



# RISK

MANAGEMENT

MODULE 4

BUILDING ENVIRONMENT 3

MAXIMISING MINISTRY BY MINIMISING HARM

May 2008

# RISK MANAGEMENT

## INTRODUCTION

This is the fourth module in the Parish Risk Management Program. It needs to be read and applied in the light of the previous introductory sections – ‘**A Risk Management Program for Parishes**’ (Overview) and ‘**Developing a Risk Management Plan**’ (Plan).

This module looks at the risks and issues involved with:

- Working environment
- Amenities for staff and volunteers
- Facilities for the aged and people with a disability
- Safe work procedures
- Manual handling and storage
- Working at heights
- Use and maintenance of equipment
- Injuries to employees
- First Aid
- Workplace consultation
- Safe playgrounds
- “Working bees”
- Working from home

### What is Risk?

For our purposes, a risk or hazard is anything which potentially puts at risk:

- The health, safety and welfare of your ministry team (both paid and volunteers), contractors, members of the congregation, visitors, adults and children.
- The good order of our property or our equipment.
- Our financial well being.
- Our reputation and relationships with people inside and outside of our parish.

This module takes another step toward complying with current Occupational Health and Safety legislative requirements.

“ A parish has a general duty of care to ensure the health, safety and welfare at work. ”

If you have already done work on these areas, this is designed to complement that work. Please check that you have covered all the subject matter discussed in this module and give appropriate attention to any outstanding items.

**Reminder:** A parish has a general duty of care to ensure the health, safety and welfare at work for ministry staff, other employees, volunteers ministering in any way in our parishes and visitors to our site(s) or the functions that we run. This duty of care also extends to contractors and sub-contractors while they carry out work on our premises.

## Steps 3 to 7 of the Risk Management Plan

Please refer to the section in the Parish Risk Management kit entitled '**Developing a Risk Management Plan**'. You will need to apply steps 3 to 7 with regard to the matters covered in this module.

The Steps are:

3. **Identify** the risks
4. **Analyse** the risks identified
5. **Evaluate** the risks
6. **Treat** and **control** the risks
7. **Review** and **monitor**

For specific details please refer to pages 2 to 10 in the section '**Developing a Risk Management Plan**'.

**Please note:** some of the subjects covered in this module are related, rather than being separate issues. For example, Manual Handling, Safe Work Procedures and Working at Heights have many common elements.

## WORKING ENVIRONMENT

This section concerns the physical conditions under which people work and carry out ministry activities on our site(s). While the principles apply to all who carry out ministry, they particularly apply to those who are spending a large number of hours each week on our site(s).

We must seek to ensure that the physical conditions under which our people work are both conducive to their good health and contribute to the effectiveness of their ministry. In the excitement of an expanding Gospel ministry, it is all too easy to take on an additional staff member, without providing the appropriate physical environment, which includes desks, chairs, heating, cooling, air circulation, lighting etc.

“ We must seek to ensure that the physical conditions under which our people work are both conducive to their good health and contribute to the effectiveness of their ministry. ”

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## Working space

Sufficient work space is to be provided to enable a person to safely and effectively carry out their work. For those who need a desk for their work, it will relate to the size of the desk, access to the desk, proximity of other people and furniture. Most people need “personal space” to be happy at work, so it is important to be sensitive to each person’s preferences and accommodate their wishes where practical.

Access to and from their work area must be free of anything that has to be stepped over or squeezed past. Floors and surfaces that people walk on are to be maintained in good condition to minimise the risk of slips, trips and falls.

## Ergonomics

Ergonomics is essentially fitting work to people, by designing or arranging workplaces, equipment, products and systems to suit the people who use them and to minimise workplace injury or ill health. It may be that simple changes will bring this about and will increase productivity and morale.

In a parish situation this is most likely to apply to those who work in the office and particularly on a computer. Consider such things as:

- The height of the chair for the person and in relation to the desk.
- The angle of the back of the chair and lumbar support.
- Ensuring the computer screen is at the right height and distance to enable viewing in comfort.
- Documents being at the right height and angle – perhaps a document holder is necessary.
- Taking frequent breaks by looking away from the screen, preferably into the distance, or getting up to do other things.

