

# Anglican Movement

# Health and Safety Management Plan

# Table of Contents

Health and Safety Policy .....	8
Principles .....	8
Our Commitment.....	8
Governance and Management Responsibilities .....	8
Team Member Responsibilities.....	9
Application of this Policy Statement.....	9
Authorisation and Review .....	9
Definitions .....	10
Health and Safety Terminology .....	10
HSWA.....	10
PCBU.....	10
Officer .....	10
Management.....	10
Team Member .....	10
Contractors .....	10
Hazard .....	10
Risk.....	10
Online Safety Management System .....	10
HSE.....	10
Anglican Movement Terminology .....	11
Anglican Movement .....	11
Diocesan Synod.....	11
General Synod Canons .....	11
Diocesan Canons .....	11
Diocesan Council .....	11
Diocesan Board .....	11
Mission Unit.....	11
Parish.....	11
Mission Venture .....	11
Pioneer Mission Unit .....	11
Vestry .....	11
Young People’s Ministry Terminology .....	12

Young People.....	12
Young Person.....	12
Youth.....	12
AYM .....	12
Junior Youth .....	12
Children.....	12
Youth Worker.....	12
Team Leader .....	12
Team Member .....	12
Anglican Movement Health, Safety and Well-being Eco System .....	13
Roles and Responsibilities .....	14
Identifying PCBUs.....	14
Identifying Officers .....	14
Governance Bodies .....	14
Officers .....	14
Governance and Officer Responsibilities.....	14
Anglican Movement Management.....	16
Anglican Movement Leadership .....	16
Diocesan Governance .....	16
Diocesan Operations.....	17
Diocesan Mission and Ministry.....	17
Mission Unit Leadership.....	17
Mission Unit Governance.....	17
Mission Unit Operations .....	17
Mission Unit Ministry .....	17
Team Members .....	17
Risk Manager Coordinators and Health and Safety Coordinators.....	18
Other Persons.....	18
Planning, Review and Evaluation .....	19
Health and Safety System Review .....	19
Communication of Insights and Learnings.....	19
Health and Safety Tasks.....	19
Health and Safety Objectives.....	19

Governance Reports.....	20
Team Member Participation .....	20
Team Meetings .....	20
Training and Induction.....	20
Induction Checklist .....	21
Induction Questionnaire.....	22
Hazard and Risk Management.....	23
Risk Management .....	23
Hazard Identification.....	23
Asbestos Management.....	23
The Inspection Process.....	24
Safety Plans, Task Analysis and Risk Assessment.....	25
Risk Manager Hazard Management - People, Programs, and Property .....	26
Incident Investigations and Hazards .....	26
Risk Assessment.....	26
Hazard Register and Safety Plans.....	27
Risk Rating Table .....	28
Hazard Controls.....	28
Hierarchy of Controls .....	28
Specialist Advice for Specific Hazards .....	31
Monitoring.....	31
Contractors / Visitors.....	31
Hazard Register Review .....	31
Hazard Management Flowchart .....	32
Building Inspection Checklist.....	33
Working Bee Safety Plan Template .....	37
Electrical Testing Policy.....	39
Testing and inspection intervals for electrical equipment AS/NZS 3760:2010.....	39
Electrical Testing Register.....	40
Safe Working with Ladders and Stepladders.....	41
Incident Management.....	43
Incident Management Policy .....	43

Policy Statement .....	43
Purpose .....	43
Definitions .....	43
Scope .....	43
Recording and Reporting Process.....	43
Investigation Process and Methodology .....	44
Vehicle Accidents.....	44
Incident Management Flowchart.....	45
Notifiable Events Reporting Policy .....	46
Policy Statement .....	46
Purpose .....	46
Scope .....	46
Definitions .....	46
Process.....	47
Diocesan Use of Vehicles Guide .....	49
Emergency / Safety Information .....	50
Vehicle Accident Reporting Requirements .....	50
Vehicle Accident Report Form .....	51
Emergency Planning and Readiness .....	53
Emergency Plans .....	53
Emergency Evacuation Procedures - Two-page Template .....	54
Emergency Evacuation Procedures - Full Template .....	56
Tsunami.....	67
Other Emergencies.....	68
Dealing with difficult or angry people.....	68
First Aid Policy .....	69
Defibrillator .....	69
First Aid Kits.....	69
First Aider Training & Duties .....	69
The Role of a First Aider.....	70
Civil Defence Emergencies.....	71
Evacuation Centres.....	71
Team Member Contact List.....	71
Family Plan.....	71

Emergency Evacuations .....	72
Emergency Response & Evacuation Procedures.....	72
Management of Means of Escape.....	72
Evacuation Scheme.....	72
Building and Floor Warden Test.....	74
Trial Evacuation Checklist.....	75
Evacuation Debrief Form.....	76
Other PCBU / Contractor Management .....	77
Contractor Management Policy.....	77
Policy Statement.....	77
Purpose .....	77
Scope .....	77
Our Responsibilities.....	77
Contractor Responsibilities .....	78
Contractor Management Flowchart.....	79
Contractor Management Appendices .....	80
Contractor Selection Initiation Letter.....	80
Contractor Selection Checklist.....	81
Contractor Induction Checklist.....	85
Contractor’s Acknowledgement of Health and Safety Obligations .....	87
Contractor Health and Safety Review Letter .....	89
Approved Contractor Register.....	91
Ministry Practices.....	91
Clergy (and Mission Unit Lay Leaders) .....	92
Selection and Licencing.....	92
Conduct.....	92
Development and Care.....	92
Young People’s Leaders.....	92
Selection .....	92
Conduct.....	93
Development and Care.....	93
Ministry Programs and Events.....	93
Police Vetting Policy.....	94

Policy statement.....	94
Purpose .....	94
Scope .....	94
Process.....	95
Bullying Policy .....	96
Policy statement.....	96
Purpose .....	96
Context.....	96
Scope .....	96
Process.....	96
Sexual Harassment Policy .....	98
Policy statement.....	98
Purpose .....	98
Context.....	98
Scope .....	98
Process.....	98
Direct Attack Policy .....	100
Policy Statement.....	100
Purpose .....	100
Context.....	100
Scope .....	100
Process.....	100
Lockdown Policy.....	101
Policy Statement.....	101
Purpose .....	101
Context.....	101
Scope .....	101
Process.....	101
Anglican Movement - Lockdown Procedures .....	103

# Health and Safety Policy

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## Principles

Every person, being created in God's image, has infinite worth and unique value, and may expect our best commitment to their health, safety, and well-being when interacting with us. Every ministry activity and operational undertaking carried out by the Diocese, regardless of its form, seeks to bring glory to God and to uphold the safety and well-being of all involved.

## Our Commitment

**Anglican Movement** is committed to creating an environment and a set of workplace and ministry practices that ensure the health, safety and well-being of all persons involved in the ministries, programmes, activities, and undertakings of our diocese. We aim to remove or reduce the risks to the health, safety, and welfare of all our team members (paid or voluntary workers - including clergy and lay leaders); contractors (when they are present at one of our sites or working for us); occasional volunteers and all other persons who access and use our sites, or who participate in our ministries, programmes, events, and activities. We will comply with New Zealand legal requirements, including the Health & Safety at Work Act 2015. We will continually improve our performance through effective safety management by establishing measurable objectives aimed at mitigating the risk of injury and illness in our ministry practices and workplace environments. Our Health and Safety Management Plan includes policies, procedures, practices, and documentation designed to meet our commitment to health, safety, and well-being.

## Governance and Management Responsibilities

Oversight responsibility for the health, safety, and well-being of our Diocese is held by our governance bodies. Management duties are distributed to various individuals throughout the Diocese based on their roles and responsibilities. These duties relate to the premises, activities, and undertakings that each position or role has responsibility for and are described in the Roles and Responsibilities section of our Health and Safety Management Plan. Governance and management are responsible to:

- maintain safe environments, systems, procedures, and practices
- provide facilities for the welfare of team members
- comply with all health and safety legislation, regulations, standards, and codes of practice
- identify health, safety, and well-being improvements
- keep plant, equipment, and substances in safe condition
- report incidents and investigate accidents
- identify hazards and manage risks
- define emergency and evacuation procedures



- manage our obligations to and with contractors and subcontractors
- consult with team members in all matters relating to health and safety
- provide all team members and volunteers with relevant information and training
- include health and safety as an agenda item at meetings
- ensure team members and volunteers are fit to carry out their roles and tasks safely
- take personal responsibility for a safe workplace and/or ministry environment
- regularly review systems and practices

## Team Member Responsibilities

All team members are responsible to:

- follow safe work and ministry practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health, safety and well-being of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all workplace and ministry-related accidents and incidents immediately
- report all known or observed hazards through the prescribed channels

## Application of this Policy Statement

This policy statement applies to all ministry and operational areas of the Diocese, including Mission Units and Mission Ventures. Application of this policy statement also covers team members when they are required to operate or function off-site. Creating a safe working environment requires ongoing attention and commitment. We seek the co-operation of all team members and anyone else who participates in, or may be affected by, our operations in maintaining and improving our working environment and practices. Team members are empowered and enabled to report safety concerns without worries of unwarranted pressure from governance, management, or other team members. All feedback is listened to and considered carefully, with appropriate corrective actions undertaken in a timely manner.

## Authorisation and Review

### Authorised by:

- The Venerable Canon Sue Fordyce (on behalf of Diocesan Council)
- John Whitehead (on behalf of Wellington Diocesan Board of Trustees)
- Ben Pringle (Diocesan Manager)

**Date authorised:** 2 September 2021

**Review cycle:** Annual

# Definitions

## Health and Safety Terminology

Term	Definition
<b>HSWA</b>	The Health and Safety at Work Act 2015
<b>PCBU</b>	A Person Conducting a Business or Undertaking - see Roles and Responsibilities
<b>Officer</b>	A person in a management, governance or leadership role that allows that person to exercise significant influence over an undertaking and its activities - see Roles and Responsibilities
<b>Management</b>	Any individual, group, team or body with health and safety responsibilities under HSWA - see Roles and Responsibilities
<b>Team Member</b>	Any paid or voluntary worker carrying out the work, mission, and ministry of the Diocese - see Roles and Responsibilities
<b>Contractors</b>	Any person contracted to us under a commercial arrangement when on our sites or working (includes subcontractors)
<b>Hazard</b>	Hazard means a situation or thing that has the potential to cause death, injury, or illness to a person and includes a person's behaviour; where that behaviour has the potential to cause death, injury, or illness to a person (whether that behaviour results from physical tiredness, mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour)
<b>Risk</b>	Risk means the possibility that death, injury, or illness might occur when a person is exposed to a hazard
<b>Online Safety Management System</b>	Our Online Safety Management System is "Risk Manager". This is a cloud-based health and safety management system by IMPAC, an experienced and reputable provider of health and safety solutions based in New Zealand
<b>HSE</b>	Health, Safety and Environment

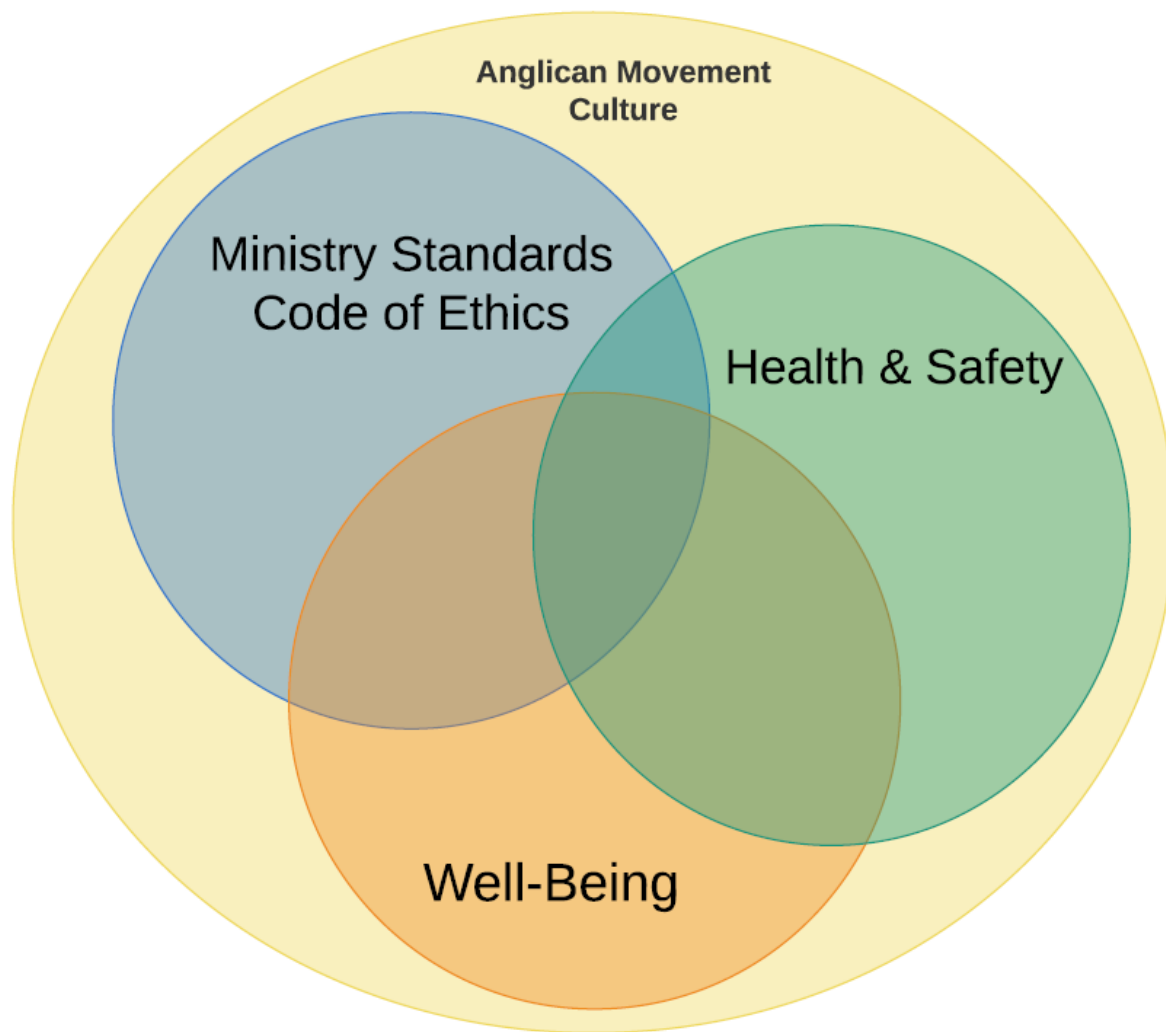
## Anglican Movement Terminology

Term	Definition
<b>Anglican Movement</b>	Anglican Movement is the Anglican Diocese of Wellington (also referred to as 'our Movement' or 'the Diocese')
<b>Diocesan Synod</b>	The Diocesan Synod is the representative governing body of the Diocese (also referred to as 'Synod')
<b>General Synod Canons</b>	The General Synod Code of Canons set out the laws, ordinances and provisions authorised by the General Synod of the Anglican Church in Aotearoa, New Zealand, and Polynesia
<b>Diocesan Canons</b>	The Diocesan Canons set out the laws, ordinances, vision, mission, and values of our Movement
<b>Diocesan Council</b>	The Diocesan Council is the Standing Committee of the Diocesan Synod
<b>Diocesan Board</b>	The Wellington Diocesan Board of Trustees as owner of Diocesan property
<b>Mission Unit</b>	Mission Unit refers to a Parish or a Mission Venture
<b>Parish</b>	A Parish is a Mission Unit with geographic boundaries
<b>Mission Venture</b>	A Mission Venture is a Mission Unit which operates within our Movement without necessarily having geographic boundaries and for which the governance must function in a way determined after consultation with and as approved by the Bishop and Diocesan Council
<b>Pioneer Mission Unit</b>	A Pioneer Mission Unit is a group, organisation or religious order that operates within our Movement under a covenant with the Bishop and may or may not come under the jurisdiction of the Diocese regarding matters of health and safety
<b>Vestry</b>	The governing body of a Mission Unit

## Young People's Ministry Terminology

Term	Definition
<b>Young People</b>	All children, junior youth, and youth
<b>Young Person</b>	A person of or over the age of 14 years but under 18 years (as defined in New Zealand law)
<b>Youth</b>	In our context 'youth' generally, but not exclusively, refers to young people between the ages of 12-24 years who are members of or participants in AYM Community Houses, mission unit youth groups, junior youth groups, and AYM events, activities, and programmes
<b>AYM</b>	Anglican Youth Movement (includes AYM Community Houses)
<b>Junior Youth</b>	In our context, 'junior youth' means young people of or near intermediate school age who participate in events, activities, and programmes (within a local mission unit setting or diocesan-wide context) that are specifically targeted at, or include this age group
<b>Children</b>	In our context, 'children' means young people under the age of 14 years who participate in events, activities, and programmes (within a local mission unit setting or diocesan-wide context) that are specifically targeted at infants and children up to and including primary school age
<b>Youth Worker</b>	A paid or voluntary person, including Team Leaders and Team Members, who is aged 18 years or older, who have responsibility in any diocesan or mission unit ministry to children, junior youth, or youth (could be a youth or an adult)
<b>Team Leader</b>	A youth worker aged 18 years or older who has the leadership responsibility over a mission unit-led or diocesan-initiated ministry to children, junior youth, or youth. This responsibility includes the oversight of team members
<b>Team Member</b>	A youth worker who works with or ministers to children, junior youth, or youth has a defined responsibility in any diocesan or mission unit ministry

# Anglican Movement Health, Safety and Well-being Eco System



# Roles and Responsibilities

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## Identifying PCBUs

Under HSWA a PCBU is a Person Conducting a Business or Undertaking. 'Person' means an individual, legal entity, or any organised community group or undertaking.

In our context the Anglican Diocese of Wellington is the primary PCBU and sets health and safety policy, processes, and guidelines for the entire diocese. Contractors who work at our sites or on our behalf also carry overlapping PCBU responsibilities.

PCBUs must ensure the health and safety of all people at their workplaces: including team members; other PCBUs, such as contractors and subcontractors; and other persons such as parishioners and occasional volunteers.

## Identifying Officers

Under HSWA an Officer of a PCBU is a person in a key management, governance or leadership role who exercises significant influence over an undertaking and its activities. Volunteer governance bodies carry the responsibility for ensuring performance consistent with HSW legislation, but are not, in general, legally liable for failing to do this.

