

**MCC Brisbane  
Risk Management Procedures Manual**

**Part 1 - Financial Management**

- All cheques to require to be signed by two approved Board signatories
- All banking of deposits to be completed in a timely manner
- Collection offerings to be counted in church office by two people
- Pastors' expenses to be reimbursed in accordance with budgetary items and Board approval
- Accounting records to be maintained within standard accounting practice and audited to meet income requirements
- Cheque books and associated records to be kept in a safe and secure location
- Statement of Accounts, including bank reconciliation, to be presented to the Board each month.

**Part 2 - Public Liability Insurance**

- Ensure MCC Brisbane has the appropriate Public Liability Insurance Policy in place for all meetings and activities of the church :-
  - Worship space
  - Meeting space
  - Retreat weekends
  - Pastor's Office

**Part 3 - Property Insurance**

- All property is adequately insured under a general insurance policy.

**Part 4 - Incorporation**

- Incorporation is maintained so that the Board is protected.

**Part 5 - Protecting People (Duty of Care)**

*Working with minors*

- Anyone working with minors must hold a current "blue card" issued by the Queensland Commission for Children and Young People and Child Guardian.
- No one will work with minors, other than their own children, in isolation.

*Transport*

- Anyone requiring transport to MCC activities will normally be driven by a member of the Board of Directors. Where this is not possible, a member of the Board of Directors will ensure that transport is provided only by those who are conversant with MCC's zero-tolerance policy in relation to sexual and other harassment.

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### *Education*

- It is the responsibility of the Pastor and the Board of Directors to make known to members the MCC policy of zero-tolerance in relation to sexual and other harassment.
- In accordance with UFMCC Sexual Misconduct Policy, all sexual activity between adults and minors is inherently evil, coercive, and not to be condoned.

### **Part 6 - Conflict Resolution**

To assist the Pastor, who has responsibility for maintaining Church harmony and unity, Board Members will ensure that the following guidelines are observed:

- any instance where a Board Member becomes privy to any negative comment regarding the activities of the Church or any of its members or attendees is to be brought to the attention of the Pastor or Assistant Pastor;
- where it appears that individual Church members or attendees have experienced a clash of personalities, every effort must be taken to ensure that these differences are reconciled outside the confines of the church premises. Such differences are not to be condoned within the sight or presence of the assembled congregation;
- where a meeting of the parties to a disagreement or dispute cannot be reasonably agreed to or arranged, then the Pastor or Assistant Pastor will contact each party individually with a view to reconciliation;
- it is strongly recommended that Board Members act in a manner that affirms confidentiality and sensitivity towards the points of view of each of the parties involved in any suspected breach of Church harmony, or in any conflict situation, or perceived or potential conflict situation.

### **Part 7 - Supper Preparation**

The Church's all-risk insurance policy indemnifies against claims arising from either property damage or bodily injury.

However, in order to minimise the risk of such occurrences, MCC Brisbane has adopted the following risk management procedure for congregants preparing supper after church services:

#### *Safe manual handling techniques:*

- the accepted procedure is to be strictly observed for safe handling of crates holding plates and drinking cups or mugs from the downstairs kitchen to the upstairs balconies of the Kelvin Grove premises to prevent trips, slips or falls;

#### *Handling hot liquids:*

- Urns or flasks containing hot water must be handled with care to prevent accidental burns or scalds;

#### *Kitchen area:*

- due to the confined kitchen space at Kelvin Grove, occupancy should be restricted only to those persons actively involved in the preparation of food and beverages for supper in order to minimise the risk of accidental personal injury or property damage.

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**Part 8 - Safe Use of Electrical Equipment**

- All reasonably practicable steps should be taken by way of a risk management process to ensure that electrically powered equipment is without risk to health and safety when correctly used. This process should detect any adverse condition that could make the equipment electrically unsafe.
- All electrically powered equipment should be regularly inspected, tested and tagged using Standards Australia's AS/NZS 3760 (In-Service Safety Inspection and Testing of Electrical Equipment) as a guide.
- It is important to look at the scope of AS/NZS 3760, as this will establish how to apply the standard correctly. Tagging will ensure a readily accessible and visible record of when testing occurred, as a reminder for further testing and as a record of a test result.
- However, not all electrically powered equipment requires regular testing: in some situations, equipment such as extension leads to appliances may not present a risk to the user, provided there are no frayed cords or exposed live parts.
- *Care should also be taken to ensure that loose extension leads are not displayed across floors, where paths of travel might cause persons to unwittingly trip, slip or fall on account of inappropriately placed cords. To minimize this risk in all such cases, the use of loose electrical cords should preferably be avoided in heavily trafficked areas, or at least taped down where this is impractical.*
- Recording of inspections and repairs undertaken should also be a fundamental part of any risk reduction strategy. Where equipment is identified for repair it should immediately be removed from service and appropriately labelled. Only persons deemed competent through a combination of training, education and experience should undertake testing (and repairs). Advice on testing (and repairs) should be sought from Energex as to specific licensing requirements.
- Discussions with persons involved in the design, manufacture, supply or importation of any electrically powered equipment may assist in developing a risk management plan. In deciding what steps are reasonably practicable, you should weigh up the magnitude of risk to all parties against the cost (both monetary and non-monetary) of taking steps to eliminate those risks.

*Taken from ComCare Fact Sheet 42:  
OHS Risks of Electrically Powered Equipment in the Workplace*