For further information refer:

[www.usyd.edu.au/ohs/ohs\\_manual/ergonomics/ergoguide.shtml](http://www.usyd.edu.au/ohs/ohs_manual/ergonomics/ergoguide.shtml)  
or [www.hr.unsw.edu.au/ohswc/workerscomp/wc\\_ergonomics.html](http://www.hr.unsw.edu.au/ohswc/workerscomp/wc_ergonomics.html)

## Lighting

Adequate lighting is required to enable a person to carry out their role in comfort. Consider the availability of natural light and the brightness of the lighting. Is glare and reflection or working in shadow an issue? If the available natural light and overhead lighting is not adequate or not in the right place, it may be necessary to supplement with a desk lamp.



## CONSIDER SUCH THINGS AS.....

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- The angle of the back of the chair and lumbar support.
- Ensuring the computer screen is at the right height and distance to enable viewing in comfort.
- Documents being at the right height and angle – perhaps a document holder is necessary.
- Taking frequent breaks by looking away from the screen, preferably into the distance, or getting up to do other things.

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## Ventilation and clean air

Fresh, clean air is vital for a person to be able to function effectively. Ensure that ventilation is appropriate for the person's comfort and allows for changes in temperature. It may be necessary to rearrange or redirect air conditioning ducts to provide adequate fresh air or to remove drafts.

## Heat and cold

Provision needs to be made for varying temperatures throughout the year. If the office is air conditioned, then hopefully a temperature can be set which will be suitable to all the people in the area. If there is no air conditioning, then it may be necessary to supplement air flow with fans in warmer weather and to provide heating during cooler times.

*Please ensure that portable fans and heaters are in good condition, that power boards and leads are not overloaded or damaged and that trips hazards are not created.*

## Noise

Please refer to Module 2, pages 17 to 25, for general information about noise. Besides dangerously loud noise, be aware of noise that can create distraction and stress as a person tries to carry out their role, particularly if they are working to a deadline. Such noise could be from machinery and equipment, children's' activities, other people's conversations or general office chatter.

## Smoking

Smoking should not be permitted inside any building. It may be appropriate to declare your premises as smoke free zones and, if necessary, to erect suitable signage such as "thank you for not smoking". It may also be appropriate, in particular circumstances, to designate smoking areas.

## AMENITIES FOR STAFF AND VOLUNTEERS

Amenities means facilities provided for the welfare and personal hygiene of employees and volunteers. They include toilets, rest rooms, seating, dining area and drinking water. For people who are carrying out manual work, such as grounds maintenance, amenities may need to include a change room, locker and washing facilities.

Consideration needs to be given to the composition of the "workforce" and adequate provision made for the balance of males and females using the amenities.

An adequate number of clean, hygienic toilets / rest rooms is required, giving appropriate privacy. The number of toilets / rest rooms will depend upon the number of people involved

(1 per 20 males, 1 per 15 females). In situations with only a few people (say less than 10) unisex facilities may be provided, consisting of toilet, washbasin and a means of disposing of personal sanitary items. (Reference - *WorkCover: Workplace Amenities Code of Practice 2001, 5-1-3*)

Staff and volunteers need to be provided with hygienic facilities for eating their meals and preparing and storing food. This includes access to a sink, facilities to boil water, a clean cupboard, refrigerator and access to clean drinking water. In many cases the kitchen in the parish hall may be the appropriate place if it is conveniently located to where people are working and other activities in the hall do not prevent them from using the facilities. Other cases may require a “kitchenette” near the work area.

## **FACILITIES FOR THE AGED AND PEOPLE WITH A DISABILITY**

As part of our love and care for all people we need to look at how we can provide access to our facilities for the aged and people with a disability.

It may be necessary to make some changes to existing buildings, walkways and drives to enable everyone to move freely around the parish’s site(s). This may involve:

- ramps over/beside stairs
- widening doorways
- consideration of the weight of doors to open – particularly doors with a door closing mechanism
- handrails on stairs, ramps, slopes and in toilets
- smoothing pathways
- removing obstacles

Under the provisions of the Disability Discrimination Act 1992 (NSW) it is unlawful to discriminate against a person on the grounds of disability in providing access to or use of premises that the public can enter and use. Our Sunday meetings, and many other ministry activities, are open to the public which means we have an obligation to provide adequate access for all.

There is, however, an exception where to do so would constitute ‘unjustifiable hardship’. Whether unjustifiable hardship would be experienced will depend on the facts of the particular case but the following factors are taken into account:

**“Our Sunday meetings, and many other ministry activities, are open to the public which means we have an obligation to provide adequate access for all.”**

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- the benefit or detriment that is likely to be suffered by the person in question or the person required to provide access;
- the effect of the disability on the person concerned; and
- the financial circumstances and the estimated amount of expenditure required to be made.

