (Appendix Eight refers). A copy of both documents must be sent to the Diocesan Secretary and a copy should be held with the accident register (refer below). A copy of the initial check should be sent to the Secretariat as soon as possible. It is important when doing the hazard identification to involve as many people as practical. Please ensure someone with knowledge of children is included in this process. If you do identify any hazards the Act states you must take all reasonable steps to eliminate this hazard. If not practical then you must isolate the hazard and then as a last resort, when nothing else is suitable, you must take steps to minimise the risk of the hazard harming someone.
- (c) *Accident Recording.* The Act states that each work place must have an accident register. An example is at Appendix Nine. You will need to place ten copies of this form in a folder and hold this in the main office or vestry. If a serious accident occurs the Department of Labour OSH need to be notified as soon as possible. A serious accident has been defined by OSH in the Act under the heading "Serious Harm". A copy of this definition has been included with the accident register forms (refer Appendix Ten).
- (d) *Control of Place of Work.* The Act states that each organisation who controls a place of work is responsible for the safety of all individuals who use that building. This is limited to people who have permission to be there. You are not responsible for individuals who are trespassing or who do not have permission to be there. In order to ensure we comply with the Act it is important to tell all building users of any hazards that the building has, the evacuation procedures and who to report hazards to. The check list for hiring church facilities (Appendix Eleven) must be completed at the beginning of each long term lease or for each casual lease. The key holder should be given these forms and must ensure one is completed prior to renting out any facility. The completed form should be retained by the Ministry Unit.
- (e) *Training Staff to Keep Themselves Safe.* Where you have a hazard that you cannot eliminate you must ensure your staff are aware of how to keep themselves safe. For example, when using a computer staff may be at risk from developing Occupational Overuse Syndrome (OOS or RSI). You cannot eliminate or isolate the risk associated with computer use therefore you must minimise it. One way of doing this is to give your staff training in how to prevent OOS. The Diocesan Secretariat can provide a booklet on how to use a computer safely and will follow this up, where appropriate, with a telephone call to talk staff members through how to prevent OOS. You should think about other areas in which your staff may require training. Records of training sessions should be kept on personnel files.
- (f) *Contractor/Subcontractor Safety.* The Act states that you are liable for the safety of contractors and subcontractors. They are certainly liable for their own safety however the Act also places some responsibility on you. To ensure you comply with the Act use the Contractor Agreement (attached as Appendix Twelve) each time you hire a new contractor or if a completely different job

starts with different hazards than you initially discussed. The aim is to ensure the contractor is working safely and has knowledge of your specific hazards. A copy of this form must be retained by the Ministry Unit.

- (g) *Cover for Volunteers.* Volunteers are "...persons who do not expect to be rewarded for work" which, of course, covers many parishioners who give freely of their time (lawn mowing, cleaning, flower arranging). This work must be regular, ongoing and part of the activity of the ministry unit. This means that volunteers are considered employees and therefore the ministry unit must provide a safe place of work, hazard control, information and training, and accident reporting. Ministry units should ensure these measures are in place as it is important to ensure all persons, including volunteers, congregation and general public, are protected.
- (h) *Workplace Stress.* Ministry units are responsible for managing stress and fatigue in employees. Persons may take civil action as a result of their stress-related condition. Employers must monitor the work environment to ensure that stress in their employees is minimized as much as possible. If stress-related behaviour is identified, every effort should be taken to assist the person. The Diocesan Secretariat should be contacted for further guidance.
- (i) *Good Faith Principle.* Employees must participate in all processes relating to health and safety. Employees can elect health and safety representatives to represent views to management on health and safety matters. Advice to the Diocese is that in this case, volunteers do not equate to employees. Larger organizations can have trained health and safety representatives and committees. Leave must be given to attend approved training. None of these processes are thought to apply to ministry units and existing procedures are considered adequate, but please ensure there is a system in place that allows employees/volunteers to report and monitor hazards.
- (j) *Insurance Against Penalties*

13.2.2. If you have any questions regarding the above requirements, please call either the Diocesan Secretary or Personnel Administrator at the Diocesan Secretariat for clarification.

13.2.3. You may feel the Church has a low risk of injuring someone and that you therefore do not need to be concerned with this. However, the Church has a responsibility to protect all those who attend church and work for the Ministry Unit. From a legal perspective, the Ministry Unit would be liable to prosecution in the event of non-compliance with the Act. In order to minimise the risk, the above requirements are sensible.

14.0. THE BUILDING ACT

14.1. Introduction

14.1.1. The Building Act was introduced in 1991 as "...an Act to consolidate and reform the law relating to building and to provide for better regulation and control of building."

14.1.2. The Building Act controls all areas of building from construction through to ongoing maintenance. Most Ministry Units will only be interested in the ongoing reporting requirements for their existing buildings.

14.2. Warrant of Fitness

14.2.1. A Warrant of Fitness is a document provided annually and signed by the building owner confirming that certain systems within the building have been inspected and maintained to ensure their ongoing safety and operation. All buildings altered or built after the enactment of the Act in 1992 are required to have a Warrant of Fitness.

14.2.2. A Warrant of Fitness is not required for private residential dwellings, therefore the vicarage, curate's house or other homes owned by the Ministry Unit are exempt.

14.2.3. What are the systems installed in a building that will result in the requirement for a Warrant of Fitness? There are many, however the systems listed below are those most likely to be contained in the church or hall of a Ministry Unit:

- (a) Emergency warning systems for fires, whether automatic or manual ("manual" means pushing a button or smashing the glass of a box containing a button).
- (b) Emergency lighting systems - when the mains power fails, exit or aisle lights automatically switch on.
- (c) Automatic fire sprinklers or other automatic fire protection.
- (d) Mechanical ventilation or air conditioning.
- (e) Automatic fire doors.
- (f) Lifts, escalators, travelators.

