

## HEALTH AND SAFETY UPDATE

April 2017

Since our last Health and Safety (H&S) update we've been busy getting everything ready for the first meeting of the new Safety Group. Here's an update on that, our H&S responsibilities, and an important reminder about notifiable events.

### NEW SAFETY GROUP

Many thanks to those of you who put your names forward to be part of the new Diocesan Safety Group. Fabulously we had a very generous response, and we're pleased to announce that the Diocesan Council has appointed the following as members of the Safety Group:

Rev'd Clare Barrie – St Luke's Mt Albert

Colin Chipperfield – St Philip's St Heliers

Lee Hanna – Bream Bay LSMU

Liz Martin – St Matthias Panmure

Ian Pallas – St Matthew-in-the-City

Sonia Maugham – Diocesan Manager

Bridget Morrison – Project Manager (ex officio).

A Tikanga Maori representative has been invited to join the group.

Preparations for the first meeting are well underway and we'll let you know more once the Group has met.

### H&S IN YOUR MINISTRY UNIT

A core part of our H&S re-focus is creating a culture of safety and well-being across our Diocese. Being part of that philosophy means working together to keep safe. We are all responsible for keeping ourselves and those who work in, worship at, or visit our churches, safe.

Each Ministry Unit should have a H&S representative, and H&S should be a regular agenda item at Vestry/Council/Committee meetings. If H&S isn't regularly discussed, please ask your governing body to add it to the agenda.

### NOTIFIABLE EVENTS

As much as we attempt to minimise the risk of injuries and accidents in our workplaces, the fact remains that sometimes they do happen. When certain work-related events, aka notifiable events occur, there are several things that you must do immediately:

- 1) Preserve the site
- 2) Notify Worksafe immediately
- 3) Notify the Diocese office as soon as possible
- 4) Keep records.

A notifiable event is when any of the following occurs as a result of work:

- A death
- Notifiable illness or injury
- A notifiable accident.

Deaths, injuries or illnesses that are unrelated to work are not notifiable.

Worksafe has a very useful Notifiable Event Tool on their website [here](#) which you can use to understand which events are notifiable, what you need to do and when, and how to notify them. By clicking on the links within their website page, you can get more detail on each of these specific situations.

We ask that you please also let the Diocese office know if you experience a notifiable event, so that the Safety Group and Diocesan Council can be kept informed about H&S incidents, risks and issues. By recording what happens at our Ministry Units, key problem areas and trends can be more easily identified. Simply email [keepsafe@aucklandanglican.org.nz](mailto:keepsafe@aucklandanglican.org.nz) (after you've told Worksafe!) and let us know what happened, when, and what you've done about it.

### **H&S REPRESENTATIVES**

So that we can be sure that our H&S updates are reaching the right people, it would be appreciated if the contact details of your H&S representative(s) (name, phone number, email address) could be sent to the Diocese office before May 31. Details should be sent to [keepsafe@aucklandanglican.org.nz](mailto:keepsafe@aucklandanglican.org.nz)<sup>1</sup>.

Thanks again to everyone who volunteered to the Safety Group, and I look forward to bringing you more information once it comes to hand.

Keep safe,



Sonia Maugham  
Diocesan Manager

---

<sup>1</sup> The H&S representative's details will be stored in a restricted access database and the email address will be added to the H&S mailing list. By providing their details, the representative accepts these conditions.