Even if the provision of a particular means of access would constitute unjustifiable hardship, the authorities would want to see that it was considered and that plans were made for financing the project in the future. It is often the case that there are some less costly changes that could be made to improve accessibility and that these changes would not constitute unjustifiable hardship.

Plans for new buildings and buildings undergoing major renovation are required to include access for the aged and disabled under the Building Code of Australia. It is unlikely that a local council would issue a construction certificate for a building that the public can enter and use that did not include provision for disabled access.

You should obtain professional advice from an architect or builder, particularly for ramps and handrails, which are to comply with various regulations. If you have a heritage property, consult your heritage architect so that they can advise on any heritage issues that need to be taken into account.

If you have any concerns about your legal obligations to those with a disability, please contact the Legal Services division of SDS for guidance. The Manager, Legal Services can be contacted on 02 9265 1647.

“Plans for new buildings and buildings undergoing major renovation are required to include access for the aged and disabled under the Building Code of Australia.”

## SAFE WORK PROCEDURES

There may be a number of tasks to be carried out from time to time which require a safe work procedure to be developed. For example, changing high level light bulbs and cleaning and maintenance work.

Steps to be taken:

- Carry out a job safety analysis by breaking each task down into steps.
- Identify potential hazards.



## ADEQUATE ACCESS MAY INCLUDE...

- ramps over/beside stairs
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- removing obstacles

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- Determine the best way to carry out the task safely.
- Document in the *Safe Work Procedure Register* (refer page 26).
- Provide training as appropriate to ensure that the procedures are followed.
- Review from time to time and adjust the procedure if there is a variation in the task.
- Observe from time to time to ensure that the procedure is being followed.

## MANUAL HANDLING AND STORAGE

Parish life usually involves a certain amount of manual handling, such as moving and stacking chairs and tables, moving equipment in and out of storage, or handling stationery supplies. All too often people suffer injury, which may be from one incident, or caused by a repeated activity over a period of time. Any injury brings personal suffering and affects ministry.

Work practices and the equipment and containers that are used are to be, as far as is workable, without risk to health and safety.

### List the manual handling tasks

- Make a list of the manual handling tasks that are carried out during a full week or on special occasions. Consider worship services, groups who meet at various times and the office.
- Have there been injuries in the past caused by manual handling – what were they, how did they happen and how could they have been avoided?
- What has to be moved, from where to where, how far and how often?
- Who has to move it and how suitable are they for the task?

“Any injury brings personal suffering and affects ministry.”

### How is the task being carried out – is there a better way?

- Do people have to bend, twist, stretch or reach above their shoulders?
- Are the items stored in the correct sized containers for people to move without undue strain?
- Would handles or other grips make the task easier?
- Are the items stored below waist level or above shoulder level?
- Is a mechanical aid available? e.g., a trolley?
- Is a stable, good quality step ladder available?
- Could the work area be redesigned to make the handling easier, such as benches or storage at more appropriate heights?



## WHEREVER POSSIBLE ...

work practices and the equipment and containers that are used are to be, as far as is workable, without risk to health and safety.

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- Is there sufficient space to move the items freely without resorting to awkward movement?
- Should you move some items to off-site storage, carry out archiving or clean out old files?
- Are people advised to share a lifting task when necessary?

## Who is doing the task?

- What is their age?
- How fit are they and how physically suited to the task?
- Should the task be restructured so that there is less risk of injury to the person who is actually doing it?

“ It may not be obvious how to use the equipment or to carry out the task most effectively and with the least risk of injury. ”

## Training and supervision

- Provide training as required. It may not be obvious how to use the equipment or to carry out the task most effectively and with the least risk of injury.
- There needs to be a reasonable level of supervision of manual tasks, particularly when a person is new to the task. However, some ongoing supervision is also required to ensure that poor practices, which could lead to injury, do not develop over time.
- Part of training and supervision is seeking to ensure that good posture is used in all manual tasks. This is closely aligned with ergonomics covered under ‘Working Environment’.
- Some manual tasks need to involve more than one person and should not be allowed to proceed unless the correct number of people are present.
- Wherever possible people should not have to lift or retrieve anything above their shoulder height. If it is necessary to store above shoulder height, ensure that a stable, good quality step ladder is available and items are no heavier than the person can lift, on the ladder, without strain (refer to working at heights section).
- Consider seeking guidance from someone such as a physiotherapist on how to safely carry out the various tasks.
- The National Code of Practice for Manual Handling [NOHSC:2005 (1990)] gives the following weights as warning points:
  - o More than 4.5kg lifted while seated
  - o More than 16kg lifted while in a work position other than seated
  - o Maximum of 16kg for those under age 18
  - o More than 55kg

## WORKING AT HEIGHTS

Working at heights presents particular dangers and the Occupational Health and Safety Regulation provides specific guidelines and requirements.