There are other systems but they are unlikely to be installed in churches or halls.

14.2.4. If any Ministry Unit building has any of the above installed there is a requirement to initiate the procedure that will eventually result in a Warrant of Fitness. In the first instance, your local council should be approached for compliance schedules for the system(s) you have installed. These will need to be publicly displayed. After twelve months a building Warrant of Fitness will be issued which must be displayed.

14.3. Inspections

14.3.1. The compliance schedule will detail the systems in the buildings and inspection maintenance and reporting instructions will be provided with it to explain how and when the system must be maintained, inspected and reported (and by whom).

14.3.2. Normally, systems can only be inspected by Independently Qualified Persons (IQP's). Inspections are dependent on the system, for example "means of escape" should be inspected daily when the building is in use. Fire hose reels are checked monthly. All systems are checked by an IQP annually.

15.0. FIRST AID REQUIREMENTS FOR MINISTRY UNITS

- 15.1. The Factories & Commercial Premises (First Aid) Regulations 1985 state very clearly that first aid supplies must be provided to persons who are injured on Church premises and that first aid treatment must be given without delay.
- 15.2. The Diocese has had a professional opinion on this subject and it is clear that ministry units must meet the requirements of the First Aid Regulations.
- 15.3. The only requirement of the regulations is to provide a first aid cabinet complete with supplies as listed in the regulations. The list of supplies needed is contained at Appendix Thirteen at the rear of this chapter.
- 15.4. The cabinet itself should conform with the following requirements:
- (i) dust proof
 - (ii) contain nothing other than first aid supplies
 - (iii) be constructed of easily cleaned material with a smooth impervious surface, or is painted or enamelled inside and outside with a gloss paint of enamel
 - (iv) outside door to be clearly marked "FIRST AID"
 - (v) outside of door to be marked with name of person in charge of cabinet
 - (vi) inside surface of lid or door is to have a clear statement warning people giving first aid treatment to take precautions against AIDS and Hepatitis B.
- 15.5. The First Aid Cabinet should be sited in a well lit position, close to a wash-hand basin with hot and cold running water, soap, a nail brush and clean towels.**
- 15.6. The supplies are to be kept clean and tidy and checked and replenished at least once a month. The St John's Ambulance Association will undertake periodic visits to your ministry unit; the fee is approximately \$71.11 for four calls per year. Their contact number is Auckland 579 1015.
- 15.7. Ministry units are **not** required to provide a person trained in first aid but if vestries decide to have a trained first aider they should contact the St John's Ambulance, the N Z Red Cross Society or OSH of the Department of Labour for details of courses.
- 15.8. Ministry units are **not** required to provide a first aid room.

APPENDIX ONE

APPLICATION FOR SALE OF LAND

1. This form is to be completed by the person(s) authorised by Vestry.
2. The aim of this form is to collate all of the information on the proposed property transaction for the use of the Diocesan Secretary, Resources Council and Diocesan Council.
3. Please read the following before completing this form:
 - (a) No arrangements, agreements, contracts, mortgages or undertakings (either verbal or written) in respect of property to be purchased or sold are to be entered into without the prior permission of Diocesan Council. The permission of Diocesan Council is to be in writing.
 - (b) The requirement in (a) above also applies to building contracts, leases and licenses to occupy.
 - (c) Any sale or purchase may only be on the terms and subject to the conditions that may have been included with the Diocesan Council decision.
 - (d) All contractual documents are signed by the property trustees, being the General Trust Board of the Diocese of Auckland.
 - (e) Prior to signature, all documents will be checked and approved by the Diocesan Secretary and the Diocesan or Ministry Unit solicitor who will issue a Certificate of Correctness.
 - (f) Vestry must have read the Clause 56A of the Parish Statute which sets out the Diocesan provisions for the sale, leasing or mortgage of property.
 - (g) Vestry must have read the Diocesan Synod resolution which established the Diocesan Development Fund (refer Appendix Two hereto).
- (h) Diocesan Council may require consultation with Komiti Tumuaki regarding the sale of Ministry Unit property within the Diocese. This will be attended to by Diocesan Council.

MINISTRY UNIT:

CONTACT PERSON:

Telephone: home *business*

PARTICULARS OF LAND

(a) *Registered Owner**

(b) *Physical address of property*.....

(c) *Legal Description & Area **.....

(d) *Attach sketch plan of land, locality plan (including position of buildings, if any)*

(e) *Occupier*

BUILDINGS

(a) *Type*

(b) *State of Repair*

(c) *Other improvements*

(d) *Zoning**.....

(e) *Local Authority**.....

APPLICATION FOR SALE OR PURCHASE OF LAND

(a) *Valuation:*

(i) Latest Government Valuation (obtain from local council offices)

Land

Improvements.....

Capital

Date

(ii) Current Market Valuation (a Valuation Report should be submitted, after consultation with the Diocesan Secretary, if required)

.....

- (b) *Trusts, etc.* (attempt to complete, whether selling or buying property)*
- (i) How was the property acquired (eg: purchased, gift, devise under Will?)
.....
 - (ii) If purchased, what was the source of monies used for the purchase?
.....
 - (iii) Give full particulars of any trust upon which the property is held and why it was purchased
.....
.....
 - (iv) What is the history of the ownership of the property prior to its acquisition by the Church?
.....
.....
- (c) *Insurance**.....
- (d) *Outgoings*
- (a) Rates.....p.a. paid to
 - (b) Mortgage, if any:
 - Mortgagee
 - Balance Owing
 - Interest Rate
- (c) *Any other charges or outings*

SUBDIVISION

- (a) *If any subdivision proposed, attach a copy of the proposed plan.*
- (b) *Estimated cost of subdivision*
- (c) *How is it intended to pay these costs?*

REASONS FOR SALE OR PURCHASE (Please state fully)

.....
.....