<b>Governance Bodies</b>	<b>Area of Responsibility</b>	<b>Officers</b>
<b>Diocesan Council</b>	The Council, as the Standing Committee of Synod, holds overall responsibility for the health and safety of the mission and ministry activity of the diocese	Members of the Council
<b>Wellington Diocesan Board of Trustees</b>	The Board, as owner in trust of diocesan property, has a duty of care to ensure the safety of our properties.	Trustees of the Board

The Diocesan Manager is an Officer, acting on behalf of the Council and the Board to manage Diocesan health and safety operations.

## Governance and Officer Responsibilities

Diocesan Governance and the Diocesan Manager provide overall leadership of the health and safety programme. This includes actively monitoring and ensuring there are appropriate health and safety processes, systems of work, and resources.

Officers provide overall leadership of the health and safety programme, including provision of appropriate resources. As Officers they must exercise due diligence to ensure that the Diocese and its members comply with their PCBU duties. Officers must exercise due diligence to ensure that the undertaking they are responsible for complies with its PCBU obligations. There are six components to their due diligence duties as follows:

### **Knowledge**

- having knowledge of HSWA; HSWA Regulations; and Codes of Practice
- keeping up to date with information acquired from conferences, seminars, information, and awareness sessions, and receiving Worksafe newsletters
- making health and safety matters an agenda item at all meetings

### **Understanding Risks**

- identifying the risks and hazards associated with core activities
- ensuring hazards are recorded in a Hazard Register
- ensuring that information is readily available to other officers, management, and team members such as risk assessment procedures to ensure the safety of specific operations that pose health and safety risks

### **Provision of Resources**

- establishing/maintaining safe methods of work
- implementing a safety management system
- employing a risk management process
- empowering workers to cease unsafe work and request better resources
- recruiting personnel with appropriate skills, including safety personnel (Health and Safety Representatives)
- ensuring team member levels are adequate for safety in operations
- giving safety personnel access to decision makers for urgent issues (via the Health and Safety Representatives; Health and Safety Committee and management meetings)
- maintaining / upgrading infrastructure

### **Analysing Information**

- ensuring efficient and timely reporting systems
- receiving and considering reports about incidents, hazards, and risks
- establishing processes for considering / responding to information about incidents, hazards, and risks in a timely fashion
- measuring against positive performance indicators to identify deficiencies (for example, percentage of issues actioned within agreed timeframe)

## Establishing Compliance

- ensuring the Health and Safety Management Plan has processes for complying with our duties and obligations under HSWA
- ensuring that the Health and Safety Management Plan and the processes described within it are implemented

## Verifying Compliance

- ensuring resources and processes referred to above are available and implemented by undertaking an external legal compliance audit of policies, procedures and practices every two years
- testing policies, procedures, and practices to verify compliance with safety management planning including an Annual Health and Safety Review

## Anglican Movement Management

The health and safety responsibilities of management are described in our Health and Safety Policy. The following sets out a practical framework for management within our organisational structures:

<b>Anglican Movement Leadership</b>	<p>The <b>Bishop of Wellington</b> has primary episcopal oversight of the Diocese and convenes and presides over Synod and Diocesan Council and chairs the Diocesan Board of Trustees</p> <p>The <b>Assistant Bishop of Wellington</b> and the <b>Senior Leadership Team</b> support the episcopal leadership of the bishop in ensuring the alignment of our health, safety and well-being practices with the vision, mission and values of the Diocese and the core mission of our Movement</p>
<b>Diocesan Governance</b>	<p>The <b>Diocesan Council</b> works with the bishop in the governance of the mission, ministry, and operations of the Diocese, and carries responsibility for the overall health, safety, and well-being of the Diocese</p> <p>The <b>Wellington Diocesan Board of Trustees</b> is responsible for health and safety matters corresponding to the properties for which it holds title</p> <p>The <b>Risk and Assurance Committee</b> is an advisory body for the Council and Board, which has strategic oversight and review of the risk processes and risk management of the Diocese</p>



<b>Diocesan Operations</b>	<p>The <b>Diocesan Manager</b> leads the Anglican Centre Operations team and has operational responsibility for the health and safety operations of the Diocese, including the provision and maintenance of an online safety management system that supports our Health and Safety Management Plan, and the appointment and of a Diocesan Health and Safety Coordinator</p> <p>The <b>Diocesan Safety Officer</b> is responsible to implement, manage, and champion the Online Safety Management System throughout the Diocese</p>
<b>Diocesan Mission and Ministry</b>	<p>The Diocese has a wide range of Mission and Ministry initiatives (programs, events, and activities). The hands-on responsibility to ensure good health, safety and well-being practices that align with the vision, values and core mission of our Movement is overseen by Archdeacons, Cluster Group Leaders, and Ministry Leaders</p>
<b>Mission Unit Leadership</b>	<p><b>Licensed Mission Unit Leaders</b> (clergy or lay) are responsible to guide their Mission Unit's health, safety, and well-being initiatives through their leadership of the Mission Unit's governance/leadership teams</p>
<b>Mission Unit Governance</b>	<p><b>Vestries / Leadership Teams</b> are responsible to ensure all operational health and safety matters pertaining to their Mission Units align with the vision, values, and core mission of our Movement, and comply with the Health and Safety Management Plan</p>
<b>Mission Unit Operations</b>	<p>Vestry / Leadership Teams will appoint <b>Risk Manager Coordinators / Health and Safety Coordinators</b> to coordinate the Mission Unit's health, safety, and well-being obligations through appropriate use of our designated Health and Safety Management System</p>
<b>Mission Unit Ministry</b>	<p>All <b>Mission Unit Mission and Ministry</b> is overseen by local and/or diocesan leadership to ensure alignment with our Movement's health, safety, and well-being Kaupapa</p>

## Team Members

Team Members are 'workers' under HSWA and covers all paid and voluntary workers carrying out the work, mission, and ministry of the Diocese; including volunteers if they work on an ongoing and regular basis within any part of the Diocese with the knowledge or consent of the Diocese and what they are doing is integral to the operation of the Diocese (volunteers who do not fit the above criteria are considered 'Other Persons').

The health and safety responsibilities of all team members are described in our Health and Safety Policy.

## Risk Manager Coordinators and Health and Safety Coordinators

Each Mission Unit and Mission Venture will appoint a Risk Manager Coordinator, who will be responsible to:

- use Risk Manager in a competent and timely manner
- ensure health and safety tasks are scheduled, allocated, and completed in a timely manner
- ensure all hazards are identified and recorded in the relevant safety plan(s)
- ensure Safety Plans include reasonably practicable controls for the management of hazards
- ensure Site Safety Plans are developed and approved for buildings and properties
- ensure Ministry Safety Plans are developed and approved for regular activities and programs and special events (unless covered by a Site Safety Plans)
- ensure Work Site Safety Plans are developed for work projects
- ensure all Incidents, Near Misses, and Uncontrolled Hazards are recorded in Risk Manager in a timely manner, and that they are responded to appropriately
- notify the Diocesan Manager immediately when a Notifiable Event occurs (refer to our Notifiable Events Reporting Policy)
- ensure there is a process to induct and trained new team members in health and safety matters pertinent to their role
- ensure there is a process to check the contents of First Aid Kits monthly
- ensure there is a process to check the contents of Civil Defence / Emergency Kits on an annual basis

An additional person may also be appointed as a Health and Safety Coordinator, to either provide oversight or assistance for the Risk Manager Coordinator. Responsibilities may be allocated according to each person's skill set.

Appointments of Risk Manager Coordinators and Health and Safety Coordinators are to be approved by the relevant governance/leadership group.

### Other Persons

The definition of 'Other Persons' under HSWA includes volunteers who work occasionally in the Diocese (for example, someone assisting with a mission unit event or participating in a working bee). In our context parishioners and visitors are also defined as 'other persons'.

It is the responsibility of Other Persons to:

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions don't harm anyone else
- comply, as far as he or she is reasonably able, with any reasonable instruction given by management to enable the PCBU to meet their health and safety mandate (including complying with health and safety notices)

# Planning, Review and Evaluation

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Our Movement is committed to continuous improvement in health and safety management and performance. We have processes in place to review our status to enable continuous improvement.

## Health and Safety System Review

We will systematically review and evaluate health and safety management on an annual basis. This will be undertaken by the **Risk and Assurance Committee**. We will engage an independent audit on a semi-regular basis as determined by diocesan governance and management.

The purpose of these reviews/audits is to assist our governance teams to verify the effective provision and utilisation of our health and safety resources and processes.

The outcome of these reviews/audits will be presented to Synod, Diocesan Council, Diocesan Board of Trustees, Senior Leadership Team, and the Diocesan Manager.

Reviews of incidents, including Notifiable Events, will occur as part of the incident investigation process in Risk Manager (in addition to any WorkSafe investigation associated with Notifiable Events).

Health and Safety is a standing Agenda Item at all team meetings and management meetings.

## Communication of Insights and Learnings

The Diocesan Safety Officer will review all incidents and near-misses recorded in Risk Manager to determine any key insights and learnings that will be passed on to mission units and ministries that could face the same issues. These insights and learnings will be communicated through our Whakahaere admin update emails, which are also published in the Leadership, Governance and Admin Centre portal of our [movementonline.org.nz](http://movementonline.org.nz) website.

## Health and Safety Tasks

Risk Manager Coordinators use Risk Manager to facilitate the scheduling, allocation and managing of recurring health and safety tasks and events. These activities help us to ensure the Diocesan health and safety systems are operating effectively and to identify where improvements can be made.

## Health and Safety Objectives

Health and safety objectives will be set each year by the **Diocesan Manager** in consultation with the **Diocesan Council, Diocesan Board of Trustees, and the Risk and Assurance Committee**. The objectives are recorded along with the required steps to achieve them.

Progress against these objectives will be reviewed by the Risk and Assurance Committee throughout the year.

## Governance Reports

The Diocesan Manager will present the following reports to our governance bodies:

Monthly Health and Safety Report	Diocesan Council; Board of Trustees
Annual Health and Safety Report	Synod; Diocesan Council; Board of Trustees

## Team Member Participation

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Health and safety issues are monitored. If team members have any concerns, they should discuss them with the Health and Safety Coordinator. Team members are required to report any symptom affecting their health, which impacts on their employment as soon as they become aware of it.

Anglican Movement is committed to ensuring team members have reasonable opportunities to participate in health and safety.

### Team Meetings

Health and safety will be a standard agenda item at team / vestry meetings. All team members attend the team meetings, and all mission units welcome their input into health and safety discussions.

All Health and Safety issues identified at Team Meetings are recorded and made available to all team members.

### Training and Induction

The Health and Safety Coordinator is responsible for ensuring that all new and existing team members have received appropriate induction and training on health and safety practices relevant to their location and working environment. This is to ensure they understand their responsibilities and are aware of any risks or hazards. The items detailed on the **Induction Checklist** should be discussed and on completion the inductee should complete the **Induction Questionnaire** to demonstrate their understanding.

All ministry training conducted within the Diocese will encompass relevant health, safety, and well-being practices.

# Induction Checklist

All new team members must be inducted including employees, clergy, and all regular volunteers.

<b>Team member:</b>	
<b>Role:</b>	

<b>Start date:</b>	
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Topic	Name of trainer	Team member to check when understood
Procedures and Responsibilities <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Health and Safety responsibilities</li> <li>• Team meetings</li> <li>• H&amp;S/ Risk Manager Coordinators</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Emergency Procedures <ul style="list-style-type: none"> <li>• Evacuation procedures</li> <li>• Wardens</li> <li>• First aiders and equipment</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hazards <ul style="list-style-type: none"> <li>• Hazard identification and reporting</li> <li>• Planned building inspections</li> <li>• Safety plans, hazards &amp; risks</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
H&S events (incidents/near misses/uncontrolled hazards) <ul style="list-style-type: none"> <li>• Reporting and investigation</li> <li>• Return to work policy</li> </ul>		<input type="checkbox"/> <input type="checkbox"/>
Team Member Training <ul style="list-style-type: none"> <li>• Training and supervision requirements</li> <li>• PPE – are these applicable?</li> <li>• Local site rules – are these applicable?</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Confirmation of induction training:

- I confirm I have been inducted in the above topics and informed of the Health and Safety operational requirements.
- I understand the procedures and requirements and will ask for clarification if I am unclear on any safety-related matter.

Signed by inducted person: \_\_\_\_\_

Date: \_\_\_\_\_

## Induction Questionnaire

Our emergency procedures have been explained to me	<input type="checkbox"/>
I have seen our safety plan with identified hazards and controls	<input type="checkbox"/>
I have read our Health and Safety Policy	<input type="checkbox"/>

Our H&S policy statement has been authorised by:	
Three of the hazards at this site are:	
Our evacuation assembly point is:	
Our fire exits are located here:	
Explain how we report incidents, near misses, and uncontrolled hazards:	
My H&S responsibilities as a team member include:	
Our first aid equipment is located here:	
How do we record incidents, near misses, and uncontrolled hazards?	
How do we report work-related discomfort?	

***Initial and date when questionnaire completed successfully:***

<b>Trainer:</b>	<b>Team Member:</b>	<b>Date:</b>
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# Hazard and Risk Management

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## Risk Management

To keep our workplace safe and secure we will manage health and safety risks effectively. The five steps below describe how we do this:

- **Identifying hazards:** finding out what situations and things could cause death, injury, or illness
- **Assessing risks:** understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening
- **Controlling risks:** implementing the most effective control measures that are reasonably practicable in the circumstances
- **Monitoring** control measures: to ensure they remain in place and are working as planned (such as carrying out workplace inspections)
- **Reviewing** control measures (such as considering new technologies that could better control risks)

## Hazard Identification

Anglican Movement uses several procedures to identify and record hazards in our workplace. Consideration is given to all types of hazards that may be found including work organisation, job design and hazards facing employees while undertaking their duties. The identification and recording of hazards are initiated by:

- Team members notifying **Risk Manager Coordinators / Health and Safety Coordinators** of possible hazards
- Six monthly or annual workplace inspections using the **Building Inspection Checklist**
- The recording and reporting of an incident, accident or near miss

All hazards will be listed in the Hazard Register. New hazards will be discussed at team meetings and will be reported using the Hazard Report Form.

## Asbestos Management

### Three Levels of Asbestos Hazard Identification

1. Demolition Survey – conducted prior to any demolition work and carried out as required
2. Refurbishment Survey – conducted prior to refurbishment work and carried out as required
3. Management Survey – applicable to all diocesan buildings and has been completed on all buildings built prior to 2000 and owned in trust by the Diocesan Board of Trustees

## Asbestos Management Survey

These surveys were conducted by the Anglican Asbestos Team during the period June 2019 through December 2020 and identified the location, nature, and condition of presumed and analysed asbestos-containing material (ACM) to help ensure the safety of those using or working in these locations. Each site that has a building with identified ACM has been provided with the following:

- label for public display containing a QR code for use by anyone prior to doing any work on our buildings (the QR codes gives access to the precise nature and location of ACMs) – the label also includes the URL and access codes for those needing to access this information when they are not in proximity to the QR code etc.
- Asbestos Management Survey Report, which includes recommendations for each item of ACM (these recommendations range from removal, encapsulation, and regular inspection)

## Asbestos Register

The Diocesan Property Team, in conjunction with local vestries and governance teams utilise an online Building Information Management System (BMIS) as our asbestos register. BMIS is used to record, communicate, and manage the asbestos hazards and related information reported from asbestos refurbishment and management surveys.

## The Inspection Process

A workplace inspection allows new hazards to be identified; and existing hazard controls to be monitored for effectiveness. Inspections using the **Buildings Inspection Checklist** will be conducted on an annual basis.

These will be performed by a competent person to ensure no uncontrolled hazards are present. Inspections will be a regular, scheduled task and will be organised by the Health and Safety Coordinator. New hazards identified through these inspections will be added to the Hazard Register .

The person conducting the inspection will use a copy of the existing Hazard Register and will look beyond (but not overlook) the obvious physical hazards. They will also potentially identify hazards that could result in harm over a long period of time (such as long periods of data entry or other repetitive tasks).

The inspection will consider hazards created by:

- services or work processes
- the way work is organised (including and workload)
- information and communication
- people management
- layout, workstation, machinery, and hand tool design
- new or modified equipment or material
- housekeeping, maintenance and purchasing activities



While moving through the workplace, the person conducting the inspection is required to looking for the following hazardous situations:

- sub-standard conditions
- sub-standard practices
- changes in existing hazard conditions from previous inspections
- hazards not previously identified
- inadequate hazard controls

A sub-standard condition is a situation where safety measures or hazard controls are not fully operational. Things such as cluttered work-areas, missing signs, equipment overdue for certification, and inadequate labelling systems are all examples of sub-standard conditions.

The person conducting the inspection needs to ensure that new hazards identified during the inspection are reported to the Health and Safety Coordinator for control action to be taken and the Hazard Register is updated accordingly.

## Safety Plans, Task Analysis and Risk Assessment

A task analysis and risk assessment will be completed whenever undertaking group events (programmes and activities such as camps, training days, young people's events, and other special events). A safety plan will be developed prior to each event, which is to include the identified risks and associated controls. All risks and their control measures will be communicated to all affected parties. The following Safety plan templates, which include our master hazard register containing potential hazards and their probable controls, are available in Risk Manager allowing customised safety plans to be developed, approved, and maintained by mission units and ministries:

- **Site Safety Plans** for our buildings
- **Ministry Safety Plans** for our camps, events, programs, and activities
- **Work Site Safety Plans** for our work projects, including those undertaken by contractors

There is also a process to allow the inclusion of additional hazards to the master hazard register, which can then be easily added into any safety plan. To trigger this process a Risk Manager Coordinator completes the Hazard Report form in the Safety Toolbox module, which is then actioned by the Diocesan Safety Officer.

### Working Bees

As an alternative to creating a safety plan in Risk Manager for a Working Bee, we provide a **Working Bee Template** that when utilised functions as an effective safety plan.

## Risk Manager Hazard Management - People, Programs, and Property



### Incident Investigations and Hazards

HSWA requires all accidents and near misses to be reported and investigated. Hazards identified by the accident investigation will be controlled, recorded, and managed in the Hazard Register.

Note: It is important to note that the hazard that contributed to the accident is recorded in the Hazard Register rather than the accident itself.

Investigations are undertaken as per the Incident Reporting and Investigation Policy.