Generally, working on roofs is especially dangerous as they may be made of slippery or fragile material (e.g., slate) and the steeper the roof, the greater the danger.

**Do not allow inexperienced persons or volunteers to access the roof.** Where work on the roof needs to be done, only engage appropriately qualified tradespeople. Injury or death is not worth the saving in money!

The same will apply to some high work (e.g., replacing light bulbs, ceiling fans etc.) in the church or the hall. It will be far more appropriate to bring in a qualified tradesperson than risk the health and wellbeing of volunteers or employees who are not specifically qualified for the work.

### Scaffolding and similar equipment

If scaffolding or other protective measures (e.g., guardrails) are used to access high work, they must be erected and dismantled by qualified tradespeople with appropriate certificates of competency and insurance cover.

If a mobile elevating work platform is used (e.g., a scissor lift), the persons operating it must be properly trained in its operation and use. A person should never be permitted to use the lift on their own; there should always be someone at ground level in case of emergency or failure of the equipment.

There is also the risk of an object falling from a height, so people who are not involved in the work are to be kept away from the work area. Appropriate caution is to be exercised by the people working at height as well as the people working on the ground. When work is being undertaken at a high level, it is important for all people in the work area to wear hard hats.

## Use of ladders

When using portable ladders, please consider the following for controlling potential risks:

- Use the correct ladder for the job.
- Use only industrial ladders – do not use domestic ladders.
- Examine ladders for defects and damage before use.
- Ladders should be adequately supported at the base.
- Set the ladder at a slope of 4 in 1 – ladders must be angled one out and four up.\*
- Ladders should extend at least one metre above the access level.
- Ladders should be firmly secured or tied or held firmly by another person.
- The ties should be attached to the stiles of the ladder and not the rungs.
- A ladder should not be “walked” by the person standing on the ladder.
- One person on a ladder at a time with three body limbs on the ladder at all times.
- Do not climb higher than the third rung from the top of the ladder.
- Only work on a job within easy arm’s reach from the ladder.
- Ladders (other than trestle ladders) should not be used to support planks as a work platform.
- Metal ladders or wire reinforced ladders must not be used where electrical hazards exist.
- Climb and descend facing the ladder maintaining three points of contact with the hands gripping the stiles or each rung.
- Do not carry anything in your hands when climbing or descending.
- Do not place ladders in vehicle or pedestrian traffic areas.
- Long and heavy ladders (greater than 20kg) should be handled by at least two people.
- Stepladders should only be used in the fully open position.
- Wear slip resistant footwear when using ladders.
- Clean off footwear and ladder rungs before using the ladder.

**Source:** *WorkCover New South Wales: Safe Working at Heights Guide 2006*

\* (e.g. if the ladder is 4 metres long, the base is to be 1 metre out from whatever it is leaning against)



## DO NOT...

climb higher than the third rung from the top of the ladder.

## USE AND MAINTENANCE OF EQUIPMENT

### Training

Adequate training should be provided so that people can safely and effectively use the equipment that you have. It may not be wise to assume that it is obvious how a piece of equipment is used.

Training is important to:

- Minimise the risk of harm to the user or bystanders.
- Minimise the risk of damage or excessive wear of the equipment.
- Minimise wastage of material.
- Maximise the work produced in the least time.
- Promote job satisfaction in the user.

“Adequate training should be provided so that people can safely and effectively use the equipment that you have.”

### Maintenance

Generally, equipment will work more effectively and last longer if it is correctly maintained. In some cases a regular maintenance program is required, rather than waiting until it breaks or fails. It is highly frustrating for people (volunteers in particular) to come to do a task only to find the equipment is in poor condition or broken.

Any wear and tear or damage that could result in electrical shock or physical harm (such as a frayed extension lead or a guard missing from a mower) must be attended to immediately. The equipment must not be used in a dangerous state.