HOW DO YOU INTEND TO USE THE PROCEEDS OF SALE?

.....
.....

APPENDIX TWO

DIOCESAN DEVELOPMENT FUND

Resolution of Diocesan Synod, 1988

"THAT THIS SYNOD authorises the Standing Committee to establish a Diocesan Development Fund to assist parish and other development initiatives in the Diocese, especially property development, on the following basis:

1. Uses of the capital and income of the Fund to be at the discretion of the Standing Committee and are to include:
 - (a) the purchase of sites for churches, vicarages and other similar purposes associated with the mission and ministry of the Diocese, or contributions towards such purchase costs;
 - (b) grants to parishes, mission districts and pastorates, to assist with the rebuilding and maintenance of, and extensions to church, vicarage and other buildings within the Diocese;
 - (c) advances to parishes, mission districts and pastorates to assist the same purposes as in 1(b) above on terms to be decided by the Standing Committee;
 - (d) grants to parishes, mission districts and pastorates to assist with holding costs for church and other sites - eg: rates, maintenance, etc.;
 - (e) other purposes, as decided by the Standing Committee.

2. Sources of capital for the Fund:
 - (a) by transferring the balance of the Church Sites Fund, held by Standing Committee, to establish the Diocesan Development Fund;
 - (b) by contributions from the nett proceeds of sale of parochial properties, at a proportion to be agreed by the Vestry of the parish concerned on each occasion, after consultation with the Standing Committee or the Diocesan Council;
 - (c) by preparing suitable publicity to encourage contributions or gifts from vestries, individual parishioners and the public;
 - (d) by encouraging parishes which hold long term funds for purposes which may never eventuate - eg: church extensions or new building projects, to rescind earlier resolutions of parishioners or vestries and contribute the accumulated capital to the Fund.

3. Investment of the Fund:
 - (a) the capital is to be invested with the Anglican Investment Trust where it will achieve regular annual capital growth;
 - (b) the annual income will be available for use as set out in (1) above;
 - (c) the unspent income in any year may be accumulated in an income reserve to be used in subsequent years for the purposes of the Fund.

APPENDIX THREE

DIOCESE OF AUCKLAND

Parochial Unit of.....

**PETITION FOR A FACULTY
to erect, add or alter buildings**

TO: The Bishop of Auckland

1. It is proposed to erect, add to, alter (strike out as needed) in the Church of

.....

2. The design drawings are attached showing (list what they show):

3. The estimated cost is \$..... to be financed as follows:

4. The work will involve the removal of

to be disposed of in the following manner:

5. The report of the Architect or other suitably qualified person on the proposed work is attached.

6. The proposed work has been submitted to the General Trust Board and its consent is attached.

7. The report of the Archdeacon is attached.

The following Petitioners request a Faculty to enable this proposal to be carried out:

Signature

Name and Status

Dated the day of, 200...

Petitioners

Note

Any person or persons may petition for a Faculty subject to the Regulation set out on the back of this sheet.

ENDORSEMENTS

We hereby support this petition:

.....Vicar

.....Vicar's Warden

.....People's Warden

8. Resolution of Vestry

Extracts from the Statute governing the Application for issue of Faculties

- 4 Proceeding for the issue of a Faculty shall be commenced by a Petition to the Bishop in one of the forms prescribed in the First Schedule hereto, with only necessary modifications. Such Petition shall be presented in the first instance through the Archdeacon the parochial unit is concerned with who shall forward the Petition to the (Bishop's Administrative Chaplain) with a report thereon if such is deemed necessary. It shall bear the following endorsements:
- (i) The consent of the Vicar;
 - (ii) The consent of the Churchwardens where the application is for any matter provided for in Clause 15, Canon III, Title F, of the Canons of General Synod;
 - (iii) A copy of the resolution of the Vestry of the parochial unit concerned approving of the subject matter of the Petition.
- 5 Such Petition shall be accompanied by:
- (a) a full description and plan or sketch of the work or article concerned, and the wording of any inscription, and in the case of any ornament, decoration or utensil, an exact description of the place where such ornament, decoration or utensil is to be placed in the existing church building, and, if movable, the place where it will be kept when not in use;
 - (b) the consent of the General Trust Board, or other Trustee or Trustees in whom the land shall be vested, in the case of any alteration of an important nature affecting the stability and general plan of the Church, or any new arrangement of seats or erection of ornaments as provided by Title F, Canon III, Clause 15 of the Canons of the General Synod;
 - (c) a statement showing how the cost has been, or will be provided, if the work or article in respect of which the Faculty is sought is not a gift;
 - (d) the Archdeacon's report, if any, on the proposals contained in the Petition."

DIOCESE OF AUCKLAND

Parochial Unit of.....

**PETITION FOR A FACULTY
in respect of Ornaments and Furnishing of Churches**

TO: The Bishop of Auckland

1. It is proposed to place in the Church of

.....
according to the enclosed designs, the following:

2. A plan, sketch or design, with full description, accompanies this Petition.
3. The inscription proposed to be placed on the ornament or furniture is as follows:

4. The estimated cost is \$..... to be financed as follows:

Note If the article is a gift or if the cost is being met by a gift, the amount need not be inserted.