### Risk Assessment

Risk assessment involves considering the severity of consequences if a person is exposed to a hazard, combined with the likelihood of it happening. The level of risk will increase as the likelihood of injury or illness, or its severity increases. A risk assessment can help determine:

- the severity of the risk
- whether existing control measures are effective
- what action you should take to control the risk

- how urgently the action needs to be taken

The Health and Safety Coordinator should use the Risk Rating Table to assess the severity of the consequences and the likelihood of injury or illness occurring, for each hazard that has been identified.

This allocation of a risk score should be completed before any controls have been put in place.

Once the hazard and corresponding risks have been identified, based on the possible harm that each hazard could cause, hazards are prioritised in order of unacceptable, moderate, or low. Unacceptable risk hazards are dealt with first, moderate risk hazards are dealt with second, and low last.

A second risk assessment is conducted once all the controls have been put in place. The reduced outcome is recorded in the Risk register.

## Hazard Register and Safety Plans

Each Mission Unit has one or more Safety Plans that include a hazards section, which functions as a Hazard/Risk Register. Each identified hazard associated with a safety plan has controls to manage the corresponding risks. Health and Safety Coordinators are responsible for maintaining safety plans and associated hazards.

### The Hazard Register component of the Safety Plan will show:

- the hazard identified
- the harm the hazard could cause
- the risk rating of the hazard if no control measures are implemented
- the control measures required to eliminate or minimise the risk
- how the controls will be implemented
- the risk rating of the hazard when all control measures implemented
- what monitoring is required to ensure the controls remain effective
- a review date/cycle

The Diocesan Safety Officer is responsible to ensure all identified hazards are included in Risk Manager

To help ensure consistency when assessing the risk rating of hazards, we utilise the Risk Rating Table to estimate two factors:

1. **Likelihood** - how likely is an incident to occur due to the hazard?
2. **Consequence** - what level of harm could result if an incident happens?

## Risk Rating Table

Risk Rating Table		Likelihood - how likely is an incident to occur due to the hazard?				
Consequence - what level of harm could result if an incident happens?		Rare (1) (May occur in exceptional circumstances)	Unlikely (2) (Not likely to occur in normal circumstances)	Possible (3) (Could occur at some time)	Likely (4) (Will probably occur in most circumstances)	Expected (5) (Is expected to occur in most circumstances)
Consequence	<b>Severe (5)</b> (Death or permanent disability to one or more persons)	Moderate	High	Very High	Very High	Very High
	<b>Major (4)</b> (Lost time injuries and/or hospital admission required)	Low	Moderate	High	Very High	Very High
	<b>Moderate (3)</b> (Injuries requiring medical treatment)	Low	Moderate	Moderate	High	Very High
	<b>Minor (2)</b> (First aid injuries)	Low	Low	Moderate	Moderate	High
	<b>Not significant (1)</b> (Injuries not requiring first aid)	Low	Low	Low	Moderate	Moderate

## Hazard Controls

The Health and Safety Coordinator will identify the appropriate control action (giving all consideration to the hierarchy of controls according to the Health and Safety at Work Act 2015 as shown in the Hazard Management Flowchart) and may seek specialist advice if required. These controls will be implemented, and team member training conducted as required. Any new hazards will be added to the Hazard Register.

## Hierarchy of Controls

HSWA and the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 stipulate that the following hierarchy is to be considered when determining the level of control(s) that are to be utilised in managing the risk from exposure to the hazards identified.

This hierarchy will determine how effective the management of the risk could be in relation to:

- the level of health and safety protection for workers
- the reliability of the control measure with workers

Hazard elimination must be considered before any course of risk minimization is initiated - eliminating the risk removes the hazard from being present and therefore completely removes the risk of harm to workers.

## Six Levels of Control Measures

### Level 1 - Elimination

The most effective control measure involves eliminating the hazard, which in turn eliminates the risk.

**Elimination** provides the highest level of protection to workers and is the most reliable control measure because the control is not subject to the behaviours of people.

One of the best ways to eliminate is not to bring the hazard into the business or undertaking if this is possible:

#### Eliminate the hazard. For example:

- the risk of a fall from height by doing all work at ground level
- the risk of exposure to a hazardous substance by disposing of any unwanted chemicals
- the risk of a trip by keeping all floor surfaces clear and level

If the hazard itself cannot be eliminated, then as many of the risks associated with the hazard as possible should be eliminated.

### Level 2 - Substitution

If it is not reasonably practicable to eliminate the hazards and the associated risks, then the risks should be minimised by **substitution**:

#### Substitute the hazard with something safer. For example:

- replace a chemical with a safer one
- replace older equipment with new and more modern equipment

### Level 3 – Isolation

If it is not reasonably practicable to eliminate the hazard or reduce the associated risks through substitution, then the risks should be minimised by using **isolation** control methods:

#### Isolate the hazard from workers using distance or barriers. For example:

- store chemicals in a dangerous goods cabinet
- covering noisy equipment

Level 3 controls provide a moderate level of protection but may be a less reliable control measure if they rely on the behaviours of people.

## **Level 4 – Engineering Controls**

If it is not reasonably practicable to eliminate the hazard, or reduce the associated risks through substitution, or by using isolation control methods, then **engineering** controls are to be considered:

**Engineering controls are physical in nature. For example:**

- place guards around moving parts of machinery
- use equipment such as trolleys to move heavy loads

Like level 3 controls, level 4 controls provide a moderate level of protection but may be a less reliable control measure if they rely on the behaviours of people.

## **Level 5 – Administrative Controls**

If a hazard cannot reasonably be eliminated or its associated risks reduced through substitution, isolation, or engineering controls, then administrative controls must be used.

This level of control provides the least protection because it does not control the hazard at its source. Examples of these controls include:

**Administrative controls such as:**

- training and supervision
- procedures and processes (safe work methods, housekeeping, monitoring, testing etc.)
- safety and warning notices and signs, beepers, alarms, and beacons etc.

## **Level 6 – Personal Protective Equipment**

The use of Personal Protective Equipment is the lowest level of control and is not reliable because of the heavy reliance on individual's knowledge, understanding and behaviour.

**PPE: Protective clothing and equipment:**

- safety glasses, hard hats, safety boots, Hi-Viz vests etc.

The effectiveness of level 6 control measures is not reliable because of the heavy reliance on team members knowledge, understanding and behaviour.

## **Summary**

Selection of one level of control does not preclude the use of the other levels.

The probable control measures for hazards will be based on advice and information contained in appropriate documents such as Codes of Practice, AS / NZ Standards, industry guidelines, and best practice.

Hazard controls will be discussed at team meetings and consideration will be given to all suggested control measures deemed to be practically feasible and economically viable prior to the most satisfactory and cost-effective control being implemented.

## Specialist Advice for Specific Hazards

Some sources for specialist advice are:

Organisation	Area of expertise	Contact details
Worksafe NZ	Health and safety legislation	<a href="http://www.business.govt.nz/worksafe">www.business.govt.nz/worksafe</a>
HSAW Ltd (Adrienne Pryde)	Health and safety advice	<a href="mailto:adrienne@hsaw.co.nz">adrienne@hsaw.co.nz</a> 021 224 3904

## Monitoring

Actions that involve level 3,4,5 or 6 hazard control measures need ongoing monitoring. The **Building Inspection Checklist** and the annual **Schedule C Return** (or equivalent) are ways of monitoring to ensure that existing hazard controls remain in place and effective. The frequency of monitoring should be recorded on the Risk register .

## Contractors / Visitors

We have a responsibility to ensure that any person coming onto our properties to carry out work are aware of any hazards that exist on site as well as our emergency procedures. This responsibility extends to all contractors, subcontractors, and occasional volunteers. Regarding contractor and subcontractors, see our Contractor Management Policy.

All visitors (excluding delivery staff or parishioners and visitors attending services) must sign into the Visitor Register and read the information at the top of the sign in sheet.

## Hazard Register Review

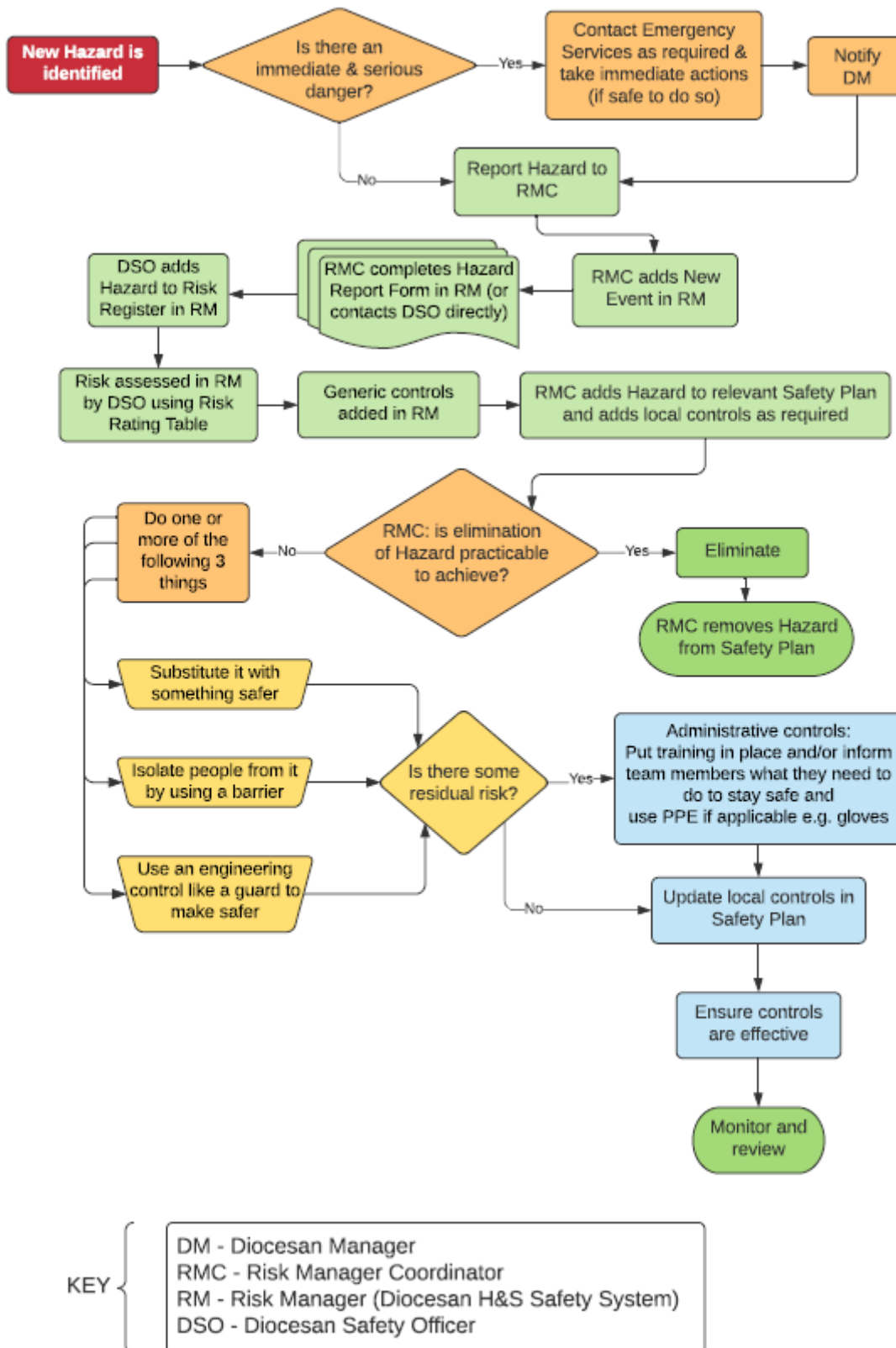
All Diocesan governance bodies, including each Vestry, shall undertake an annual review of the Hazard Registers pertaining to the sites that each has operational responsibility for. The Risk and Assurance will ensure these reviews are completed. During the review, the following is evaluated:

- whether the hazards listed are still present and/or relevant
- whether the controls are still in place
- whether the controls are appropriate (i.e. there may be newer, more efficient ways of managing the same hazard)
- whether the risk rating is still current and accurate
- whether any other hazards should be added

The Risk and Assurance Committee will also monitor actions taken to control hazards to ensure they are timely and achieve the desired results.

Once this review is completed, the Hazard Register is dated in the 'Review' column. If there have been any changes it is re-issued.

# Hazard Management Flowchart





# Building Inspection Checklist

**Mission Unit:**

**Name and address of Building (1 form per building):**

## Section 1: Compliance (liturgical buildings only)

**Does the building have a Warrant of Fitness requirement?**

- No (skip to the last question in this section)
- Yes

**Is the building warrant of fitness current?**

- No
- Yes

**Have all previously noted faults been rectified?**

- n/a – there was nothing to rectify
- No
- Yes

**What is the building WOF expiry date (if applicable)?**

*Date:*

**Does the building have a completed Site Safety Plan (must include hazard and risk management)?**

- No – there is no site safety plan
- No – but it is under development
- Yes – we have one, but it is not in Risk Manager
- Yes – we have a completed safety plan in Risk Manager

## Section 2: Public Gallery/Mezzanine/Balcony (liturgical buildings only)

**Does the building have any areas posing a risk of people falling from height?**

- No (skip to next section)
- Yes

**How often are these areas in use?**

- Not used
- Infrequently
- Regularly

**How is access to the area controlled?**

- Not controlled
- Signage
- Rope safety barriers (stanchions)
- Child-proof barriers
- Lockable doors

**How will the risk of falling from height in this area be further minimized?**

- Nothing more to be done – all practicable controls are in use
- New or better signage
- Rope safety barriers (stanchions)
- Child-proof barriers or Lockable doors

### Section 3: Property Management (residential buildings only)

Is there a tenant-landlord relationship associated with the property?

- No - the property functions as a Vicarage or intentional community house  
 Yes - the property is tenanted (there is a formal rental agreement)

Who manages the property?

- Mission Unit  
 Property Management company - name & contact details:   
 Diocesan Property Team

Has the property been checked for compliance with the Healthy Homes Standards?

- No (skip to the next section)  
 Yes

Who completed the Healthy Homes Standards check?

- Mission Unit  
 Property Management company - name & contact details:   
 Independent party

Does the property comply with Healthy Homes Standards?

- Unsure  
 No - does not fully comply  
 Yes - fully complies

### Section 4: Improvements, Alterations, Damage (all buildings)

Has there been any improvements or alterations made to the property in the last 12 months?

- No  
 Yes

Has there been any damage to the property in the last 12 months?

- No  
 Yes

### Section 5: Scheduled Maintenance (all buildings) – BRANZ Maintenance Schedule attached for your use

Which of the following applies?

- No regular maintenance scheduled  
 Basic maintenance occurs but only when there is a known issue  
 Some maintenance is planned and carried out on a regular basis  
 Comprehensive maintenance schedule is in play for this property

### Section 6: Fire & Emergency (all buildings)

Emergency Notices – select all that apply:

- The building has Fire Alarm signage appropriately displayed  
 The building has Emergency Evacuation Procedure notices appropriately displayed  
 The building has Lockdown Procedure notices appropriately displayed  
 The building has the Crowded Places Poster appropriately displayed

Does the building have an approved evacuation scheme registered with NZ Fire?

- No, not required to our knowledge  
 Yes

How often do you carry out evacuation drills (liturgical buildings only)?

- Never

- Annually
- Six-monthly or more frequently

**Fire detection, firefighting, fire suppression – select all that apply:**

- Smoke alarms – number of alarms:
- Automatic fire detection system
- Smoke stop / fire doors
- Fire extinguishers – number of extinguishers:
- Automatic sprinkler system
- Fire Hose: number of hoses:
- There is clear access to firefighting equipment and/or alarms
- Firefighting equipment has been checked in the last 12 months

**Section 7: Exits (all buildings)**

**Select all that apply:**

- There is unhindered access to all exits
- There is working emergency lighting
- There is clear signage indicating the location of emergency exits (liturgical buildings only)
- All exit doors can be easily opened from the inside

**Section 8: Stairs and Lifts (all buildings)**

**Select all that apply:**

- There are no stairs in the building
- There are no lifts in the building
- There is good lighting on the stairs
- All stair treads are in a safe condition
- All stair handrails are in a safe condition
- There is good lighting on all stairs
- All stairs are clear of objects

**Section 9: General (all buildings)**

**What is the status of lighting in this building?**

- Improvement needed - electrical issues
- Improvement needed - light bulbs not working or not energy efficient
- Improvement needed – external lighting inadequate
- Good internal lighting
- Good external lighting

**Are all windows and doors functioning correctly?**

- No - windows not opening or closing properly
- No - doors not opening or closing properly
- No - draughty doors and/or windows
- Yes

**Electrical: Select all that apply (liturgical buildings only):**

- All electrical fittings, devices, and appliances are in safe working condition
- All electrical leads and appliances been tested and tagged

**State of ladders (liturgical buildings only)?**

- n/a – the building has no ladders
- Ladder rungs are in good condition and slip free
- Ladder stays are working correctly – all ladders lock securely
- Ladder feet are in condition – all ladders are stable
- Ladders are appropriate height for relevant tasks

Ladders are not able to be randomly accessed

**Are all chemicals stored correctly and safely?**

- n/a  
 No  
 Yes

## Section 10: Offices (liturgical buildings)

**Is there a functioning office space in the building?**

- No (skip to the next section)  
 Yes

**Select all that apply:**

- The office has poor lighting  
 The office has some unsecured shelving, cupboards, and/or cabinets over 1.2 metres high  
 The office has some heavy objects that pose a risk of falling on someone because of how/where they are stored  
 Some power outlets are overloaded (more than 2.5 kW load)  
 Some office furniture or objects are stored close to heat sources posing a fire risk  
 There has been no ergonomic assessment been undertaken in the past 12 months

## Section 11: Building Hire (liturgical buildings)

**Is the building hired out or used by other groups?**

- No (skip to the next section)  
 Yes

**Does the building have a kitchen?**

- No  
 Yes

**What food safety protocols are in place?**

- Nothing specific  
 Written cleaning instructions  
 Written safe food handling and storage protocols  
 No food is stored on site  
 Food is stored in fridges/freezers which are checked and cleaned regularly

**Health & Safety (in relation to building hire) – select all that apply:**

- Users of the building receive a health & safety induction  
 Users of the building receive a copy of the building's hazard register and/or safety plan  
 Users of the building receive emergency contact details

## Section 12: Summary / Findings (all buildings)

**As a result of the building check were any new/uncontrolled hazards identified?**

- No  
 Yes – these new hazards are yet to be fully assessed  
 Yes – all new hazards have been assessed and controls put in place

**Have all new/uncontrolled hazards been reported to the Risk Manager Coordinator?**

- n/a – no new hazards identified  
 No – we do not have a Risk Manager Coordinator  
 Yes – these have been / will be added to relevant safety plans

# Working Bee Safety Plan Template

(This form may be used in place of or in conjunction with a Risk Manager Safety Plan)

## Summary Details

Name of Mission unit or ministry:	
Location of working bee:	
Date:	
Start time:	
Estimated finish time:	
Person(s) in charge:	

## Preparation – complete this section before the event

What work is required to be done?	
Do you have enough people?	
Do you have the correct tools for the jobs?	
Note any special protective gear required:	
Do you need specialist tradespeople – are these in your volunteers?	
How long will each job take?	
How skilled do volunteers need to be?	
Is there equipment being used that requires training (e.g. a cherry picker)?	
How will rubbish be disposed of?	
Is there a need for Police Vetting or other external checks or permits?	
Is supervision of children necessary and if so, has this been arranged?	
Are food and refreshments provided and if so, has this been arranged?	