The attached schedule on page 27 should be used to keep as a maintenance record.

## INJURIES TO EMPLOYEES

Recording of incidents, accidents or injuries was discussed in Module 1 of the Parish Risk Management Program. Please see page 5 and the Incident Report on pages 16 and 17.

Please refer to the Incident Notification Procedures supplement to Module 1 regarding the Diocesan notification procedures in the case of notifiable incidents which is essentially to call a dedicated number - 1300 302 442.

In addition to the Incident Report, a **Register of Injuries** must be kept for all injuries to employees of the parish.

This matter is also covered in the **Employment Relations – Guidelines for Parishes** that was issued by SDS Legal Services in June 2007. Please refer to **Part 9 Health Safety and Workers' Compensation**, and the sample register in **Appendix D**.

## FIRST AID

*First Aid is the emergency care of injured or sick people. The aim is to preserve life, assist recovery and prevent the injury or illness becoming worse.*

Proper care of our ministry team, volunteers, congregations and visitors requires us to have a first aid plan in place. Please consider the following:

1. **The ministries carried out at your site(s).** In addition to Sunday services, what other activities are conducted? Children and young people's groups? Are there a large number of elderly people who attend? What about offsite activities? Are your facilities hired or rented to non-church groups?
2. **How many people** (of all ages) normally attend your site(s) and activities?
3. **What are the likely injuries** or illnesses that could occur? Cuts, scrapes, burns, sprains/strains? Asthma, epilepsy, heart attack, hypoglycemia (in a person with diabetes), anaphylactic shock (allergy reaction to substances, such as peanuts)?
4. **Size and layout of your site.** Would one central location for a first aid kit suffice, or should there be several first aid kits at different locations?

### Trained First Aiders

It would be ideal to have at least one trained first aider at every activity of the parish. This includes church services and all group activities, both on and off site. Where there are more than 25 people at any event, there is a greater reason to work towards this ideal.

**“It would be ideal to have at least one trained first aider at every activity of the parish.”**

The first step will be to identify parish people who have existing first aid qualifications and would be willing to act as a first aider at church services and/or parish activities. Seek to encourage other congregational members to undertake first aid training, so that they may serve the congregation in this way. Develop a roster to cover as many activities as possible.

### Training requirements for First Aiders

Trained first aid personnel means:

- a. a person who holds a current first aid certificate issued after successful completion of a WorkCover-approved first aid course; or

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- b. a person who holds a current occupational first aid certificate issued after successful completion of a WorkCover-approved occupational first aid course; or
- c. a level 3 or greater New South Wales ambulance officer; or
- d. a registered nurse; or
- e. a medical practitioner.

St John's Ambulance and the Australian Red Cross often run first aid courses for the public to obtain a basic first aid certificate. First aid certificates are usually time limited, so it is important for your first aiders to stay up to date.

## First Aid Kits

The size, layout and the activities that occur on various parts of your site will determine how many first aid kits will be necessary. If there are regular off site activities, there should also be at least one kit that can be taken off the site.

**Location:** where activities take place; easily visible and easily accessible. Not locked away, but still out of reach of children.

**Signs:** the first aid kit should be clearly identifiable, with a white cross on a green background prominently displayed on the outside. Emergency numbers should be clearly listed beside the kit.

**Information:** a list of contents should be provided with the kit.

**Contents of the kit and where to obtain one:** Please refer to St John Ambulance [www.stjohn.org.au](http://www.stjohn.org.au) or the Australian Red Cross [www.redcross.org.au](http://www.redcross.org.au) both of whom have a variety of first aid kits available for purchase. They will be able to provide guidance on the number and type of kits that are suitable for your particular situation.

**Maintenance:** the first aid kit(s) need to be regularly checked (e.g., quarterly) and the contents replenished. It is suggested that one of your first aiders undertakes this task.

## First Aid Report

Use the Incident / Accident / Injury register to record any use of a first aid kit (refer Module 1 – page 16). While many situations may be obviously an accident or injury, it is wise to record any treatment as a result of an incident, particularly involving children. Besides having a proper record for the “patient”, there is protection for the person who administered the first aid.



## THE AIM OF FIRST AID IS...

to preserve life, assist recovery and prevent the injury or illness becoming worse.