5. The work will involve the removal of

to be disposed of in the following manner:

6. The report of the Archdeacon is attached.

The following Petitioners request a Faculty to enable this proposal to be carried out:

Signature

Name and Status

Dated the day of, 200... Petitioners

Note

Any person or persons may petition for a Faculty subject to the Regulation set out on the back of this sheet.

ENDORSEMENTS

We hereby support this petition:

.....Vicar

.....Vicar's Warden

.....People's Warden

8. Resolution of Vestry

Extracts from the Statute governing the Application for issue of Faculties

- 4 Proceeding for the issue of a Faculty shall be commenced by a Petition to the Bishop in one of the forms prescribed in the First Schedule hereto, with only necessary modifications. Such Petition shall be presented in the first instance through the Archdeacon the parochial unit is concerned with who shall forward the Petition to the (Bishop's Administrative Chaplain) with a report thereon if such is deemed necessary. It shall bear the following endorsements:
- (i) The consent of the Vicar;
 - (ii) The consent of the Churchwardens where the application is for any matter provided for in Clause 15, Canon III, Title F, of the Canons of General Synod;
 - (iii) A copy of the resolution of the Vestry of the parochial unit concerned approving of the subject matter of the Petition.
- 5 Such Petition shall be accompanied by:
- (a) a full description and plan or sketch of the work or article concerned, and the wording of any inscription, and in the case of any ornament, decoration or utensil, an exact description of the place where such ornament, decoration or utensil is to be placed in the existing church building, and, if movable, the place where it will be kept when not in use;
 - (b) the consent of the General Trust Board, or other Trustee or Trustees in whom the land shall be vested, in the case of any alteration of an important nature affecting the stability and general plan of the Church, or any new arrangement of seats or erection of ornaments as provided by Title F, Canon III, Clause 15 of the Canons of the General Synod;
 - (c) a statement showing how the cost has been, or will be provided, if the work or article in respect of which the Faculty is sought is not a gift;
 - (d) the Archdeacon's report, if any, on the proposals contained in the Petition.

APPENDIX FOUR

GUIDELINES FOR PROVISION OF VICARAGES AND OTHER HOUSING

Clergy housing differs from normal suburban housing in two significant ways.

It is not privately owned or normally placed on the market, but must provide the best possible accommodation for a succession of families.

It must function not only as a family dwelling, but, at the same time, cater for parish work and committee meetings.

The following recommendations cover fundamental requirements:

- | | | |
|-----|--|-------------------------------|
| (a) | <u>Accommodation</u> | <u>Minimum</u> |
| | Living Room | 23.2m ² (250sq.ft) |
| | Separate Dining Room | 11.1m ² (120sq.ft) |
| | Four bedrooms (two must be double rooms) | |
| | Study (with wardrobe) | 11.1m ² (120sq.ft) |
| | Kitchen | |
| | Bathroom (bath and hand basin) | |
| | Shower Room (separate from bathroom) | |
| | Water Closet (including hand basin) | |
| | Second Water Closet | |
| | Laundry | |
| | Garage or carport | |
- (b) Fittings and Equipment
All normal built-in benches, cupboards, wardrobes, coat and linen cupboards, bookshelves. All normal domestic equipment including stove, refrigerator, washing machine. All normal light and power points, telephone with Study extension. An adequate hot water supply. An adequate heating system. Adequate storage for household and garden equipment. A clothes line, fences and paths, as necessary.
- (c) Planning
The house must be planned for four bedrooms, but one may be omitted at the outset. The Dining Room is to act as a Family Room when the Living Room is in use for parish meetings. This is not so critical if a committee room is available elsewhere but a separate Dining Room should still be provided. The Study should have a separate outside covered entry for use by parish visitors. One Water Closet with hand basin should be accessible to visitors without infringing on the family area. Maximum sun penetration and wind protection is needed. A generous Entry Hall or Porch is suggested unless access to the Living Room by parish groups is entirely separate, such as by covered Verandah or Casement Doors.
The accommodation listed is a minimum requirement but verandahs, decks and similar amenities are encouraged.

HOUSES OTHER THAN CLERGY HOUSING

The standard of construction and finish is to be the same as for clergy housing but accommodation may vary depending on the use of the house. Generally, this will conform to normal family living and will be comprised of three or four bedrooms, living-dining room, bathroom with shower and bath, separate water closet for three bedrooms and possibly two water closets for four bedrooms.

Pensioner housing may be reduced in scale as to room sizes with possibly two or three bedrooms and a bathroom containing a water closet. The garage or carport may be omitted.

