



Caring for Our People

Manaakitia ā tātou tāngata

March 2019

*Malo e lelei! Talofa lava! Bula! Greetings! Goeie dag! Anyoung haseyo!
Tēnā koutou, tēnā koutou, tēnā tātou katoa!*

So what do we have to do, again?

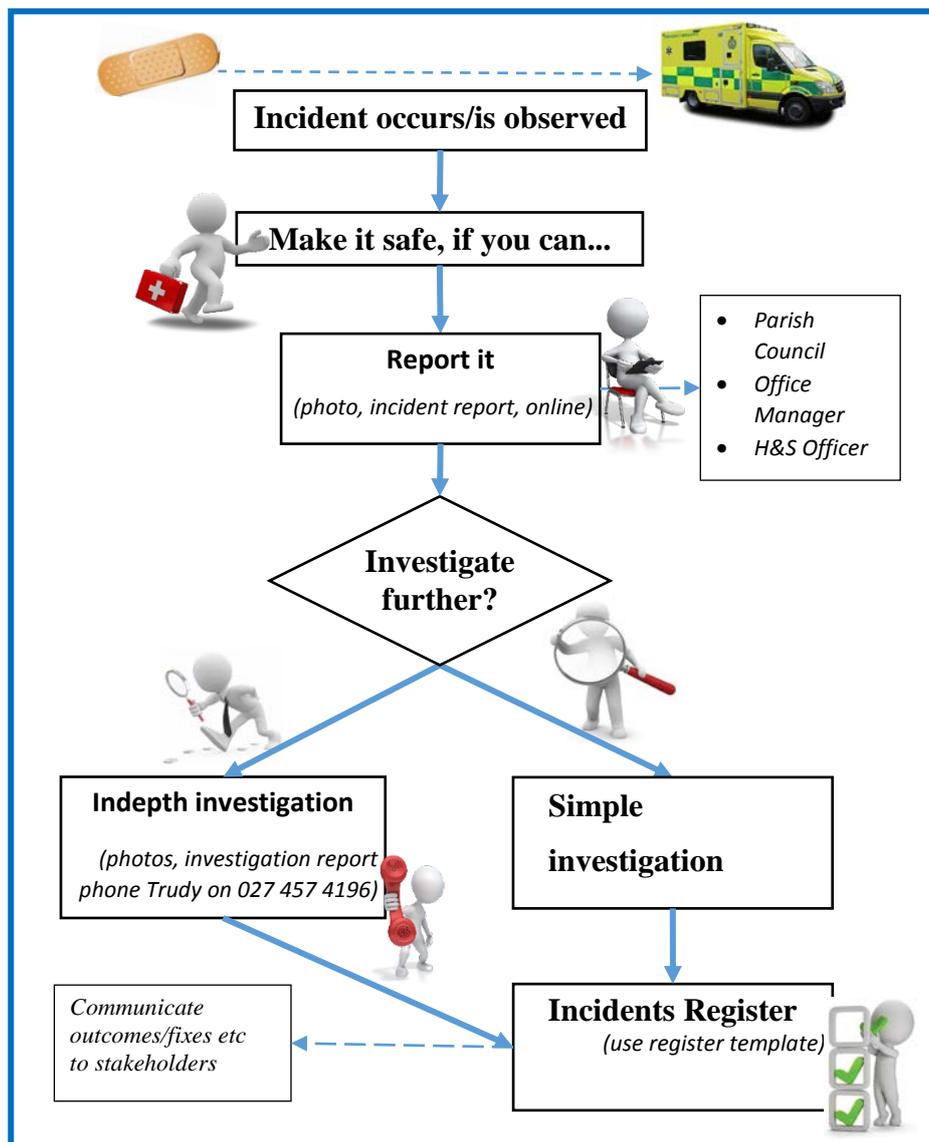
The Health and Safety Act 2015 is driving a few activities in the Methodist Church of New Zealand Te Hāhi Weteriana o Aotearoa and I have been in my role now for almost 18 months. I figure now is a good time for a recap of where we are up to.

Incident Reporting Process - http://www.methodist.org.nz/caring_for_our_people/incident_reporting

Mā tātou ngā aituā e pūrongorongo. We will account for mishaps and incidents.

This is a new guideline with forms to help us manage incidents that occur around our buildings and workplaces. There is also an online reporting form that can be used when you initially report any incidents.

Online report - http://www.methodist.org.nz/caring_for_our_people/report_an_incident



It is important that if a major incident occurs that you **phone me on 027 457 4196**, so I may assist with the WorkSafe notification process (if it is needed).

Some of the items that might require WorkSafe notification:

- Fire, particularly if Fire and Emergency is called out
- Asbestos, particularly if it is disturbed and there is no asbestos management plan
- Major medical incidents
- Electric shock
- Falls from height, and
- Many other reasons!

Asbestos Management Plans

Everyone should be aware that asbestos is a killer. We need to manage asbestos in all of our buildings, and you can start by deciding when you are going to survey your building/s: either now, or when you are ready to undertake demolition/refurbishment or other building work.

The Church has a 3 stage approach in place.

Stage 1 – a general approach	<u>Everyone can, and must complete stage 1</u> <i>“If you don’t know what might contain asbestos, don’t touch anything and leave it to the professionals”</i>
Stage 2 – a more specific approach	<ul style="list-style-type: none"> • Building knowledge is needed to identify building materials • If you are unsure if a building material contains asbestos, then assume it does! • We may touch the safe stuff, but will leave the rest to the professionals
Stage 3 – an exact approach	<ul style="list-style-type: none"> • When you are doing demolition, maintenance or building refurbishment • Only for qualified, experienced, licenced contractors!

This staged approach is sound, and has been through a number of ‘testers’ (including WorkSafe, and some consultants), however it could be simpler still.

Next planned work: Existing documentation will be reformatted, but otherwise unchanged, in the near future.

Emergency Response Plans

‘Who does what’ if something happens, such as fire, earthquake, medical emergency, evacuations.

Step 1 – Emergency Response Plan	<u>Every building should have one of these.</u> It involves a flip chart and wall plans – share the message of what to do in possible emergencies.
Step 2 – Approved Evacuation Scheme	If your building can contain either more than 100 people OR more than 10 people work in your building, you will need an evacuation scheme approval from Fire and Emergency NZ. <i>(Further conditions may apply)</i>
Step 3 – Evacuation Drills	To keep your evacuation scheme approval current, you will need to hold regular evacuation drills and report them to Fire and Emergency NZ.

This information has been released this year, and everyone should make the assessment of what is required for their buildings.

Me mahi tahi tātou mō te oranga o te katoa.. *We should work together for the wellbeing of everyone.*

Nā Trudy Downes

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