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## WORKPLACE CONSULTATION

Employers are required to consult with their employees to enable them to contribute to decision making about their health, safety and welfare at work. Step 1 of **Developing a Risk Management Plan** ('Communicate and Consult'), will facilitate this process. However, when dealing specifically with employees there will need to be more formality (e.g., the establishment of an OH&S Committee or the appointment of OH&S employee representatives or other arrangement as agreed by the employer and employees).

The purpose of the consultation is to enable employers to share information about risk management with their employees and to hear and give due weight to their views and suggestions.

Consultation needs to take place when risks are initially assessed and in the decision making process to eliminate or control the risks. Staff amenities are to be included in this consultation process.

### The importance of consultation

Consultation with your employees should not be regarded as a token exercise but as a means of achieving two important ends. Firstly, WorkCover treats this duty seriously. It is therefore important that you can demonstrate meaningful consultation with your employees if the need arises.

Secondly, by giving your employees an opportunity to raise OHS issues and make suggestions about their own health, safety and welfare, you are better placed to meet your own responsibilities in this regard.

Please also refer to Part 9 of the SDS Legal Services publication *Employment Relations – Guidelines for Parishes*.

“Employers are required to consult with their employees to enable them to contribute to decision making about their health, safety and welfare at work.”

## SAFE PLAYGROUNDS

Many parishes have playgrounds for use by children when attending services or other events. Therefore it is important to ensure that they comply with the Australian Standard AS/NZS 4486.1:1997 that deals specifically with playgrounds and that they are maintained in good condition.



## AN AVERAGE OF...

274 children per day need medical help for a playground injury.

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There is a high level of injuries to children from playground incidents. Each year about 100,000 children need medical help for a playground injury and about 7,000 require hospitalisation. (*Reference - NSW Multicultural Health Communication – March 2005*).

This means an average of 274 children per day need medical help for a playground injury.

While it may be impossible to prevent all injuries in the playground, it is important to minimise the risks. It is also important to remember that the church may be held responsible for any injuries sustained if the equipment is not in a sound condition or the children are not adequately supervised.

“ While it may be impossible to prevent all injuries in the playground, it is important to minimise the risks.”

## Things to look for when checking the safety of a playground

- Ensure all equipment and surfaces are in good condition.
- Ensure children are supervised at all times by a responsible adult.
- Ensure that children play on equipment that is suitable for their age.
- Ensure the surface areas around playgrounds are suitable. Any equipment over half a metre high needs pine bark or mulch at least 30cm deep, or rubber / synthetic material specifically designed for playground use. Grass and sand is not suitable for equipment over half a metre high.
  - If using pine bark ensure that no wooden chips have been left in the pine bark.
- Beware of protruding bolts or 'S' hooks, sharp edges or points.
- Ensure that the area is clear of trip hazards such as broken or exposed concrete edges, tree roots, rocks, uneven ground.

## Selection and review of playground equipment

- Elevated platforms and ramps must have guardrails.
- Surfaces need to extend 2.5 metres beyond the equipment, or in the case of swings, the length of the swing's extension, plus another 2.5 metres.
- Structures more than 1 metre high must be spaced at least 3 metres apart.
- The playground is to be fitted with child-proof gates so that children can not climb over or squeeze through.
- A sun shade to some or all of the play area is recommended.
- Carefully consider the location of the playground. Is it in general view of the parents?
- Consider the availability of drinking water.
- Does it meet the Australian Standard?
- What will be the ages of children using it? If different equipment for different ages, is

the equipment far enough apart, so that older children are not likely to harm younger children?

- Ask your local Council if they have any by-laws or guidelines in relation to playgrounds.
- Only purchase equipment from qualified suppliers and have it professionally installed and certified.

## Maintenance

- Inspect the equipment on each day that it is used to ensure that the equipment is in good working order. This may be a churchwarden / parish councillor before the first church service of the day, or the leader of a group that children attend and potentially use the playground or some other competent person.
- Children or parents must be encouraged to report any fault or hazard.
- Damaged equipment must be removed or rendered unusable.
- A record must be kept of all repairs and all repairs should be carried out by a qualified tradesperson.

## Supervision

It is important that children are supervised in a playground by a responsible adult as the lack of supervision is a significant contributor to playground accidents. It would be ideal that the person supervising is trained in first aid.

