

## Microsoft Office 365 – Applications Overview – From the Home Screen

The information/instruction sheet for this will be sent out separately by emessenger email as it is too long to include in the newsletter.

## AED Defibrillator - St John's Offer Extended



[ST JOHN'S OFFER EXTENDED to end of August 2019!](#)

25% off AED-Defibrillator offer to all Churches and places of Worship

People of any age might need a defibrillator and the St John organisation want to keep our hearts ticking a little longer.



**Register your parish's interest to buy a defibrillator**

You need not purchase straight away, which gives some time for fundraising.

Registrations of Interest are now open **until end of August 2019**, and can be made by email to [scott.lewis@stjohn.org.nz](mailto:scott.lewis@stjohn.org.nz).

Please share this offer far and wide throughout our parishes and churches as we may all benefit.

**We can save lives.**

[CLICK HERE for more information](#)

[http://www.methodist.org.nz/caring\\_for\\_our\\_people/aed-defibrillator\\_offer](http://www.methodist.org.nz/caring_for_our_people/aed-defibrillator_offer)

### Register your AED-Defibrillator

**Registering your defibrillator is important to make it publicly accessible.**

Read this story about a panicked dad trying to access a defibrillator for his unconscious toddler

[CLICK HERE - https://www.stuff.co.nz/national/113812568/panicked-dads-five-minute-wait-to-access-defibrillator-for-unconscious-toddler](https://www.stuff.co.nz/national/113812568/panicked-dads-five-minute-wait-to-access-defibrillator-for-unconscious-toddler)

**Ensure your AED is registered with the 111 call centre!**

[CLICK HERE - Private listing with 111 call centre](#)  
[CLICK HERE - Public register online with AED Location](#)

The form is titled '-AED (defibrillator) registration form' and includes a St John's logo. It contains several sections with input fields: 'Personal details' (Name, Address, Phone, Email), 'Physical location of AED' (Where is the AED located, Street address, Postcode, Access instructions), 'AED Information' (AED model/brand, AED location, AED expiry date), and 'Emergency contact details' (Emergency contact name, Phone, AED location, AED expiry date). There is also a section for 'Responsible person' (Name, Phone, AED location, AED expiry date).





# Caring for Our People

*Manaakitia ā tātou tāngata*

*July 2019*



*As-salāmu ‘alaykum. Peace be with you.*

## Once upon a time there was a fire...

It was a fire in a building that lots of people used many times a day, every day of the week.

Imagine the disruption that fire caused! Thankfully, nobody was hurt!

Our People were dedicated to get the building up and running again, tradespeople were called and they all leapt into action. With vim and vigour! And great gusto!

However... *because there is always a ‘however’*... the asbestos management plan didn’t kick into action.

Our People and all the tradespeople had leapt into action without knowing if there was any asbestos in the damaged building materials.

An asbestos consultant was called in to verify if there was asbestos anywhere. He felt stink because he had to ask all the enthusiastic people to stop work until the asbestos all clear was given. He put a rush order on the test results and in less than a working day the building was given an all clear for asbestos. The people could shout ‘hurrah’ and return to work knowing they were safe.

Let us take a lesson from this building fire, and all the building fires before it... it is our primary responsibility to Care for Our People. We can do this by identifying and managing all asbestos risks.

Our asbestos management policy is simple.

- If you don’t know if a building material contains asbestos, don’t ‘touch’\*.
- If you want to do anything to those building materials, get it professionally tested first.

\*‘Touching’ includes but is not limited to:

- |                           |                          |                        |
|---------------------------|--------------------------|------------------------|
| • fire damage inspections | • rescuing objects       | • digging              |
| • insulation inspections  | • rummaging              | • cutting and drilling |
|                           | • maintenance and repair | • sanding              |
|                           | • demolition             | • waterblasting        |
|                           | • building and additions |                        |

The following call list should be in your emergency/disaster recovery plans...

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**First you call the fire brigade,**  
**then you call the asbestos consultant,**  
**then you call the Connexional Office for Insurance and Property, and Health & Safety,**  
**then you call WorkSafe 0800 030 040,**  
**and then you call the tradespeople.**

Accidents will happen, how we prevent and mitigate them is important.

\*\*\*

**Auē!**

*A great word to use for accidents. It is a versatile word which can cover emotions of despair through to great annoyance. It ranges from ‘oh bother’ through to something much stronger depending on the tone and attitude put into your voice. Fits all occasions!*

**Nā Trudy Downes**

Mobile 027 457 4196 [trudyd@methodist.org.nz](mailto:trudyd@methodist.org.nz)





<https://getready.govt.nz/involved/shakeout>

## Sign up for New Zealand ShakeOut 2019

Join us for the 2019 New Zealand ShakeOut and Tsunami Hīkoi on Thursday 17 October 2019 at 1.30pm.

If you cannot do the drill at 1.30pm on 17 October 2019, you can choose a time to suit you within two weeks of the drill and still be counted.

[Sign up now](#)

## About New Zealand ShakeOut

All of New Zealand is at risk of earthquakes and all of our coastline is at risk of tsunami. We can't predict when one will happen, but we can protect ourselves and our family.

New Zealand ShakeOut is our national earthquake drill and tsunami hīkoi.

We are encouraging everyone, but particularly all early childhood centres, schools, tertiary organisations and businesses to sign up, hold a Drop, Cover and Hold drill, and plan a tsunami hīkoi if they are in a tsunami zone.

[Find out more!](#)

## How to ShakeOut

New Zealand ShakeOut is a self-run earthquake drill.

- DROP down on your hands and knees. This protects you from falling but lets you move if you need to.
- COVER your head and neck (or your entire body if possible) under a sturdy table or desk (if it is within a few steps of you).
- HOLD on to your shelter (or your position to protect your head and neck) until the shaking stops. If the shaking shifts your shelter around, move with it.

While you are doing the drill, imagine that it is real and what might be happening around you. Think about what you might need to do before a real earthquake happens to help protect yourself.

[Find out more for Before, During and After](#)