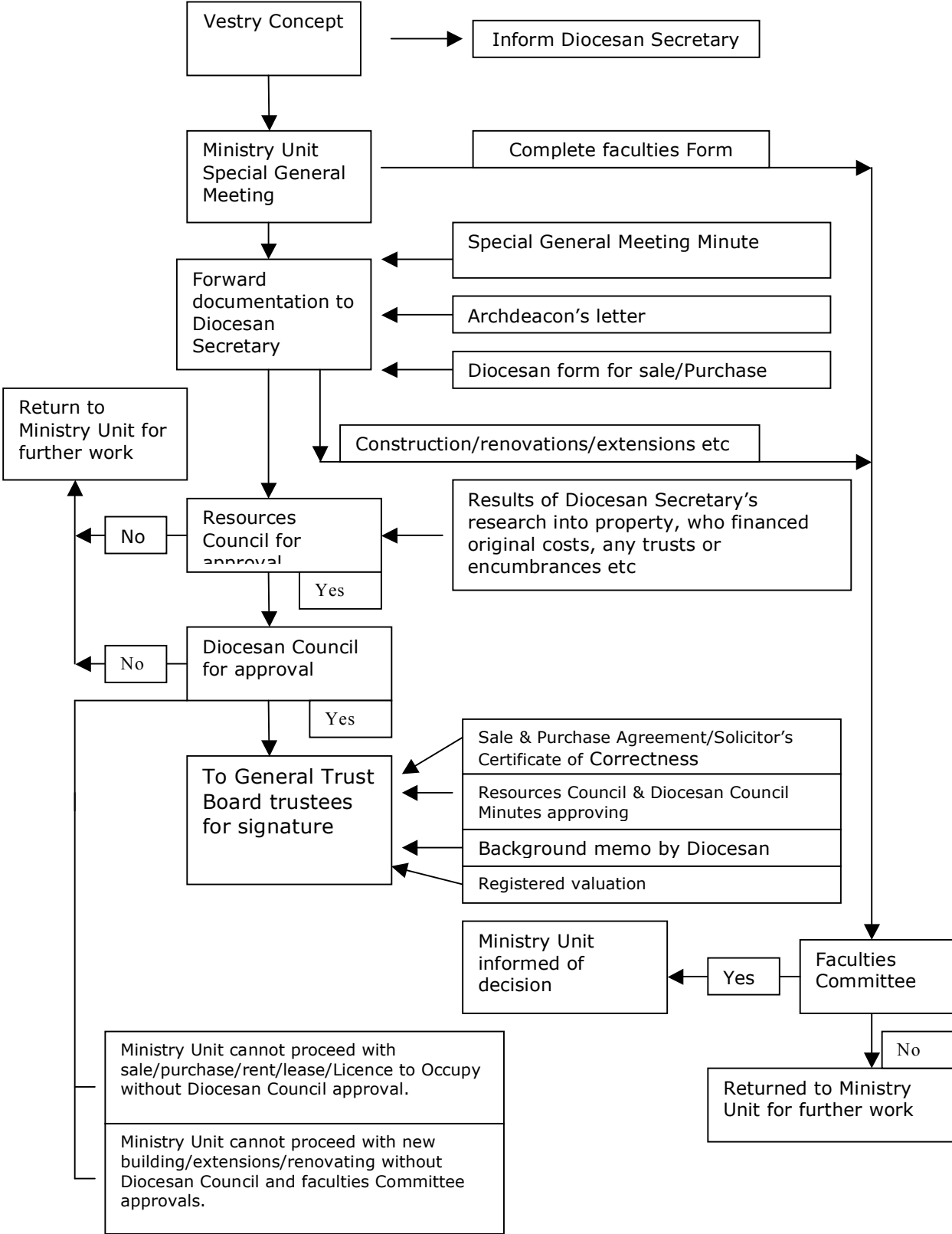
APPENDIX FIVE

PAROCHIAL TRUST BOARDS IN THE DIOCESE OF AUCKLAND ***as at 1 March 2003***

- | | |
|--|--|
| (1) Ellerslie Parish Trust Board
c/- Vestry Secretary
169 Ladies Mile Ellerslie 1005 | (2) Kaitaia District Trust Board
c/- Vestry Secretary
47 Church Road Kaitaia 0500 |
| (3) New Lynn Parochial Trust Board
c/- Vestry Secretary
8 Islington Avenue New Lynn 1007 | (4) St Peter's Onehunga Trust Board
c/- Vestry Secretary
P O Box 13141 Onehunga |
| (5) Holy Trinity (Otahuhu) Parish Trust Board
c/- Vestry Secretary
P O Box 22543 Otahuhu | (6) Paparua District Trust Board
c/- Vestry Secretary
P O Box 8 Maungatoroto 1240 |
| (7) Pukekohe Central Vestry Trust Board
c/- Vestry Secretary
P O Box 338 Pukekohe 1800 | (8) St Aidan's (Remuera) Parish...
c/- Vestry Secretary
5 Ascot Avenue Remuera 1005 |
| (9) St Alban's Parish Trust Board
c/- Vestry Secretary
7 Stokes Road Mt Eden 1003 | (10) St Andrew's (Epsom) Parochial...
c/- Vestry Secretary
100 St Andrew's Rd Epsom 1003 |
| (11) St Barnabas' Parochial Trust Board
c/- Vestry Secretary
1 Bellevue Road Mt Eden 1003 | (12) St Mark's (Remuera) Parochial...
c/- Vestry Secretary
95 Remuera Road 1005 |
| (13) Waimate North Parochial Trust Board
c/- Vestry Secretary
28 Reservoir Rd Kaikohe 0400 | (14) Waiuku Parochial District...
c/- Vestry Secretary
P O Box 41 Waiuku 1852 |
| (15) Warkworth Parochial District Trust Board
P O Box 7 Warkworth 1241 | (16) Whangarei District Trust Board
P O Box 5003 Regent Whangarei |
| (17) St Luke's (Mt Albert) Parochial...
704 New North Rd Mt Albert 1003 | |

APPENDIX SIX

**Flow Chart for Sale or Purchase of Property
(Similar requirements for leasing and Licences to Occupy)**



APPENDIX SEVEN

HAZARD IDENTIFICATION AND CONTROL

Real and potential hazards and events need to be identified and methods to eliminate, isolate or minimise hazards should be in place. Below are lists of possible hazards to assess and plan for. This is a guide only; additional information can be added.