For further information and guidance on playground safety, please contact Kidsafe NSW Inc. on 02 9845 0890 or visit their website [www.kidsafensw.org](http://www.kidsafensw.org)

## WORKING BEES

Most parishes hold working bees from time to time to clean-up the site and buildings, attend to general maintenance or carry out special projects. Volunteers are involved and may be working alongside paid employees or contractors. The same applies to weekly cleaning and grounds maintenance teams.

The health, safety and welfare of volunteers must be considered in the same way as employees.

Refer to the previous sections on:

- Manual handling and storage
- Safe work practices
- Working at heights
- Use and maintenance of equipment
- First aid
- The section on 'Noise' in Module 2 (pp. 17-25)

**“The health, safety and welfare of volunteers must be considered in the same way as employees.”**

# RISK MANAGEMENT

## Safe clothing

People must wear appropriate clothing for the work to be done, or should not be allowed to commence the task. Depending upon the task, appropriate clothing may include:

- Full shoes or boots
- Hat
- Gloves
- Eye protection
- Ear protection
- Long trousers
- Long sleeved shirt
- Dust mask
- Hard hat
- High visibility / safety shirts

“People must wear appropriate clothing for the work to be done...”

## Plan the work to be done

Plan and prioritise the tasks that are to be carried out, considering:

- How will they be carried out?
- What equipment or tools will be required?
- What are the risks in carrying out the tasks and how are those risks going to be minimised and managed on the day?
- Who will carry out each task?
- What qualifications or experience do they have for the task? Are they competent in handling the tools that are required for the task? Can they be adequately trained on the day, or is more training required?
- Who is the trained first aid person(s) who will be in attendance?
- Will adequate water supplies be available?
- Is sunscreen available?
- Who will supervise the day and appoint people to the various tasks?

Often, the supervisor of the working bee will have to wait until the day to see who turns up and therefore what work can be done. Good planning will maximise the work achieved by those who come, minimise the risk of injury and give greatest satisfaction to all involved.



## WORKING FROM HOME...

The parish has a responsibility to ensure that their work place at home is safe and does not contribute towards injury or illness.

## WORKING FROM HOME

Some staff like to perform some of their work at home, particularly if an office is not provided or available for them on the parish site(s). The parish has a responsibility to ensure that their work place at home is safe and does not contribute towards injury or illness.

Please refer to the section of this module on **working environment**. Consideration needs to be given to the adequacy of their working space, ergonomics of their furniture and equipment, lighting, ventilation, heating, cooling and noise. If an office is not provided in the church or administration complex, it may be necessary to supply adequate furniture and equipment for use in their home. Ideally, they should be required to work in one agreed location in their home, so that these issues can be addressed for that particular part of their home. This applies even though they may own their own home or the home is rented.

If satisfactory arrangements can not be made in their home for a work location, and there is no suitable location in the church or administration complex, adequate provision will need to be made elsewhere.

# Safe Work Procedure Register – Use one sheet for each task

Description of task ..... Who will carry out the task? .....

Date procedure developed ..... Date reviewed .....

List personal protective equipment required .....

<b>Basic steps in the task</b> Describe in sequence the steps in the task – use one line per step.	<b>Potential accidents or hazards</b> What could happen at each step – consider: struck by    contacted by    thrown against contact with    trapped by / in    caught between caught on    different level fall    slip/trip/fall strain / over exertion    exposure inhale    spill / spray on	<b>Recommended safe work procedure</b> How to deal with the potential accident or hazard. Describe specific precautions or action to take. Consider if the whole job can be done a better, safer way.



# PARISH RISK MANAGEMENT PROGRAM

## Sample Check list for Module 4

### Working environment

- Do all staff and volunteers have sufficient working space?  Yes  No
- Is the work space (desk, chairs, computers) set up correctly for the person using it?  Yes  No
- Is the level of noise being managed?  Yes  No
- If staff working from home, is their working environment safe?  Yes  No

### Amenities for staff and volunteers

- Are there adequate numbers of toilets?  Yes  No
- Are there adequate facilities for eating meals?  Yes  No

### Facilities for the aged and people with a disability

- Are the aged and people with a disability able to move freely and safely around the site?  Yes  No

### Safe work procedures

- Are safe work procedures in place where required?  Yes  No

### Manual handling and storage

- Have manual handling tasks been examined and safe practices developed?  Yes  No

### Working at heights

- Refer to Safe Work Procedures  Yes  No

### Use and maintenance of Equipment

- Is equipment properly maintained?  Yes  No
- Are suitable people trained to use the equipment?  Yes  No