## Process – what to do on the day

### 1. Brief volunteers before work starts:

a.	Acknowledge volunteer's contribution
b.	Communicate the list of jobs/tasks to be done and who to report to
c.	Spell out safety requirements including any hazards and where the first aid kit is located (and who to see if first aid is required)
d.	Advise that any accident, incident or near miss is to be recorded on the incident report form (make sure these are available)
e.	Check that volunteers are fit for the job they are doing (e.g. The oldest volunteer shouldn't be lifting the heaviest table/equipment)
f.	Make sure all volunteers understand what is required
g.	Where required assign supervisors to ensure appropriate training, safety and understanding

### During the event

h.	Schedule regular breaks and provide fluids (water or a cup of tea etc.)
i.	Provide sunscreen for those working outside
j.	Consult and coordinate with volunteers throughout the day - to help with this ask other supervisors/leaders to assist but have one overall person in charge

### Review – do the following after the event

Debrief with volunteers and supervisors/leaders: review practices - what could be done differently? Keep a record of improvements that can be made next time? Continuous improvement is the catch phrase and needs to be documented so ensure the review is recorded at the next team or management meeting.

How safe was the event – what could be done to make it safer?	
Were there any incidents – if so, have these been reported?	
What other improvements could be made?	

## Electrical Testing Policy

All electric tools and equipment (i.e., that plug into the mains) should be inspected prior to their first use and thereafter at regular intervals by a competent person. All tools and equipment should have an identification tag stating the date of last inspection and when the next is due (the tools and their inspection regime can be recorded on the Electrical Testing Register).

N.B Personal electrical equipment must not be used unless it has been tested and tagged.

### Testing and inspection intervals for electrical equipment AS/NZS 3760:2010

Type of environment and/or equipment (a)	Class of equipment		Residual Current Devices (RCDs)				Cord sets and power boards (h)
	Class I protectively earthed (b)	Class II double insulated (c)	Push-button test - by user		Operating time and push-button test		
			Portable (d)	Fixed (e)	Portable (f)	Fixed (g)	
1. Factories, workshops, places of work or repair, manufacturing, assembly, maintenance, or fabrication	6 months	12 months	Daily, or before every use, whichever is the longer	6 months	12 months	12 months	6 months
2. Environment where the equipment or supply flexible cord is subject to flexing in normal use OR is open to abuse OR is in a hostile environment	12 months	12 months	3 months	6 months	12 months	12 months	12 months
3. Environment where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment	5 years	5 years	3 months	6 months	2 years	2 years	5 years
4. Residential type areas of: hotels, residential institutions, motels, boarding houses, halls, hostels accommodation houses, and the like	2 years	2 years	6 months	6 months	2 years	2 years	2 years
5. Equipment used for commercial cleaning	6 months	12 months	3 months	N/A	12 months	N/A	12 months
6. Hire equipment:							
Inspection	Prior to hire		Including push-button test by hirer prior to hire		N/A	N/A	Prior to Hire
Test and Tag	3 months		N/A		3 months	12 months	3 months
7. Repaired, serviced and second-hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service.						

**NOTE 1:** The actual sub-environment in which the equipment is located determines the row for the environment to be used in Table 4. e.g. A computer in a non-hostile environment in an office within a factory would attract a test/inspection action in accordance with Row 3.

**NOTE 2:** RCDs in transportable equipment shall be regarded as portable RCDs

## Electrical Testing Register

<Insert Mission Unit Name and Site Location>

N.B Personal electrical equipment should not be used unless it has been tested and tagged

<b>Name of Electrical Item / Testing Group</b>	<b>Date if new Purchase</b>	<b>Testing Group item added to (if applicable) e.g. Power Cords</b>	<b>Date of Last Test &amp; Tag</b>	<b>Next Test &amp; Tag Date</b>





July 2019

## Safe working with ladders and stepladders

This fact sheet is for anyone considering using a ladder or stepladder in a workplace.

The Ministry of Business Innovation and Employment – Labour's investigations into construction falls from height show:

- more than 50% of falls are from less than 3 m
- approximately 70% of falls are from ladders and roofs.

The cost of falls from height in construction has been estimated at \$24 million a year. The financial and human cost is simply too high.

Preventing falls from height is a priority for the WorkSafe New Zealand and it expects employers and contractors with staff working at height to actively manage this significant hazard.

Everyone – the principal, the self-employed contractor and subcontractor, the employer and the worker – is responsible for preventing falls on a construction site.

### Control the hazard – doing nothing is not an option

To stay safe when working at height, you need to ensure effective controls are in place to prevent people being harmed. To select the most effective controls, you must consider the following steps in sequence:

1. **Eliminate** the chances of a fall by doing as much of the preparation work as possible on the ground.
2. **Isolate** the worker from the risk of a fall by using scaffolds and edge protection to prevent the fall.
3. Only when these steps are not achievable should the risk be **minimised**.

**Remember doing nothing is not an option!**

### Is a ladder the right tool for carrying out your job safely?

Ladders don't offer any protection from a fall. Ladders are primarily a means of access to carry out light tasks that are of short duration, for example changing a light bulb or touching up paint.

When selecting the best way to work at height, always assess the hazard of a fall by following the hierarchy of controls – elimination, isolation and minimisation.

#### CHECK IF A LADDER IS THE BEST AND SAFEST WAY FOR YOU TO WORK

##### What is the task?

- Is it light work?
- Is the person setting up the ladder trained or supervised to work safely?
- Is the ladder in good condition – rungs, feet, stiles?
- Can the ladder be positioned and secured to prevent movement?

Straight ladders should be 1 m out at the base for every 4 m of height

## Remember these safety steps when using a ladder

- **Secure the ladder** at the top and bottom to prevent it slipping sideways or outwards.
- **Don't overload** the person and anything they are taking up should not exceed the highest safe working load stated on the ladder.
- **Don't overreach** keep line of the belt buckle (navel) inside the stiles and both feet on the same rung while working.
- **Don't rest tools** or other items on the steps or hanging from the rungs.
- **Carry tools** on a tool belt.
- **Stop** at the third step from the top of a straight ladder.
- **Keep three points of contact** on the ladder at all times - two hands and one foot, or two feet and one hand while climbing, and two feet and one hand when working.
- **Ladders must be trade or industrial standard** with a rating of either 120 kg or 150 kg and comply with the AS/NZS 1892 standard.
- Ladders should be clearly labelled, structurally sound, and not covered in chemicals or other materials.



**CORRECT** ✓  
User maintaining three points of contact



**INCORRECT** ✗  
Overreaching and not maintaining three points of contact

## Tips for working safely from stepladders

1. Ensure the ladder is maintained and in good condition - no loose rivets, no splits in the stiles, all safety components working correctly.
2. Ensure that the stepladder is set up on stable ground and all the stabilising stays and locking clips or locking arms are engaged securely.
3. Ensure the ladder is at least 4 m clear of power lines.
4. Have the steps facing the work activity.
5. Avoid side-on loading work (eg drilling side-on through bricks or concrete).
6. Where side-on loading cannot be avoided, prevent the stepladder from tipping over by tying the steps to a secure point. If this cannot be done, use access equipment that is more suitable.
7. Avoid holding items when climbing and use a tool belt.



**CORRECT** ✓  
Steps facing work activity



**INCORRECT** ✗  
Steps are side-on to work activity

For more information about how to work safely at height visit: [worksafe.govt.nz](https://www.worksafe.govt.nz)

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# Incident Management

## Incident Management Policy

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### Policy Statement

Anglican Movement is committed to transparent recording and reporting of all health and safety incidents, near misses, and uncontrolled hazards using Risk Manager. We will carry out investigations where applicable to ensure lessons are learnt because we are committed to continuous improvement of health and safety across our Diocese.

### Purpose

The process of recording, reporting, and investigating incidents, near misses, and uncontrolled hazards assists us to identify patterns of concern and areas that requiring improvement - including corrective actions and changes to policies and/or processes.

### Definitions

<b>Event</b>	In this context: any incident, near miss, or uncontrolled hazard
<b>Incident</b>	When something happened that has resulted in injury, non-injury, or property damage
<b>Near Miss</b>	When something nearly happened that, if it did happen, could have resulted in injury, non-injury, or property damage
<b>Uncontrolled Hazard</b>	When there is a risk that something will happen unless controls are put in place (including the identification of a hazard not previously identified)

### Scope

This policy applies to all incidents, near misses, uncontrolled risks that occur in our workplace environments and in our mission and ministry settings. The policy is be read in conjunction with our Notifiable Events Reporting Policy.

### Recording and Reporting Process

The **Events Module in Risk Manager** is to be used to record, report, and investigate events. In addition to this Notifiable Events are to be reported to directly to Diocesan Management as per our **Notifiable Events Reporting Policy**.

## Investigation Process and Methodology

Our investigation process is managed by the workflow in Risk Manager, which provides the following three-level scale investigation framework:

Level	Type	Investigator	Reviewer
1	Full investigation	Diocesan Safety Officer	Diocesan Manager
2	Simple investigation	Risk Manager Coordinator	Diocesan Safety Officer
3	No investigation	n/a	n/a

### Full Investigation Methodology

Via Risk Manager, we utilise the Incident Cause Analysis Method (ICAM) when undertaking full investigations to help identify underlying causes, contributing factors, and contextual perspectives.

### Investigation Level Thresholds

Risk Manager automatically determines the level of investigation required for incidents and near misses based on the Actual Outcome and the Potential Consequence ratings as defined below:

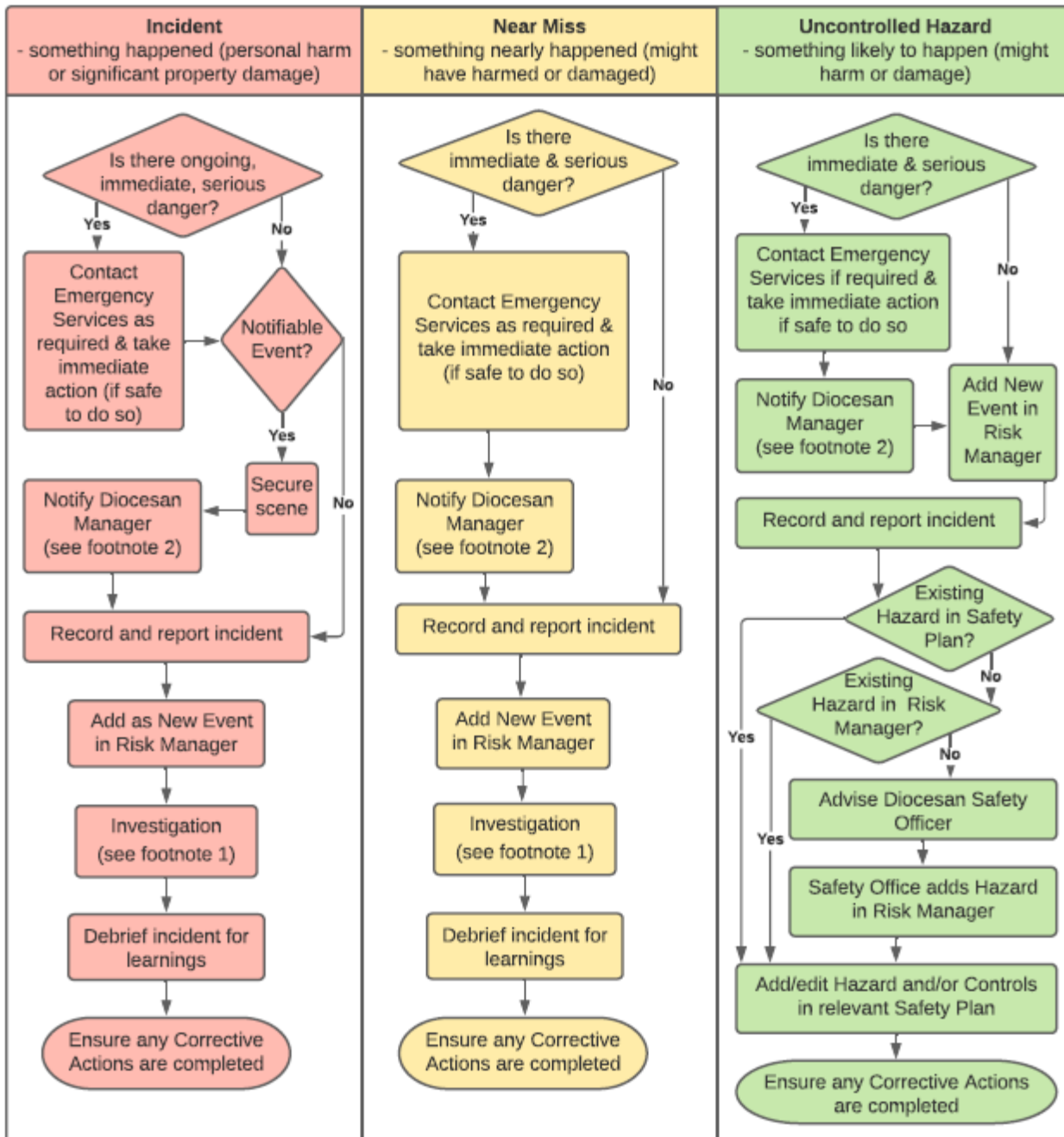
Actual Outcome	Potential Consequence
0 - No Consequence	0 - No Consequence
1 - First Aid Injuries, Physical or Psychological Discomfort, or Minor Property Damage	1 – Not Significant
2 - Medical Treatment, Counselling, or Moderate Property Damage	2 - Minor
3 - Lost Time, Restricted Capacity at Work-Ministry or Home, or Significant Property Damage	3 - Moderate
4 - Serious Harm, Permanent Disability, Long-term Psychological Impairment, or Major Property Damage	4 - Major
5 - One of more Fatalities or Destroyed Building	5 - Severe

- **Full Investigation:** triggered when Actual Outcome >2 AND Potential Consequence >3
- **Simple Investigation:** triggered when Actual Outcome = 2 AND Potential Consequence =1 and <=3
- **No Investigation:** this status is applied when Actual Outcome <2 AND Potential Consequence <1

## Vehicle Accidents

All vehicle accidents and incidents involving diocesan vehicles are to be reported – refer to the **Vehicle Accident Report Form** and the **Diocesan Use of Vehicles Guide**.

# Incident Management Flowchart



**NOTES:**

1. The internal investigation process is managed via the workflow in Risk Manager  
- see the Incident Reporting and Investigation Policy
2. External notifications are overseen by the Diocesan Manager  
- see the Notifiable Events Policy

# Notifiable Events Reporting Policy

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## Policy Statement

Anglican Movement is committed to fulfilling our legal obligations to report Notifiable Events to WorkSafe.

## Purpose

We seek to ensure that our mission units, ministries, and operational areas understand what constitutes a Notifiable Event, the legal requirement to report such an event, and how to report these internally to enable Diocesan Management to notify WorkSafe in a timely manner.

## Scope

This policy is to be read in conjunction with our Incident Management Policy and applies to all our mission units, ministries, and operational areas. It specifically recognises our obligation to report certain types of events to Worksafe New Zealand. **Notifiable Events** comprise the following:

- the death of a person
- a notifiable injury or illness
- a notifiable incident

## Definitions

### Notifiable Injury or Illness

Under HSWA, unless the context otherwise requires, a notifiable injury or illness, in relation to a person, means:

- a. an injury or illness requiring the person to have immediate treatment for any of the following:
  - i. the amputation of any part of his or her body
  - ii. a serious head injury
  - iii. a serious eye injury
  - iv. a serious burn
  - v. the separation of a person's skin from an underlying tissue (such as de-gloving or scalping)
  - vi. a spinal injury
  - vii. the loss of a bodily function
  - viii. serious lacerations
- b. an injury or illness that requires the person to be admitted to a hospital for immediate treatment
- c. an injury or illness that requires the person to have medical treatment within 48 hours of exposure to a substance

- d. any infection to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:
  - i. with micro-organisms
  - ii. that involves providing treatment or care to a person
  - iii. that involves contact with human blood or bodily substances
  - iv. that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products
  - v. that involves handling or contact with fish or marine mammals
- e. any other injury or illness prescribed by regulations

## Notifiable Incident

Under HSWA, unless the context otherwise requires, a notifiable incident means an incident in relation to a workplace that exposes a member or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:

- a. an escape, spillage, or leakage of a substance
- b. an implosion, explosion, or fire
- c. an escape of gas or steam
- d. an escape of a pressurised substance
- e. electric shock
- f. the fall or release from a height of any plant, substance, or thing
- g. the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations
- h. the collapse or partial collapse of a structure
- i. the collapse or failure of an excavation or any shoring supporting an excavation
- j. the inrush of water, mud, or gas in workings in an underground excavation or tunnel
- k. the interruption of the main system of ventilation in an underground excavation or tunnel
- l. a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel
- m. any other incident prescribed by regulations. For example, Regulation 6 of the Health and Safety At Work (Asbestos) Regulations 2016 at:  
<http://www.legislation.govt.nz/regulation/public/2016/0015/latest/DLM6729798.html>

## Process

When a notifiable event occurs within the Diocese or related to Diocesan work, the Health and Safety Coordinator or the person in charge on site at the time shall do the following:

1. Ensure that the scene of the accident is not disturbed until authorised by a Worksafe Inspector. However, this rule does not prevent any action to:
  - assist an injured person

- to remove a deceased person
  - that is essential to make the site safe
  - to minimise the risk of a further notifiable event
  - that is done by, or under the direction of, a police officer constable acting in his or her duties
2. Immediately notify the Diocesan Manager (by phone call, text, or an email flagged as urgent), who will notify Worksafe NZ of the event as soon as possible
  3. Notify other responsible persons (clergy, vestry etc.)
  4. Record details of the incident and/or add a new event in Risk Manager
  5. Investigate the accident to identify the hazards and risks involved
  6. If requested by Worksafe, the Diocesan Manager will work with the mission unit, ministry, or operational area to provide Worksafe with a written report of the accident within 48 hours of such a request. The report form is available from: <http://www.worksafe.govt.nz>



## Diocesan Use of Vehicles Guide

There are several vehicles in use across the diocese, including associated trusts. This guide provides information for employees and volunteers who use these vehicles. Some information may differ in cases where the vehicle is an integral and explicit part of a stipend or salary package.