Hazard	Could the hazard lead to harm?	How can the hazard be eliminated, isolated or minimised?
<p>Occupational Overuse Syndrome (OOS) Floors, even surface - no holes, dry. If floors wet, ensure staff are aware, signs to indicate danger Aisles, adequately lit, wide enough, clear of materials Machines, adequate work space, adequately guarded, clean, noise level satisfactory, no bending/stooping required, no fumes emitted, staff not seated within 4 metres of photocopiers Fire, extinguishers in place, recently serviced, adequate direction notices for Fire Exits, Exit doors easily opened from inside, Exits clear of obstructions, sprinklers unobstructed. General Lighting, adequate illumination, Good natural lighting, Air Quality/Temperature adequate air conditioning and ventilation, Windows, clean, admitting plenty of daylight, no broken panes, Ledge free of dust, tins or rubbish. Stairs and Landings, no worn or broken treads, Handrails in good repair, landings clear of obstructions. Storage, adequate and convenient storage, shelves free of dust and rubbish, stacks stable with good foundations, Floors around stacks clear of rubbish. Electrical, gear not in use properly stored. No broken plugs, sockets or switches. No frayed or defective leads. Chemical, dangerous chemicals and materials are being used in a safe way, protective clothing and masks provided. Staff are aware of any dangerous chemicals and procedures for handling. Staff Amenities, wash rooms clean, toilets clean, meal rooms clean and tidy, safe procedures in place for handling kitchen equipment. First Aid, cabinets and contents clean and orderly, no replacement materials needed. Rubbish bins located at suitable points around building, bins emptied regularly. Guillotines</p>		

APPENDIX EIGHT

CHURCH FACILITY ANNUAL HAZARD SAFETY CHECK

Divide the church facilities into identifiable areas. Do a separate check for each. The aim is to locate any hazards, and then determine methods to eliminate that hazard. You must take all reasonable steps to eliminate the hazard. If this is not possible you may try and isolate the hazard and again if this is not possible as a last resort you can try and minimise the risk of the hazard injuring someone. For example, Cleaning fluids - eliminate the hazard of children consuming them by keeping them locked. Matches - eliminate the risk of children using them by keeping them locked up. Torn carpets - eliminate the risk by repairing the carpet, or if not possible isolate the area by guarding it.

When looking around the building consider if there is anything that could cause harm? Consider the equipment in your area. Is there anything about it that you consider hazardous? Are there chemicals in your area, such as cleaning fluids, that children have access to? Are the work pressures manageable? Is any heavy lifting involved? Are matches safely stored?

A Health & Safety Check is to be done at year end and when there is a change of person responsible for building maintenance.

Ministry Unit building: _____

Date: _____

Upon completion, forward a copy of this form to the Diocesan Secretary & Registrar PO Box 37 242 Parnell 1133. (Keep a copy for your records)

Action Req'd (tick)	Inspection Detail	Current Status Correct ?	Remedial Work required	Person responsible for action	Action by date	Completed Signed Off
	Carpets - joins unravelling, mats insecure,	Yes/No				
	Aisles, adequately lit, wide enough, clear of materials	Yes/No				
	Floors, even surface, no holes - signs to warn of wet areas	Yes/No				
	Handrails in good repair, landings clear of obstruction	Yes/No				
	Stairs and Landings, no worn or broken treads,	Yes/No				
	Temperature adequate	Yes/No				
	Lighting adequate	Yes/No				
	Storage, adequate and convenient,	Yes/No				
	Emergency Plan prepared understood by all staff reviewed and evaluated annually	Yes/No				
	Emergency Evacuation Signs – predominantly placed	Yes/No				
	Fire Evacuation practice - Date of last practice.....	Yes/No				
	Fire Extinguisher in open view Date of last check.....	Yes/No				
	Fire Wardens - Training completed	Yes/No				
	First Aid box contents check	Yes/No				
	Doors, trap doors to areas under churches and hall locked. Areas under buildings clear of rubbish and other flammable material including lawn mowers and associated petrol cans.	Yes/No				

Action Req'd (tick)	Inspection Detail	Current Status Correct?	Remedial Work required	Person responsible for action	Action by date	Completed Signed Off
	Machines: <ul style="list-style-type: none"> • adequate work space, adequately guarded, • clean, • noise level satisfactory, • no fumes emitted, • no bending stooping required 	Yes/No				
	Clear walkways - no boxes	Yes/No				
	Electrical gear <ul style="list-style-type: none"> • not in use properly stored. • No broken plugs, sockets or switches, • no frayed or defective leads 	Yes/No				
	Electric & Computer cords - nothing loose on floor or hanging over cupboards	Yes/No				
	Cords - no exposed wires	Yes/No				
	Heaters - no likelihood of being knocked over, tripping over cords, can fingers be poked in	Yes/No				
	Shredders – notice of operational use placed within eye range and fully maintained not in public areas	Yes/No				
	Guillotines – handle placed in closed position. Stored in area where there is no likelihood of harm.	Yes/No				
	Church grounds – no graves in poor repair, low hanging trees branches, broken steps, uneven paths etc.	Yes/ No				

Action Req'd (tick)	Inspection Detail	Current Status	Remedial Work required	Person responsible for action	Action by date	Completed Signed Off
	Misconduct in Ministry posters in high profile positions	Yes/No				
	Workstations acceptable: <ul style="list-style-type: none"> • staff training • adjustable chairs, • keyboard height • screen height • viewing distance • footrests • manuscript holder 	Yes/No				
	Occupational Overuse - staff training Exercise poster clearly visible	Yes/No				
	Workplace Environment acceptable <ul style="list-style-type: none"> • lighting, • Ventilation, • Heating • Air Dryness, • Noise nuisance, • ie: photocopiers 	Yes/No				
	"No Smoking" signs clearly visible	Yes/No				
	Vehicle Inspections	Yes/No				
	Protective Clothing (where necessary)	Yes/No				
	Hazardous substances in locked cupboards safety procedures in view	Yes/No				
	Accident Register	Yes/No				

Remember the prime responsibility when a hazard is identified is to take all reasonable steps to eliminate, if not isolate it and as a last resort minimise it. Any questions relating to hazard control should be directed to the Diocesan Secretary or Personnel Administrator – phone 09 302 7201.