### First aid

- Do you have adequate first aid kits and are they readily accessible?  Yes  No
- Are the first aid kits kept fully stocked?  Yes  No
- Are qualified first aiders available for church services and other activities?  Yes  No

### Workplace consultation

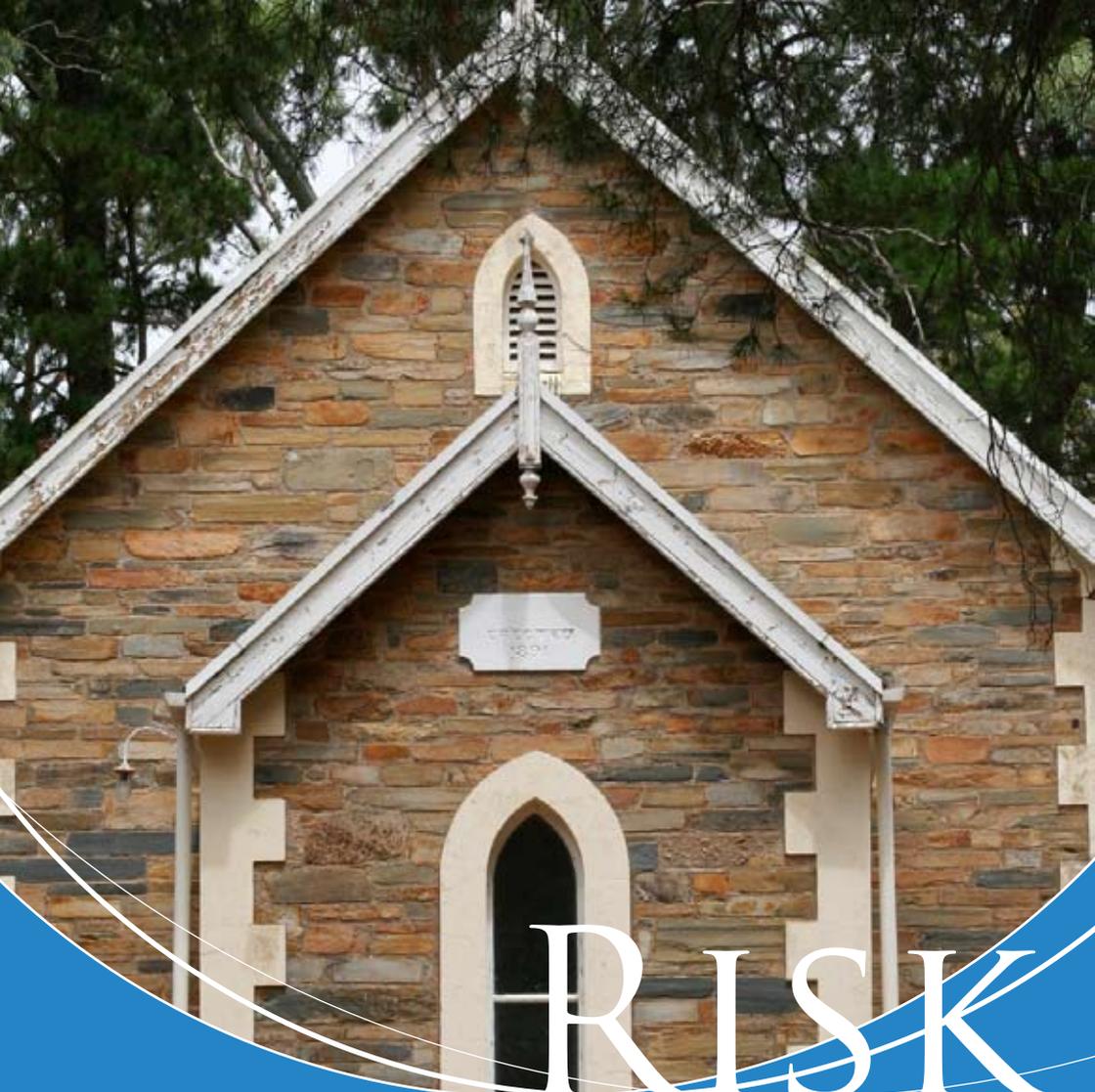
- If you have employees, do you have a consultation process in place?  Yes  No

### Safe playgrounds

- Are the playgrounds safe and well maintained?  Yes  No

### Working bees

- Are working bees adequately planned and supervised?  Yes  No



# RISK

MANAGEMENT