### Basic information

- Most people with allocated vehicles have fuel cards, and they are responsible for ensuring vehicles are fuelled
- Infringements or parking fines are the direct responsibility of the driver
- Nominal and reasonable personal use is permitted, and it is the onus of the driver to respect this privilege

### Drivers

- Vehicles may be driven by people other than their assigned user, when assisting in their work and ministry
- There is no age restriction on who can drive a diocesan vehicle, so long as they have an appropriate Driver Licence
- All Driver Licence conditions must always be adhered to - there is no special licence required
- Where there are multiple drivers available, the one with the highest category licence should drive

### Security

Vehicle users with responsibility of a vehicle overnight should take precautions to prevent damage or theft, as follows:

- park in safe areas
- close windows and lock doors
- avoid leaving valuables in sight (lock valuables in boot when unattended)

### Insurance

- Full comprehensive motor cover is generally in place for our vehicles
- In an accident, we will cover any insurance excess, regardless of fault
- Our cover includes limited private loss cover
- When it is necessary to hire a vehicle for diocesan use, take out the hire company's insurance as appropriate

### Other information regarding personal use

- Permission for use for a personal trip away must be sought from the user's line manager - consideration must be given to whether the vehicle will be needed while the user is away
- Users must keep a record of mileage and reimburse the Diocese at the current casual per-kilometre rate associated with the Diocesan Travel Scheme

## Maintenance

- The assigned user is responsible for arranging WOF checks, registration, general maintenance, including regular cleaning, checking of oil, water, and tyre pressure
- Registration reminders often come to the Anglican Centre and can be picked up from there
- Payments or reimbursements will be processed by the Anglican Centre – please submit receipts to Accounts within 30 days
- Vehicle users are encouraged to use local mechanics - we have no preferred supplier/s
- Major repairs (generally over \$1,000) should be arranged by the vehicle user, after consultation with the Diocesan Manager

## Emergency / Safety Information

In an accident, ensure your own safety first. Stop your vehicle as close to the scene as possible, without obstructing traffic. If there are injuries, apply the first aid Dr's ABCD:

<b>D Danger</b>	Check for any danger to you, the patient, or bystanders and make the area safe
<b>R Response</b>	Check for response by asking a simple question and grasp/squeeze the shoulders
<b>S Send for help</b>	Call for an ambulance ( <b>111</b> ) or get/send someone else to call
<b>A Airways</b>	Open the airway by tilting the head back and lifting the chin
<b>B Breathing</b>	Check normal breathing
<b>C CPR</b>	Perform chest compressions and breaths. CPR is required when the patient is unresponsive and not breathing normally
<b>D Defibrillate</b>	Apply an AED (Automated Electronic Defibrillator) if available

Source: stjoh.org.nz, accessed 31/10/2018

## Vehicle Accident Reporting Requirements

All vehicle accidents or incidents involving diocesan vehicles are to be reported to diocesan management and our insurers as soon as practicable to do so.

The Vehicle Accident Report Form is to be used to record such events (copies of this form should be held in each diocesan vehicle's glove box etc.).

Vehicle accidents or incidents involving diocesan vehicles are to be recorded in Risk Manager as a New Event using details recorded on the Vehicle Accident Report Form.

## Vehicle Accident Report Form

This form is to be used to record details of vehicle accidents involving diocesan vehicles when no other mechanism to do so exists. It is designed to assist in the completion of incident and insurance reports.

Accident Details			
Name of driver:		Accident location:	
Residential address:		Phone:	
Date of accident:		Time of accident:	

Your Vehicle	
Make:	
Model:	
Reg No:	
Colour:	

Witnesses	Name	Address	Phone
Witness 1:			
Witness 2:			
Witness 3:			

Other Vehicles	Vehicle 1	Vehicle 2	Vehicle 3
Make:			
Model:			
Rego number:			
Vehicle colour:			
Name of driver:			
Their address:			
Their phone:			
Their insurance company:			

Describe what happened

<b>Name of person preparing report:</b>	<b>Date:</b>
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Note: If an injury has occurred, please also complete an Incident Report (see the Incident Reporting and Investigation Policy).

## Accident Scene Insurance Details

<b>Try to get the following:</b>	<b>Give the following:</b>	<b>Contact the Police if:</b>
Details of the other vehicle(s) and registration number(s)	Your name and address	There are injuries
Name and address of the other vehicle(s) owner(s), driver(s)	The Anglican Diocese of Wellington as owner	There is a disagreement over the cause of the crash
Name and address of any witnesses	The Diocesan's insurer: Lumley / NZI	You damage property other than your own

# Emergency Planning and Readiness

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## Emergency Plans

Governance teams and/or individuals with health and safety management responsibilities for diocesan and mission unit buildings will ensure they have emergency plans to cover foreseeable emergencies. These plans are to incorporate emergency response & evacuation procedures, including relevant national, regional, and local emergency numbers as deemed applicable. For example:

- Fire/Ambulance/Police (111) - compulsory
- Fire Communications Centre (see section on Trial Evacuations)
- Hospital / A&E / Medical Centres / After-hours Medical Centres
- Poison Centre
- Worksafe
- Civil Defence
- Power supplier
- Gas network operator
- Local Body Council

Buildings that fulfil the following criteria must have an evacuation scheme approved by the Fire Service and this will form part of their emergency plan and will conduct regular evacuation drills, which are to be recorded.

Template Emergency Response Procedures are included in this Health and Safety Management Plan and are also available for download from the [movementonline.org.nz](http://movementonline.org.nz) website. Each mission unit will ensure the local information is accurate and complete. When diocesan contact information changes, the templates will be updated by the Anglican Centre who will advise mission units accordingly.

# Emergency Evacuation Procedures - Two-page Template

## Emergency Evacuation Procedures

[insert name & location or address of building or site]

### Fire:

- If you discover a fire:
  - Trigger the nearest fire alarm (break the glass and activate)
  - **Dial 111** and ask for the fire brigade, giving the address of the building and location of the fire
  - If there is no personal risk, attempt to control the fire by using the nearest fire hose or extinguisher
- If you are warned of a fire in the building:
  - **Do not wait to collect your personal belongings**
  - Proceed quietly and steadily through the fire exits and stairs to the evacuation assembly point
  - Check those around you and assist where possible

### Earthquake:

- Keep calm - **Drop, Cover and Hold** until shaking has stopped – use a doorway or get under a sturdy structure
- Keep away from windows and heavy furniture
- Do not move to evacuation point until shaking has stopped as there may be danger from falling objects
- Check those around you and assist where possible

### The Evacuation Assembly Area for this building is:

[insert location]

### The Safe Evacuation Zone for Tsunami is:

[insert location – delete this box if not applicable]

### Emergency Exits are located:

[list location of emergency exits]

## Emergency Contact Information

Key Emergency Contacts	Contact Details
<b>Police, Fire and Ambulance</b>	<b>Dial 111</b> (for all emergencies)
<b>Diocesan Manager (Incident Control)</b>	<b>Ben Pringle - 027 345 5477</b> ben@anglicanmovement.nz *Contact ASAP*
Diocesan Property Manager (Property damage and insurance)	<b>SiSi Fountain - 021 778 896</b> sisi@anglicanmovement.nz
Parish/Mission Unit Leader	
Local Health and Safety Contacts	

Other Emergency Contacts	Contact Details
Electrical Lines Company	
Gas Supply Company	
Nearest Medical Centre	
Nearest After-Hours Medical Centre	
National Poisons Centre:	0800 764 766
Health Line:	0800 611 116
Diocesan Safety Officer:	Andrew Black - 027 936 1566

# Emergency Evacuation Procedures - Full Template

## Emergency Response Procedures

[insert name & location or address of building or site]

Key Emergency Contacts	Contact Details
<b>Police, Fire and Ambulance</b>	<b>Dial 111</b> (for all emergencies)
<b>Diocesan Manager (Incident Control)</b>	<b>Ben Pringle - 027 345 5477</b> ben@anglicanmovement.nz *Contact ASAP*
Diocesan Property Manager	<b>SiSi Fountain - 021 778 896</b> sisi@anglicanmovement.nz
Parish/Mission Unit Leader	
Local Health and Safety Contacts	

Other Emergency Contacts	Contact Details
Electrical Lines Company	
Gas Supply Company	
Nearest Medical Centre	
Nearest After-Hours Medical Centre	
National Poisons Centre	0800 764 766
Health Line	0800 611 116
Diocesan Safety Officer	Andrew Black - 027 936 1566

### The Evacuation Assembly Area for this building is:

[insert location]

### The Safe Evacuation Zone for Tsunami is:

[insert location – delete this box if not applicable]

### Emergency Exits are located:

[list location of emergency exits]

**First Responders:** Those first on the scene

**Incident Control:** Ben Pringle or Police, Fire, or Civil Defence



Event	First Responders	Incident Control
<p><b>Fire Emergency</b></p>	<ol style="list-style-type: none"> <li><b>1. Activate nearest fire alarm.</b> If alarm fails or there is no alarm, shout “<b>FIRE! FIRE! FIRE!</b>”.</li> <li><b>2. Call 111</b> Fire Service and state location of fire.</li> <li><b>3.</b> Extinguish fire <b>ONLY</b> if safe to do so (work in pairs if possible).</li> <li><b>4. Evacuate</b> via nearest safe exit.</li> <li><b>5.</b> Search all areas thoroughly to ensure all persons evacuated.</li> <li><b>6.</b> <b>DO NOT</b> take equipment or possessions or go back for them.</li> <li><b>7.</b> If caught in smoke: cover nose and mouth with cloth; take short breaths; keep low on the floor; and if visibility is poor, follow the line of the wall - crawling if necessary.</li> <li><b>8.</b> Assist those with disabilities needing assistance and persons in distress.</li> <li><b>9.</b> Check all present at designated evacuation assembly point location.</li> <li><b>10.</b> Provide pastoral support.</li> </ol>	<ol style="list-style-type: none"> <li><b>1.</b> Evacuate ALL out of harm’s way.</li> <li><b>2.</b> Ensure Fire Service in attendance or on way - brief them upon arrival (location, extent, hazards, trapped or missing persons etc.).</li> <li><b>3.</b> Ensure medical help at scene or on way.</li> <li><b>4.</b> Confirm that everyone is accounted for and report any persons unaccounted for to Fire Service (do not go back into the building)</li> <li><b>5.</b> Arrange pastoral support for any victims and Parish</li> <li><b>6.</b> Do not allow anyone to return until given the “all clear” signal by the Fire Service.</li> <li><b>7.</b> Once it is safe to do so: assess facilities, utilities and operations impacted, re-occupy if possible.</li> <li><b>8.</b> Re-set fire system post incident.</li> </ol>

Event	First Responders	Incident Control
<p><b>Earthquake</b></p>	<p><b>All occupants during an earthquake:</b></p> <ol style="list-style-type: none"> <li>1. Move no more than a few steps then <b>DROP, COVER &amp; HOLD</b> on.</li> <li>2. If inside: take cover under a sturdy desk, table, or other furniture until shaking stops – DO NOT run outside as falling debris can cause major injuries.</li> <li>3. <b>Do not move</b> outside (danger of falling roof tiles).</li> <li>4. If outside: quickly get into an open area; drop to your knees; bend head to ground and cover with arms - until shaking stops.</li> <li>5. If possible, keep away from windows, glass panels and doors; and objects that could fall.</li> <li>6. If driving: pull over, stop, and stay there with your seatbelt fastened until the shaking stops.</li> <li>7. Expect to feel aftershocks.</li> </ol> <p><b>When the earthquake stops:</b></p> <ol style="list-style-type: none"> <li>1. Remove/rescue any person from immediate danger if safe to do so.</li> <li>2. Treat any injuries and administer first aid.</li> <li>3. Turn off electricity, gas, and water in area if practicable and safe to do so.</li> <li>4. Check for fires and extinguish if safe to do so.</li> <li>5. Do not evacuate unless area is immediately threatened or instructed to do so.</li> <li>6. Assist with any necessary evacuation to designated assembly points.</li> <li>7. Give assistance to people in distress.</li> <li>8. Count and account for all occupants.</li> </ol>	<p><b>When earthquake stops:</b></p> <ol style="list-style-type: none"> <li>1. If safe to do so: fight fires, treat injuries and administer first aid.</li> <li>2. Assess for major structural damage.</li> <li>3. Assess if buildings are safe to occupy – <b>do not evacuate</b> unless safety is immediately under threat.</li> <li>4. Arrange suitable Pastoral care</li> <li>5. Determine accommodation and space requirements and make suitable arrangements.</li> </ol>

Event	First Responders	Incident Control
<p><b>Storm, Gale Force Wind, Tornado</b></p>	<ol style="list-style-type: none"> <li>1. Stay away from windows.</li> <li>2. Shelter in strongest part of building - around a solid internal structure (e.g. around a lift shaft but not in front of doors and windows).</li> <li>3. Treat any injuries and administer first aid.</li> <li>4. Stay inside.</li> </ol>	<ol style="list-style-type: none"> <li>1. Tape windows to prevent flying glass (form a cross, taping corner to corner).</li> <li>2. Close all curtains, drapes, and blinds.</li> <li>3. Stay away from windows.</li> <li>4. Shelter in strongest part of building (around a solid internal structure e.g. around lift shaft but not in front of doors).</li> <li>5. Open windows slightly on opposite side of building.</li> <li>6. Stay inside.</li> </ol>

Event	First Responders	Incident Control
<p><b>Explosion</b></p>	<ol style="list-style-type: none"> <li>1. Reassure customers, visitors, and team members.</li> <li>2. Put on warden vest and assume responsibility for the area.</li> <li>3. Commence systematic search of your area to ascertain: <ol style="list-style-type: none"> <li>a. injuries to parishioners, visitors, and team members; and</li> <li>b. structural damage to the building.</li> </ol> </li> <li>4. Treat injuries and administer first aid.</li> <li>5. Protect yourself from possible further explosions.</li> <li>6. Evacuate as instructed.</li> <li>•</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure evacuation has taken place.</li> <li>2. Call emergency services.</li> <li>3. Check for electrical and gas hazards – turn off electricity and gas if able.</li> <li>4. Protect yourself from possible further explosions.</li> </ol>

Event	First Responders	Incident Control
<p><b>Gas Leak</b></p>	<p><b>If gas is smelt or a leak is heard:</b></p> <ol style="list-style-type: none"> <li>1. Turn off the main valve and / or the outside valve.</li> <li>2. If possible and safe to do so; open door to allow the gas to dissipate into the open air.</li> <li>3. Rescue any person in immediate danger but only if safe to do so (many would-be rescuers have succumbed to fumes when attempting to rescue a colleague).</li> <li>4. Do not operate any electrical switches - including lights.</li> <li>5. Do not use cell phones in area where leak is occurring - even if outside building.</li> <li>6. Do not allow anyone to smoke.</li> <li>7. Warn others in the immediate area.</li> <li>8. Call Emergency Services – fire and ambulance by dialing 111.</li> </ol> <p><b>DO NOT re-enter the site until Fire or Police advise it is safe to do so.</b></p>	<ol style="list-style-type: none"> <li>1) If building evacuation is necessary, consider taking the following actions: <ol style="list-style-type: none"> <li>a) Changing the designated assembly point (due to gas fumes that are external to the building).</li> <li>b) Positioning wardens / workers in appropriate places to direct people to the safe area.</li> <li>c) If it is safe to activate the fire alarm (as it is an electrical switch) – consider using word-of-mouth or ringing a hand bell.</li> <li>d) Ensuring that evacuation points are up-wind of the building and/or source of the leak.</li> </ol> </li> <li>2) Contact the local gas company.</li> <li>3) Meet with and assist emergency response personnel.</li> </ol> <p><b>DO NOT re-enter the site until Fire or Police advise it is safe to do so.</b></p>

Event	First Responders	Incident Control
<p><b>Bomb Threat</b></p>	<p><b>On receipt of a bomb threat:</b></p> <ol style="list-style-type: none"> <li>1. Alert another team member and get them to call Police by Dialing 111.</li> <li>2. If threat made in person: take note of identifying information so it can be passed on to Police.</li> <li>3. If threat made via telephone: keep the person on the phone and write down all details of the verbal threat - this is to be kept in an accesible place.</li> <li>4. Avoid panic - discretely notify team members.</li> <li>5. On evacuation, check for any suspicious bags or packages and inform the police if anything is discovered.</li> </ol> <p><b>DO NOT re-enter the site until the Police advise that it is safe to do so.</b></p>	<ol style="list-style-type: none"> <li>1. Advise everyone to evacuate - allow team members to retrieve their personal belongings.</li> <li>2. Open doors and windows (if time allows).</li> <li>3. Evacuate the site by the safest route.</li> </ol> <p><b>DO NOT re-enter the site until the Police advise that it is safe to do so.</b></p>

Event	First Responders	Incident Control
<p><b>Discovery of an Unusual Object</b></p>	<ol style="list-style-type: none"> <li>1. Call the Police “111”, and advise the Health and Safety Coordinator</li> <li>2. Suspicious items received in mail should be left where they are unless they can be gently moved and isolated in a secure area. However, objects which have been discovered or left by an unknown person should NOT be touched.</li> <li>3. Following a room or area being evacuated, secure and prevent access. This does not mean locking doors etc. unless it is necessary. This is to ensure that personnel who may be oblivious to the emergency cannot enter the danger area.</li> <li>4. Experience has shown that explosive devices can be made to resemble almost anything. It is wise, therefore, to treat any suspicious object found in an unusual place with utmost care.</li> <li>5. The police will determine what action is to be taken.</li> <li>6. Remain calm and inform only those “who need to know”.</li> <li>7. Evacuation should be by word of mouth and not by activation of the manual alarm.</li> <li>8. When an evacuation order is given, take personal effects such as briefcases and handbags with you.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure the Police have been contacted</li> <li>2. If instructed by the Police to evacuate ensure the instruction to evacuate is given by word of mouth only and not by activation of the manual alarm.</li> <li>3. Ensure everyone takes personal effects such as briefcases and handbags with them.</li> </ol> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>- <b>DON'T TOUCH IT</b></li> <li>- <b>DON'T MOVE IT</b></li> </ul>