MINIMUM SCALE OF FIRST AID SUPPLIERS FOR A MINISTRY UNIT FIRST AID CABINET

	No. Required
Triangular bandages	2
Roller bandages (including crepe bandages – 50mm and 75mm sizes)	3
Sterile dressings (75mm x 75mm packets)	2
Adhesive wound dressing strip (100 mm packets)	1
Waterproof adhesive plaster (50mm wide reels)	1
Sterile non-adhesive pads (100mm x 100mm packets)	5
Sterile eye pads	1
Container for use in pouring water over the eye (eg plastic squeeze bottle)	1
Antiseptic liquid approved by the Medical Officer of Health	125ml
Safety pins	1 card
Scissors (surgical or equivalent – stainless steel)	1 pair
Splinter forceps, fine point (stainless steel)	1
Accident register and pen or pencil	1
First aid booklet (issued by the Department of Labour and Health or Red Cross/St John)	
Card listing local emergency numbers	1
Disposable gloves (large size or multi fitting)	2 pairs

Form of register or notification of circumstances of accident or serious harm

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992
 For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

1 Particulars of employer, self-employed person or principal:

(business name, postal address and telephone number)

2 The person reporting is:

- an employer a principal a self-employed person

3 Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)

4 Personal data of injured person:

Name	
Residential address	

Date of birth **Sex (M/F)**

5 Occupation or job title of injured person:

(employees and self-employed persons only)

--

6 The injured person is:

- an employee a contractor (self-employed person)
 self other

7 Period of employment of injured person:

(employees only)

- 1st week 1st month 1-6 months
 6 months-1 year 1-5 years Over 5 years
 non-employee

8 Treatment of injury:

- None First aid only
 Doctor but no hospitalisation Hospitalisation

9 Time and date of accident/ serious harm:

Time am/pm
Date **Shift** Day Afternoon Night

Hours worked since arrival at work
(employees and self-employed persons only)

10 Mechanism of accident/ serious harm:

- fall, trip or slip hitting objects with part of the body
 sound or pressure being hit by moving objects
 body stressing heat, radiation or energy
 biological factors chemicals or other substances
 mental stress

11 Agency of accident/ serious harm:

- machinery or (mainly) fixed plant
 mobile plant or transport
 powered equipment, tool, or appliance
 non-powered handtool, appliance, or equipment
 chemical or chemical product
 material or substance
 environmental exposure (e.g. dust, gas)
 animal, human or biological agency (other than bacteria or virus)
 bacteria or virus

12 Body part:

- head neck trunk
 upper limb lower limb multiple locations
 systemic internal organs

13 Nature of injury or disease: fatal

(specify all)

- | | |
|--|---|
| <input type="checkbox"/> fracture of spine | <input type="checkbox"/> puncture wound |
| <input type="checkbox"/> other fracture | <input type="checkbox"/> poisoning or toxic effects |
| <input type="checkbox"/> dislocation | <input type="checkbox"/> multiple injuries |
| <input type="checkbox"/> sprain or strain | <input type="checkbox"/> damage to artificial aid |
| <input type="checkbox"/> head injury | <input type="checkbox"/> disease, nervous system |
| <input type="checkbox"/> internal injury of trunk | <input type="checkbox"/> disease, musculoskeletal system |
| <input type="checkbox"/> amputation, including eye | <input type="checkbox"/> disease, skin |
| <input type="checkbox"/> open wound | <input type="checkbox"/> disease, digestive system |
| <input type="checkbox"/> superficial injury | <input type="checkbox"/> disease, infectious or parasitic |
| <input type="checkbox"/> bruising or crushing | <input type="checkbox"/> disease, respiratory system |
| <input type="checkbox"/> foreign body | <input type="checkbox"/> disease, circulatory system |
| <input type="checkbox"/> burns | <input type="checkbox"/> tumour (malignant or benign) |
| <input type="checkbox"/> nerves or spinal chord | <input type="checkbox"/> mental disorder |

14 Where and how did the accident/serious harm happen?

(If not enough room attach separate sheet or sheets.)

15 If notification is from an employer:

- (a) Has an investigation been carried out? yes no
 (b) Was a significant hazard involved? yes no

Signature and date _____ ____ / ____ / ____

Name and position <i>(capitals)</i>

How to use this Accident Register

The legal requirements

The Health and Safety in Employment Act 1992 requires employers to:

- Record in an accident register events that harm or might have harmed employees and other people in the employer's place of work: and
- Notify OSH as soon as possible of events resulting in serious harm to employees and provide OSH with a written report of the circumstances within 7 days.

These requirements are set out in section 25 of the Act, which is reproduced on the inside back cover of this register.

Format of the register

The register contains two sections. The first contains single forms to be used for recording in-house investigations. The form is designed to be completed progressively as information comes to hand.

The second section contains carbon-backed forms for use when serious harm occurs and the accident or occurrence is to be reported to OSH. The top completed original is to be kept in the register, the card copy to be sent to OSH.

Recording accidents and incidents that don't result in serious harm

When events do not result in serious harm, complete your own investigation and take whatever steps are needed to eliminate, isolate or minimize any identified significant hazard. Then fill out sections 1,2,7,8,9,12 and 13 of the register form (or record the same details in your own register).

