

# The Parish Risk Management Program Newsletter

## February 2010

### 2010 Training Program

As reported in the last Risk Management Newsletter (October 2009) the Synod approved the continued **funding of the Parish Risk Management Program**. This is very encouraging as the funds allocated will enable the Program to **continue to develop and to importantly assist parishes** in managing parish related risks.

As indicated above it is intended that 2010 will build on the training provided in 2009 with a repeat of some courses, a couple of new ones plus an update and release of certain parts of the existing written material.

Specific details about the 2010 training program will be released to all parishes soon...

**\*\* PLEASE let us know what training or resources would best serve your parish. \*\***

### 2009 Risk Management Annual Return

The 2009 Risk Management Annual Return will be released in the coming months so please look out for it.

The 2008 Return revealed that many parishes are **proactively managing** key parish risks. Please be encouraged to continue the good work done to date and to implement plans to address your higher risk areas identified in your parish's Return.

### Your Parish OH&S Policy

#### **Is your parish OH&S Policy visible, understandable, implemented and reviewed?**

Your OH&S policy is a statement by the parish of its commitment, responsibilities and intentions in relation to its overall OH&S strategy. Importantly, it is the driver for improving the parish's management of OH&S related issues, provides the framework for action and for setting of OH&S objectives.

A sample OH&S policy was provided in Module 1 but it **was updated in 2009** and is available on the Parish Risk Management web site or **click [HERE](#)** to access the updated sample policy.

Please make sure your OH&S policy is displayed appropriately but most importantly implemented.

## Incident reporting

### Remember...

- ⇒ All incidents including '**near misses**' must be recorded in an Incident Report and forwarded to the Insurance Manager.
- ⇒ Do not seek to make a judgement about whether you think the incident is serious or may result in a claim against the parish – **report ALL incidents**.
- ⇒ Describe the incident as it happened, step by step – **do not offer opinions on why certain things did or did not happen**.
- ⇒ Specific incidents must ALSO be reported to WorkCover - please refer to the material behind the red tab in Module 1 or [click HERE](#) for more information.

**Please note in 2009 a new Incident Report was released** so please ensure you print off a few copies from the Parish Risk Management web site or by [clicking HERE](#).

If you have any queries about Incident Reporting please contact Cindy Wong our Insurance Manager on 9265-1679 or email [cpw@sydney.anglican.asn.au](mailto:cpw@sydney.anglican.asn.au).

### One last thing...

If your **Parish Risk Management Coordinator** has changed please call or email us on:

Michael Newman

Phone: (02) 9265 1680

Email: [riskmanagement@sydney.anglican.asn.au](mailto:riskmanagement@sydney.anglican.asn.au)

*Please circulate and discuss this Newsletter at your next Parish Council meeting before filing it away in your Parish Risk Management Program binder.*

# A PARISH RISK MANAGEMENT PROGRAM



Produced by SDS Parish & Property Services

ANGLICAN CHURCH DIOCESE OF SYDNEY