Event	First Responders	Incident Control
<p><b>Medical Emergency</b></p>	<ol style="list-style-type: none"> <li>1. Call for “HELP!” - have someone Call 111 for Ambulance.</li> <li>2. SAFETY: Check the area is safe, remove other persons in danger, and wear gloves.</li> <li>3. Provide first aid (only move casualty in life threatening situation or no signs of life).</li> </ol> <p><b>RESPONSE:</b></p> <ul style="list-style-type: none"> <li>• Check for response using voice and touch (shake and shout).</li> <li>• Check ABCs = Airway, Breathing, Circulation.</li> </ul> <p><b>AIRWAY:</b> Open and clear airway:</p> <ul style="list-style-type: none"> <li>• Leave the unconscious person in the position found to open and clear the airway.</li> <li>• Tilt head back and lift chin.</li> <li>• If <i>you see</i> anything in the mouth, use two fingers to sweep it out.</li> </ul> <p><b>BREATHING:</b> Look, listen, feel for breathing or signs of life</p> <ul style="list-style-type: none"> <li>• If the patient is breathing, move them and support them on their side with their head tilted back and continually monitor their breathing.</li> <li>• If not breathing normally start CPR.</li> <li>• Position victim flat on back on firm surface.</li> </ul> <p><b>CIRCULATION:</b> Start cardiac compressions:</p> <ul style="list-style-type: none"> <li>• Place the heel of ONE HAND in the centre of the chest</li> <li>• Place the heel of your OTHER HAND directly on top of the first hand.</li> <li>• Keep elbows locked and lean over the patient so your arms are straight</li> <li>• Push down hard and fast 30 times (push down one-third of chest depth).</li> <li>• Do not worry about pushing too hard – good CPR requires you to push hard and fast.</li> <li>• Once you have completed 30 compressions (pushes) on the chest, breathe into the patient’s mouth 2 times.</li> </ul> <p><b>To breathe into the patient:</b></p> <ul style="list-style-type: none"> <li>• Tilt head back with one hand and lift chin with other.</li> <li>• Take a deep breath and seal your lips around the patient’s mouth.</li> </ul>	<ol style="list-style-type: none"> <li>1. Ensure ambulance called.</li> <li>2. Provide pastoral support for family if required.</li> </ol>

- You need to block the nose by pinching the soft part of the nose or pushing your cheek against the nose.
- Blow into the patient's mouth until you see chest rise.
- Remove your mouth, take a fresh breath, and blow again into the patient's mouth.
- Ratio 30 compressions to 2 breaths, speed 100 per minute.

**Do not give up! Remember:** - compressing the chest is the most important part of CPR.

**DEFIBRILLATION: Apply Defibrillator (AED) if available.**

**Personal protection during CPR**

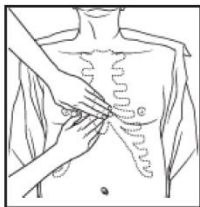
Ordinary household items (such as handkerchiefs, tissues, and tea towels) provide no useful protection from transmission of disease and complicate the process of performing CPR.

4. Remain with casualty, keep warm, make comfortable, monitor, and reassure until assistance arrives.
5. Lay unconscious casualties on their side ('recovery position').
6. Wash any bodily fluids with soap and water.
7. Offer pastoral support.

Call, pump, blow



CALL  
Dial 111



PUMP  
Position hands in the centre of the chest



Firmly push down five centimetres on the chest 30 times



BLOW  
Tilt head  
Lift chin  
Check breathing



Give two breaths. Continue with 30 pumps and two breaths until help arrives



## Control of bleeding

1. Apply direct pressure to wound – use your hand(s) (wear gloves)
2. Elevate (raise) the limb
3. Apply a pad and firm bandage
4. If necessary use clean rags or clothing

### Remember

- Always check circulation below the bandage
- If there is tingling, numbness or blueness, loosen the bandage

## Poisoning

1. Seek medical advice or call an ambulance

### Remember

- **Do not** make the person vomit without advice from a medical professional
- **Do not** give fluids without advice from a medical professional

## Foreign bodies in the eye(s)

1. Wash the eye(s) with clean cool water
2. If the foreign body is stuck to the eye surface, **do not** attempt to remove it
3. Place a covering over both eyes and send for, or take the person to, medical aid

## Chemicals in the eye(s)

1. Wash the eye(s) with clean cool water for at least 15 minutes
2. Wash from near the nose outwards and always wash under the upper eyelid
3. Send for, or take the person to, medical aid

## Management of minor wounds

1. Clean the wound with soap and water
2. Cover lightly with clean dressing
3. Seek medical help, if necessary

## Breathing difficulties

1. If a person is breathing but unconscious, turn them onto their side
2. Clear airway of obstructions, such as tongue or vomit
3. Seek medical help, if necessary

## Management of burns

1. Cool the burnt area with cool water for 10-15 minutes
2. If necessary, cover the burn with a clean dressing or plastic wrap before removing person to medical aid

### Remember

- Do not burst blisters
- Do not remove clothing that is stuck
- Do not apply creams

## Management of chemical burns

1. Protect yourself from the substance
2. Avoid skin and eye contact
3. Brush off dry chemicals, flush liquids from the skin using cool running water for 15 minutes or more
4. Remove any contaminated clothing
5. Treat for shock if faint, pale, shallow, rapid breathing
6. Wrap area with a dry sterile dressing or clean cloth
7. Protect from pressure and friction
8. If the skin has blisters or if there is an overall body reaction, get medical help immediately

Event	First Responders	Incident Control
<p><b>Tsunami</b></p>	<p><b>Local Tsunami</b></p> <p>If a tsunami is triggered close to your region there may be no time for an official warning to be given.</p> <p>Events that trigger local tsunami warnings are:</p> <ul style="list-style-type: none"> <li>• Strong earthquakes that are hard to stand up in;</li> <li>• Weaker rolling earthquakes with shaking that lasts a minute or longer; or</li> <li>• Unusual noises from the sea or sudden rises or falls in sea level.</li> </ul> <ol style="list-style-type: none"> <li>1. For low-lying sites: immediately evacuate single storey buildings and go to the Safe Evacuation Zone.</li> <li>2. For distant or regional tsunami's: you will receive official warnings and expected Tsunami arrival times. Monitor and act on receipt of Civil Defence notifications.</li> <li>3. Liaise with key agencies - Civil Defence and Police - to confirm local warning status, ascertain likely impact, and assess potential threat.</li> <li>4. Review Evacuation Plan for possible implementation and stay in contact with local Civil Defence.</li> <li>5. Consider welfare of staff and ensure they are informed of any potential threat to family/whanau.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure evacuation has taken place if required.</li> <li>2. Confirm damage scope.</li> </ol> <p>Assess safety/habitability of damaged buildings.</p> <p>Seek Diocesan support if re-locations are required.</p> <p>Liaise with local Civil Defence to assess utility service impact.</p> <p>Arrange suitable Pastoral care.</p> <p>Determine space and accommodation requirements and make suitable arrangements.</p>

Event	First Responders	Incident Control
<b>Other Emergencies</b>	<ol style="list-style-type: none"> <li>1. For a chemical emergency evacuate the area.</li> <li>2. For other emergencies decide which of the above applies.</li> </ol>	<ol style="list-style-type: none"> <li>1. Call emergency services and evacuate to a place of safety.</li> </ol>

### Dealing with difficult or angry people


1. Stay safe and involve others: - If you feel threatened by an angry person, trust your judgment. Leave the room immediately if you feel unsafe. Ask someone to work with you to resolve the situation
2. Don't respond with anger - respond calmly and intelligently when you face angry people. Practice deep breathing so that you stay relaxed during tense interactions.
3. Listen Actively: Start the dialogue with a neutral statement, such as, "Let's go over what happened," or "Please tell me why you're upset." This subtly creates a partnership between you and the person, and lets them know that you're ready to listen. Don't allow anything to interrupt this conversation. Give the person all of your attention.
4. If you did not cause the other person's anger distance yourself from the anger emotionally, and you'll find it much easier to cope with it.
5. When it's your turn to talk, speak slowly and calmly, lower your vocal tone, and use non-threatening body language
6. Repeat their concerns and identify the cause – this shows that you were listening, which can help lower their anger and stress levels and it helps you agree on the problem that needs to be solved.
7. Be empathetic and make sure that your [body language](#) also communicates this understanding and empathy.

Present a solution: If you're not sure you know what the person wants from you, or if they resist your proposed solution, then give them the power to resolve things. Ask them to identify what will make them happy.

# First Aid Policy

## Defibrillator

Each Diocesan site will identify where the nearest defibrillator is located and display that location in a prominent place. All first aiders are to be trained in the use of defibrillators.

The AED Locations website and app are useful tools for locating defibrillators	Website:	<a href="https://aedlocations.co.nz/">https://aedlocations.co.nz/</a>
	App (available from Google Play Store or Apple App Store):	

## First Aid Kits

**First Aid Kits** are to be strategically located in each site within the Diocese and their contents checked monthly.

## First Aider Training & Duties

Recognised First Aiders have completed an approved 'First Aid at Work' course and have/will attend a refresher training course every 2 years. First Aiders are expected to discharge their duties in the following manner:

1. Respond promptly to an incident/accident when requested, within the limits of your HSE approved first aid training while safeguarding your own health and safety and that of others.
2. Know how to secure additional first aid assistance as and when necessary and if necessary, arrange, without delay, professional medical assistance if the nature and degree of the injury is out with the limits of your training.
3. To always act in a manner to respect the interest and dignity of all patients and to protect their confidential information.
4. To keep up to date with training and current knowledge by attending biennial refresher training.
5. Be aware of the location of your nearest first aid box, its contents and check the contents monthly (replenish as required).
6. Report all incidents and actions taken to the Risk Manager Coordinator – preferably using the diocesan Incident Report Form.
7. Report all Notifiable Events to the Diocesan Manager immediately - refer to the Notifiable Events Reporting Policy).

## The Role of a First Aider

First aid is the help given to someone who is injured or ill, to keep them safe until they can get more advanced medical treatment by seeing a doctor, health professional or going to hospital. The role of a first aider is to give someone this help, while making sure that they and anyone else involved are safe and that they don't make the situation worse. There are seven things that First Aiders do:

1. Assess the situation quickly and calmly:
  - safety: is anyone in danger - is it safe to provide help?
  - scene: what caused the accident or situation and how many casualties are there?
  - situation: what has happened - how many people are involved, how old are they, and what the likely main injuries?
2. Protect themselves from danger by:
  - always protect themselves first and never put themselves at risk
  - only move people to safety if leaving them would cause them more harm
  - if the area cannot be made safe, contact emergency services for help (111)
3. Prevent infection between themselves and others:
  - wash hands or use alcohol gel
  - wear disposable gloves
  - don't touch an open wound without gloves on
  - don't breathe, cough or sneeze over a wound or a casualty
4. Comfort and reassure:
  - stay calm and take charge of the situation
  - introduce themselves to casualties to help gain trust
  - explain what's happening and why
  - communicate what they are going to do before they do it
5. Assess the casualty:
  - if there's more than one casualty, help those with life-threatening conditions first
  - start with the Primary Survey: DR. ABC : Danger, Response, Airway, Breathing and Circulation - and deal with any life-threatening conditions
  - after dealing with life-threatening conditions successfully, move on to the Secondary Survey:
    - history - what happened?
    - symptoms - what is the presenting issue and what does the casualty reveal about their condition
    - signs - check from head to toe - what signs is the casualty's body revealing?
6. Give first aid treatment:

- prioritise the most life-threatening conditions
  - then move on to less serious ones
  - get help from others if possible
7. Arrange for the right kind of help for casualties:
- call 111 for an ambulance if their condition is serious
  - take or send them to hospital if their condition is serious but stable and unlikely to get worse
  - suggest they see their doctor if they are concerned about a less serious condition
  - advise them to go home to rest and seek help if they start feeling worse
  - stay with them until they can be left in the right care

## Civil Defence Emergencies

### Evacuation Centres

Health and Safety / Risk Manager Coordinators will ensure that location of the nearest **Civil Defence Evacuation Centre** has been identified, recorded, and displayed appropriately.

### Team Member Contact List

Team member contact lists include next of kin details and are updated every three months or when a team member joins or leaves the team. A laminated copy is to be kept on a clipboard with the **Building Warden Evacuation Check Sheet**.

### Family Plan

All team members are encouraged to have a plan of action in place with their families/housemates in case of a major disaster. Things to consider:

- who is responsible for children, elderly parents, and pets?
- where is the designated meeting place - where is the backup meeting place?
- what is the plan if communication channels are not available?

## Emergency Evacuations

### Emergency Response & Evacuation Procedures

All sites will display relevant **Emergency Response & Evacuation Procedures** in each building. We provide **Emergency Response & Evacuation Procedure Templates** for this purpose.

Wardens and team members are to listen to and follow the instruction given by the Fire Service (the person in charge is the Senior Fire Officer).

### Management of Means of Escape

It is a legal requirement that all emergency exits be checked daily to ensure the means of escape is maintained.

### Evacuation Scheme

The following buildings must have an **Evacuation Scheme** lodged with Fire and Emergency NZ:

- buildings where 100 or more people can gather
- buildings where 10 or more people work at any one time

Building management must notify Fire and Emergency NZ of additional specified changes affecting a current approved scheme, e.g. the sprinkler system is not working or there are changes to the places of safety specified in the scheme, or there is a change to the purpose of activities of the building. The **Notification of Building Changes Form** is to be used to notify of changes.

To meet scheme requirements, we must conduct trial evacuations as follows:

### Trial Evacuations

**Emergency Evacuation Trials** should be held at least annually for buildings with Evacuation Schemes. Successful unscheduled evacuations, including false alarms, may be counted as trial evacuations if reported to Fire and Emergency within 10 working days. Fire and Emergency recommend that the person managing the trial evacuation calls 111 as part of the trial evacuation. If you are going to make a 111 call during your trial evacuation you should phone your local Fire Communications Centre 10–15 minutes prior to your trial and immediately following your trial. This will help to avoid any confusion and/or unnecessary fire engine callouts, e.g. if neighbours hear your alarm and call 111 themselves.

Fire Communications Centre	Area covered	Phone number
Central	South of the line between Mount Taranaki and East Cape	(04) 801 0812

The person supervising the trial evacuation should complete the **Trial Evacuation Checklist** during the trial. Following the trial evacuation, the **Evacuation Report** is to be sent to the **Fire and Emergency NZ** as detailed on the form.



A debrief meeting is also to be held with all wardens to identify if any amendments to the emergency plan are required. This meeting should consider any issues raised on the **Trial Evacuation Checklist**. Details of the debrief will be recorded on the **Evacuation Debrief Form**.

## Wardens

All Diocesan sites have trained **Wardens** to ensure safe evacuation. Their names and positions are recorded in the **Health and Safety Roles Register**. Wardens are to undertake refresher training annually and complete the **Building and Floor Warden Test**.

Each site nominates who will hold the roles of **Building Warden, Deputy Building Warden** and **Floor Warden** (for multi-storey buildings). This may occur at the time of the event depending on who is on site at the time. Hi-vis Building Warden vests identify a Building Warden and Warden Vests identify a Floor Warden.

Each site determines where Warden Vests, Emergency Evacuation Documentation/Equipment is located. All details of Emergency Evacuation Procedures will be maintained by the Health and Safety Coordinator and will be stored in, and be accessible from, the Online Safety Management System (Risk Manager).

In the case of emergency, all team members are required to listen to and follow the instructions given by these individuals.

### Building Warden Responsibilities

- ensure that the Fire Service has been called on 111
- ensure an alarm has been raised
- go to the main entry / exit point to receive reports from each of the Floor Wardens - this must be marked off on the Building Warden Evacuation Check Sheet
- pass on all relevant information to the Fire Service
- take instruction from the Fire Service – the Senior Fire Officer has authority and any instructions they give are to be carried out

### Floor Warden Responsibilities

- ensure occupants are evacuated from your allocated area via the nearest safe exit (checking all rooms including toilets)
- allocate someone to assist disabled persons to evacuate
- close all doors and windows as each area is checked
- leave lights on
- pass all relevant information to the Building Warden
- ensure no-one returns to the building until the all-clear is given by the Senior Fire Service Officer

All evacuations are run on a 'clear floor' policy and no form of roll call should be held.

## Building and Floor Warden Test

Question	Answer	Correct?
Who is the Building Warden?		
Who is the Deputy Building Warden?		
Who are the Floor Wardens?		
What do I do first if I see flames or smell smoke?		
Where is the nearest Fire Alarm Call Point?		
Who dials 111?		
Do I need to dial an extra number for an outside line before 111?		
Where is the nearest Fire Hose Reel?		
Where is the nearest Extinguisher and what type is it? What type of fire will it extinguish?		
Have I been shown how to operate a Fire Hose Reel and extinguisher, and do I feel confident to operate it?		
Do I have to attempt to put the fire out?		
What do I do if the smoke is thick?		
How do I recognize an exit door?		
If the lighting is off, where is the nearest torch?		
Where is the main electrical switch?		
Where is the Fire Alarm panel?		
My wallet and rings are in the changing room during Fire Alarm sounding – what do I do about them?		
An occupant says, “I want my handbag” during the Fire Alarm sounding – what do I do about it?		
Do I shut doors during fire evacuation? Why?		
Where are the outside assembly points located?		
Where do I meet the Building Warden during a fire evacuation?		
Who meets the Fire Service when it arrives?		
Why do we have a Wardens Briefing after every evacuation?		