Action following accidents and serious harm

When events result in serious harm you should:

1. Make sure anyone injured or suspected of injury has received medical attention if necessary.
2. Not interfere with the accident scene without the permission of a Health and Safety Inspector.
3. Advise your local OSH branch office as soon as possible by phone or fax.
4. Complete your own investigation and take steps to eliminate, isolate or minimize any identified significant hazard.
5. Mail or fax written notice (in the form set out in this register) to the nearest OSH office within 7 days.
6. Keep the original (or a copy) of the written notice in your register. If you keep an accident register in a different form, you must record the same details.

Defining serious harm

The full definition of serious harm from the Health and Safety in Employment Act is reproduced inside the back cover of this register.

If there is doubt about whether or not to report the incident or injury, contact your nearest OSH office.

Filling in the forms

Item

1. Employer's name and normal business address.
2. Worksite where accident/harm or possible harm occurred.
3. Name, home address and details of harmed person.
4. Try to describe the job in the title if possible, e.g. production welder is far more informative than factory worker.
5. How long the injured person has worked for the employer.
6. The type of treatment(if any) given to the injured person.
7. Only complete shift details where appropriate.
8. This section identifies what happened to the injured person.
 - Being hit by moving objects includes moving machine parts.
 - Body stressing includes stretching or over-exertion
 - sound or pressure includes noise
9. Identifies what caused the injury or illness. Environmental agency includes noise, heat, cold, dust, dirt, etc
10. Expand briefly, if appropriate, by writing in such details as finger, toe, wrist, etc. Systemic (internal organs) includes circulatory and respiratory systems.
11. If a fatal injury occurred, tick the appropriate box. More than one box may need to be ticked, e.g. for cuts and bruising tick open wound and bruising or crushing.
12. In minor events this description may be quite brief, but it is the start of the hazard identification sequence. With major events several additional sheets may be required, copies of which should be attached to the report to OSH

DEFINITION OF "SERIOUS HARM" FROM THE FIRST SCHEDULE OF THE HEALTH AND SAFETY IN EMPLOYMENT ACT 1992

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:
 - Respiratory disease,
 - Noise-induced hearing loss,
 - Neurological disease,
 - Cancer,
 - Dermatological disease,
 - Communicable disease,
 - Musculoskeletal disease,
 - Illness caused by exposure to infected material,
 - Decompression sickness,
 - Poisoning,
 - Vision impairment,
 - Chemical or hot metal burn of eye,
 - Penetrating wound of eye,
 - Bone fracture,
 - Laceration,
 - crushing
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
6. Any harm that causes the person harmed to be hospitalized for a period of 48 hours or more commencing within 7 days of harm's occurrence.

APPENDIX ELEVEN

CHECKLIST FOR HIRING CHURCH FACILITIES

Name of Building: _____

Date: _____

Organisation using building: _____

Designated person from above organisation: _____

It is the prime responsibility of the person obtaining the key for the above building to understand the hazards located in this building and the evacuation procedures. This information must be passed on to all those present in the building. All persons should be aware not to obstruct exits, hose reels and fire extinguishers.

The following hazards are present in this building:

Hazard	Location	Method of Control
<i>for example</i> Matches	locked in vestry	ensure no matches accessible

Your organisation must carry out the following checks before, during and after each function. All defects are to be reported to the Manager *immediately* telephone: _____.

- 1.** All egress routes clear - no tables and chairs in way, all exit doors unlocked.
- 2.** Hose reels and fire extinguishers clear - NOT obstructed by tables, chairs, bins.
- 3.** Smoke stop doors - NOT blocked open or obstructed (where applicable)

Please ensure this building is suitable for your organisation

- (j) I/We maintain a register of accidents and conform with any code of practice and regulations promulgated in respect of the particular work being undertaken.
- (k) I/We will indemnify and keep indemnified the Ministry unit from all costs, damages, fines or any other financial liability incurred or suffered by the Ministry unit in respect of any action or proceedings taken against the Ministry unit pursuant to the Act that is directly or indirectly related to the undertaking of the described work.

Date: _____

Name of Contractor/Subcontractor/Self Employed Person:

Signature: _____ Designation: _____

Name and signature of person approving the work:

Signature: _____ Designation: _____

NB: This agreement is to be accompanied by a "work plan" specifying the work to be undertaken, the skills required and the competency of those actually doing the work, and a copy of the contractor's/subcontractor's health and safety manual (if required).

APPENDIX THIRTEEN

MINIMUM SCALE OF FIRST AID SUPPLIES FOR A MINISTRY UNIT FIRST AID CABINET

	<u>No. Required</u>
Triangular bandages	2
Roller bandages (including crepe bandages - 50mm & 75mm sizes)	3
Sterile dressings (75mm x 75mm packets)	2
Adhesive wound dressing strips (100mm packets)	1
Waterproof adhesive plaster (500mm wide reels)	1
Sterile non-adhesive pads (100mm x 100mm packets)	5
Sterile eye pads	1
Container to pour water over the eye (eg: plastic squeeze bottle)	1
Antiseptic liquid approved by the Medical Officer of Health	125ml
Safety pins	1 card
Scissors (surgical or equivalent - stainless steel)	1 pair
Splinter forceps, fine point (stainless steel)	1 pair
Accident register and pen or pencil	1
First aid booklet (issued by Dept. Labour & Health or Red Cross/St John's Ambulance)	1
Card listing local emergency numbers	1
Disposable gloves (large size or multi fitting)	2 pairs