Date of Test:	
Name of Warden:	
Name of Trainer:	

# Trial Evacuation Checklist

Building Name: \_\_\_\_\_

Building Address: \_\_\_\_\_

Name of person supervising trial: \_\_\_\_\_ Phone No: \_\_\_\_\_

Date Fire Service advised: \_\_\_\_\_

Name of person advised: \_\_\_\_\_ (If contacting by telephone)

Date trial conducted: \_\_\_\_\_ Time of Trial: \_\_\_\_\_

Section		Minutes	Seconds
1	Time taken to complete evacuation of the building:		
		<b>Yes</b>	<b>No</b>
2	Could the alarm be heard in all areas?	<input type="checkbox"/>	<input type="checkbox"/>
3	Were all smoke and fire control doors closed?	<input type="checkbox"/>	<input type="checkbox"/>
4	Were Wardens and Team Members all familiar with Evacuation Scheme?	<input type="checkbox"/>	<input type="checkbox"/>
5	Did all Wardens wear identification in accordance with the Scheme?	<input type="checkbox"/>	<input type="checkbox"/>
6	Was a call made to the Fire Service?	<input type="checkbox"/>	<input type="checkbox"/>
7	Was the correct Assembly Area used?	<input type="checkbox"/>	<input type="checkbox"/>
8	Was assistance provided to disabled persons?	<input type="checkbox"/>	<input type="checkbox"/>
9	Are all Evacuation Procedure Notices in place?	<input type="checkbox"/>	<input type="checkbox"/>
10	Are all Exit ways clear and all doors able to open?	<input type="checkbox"/>	<input type="checkbox"/>
11	Has Fire Fighting Equipment been serviced in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>

If any section is marked as No, provide details of actions that will be taken to rectify fault:

# Evacuation Debrief Form

A debrief is to be conducted with the building warden and floor wardens present for the evacuation following trial evacuations and actual critical events. The details of this debrief are to be recorded on this form. In the case of a trial evacuation the meeting should address any issues raised in the **Trial Evacuation Checklist**.

Date of Event or Drill:	
Site Address:	
Description of Event:	

Describe any problems with Emergency Plan below:

List corrective actions to be taken rectify problems below		
Corrective Actions	Person Responsible	Date Completed

Building Warden or Health and Safety Coordinator to verify Emergency Plan is satisfactory and there are no outstanding corrective actions:

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

# Other PCBU / Contractor Management

## Contractor Management Policy

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### Policy Statement

Anglican Movement is committed to working responsibly with other PCBUs to help ensure that all contracted work carried out at our properties and buildings complies with the health and safety procedures and requirements of the Health and Safety at Work Act 2015, the associated regulations, and established good practice.

### Purpose

We seek to ensure that as far as is reasonably practicable all contractors, subcontractors, and their workers do not cause harm to our team members, themselves, or other people while undertaking contracted work.

### Scope

This policy applies to all contracted work and subcontracted work undertaken at any properties held in trust on behalf of the Diocese by the Wellington Diocesan Board of Trustees.

### Our Responsibilities

1. We acknowledge that our PCBU responsibilities overlap with those of contractors and subcontractors working at our sites and that we will discharge those duties to the extent that we have influence and control (e.g. our Mission Units are not experts in electrical matters and therefore would rely on an electrician working on the premises to identify electrical risks and hazards and appropriate control measures). We do not assume the contractor's responsibilities for hazard management. Contractors are expected to develop and implement their own hazard management plan in relation to the work being undertaken.
2. We undertake to:
  - a. Communicate, consult, co-operate, and co-ordinate activities to meet shared PCBU responsibilities.
  - b. Satisfy ourselves that the contractor will carry out their work using safe work practices.
  - c. Inform contractors, where relevant of:
    - i. our emergency and evacuation procedures
    - ii. the location of emergency equipment
    - iii. the location and use of safety equipment
    - iv. basic safety rules
    - v. pre-existing hazards and related hazard controls
    - vi. go and no-go areas
    - vii. access and authorisation requirements relevant to the service being performed

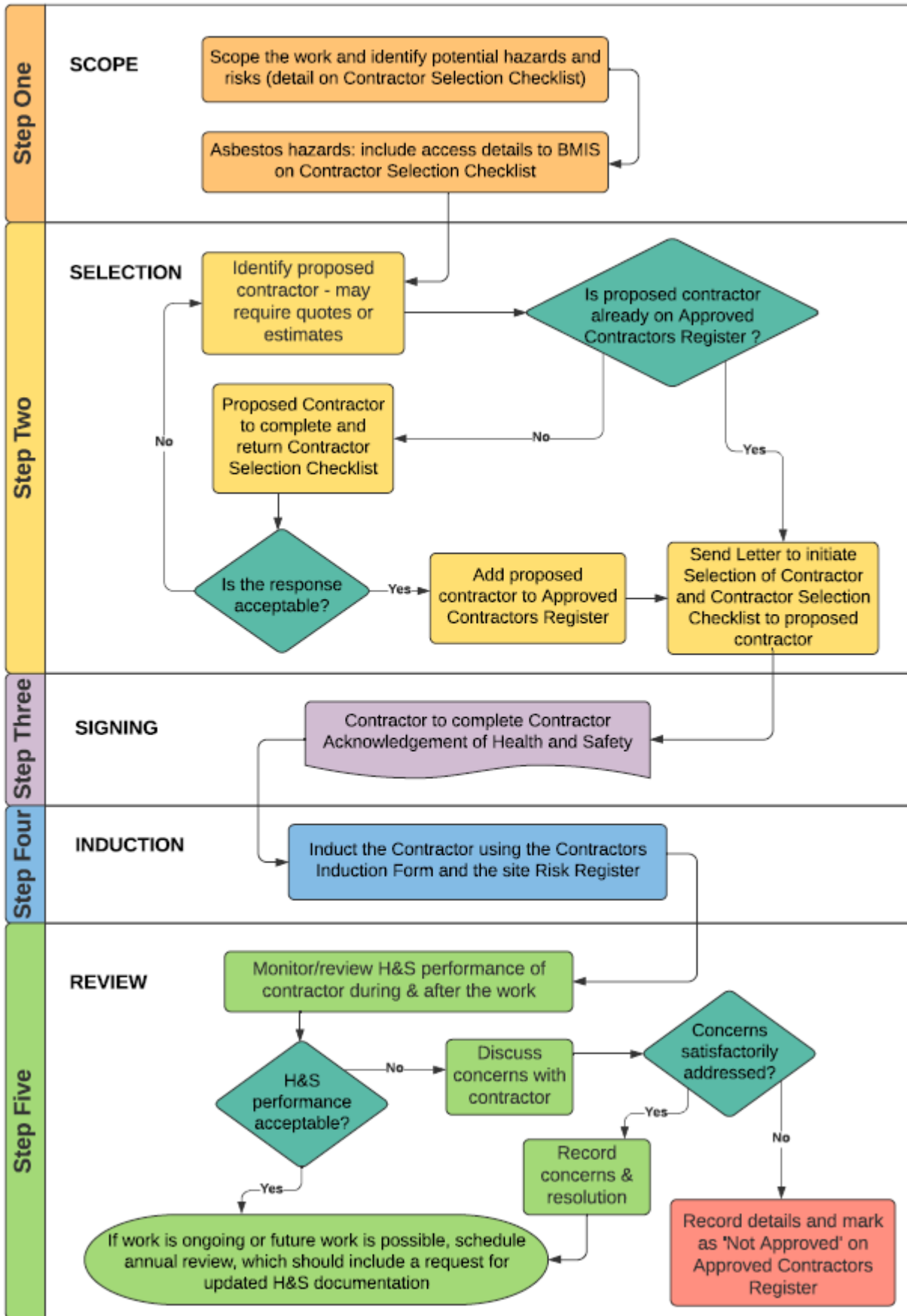
- d. Monitor compliance with contracted health & safety expectations.
  - e. Review performance including health and safety aspects.
3. In the event of a failure to comply with Health and Safety at Work Act 2015 or applicable regulations, we may issue a notice requiring work to be stopped until any such failure has been rectified.

## **Contractor Responsibilities**

Contractors have responsibility to:

1. Ensure their work, and that of their workers and subcontractors, complies with Health and Safety at Work Act 2015, applicable regulations, and good industry practices.
2. Make available to us the following:
  - a. A copy of their Health & Safety Plan
  - b. Evidence of training and/or qualification of their workers (if requested)
  - c. Copied insurance certificates for public liability and professional indemnity (if relevant)
3. Because we do not assume the contractor's responsibilities for hazard management, contractors are responsible to develop and implement their own hazard management plan in relation to the work being undertaken.
4. Advise us immediately of any accidents, including those in which a notifiable event has occurred, and meet the requirements of Health and Safety at Work Act 2015 in reporting Notifiable Events to Worksafe NZ.

# Contractor Management Flowchart



# Contractor Management Appendices

## Contractor Selection Initiation Letter

<Insert Letter Head>

<Insert Contractor Name>

<Insert Postal Address>

<Insert Email Address>

<Insert Phone Number>

<Insert Date>

Re: <Insert Brief Description of Work>

Dear <Insert Manager's Name>

It is the Policy <Insert name of Mission Unit or 'the Anglican Diocese of Wellington'> to meet the requirements of the Health and Safety at Work Act 2015 and the associated Regulations.

To enable us to fulfil these obligations please complete the attached **Contractor Selection Checklist** and return to us with the requested documents.

After we have received the information requested and assessed that it is satisfactory, we will send you our **Contractor's Acknowledgement of Health and Safety Obligations** form for signing and return to us.

Prior to the commencement of any work, you will receive a **Contractor's Health and Safety Induction** by us. You are responsible to provide a health and safety induction to all workers under your control, including subcontractors.

As we maintain an **Approved Contractor Register**, we will send you a letter annually reminding you to update us if you have any changes to your Hazard / Risk Register and staff competency for staff working likely to be working on our site.

Kind regards

<Insert Signatory's Name and Contact Details>



## Contractor Selection Checklist

<Insert Mission Unit Name>

<Insert Mission Unit Postal Address>

<Insert Date>

Attention: <Insert Name of Manager or Contact Person for the Proposed Contractor>

We are considering using your business/organization to provide the following service:

(Describe scope of work)


We have carefully considered this project and identified the following risks:

(Describe hazards/risks that directly relate to the work being contracted)

### Asbestos

This site is known/not known (delete one) to contain asbestos containing material because we have/have not (delete one) conducted an Asbestos Management Survey.

Below are the access details to our Business Information Management System (BMIS) where the findings of this survey are available, including the location of any identified asbestos. (Delete this sentence if no survey has been completed)

BMIS link:	<a href="http://www.bmis.co.nz">www.bmis.co.nz</a>	QR Code for mobile phone access:	
Username:	<Insert the BMIS username for the site>		
Password:	<Insert the BMIS password for the site>		

## Information for our Approved Contractor Register

As part of establishing our Approved Contractor Register, please answer **Yes**, **No** or **n/a** to each question below, providing relevant details in the Notes column:

Organizational Structure	Y/N	Notes
Does your business/organization function as a sole owner-operator?		If yes, some of the questions below will not apply to you – you should mark these as n/a.
How many people from your business or organization will be on site doing this work?		Number:

Health and Safety Policy	Y/N	Notes
Do you have a Health & Safety Policy (or Policy Statement)?		If yes, please include a copy when you return this checklist.
Do you have a Health & Safety Manual or documented Health & Safety Management Plan?		
Has your Health & Safety System been reviewed or audited?		If yes, please provide details of when and who here:

WorkSafe Interactions	Y/N	Notes
Has your business/organization ever had any WorkSafe investigations, enforcement notices, or prosecutions?		If yes, please provide details here (or include as an attachment):
If so, were improvements made to your Health & Safety procedures?		If yes, please provide details here (or include as an attachment):

Hazard Management	Y/N	Notes
Do you have a process to identify, assess and manage hazards and risks?		
Do you have a Hazard/Risk Register?		If yes, please include a copy when you return this checklist.
Are all hazards and control measures regularly monitored and reviewed?		
Do you hold regular team meetings to discuss Health & Safety issues?		

Will your workers be trained in hazard/risk identification, assessment, and control for this work project?		
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<b>Incident Reporting and Recording</b>	<b>Y/N</b>	<b>Notes</b>
Do you have a system for reporting and recording incidents and near misses?		
Do you have a system for investigating incidents?		
Are the results of the investigations communicated to your workers?		
Do you/your workers understand how to recognise and respond to Notifiable Events?		See this link for more info: <a href="#">What is a notifiable event?</a>
Have you had any Notifiable Events in the last 12 months?		If yes, please provide details here or as an attachment:

<b>Inspection &amp; Maintenance of Plant, Equipment and Vehicles</b>	<b>Y/N</b>	<b>Notes</b>
Is all plant fitted with safety equipment / guards as per legislation?		
Does all electrical equipment have current test and tag labels?		
Are your work vehicles relevant to this job sufficiently maintained and do they have a current WOF?		

<b>Safety Training</b>	<b>Y/N</b>	<b>Notes</b>
Are you/your workers adequately experienced and/or trained to undertake this work in a safe manner?		Please include evidence of training or qualifications when you return this form.
If you have inexperienced workers, or workers that are not fully trained (e.g. apprentices), will they be supervised to ensure the work they undertake is performed in a safe manner?		

<b>Subcontractors</b>	<b>Y/N</b>	<b>Notes</b>
Will you be engaging any subcontractors?		If yes, please provide details here (or include as an attachment):

Do you assess the health and safety record and competence of subcontractors with whom you place contracts?		
Do you monitor and assess the performance of subcontractors as work is being carried out?		

-----

### Enclosures & Attachments

Please indicate if the following are included/attached:

Health & Safety Policy (or Policy Statement)	<input type="checkbox"/>
Hazard / Risk Register	<input type="checkbox"/>
Notifiable Event (details)	<input type="checkbox"/>
Training/Qualifications (evidence)	<input type="checkbox"/>

## Contractor Induction Checklist

<b>Site:</b>	
Person conducting induction:	
<b>Contractor:</b>	
Person being inducted (inductee):	

Topic	Contractor to check when completed and understood
<p><b>Emergency Procedures</b></p> <ul style="list-style-type: none"> <li>• Evacuation Procedure / assembly point</li> <li>• Fire Warden</li> <li>• Emergency exits</li> <li>• Firefighting equipment</li> <li>• First aid supplies</li> <li>• First aiders</li> </ul>	<input type="checkbox"/>
<p><b>Hazard Management</b></p> <ul style="list-style-type: none"> <li>• Discuss and list the hazards and controls that contractor will bring onto site (this detail should be provided in the pre-completed Selection Checklist so check relevancy for this work)</li> <li>• Review site Risk Register for hazards the contractor may be exposed to on site</li> <li>• Hazard reporting</li> <li>• Job safety analysis</li> <li>• Personal Protective Equipment (check contractor has what is required)</li> </ul>	<input type="checkbox"/>
<p><b>Accident Reporting</b></p> <ul style="list-style-type: none"> <li>• Incident &amp; Near Miss reporting requirements</li> <li>• Notifiable Event reporting requirements</li> <li>• Location of incident report form</li> </ul>	<input type="checkbox"/>
<p><b>Safe Operating Procedures</b></p> <ul style="list-style-type: none"> <li>• Discuss safe operating requirements and procedures</li> </ul>	<input type="checkbox"/>
<p><b>Site Orientation</b></p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Smoking / no smoking areas</li> <li>• Restricted areas</li> <li>• Other amenities</li> </ul>	<input type="checkbox"/>

## Hazard Management

Identified Hazards (specific to the work to be undertaken)	Hazard Controls to be in place	Person responsibility for hazard control

### Confirmation of induction training

- I confirm I have been inducted in the above topics and informed of the Health and Safety operational requirements.
- I understand the procedures and requirements and will ask if I am unclear on any safety-related matter.

Signed by Contractor: .....

Date: .....

Signed by Inductee: .....

Date: .....

## Contractor's Acknowledgement of Health and Safety Obligations

**The Principal (the organisation engaging the contractor):**

**The Contractor (person or organisation being engaged to perform services):**

**Description of Service (to be performed by the contractor):**

The Contractor hereby acknowledges that:

1. They understand their obligations to themselves, their subcontractors and their team members under the Health and Safety at Work Act 2015 and confirm their intention to always comply while working on this contract.
2. They recognise that the Principal can be responsible for only advising the nature of, and methods of controlling, hazards specific to the Principal's business or work site and that the Contractor shall apply best industry practice to ensure the safety of all involved at all times.
3. The Principal has advised the Contractor of the emergency procedures, location of emergency equipment, location and use of safety equipment, basic safety rules, hazards, and hazard controls, go and no-go areas and access and authorisation requirements relevant to the service being performed. The Contractor shall ensure that all their subcontractors and team members are informed of the same and that no person shall be permitted to work on the contract without being so informed.
4. The Contractor has a Health and Safety management system in place, which ensures their compliance with the Health and Safety at Work Act 2015 in connection with this contract.
5. The contractor agrees that they have the responsibilities of a Person Conducting a Business or Undertaking in terms of the Health and Safety at Work Act 2015 and associated Regulations and will take responsibility for activities such as informing Worksafe NZ of notifiable work.
6. The Contractor agrees to make available for inspection on demand by the Principal any documentation related to Health and Safety in connection with this contract.
7. The Principal has the right to monitor the Contractor's activities and carry out a safety audit from time to time during the progress of the contract.

8. The Principal has the right to suspend work at the Contractor's expense where the Principal is not satisfied that reasonably practicable steps are being taken to ensure the health and safety of team members and others in connection with the contract.
9. The Contractor will advise the Principal immediately of any accidents, including those in which a notifiable event has occurred and meet the requirements of the Health and Safety at Work Act 2015 in reporting notifiable events to Worksafe NZ.
10. The Contractor will advise the Principal immediately of any new hazard created during the contract and will take reasonably practicable steps to avoid harm being caused to any person because of such hazards.
11. Before beginning work on the contract, the Contractor will carry out a systematic identification of hazards likely to be encountered and will develop controls to eliminate or minimise the risk of harm from those hazards.

<b>Contractor</b>		<b>Representative for the Principal</b>	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	



## Contractor Health and Safety Review Letter

<Insert Letter Head>

<Insert Contractor Name>

<Insert Postal Address>

<Insert Email Address>

<Insert Phone Number>

<Insert Date>

Re: <Contractor Health and Safety Review>

Dear <Insert Manager's Name>

Our records show that your business is due to renew your health and safety obligations with <Insert Mission Unit / Ministry Name etc.>

**Choose one of the following and delete the other**

We have reviewed your company's Health and Safety performance over the past year, and it has shown that you and/or your team members have not abided by all health and safety obligations as set out in **Contractor Acknowledgment of Health and Safety Obligations** and we are currently reviewing your status as a preferred service contractor. If you wish to discuss this with us, please call me on the number below.

**Or**

We have reviewed your company's Health and Safety performance over the past year, and it has shown that you and/or your team members have abided by all health and safety obligations as set out in **Contractor Acknowledgment of Health and Safety Obligations**. We are therefore pleased to maintain your company on our **Approved Contractor Register** as a preferred service contractor.

**Include/exclude the following paragraphs as relevant**

Please find enclosed an **updated list of hazards** that you and your team members may encounter while working on our site.

No new hazards have been identified by us on our site the last year. If you require a new copy of the **Site Safety Plan**, please contact me, and request a copy.

A copy of the **Site Safety Plan** is available should need to view it before commencing future work on the site.

If your business has identified new hazards that could potentially harm the team members or people on our site, please forward to me a copy of your updated Hazard/Risk Register.

You and/or your team members are to sign in and out of our Visitors Register when working on our site, thank you.

If you have any new team members or existing team members that have not yet had a site induction, please ensure they receive one the next time they are on site - this will only take 10 minutes of their time.

We thank you for your continued commitment to health and safety in the workplace.

Kind regards

<Insert Signatory's Name>

<Insert Signatory's Position>

<Insert Signatory's Contact Details>

## Approved Contractor Register

<Insert Mission Unit Name and Siteinduction Location etc.>

Name of contractor	Selection Checklist on file?	H&S policy on file?	Risk Register on file?	Contractor's Acknowledgement - date	Date first Approved	Date of last Annual Review	Date status revoked	Reason revoked
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

## Ministry Practices

Anglican Movement operates a range of ministries; each of which carry certain health, safety, and well-being responsibilities. We develop key procedures, processes, and practices to help us meet these requirements.

## Clergy (and Mission Unit Lay Leaders)

There are specific procedures, processes and practices designed to support our clergy and licenced mission unit leaders in providing and experiencing safe and healthy ministry environments as follows:

### Selection and Licencing

Our Canons set out procedures and protocols for the selection and licencing of clergy and lay leaders within the Diocese.

### Conduct

Clergy are subject to standards of conduct and practice as appropriate to their roles and responsibilities:

- Code of Ethics
- Code of Conduct
- Reconciling our Differences
- Complaints Procedure

### Development and Care

The primary source of development and care of our clergy is provided by a structure of network groups known as "Clusters". Clusters provide a supportive and functional environment for clergy training and development. Cluster relationships underpin clergy well-being and function as a safe place for our clergy team to receive care, advice, and assistance in their various ministries.

## Young People's Leaders

There are specific procedures, processes and practices designed to help ministry leaders and team members, involved in young people's ministry, provide and experience safe and healthy environments. Our ministry with young people includes Anglican Youth Ministry (AYM), youth groups, and Children & Families Ministry.

### Selection

Ministry leadership and team member appointments follow a selection protocol that includes:

- a leadership suitability assessment
- a mandatory Police check
- an Employment/Volunteer Agreement and Declaration of Commitment (recommended)

## Conduct

Ministry leaders and team members are subject to standards of conduct appropriate to their roles and responsibilities. These standards are contained in the following collateral:

- Code of Ethics for Youth Work in Aotearoa New Zealand (AYM)
- Young Persons Safety Guidelines and Policies (Junior Youth/Children & Families Ministry)

## Development and Care

Ministry leaders and team members have access to development and care support systems that are relevant to their roles and responsibilities and may include:

- pastoral care (applicable to both team leaders and team members)
- mentoring of team members by team leaders
- Spiritual Direction (applicable to some ministry leaders)
- Reflective Practice Supervision (applicable to some ministry leaders)

Team members also participate in training that is relevant to their level of involvement and responsibility.

## Ministry Programs and Events

All diocesan Mission Units and ministries are to undertake a task analysis and risk assessment of their ministry programs and events (whether these be regular programs or occasional events such as camps). The information gained from this analysis is to be developed into Ministry Safety Plans. Alternatively they may be incorporated into a relevant Site Safety Plan. Safety Plans are to include controls that remove, reduce, or manage identified hazards.

# Police Vetting Policy

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## Policy statement

Anglican Movement is committed to ensuring the safety of all in our care from the inappropriate conduct of others in ministry or leadership positions. All those to whom this policy applies must receive satisfactory police vetting checks every three years and prior to their initial appointment or commissioning.

## Purpose

We seek to create a safe environment for people of all ages and capacities whenever they participate in the mission and ministry of our Movement. This applies to all facets of participation and involvement, including leading, managing, ministering, or receiving. To this end we seek to ensure that no appointment is made of those whose ministry practice is likely to be unsafe. Police vetting helps us find out relevant information about those holding office or ministering throughout our Movement.

We acknowledge that some behaviours can be repented of and need not affect appointment to ministry if the repentance is profound and lasting. However, extra care must be taken where there is a risk of sexual abuse, and some behaviours can never safely be presumed to be a thing of the past.

## Scope

This policy applies to all people aged 18 years or over who minister within our Diocese (clergy and lay), and who are:

- appointed to or formally seeking appointment to licenced ministry positions
- formally seeking a contractual position involving direct interface with the public
- involved in ministry to children, youth and the elderly in an acknowledged diocesan, mission unit or mission venture ministry
- appointed or elected as mission unit treasurers or vestry members
- employed or engaged as administration managers or property managers

The above criteria include:

- mission unit clergy who hold a Bishop's licence and retired clergy who hold a Bishop's licence for Permission to Officiate or Permission to Minister
- lay people in mission units/mission ventures who hold an Accredited Parish Chaplain licence; lay people in mission units who hold a Parish Licence; and lay people who are treasurers, members of vestry or who have oversight of diocesan or mission unit funds
- staff who have access to transact on diocesan or mission unit bank accounts
- lay people who minister to the public on behalf of mission units or mission ventures; lay people in who lead ministries within mission units and mission ventures, i.e., supervise a

ministry; and lay people who work with young people of all ages in children's, youth, young adults', or Messy Church ministries

## Process

12. It is the responsibility of the mission unit/functional area to ensure that police checks are up to date for those who are required to hold one
13. The information supplied by the Police Vetting Service may only be used by the person requesting the information as it is the policy of both the Police and our Movement that information may not be shared between organisations. For this reason, all applications for a Police Vetting Check of those who wish to work or volunteer within the Diocese must be made under the Bishop's name and not in the name of a mission unit etc.
14. The May 2019 **Police Vetting Service & Consent Form** is the only form to be used (PDF or MS Word available). The form may be photocopied.
15. The form is made up of three sections, which are to be completed as follows:
  - a. Section 1 is to be completed by the ministry/mission unit etc.
  - b. Sections 2 and 3 are to be completed by the applicant
16. Complete the form as per our **Police Vetting Form - User Guide**
17. Return the completed and signed form to the Anglican Centre within one month of signing the form. The Police Vetting Service do not accept forms that have a long lag time between signing and filing. In such circumstances, outdated forms will be destroyed, and a new form completed.
18. Reporting of results: The Police Vetting Service will advise the authorised person at the Anglican Centre of the result of the police vetting check
19. All applications with a clear result will be notified via email to the Vicar, Priest in Charge, or leadership of the mission unit, with a copy to the mission unit office etc.
20. The Bishop, or a designated senior leader, will discuss applications that do not have a clear result, with the leadership of the relevant ministry or operational area.

# Bullying Policy

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## Policy statement

Anglican Movement is committed to supportive ministry and workplace environments that they are free from harassment and bullying.

## Purpose

We seek to take all reasonable steps to ensure bullying behaviour is not tolerated.

## Context

### Bullying Defined

Bullying is anti-social behaviour that has the effect of intimidating or mistreating people, either indirectly or directly. It can take the form of aggressive, passive-aggressive, and harassing behaviour and can include physical, verbal, and written actions including the use of social or printed media, text, and e-mail.

### Reasonable Management and Leadership

Reasonable management and leadership action taken by managers and leaders to control, direct, and lead the way ministry or work activities are carried out is not considered to be bullying provided the action is taken in a respectful, reasonable, and lawful manner.

## Scope

This policy applies to all leaders, managers, and other team members throughout our Diocese, including clergy, lay leaders, managers, employees, volunteers, and participants.

We have procedures for dealing with grievances that do not meet the bullying threshold.

## Process

Team members who experience or witness bullying behaviour during any of our programs, events, or activities should immediately notify their diocesan or mission unit leader, team leader, or manager.

In response we will:

1. Listen to and hear all persons who disclose to us ministry or workplace bullying within our Movement
2. Act promptly on all complaints and reports of observed bullying by others.
3. Conduct investigations in a fair, reasonable, and culturally appropriate manner.
4. Ensure all investigations maintain confidentiality within the bounds of accepted best practice, privacy considerations, and legal obligations. We will respect the wishes of those making a complaint, to the degree that they allow us to meet our obligations.



5. Follow approved procedures for action and investigation of a complaint in a consistent and uniform manner and take remedial or disciplinary action on all proven complaints.
6. Support all parties involved in harassment, discrimination and/or bullying complaints.
7. Make sure a person making a genuine complaint will not be disadvantaged in any way.
8. Inform both parties of the outcomes of any investigation.

We will educate all team members, staff and support people on harassment issues/ procedures and responsibility.

# Sexual Harassment Policy

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## Policy statement

Anglican Movement is committed to a 'no sexual harassment' work and ministry environment.

## Purpose

We seek to take all reasonable steps to ensure sexual harassment is not tolerated.

## Context

### Sexual Harassment Defined (source: WorkSafe)

The Human Rights Act 1993 defines sexual harassment as any unwelcome or offensive sexual behaviour that is repeated, or is serious enough to have a harmful effect, or which contains an implied or overt promise of preferential treatment or an implied or overt threat of detrimental treatment. Examples of sexual harassment include:

- offensive sexual remarks or jokes
- implied or actual threats of being overlooked for work opportunities or promotion if workers say no to the boss's advances
- unwelcome touching, patting, or pinching by the boss, co-worker or customer
- being regularly hassled for a date or being followed home by a co-worker
- sexually offensive images at work, including screen savers of a sexual nature
- intrusive questions about a worker's sex life

## Scope

This policy applies to all leaders, managers, and other team members throughout our Diocese, including clergy, lay leaders, managers, employees, volunteers, and participants.

We have procedures for dealing with grievances that do not meet the sexual harassment threshold.

## Process

Team members who experience or witness sexual harassment during any of our programs, events, or activities should immediately notify their diocesan or mission unit leader, team leader, or manager.

In response we will:

9. Listen to and hear all persons who disclose to us sexual harassment within our Movement
10. Act promptly on all complaints and reports of observed sexual harassment by others.
11. Conduct investigations in a fair, reasonable, and culturally appropriate manner.
12. Ensure all investigations maintain confidentiality within the bounds of accepted best practice, privacy considerations, and legal obligations. We will respect the wishes of those making a complaint, to the degree that they allow us to meet our obligations.

13. Follow approved procedures for action and investigation of a complaint in a consistent and uniform manner and take remedial or disciplinary action on all proven complaints.
14. Support all parties involved in sexual harassment complaints.
15. Make sure a person making a genuine complaint will not be disadvantaged in any way.
16. Inform both parties of the outcomes of any investigation.

We will educate all team members, staff and support people on sexual harassment issues/ procedures and responsibility.

# Direct Attack Policy

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## Policy Statement

Anglican Movement is committed to acting proactively and responsibly regarding the threat of Direct Attacks in our community, on our premises, and/or against our people and those within our care.

## Purpose

We seek to protect the lives of those in our communities and to minimise the likelihood and potential outcomes of direct attacks by aligning with Government's 'Protecting Our Crowded Places from Attack: New Zealand's Strategy'.

## Context

The New Zealand Government has developed a strategy to help owners and operators of crowded places protect the lives of people working in, using and visiting their crowded place.

## Scope

This policy applies to all our ministries and mission units, including all our sites where groups of people gather in any capacity; as well as all programs, events, and activities of our Movement that occur offsite in potentially crowded places.

## Process

1. Should a Direct Attack occur, the Governments 'Escape-Hide-Tell' message is to be actioned.
2. Threatening or suspicious activity is to be reported to Police immediately.
3. Anglican Centre management will provide the following resources to mission units:
  - a) An electronic copy of this policy document.
  - b) An electronic copy of the English version of the Governments 'Escape-Hide-Tell' poster; and an online link to the other language versions available.
  - c) An electronic copy of the "Protecting Our Crowded Places from Attack: New Zealand's Strategy" document.
4. Ministries and mission unit leaders and governance teams are to familiarise themselves with this policy; the crowded places strategy; and the 'Escape-Hide-Tell' message.
5. Ministries and mission units are to display 'Escape-Hide-Tell' posters in visible, public locations within their buildings and promote the 'Escape-Hide-Tell' message to their team members, parishioners, and participants.

# Lockdown Policy

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## Policy Statement

Anglican Movement is committed to ensuring the health, safety, and well-being of all in our care during and after lockdown events.

## Purpose

We seek to create a safe and reassuring environment for people of all ages and capacities during and after a lockdown that occurs at any of our sites.

## Context

### Lockdown Defined

Lockdown is defined as a state of isolation or restricted access instituted as a safety measure to ensure the safety of all individuals present at a specific premise (buildings and grounds) or to keep specific streets/areas clear so that the emergency services can carry out their duties uninhibited.

### Why Lockdown Occurs

A lockdown can occur because:

1. an actual or threatened disturbance in the general area such as:
  - a) One or more armed offenders
  - b) An unruly protest or confrontation
  - c) A potentially dangerous situation such as a dangerous animal on the loose.
2. one or more individuals in the area are trying to evade Police.
3. a known or suspected hazardous gas, substance, or spillage in the area.
4. a specific Direct Attack threat exists nearby AND Police have issued a Lockdown Instruction thereby overriding the "Escape-Hide-Tell strategy for Crowded Places" - in all other circumstances "Escape-Hide-Tell" is to be actioned (refer to our Direct Attack Policy).

## Scope

This policy applies to all our sites where the mission and ministry of our Diocese takes place.

## Process

1. Anglican Centre Operations will provide the following resources to mission units:
  - a. an electronic copy of this policy document
  - b. an electronic copy of our Lockdown Plan Template, which includes two sections:

- i. Section 1: features simple step-by-step instructions suitable for display on noticeboards etc.) and designed to provide clear guidance to all persons present during a lockdown.
  - ii. Section 2: features easy-to-follow instructions for Fire Wardens etc. (this section is not to be displayed on noticeboards because it includes details of designated lockdown assembly areas). This section should be distributed to all persons who lead or oversee programs, events, and locations (including Fire Wardens, Ministry Leaders, Vestry/Governance Teams, and Mission Unit Administrators etc.).
2. Ministry / Mission Unit leadership / governance teams will develop a suitable lockdown plan by undertaking a lockdown risk assessment of their sites and/or ministry programs. These plans are to be documented using the Lockdown Plan Template (or an adaptation of it).
3. During and after a lockdown the instructions of Police are to be followed. A lockdown is in effect until Police advise otherwise.
4. The Lockdown Plan is to be followed as much as is practicable.
5. Should a Lockdown Event become a Direct Attack Event, the Government's 'Escape-Hide-Tell' message comes into play and overrides this policy and associated plans unless otherwise directed by Police.

## Anglican Movement - Lockdown Procedures

(For public display)

<b>Ministry / Mission Unit:</b>	
<b>Building:</b>	
<b>Physical Address:</b>	
<b>Ministry / Mission Unit Contacts:</b>	
<b>Diocesan Contacts:</b>	Ben Pringle (Diocesan Manager) 027 345 5477
	Andrew Black (Diocesan Safety Officer) 027 936 1566

### What to do during a Lockdown event

- 1) Follow all instructions issued by Police - remain calm, quiet, and out of sight until the Lockdown is lifted.
- 2) Immediately move to the designated *Lockdown Assembly Area* and keep away from windows and external doors
- 3) Lock external doors; secure windows; and close any curtains/blinds (Fire Warden's to oversee this if present)
- 4) No person is to enter or leave the building until advised to do so by Police
- 5) If under Direct Attack: Escape-Hide-Tell (111)

### Initiation of Lockdown

- Lockdown instructions are usually issued by NZ Police
- If a ministry or mission unit becomes aware of circumstances where a lockdown may be required, Police should be contacted immediately for advice via 111

## Anglican Movement - Lockdown Plan

### Internal Lockdown Instructions for Leaders/Fire Wardens

(Do not display this page publicly – keep copies for Leaders / Fire Wardens etc.)

- 1) Verify credentials of person requiring lockdown (or contact Police when lockdown has been initiated by the mission unit / parish)
- 2) Follow all instructions issued by Police - no person is to enter or leave the building until Police have advised and end to the lockdown.
- 3) Instruct people on the property, but not in a building, to immediately vacate the area or move inside (e.g. those in the car park)
- 4) Lock external doors; secure windows and close curtains
- 5) Instruct people inside buildings to immediately move to the designated *Lockdown Assembly Area*; away from windows and external doors
- 6) Instruct all persons present to remain calm, still, quiet and out of sight until the lockdown is lifted
- 7) If possible: notify absent parishioners and any regular/expected visitors about the lockdown (and advise them to stay away from the premises until the lockdown is lifted)
- 8) If possible, phone the Ministry / Mission Unit and Diocesan contacts

### Designated Lockdown Areas:

<b>Lockdown Assembly Area:</b> _____	
Able to lock? <input type="checkbox"/>	Able to barricade? <input type="checkbox"/>
<b>Secure Lockdown Area 1:</b> _____	
Able to lock? <input type="checkbox"/>	Able to barricade? <input type="checkbox"/>
<b>Secure Lockdown Area 2:</b> _____	
Able to lock? <input type="checkbox"/>	Able to barricade? <input type="checkbox"/>
<b>Secure Lockdown Area 3:</b> _____	
Able to lock? <input type="checkbox"/>	Able to barricade? <input type="checkbox"/>



## Other Information:

(Do not display this page publicly – keep copies for Leaders / Fire Wardens etc.)

<b>Location of First Aid kits:</b>	
<b>Location of Civil Defence Emergency Supplies:</b>	
<b>Location of any bulk food beverage/water supplies:</b>	
<b>Location of bathrooms:</b>	
<b>Location of exits:</b>	
<b>Other information:</b>	
<b>Date of last review of this plan:</b>	
<b>Plan approved by:</b>	