





## Cash Handling

<b>Checklist or Form</b>	 <a href="#">Go to</a>  Form E – Cash Handling & Safe Working Area Form F – Unwanted or Uninvited Person Identification
<b>Effective date</b>	17 June 2008
<b>Date reviewed</b>	1 June 2012
<b>Review date</b>	February 2015
<b>Guideline owner</b>	Human Resource – Work Health & Safety
<b>Applies to</b>	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
<b>Legislative requirements</b>	WHS Act 2011 & WHS Regulation 2011 WorkCover NSW Armed Hold-Ups and Cash Handling Guide 2003 Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice
<b>Pages</b>	1

### Policy

WHS legislation requires the Parish to identify potential hazards and risks in the Parish and minimise these to ensure the health and safety of workers and others in the workplace. The Parish recognises that cash handling can pose a risk to workers and visitors. The Parish Priest or delegate, in consultation with workers, will implement measures to minimise the risk of cash handling.

Where possible, the Parish will utilise electronic payment systems to minimise cash within the workplace. However, the nature of the organisation means cash will regularly be handled within the Parish. The Parish Priest or delegate, in consultation with workers, will assess the level of risk cash handling poses, including frequency of cash handling, amounts of money involved, and how the money is handled.

#### 1.1 Procedures

Where cash must be handled, the following safety precautions will be undertaken:

- cash on the premises will be held in a secure location;
- cash will not be kept in reach from public areas;
- banking will be undertaken frequently to keep amounts to a minimum;
- banking will be undertaken at different times of day and by different people to prevent establishment of an identifiable routine;
- cash will be counted by two workers.

#### 1.2 Unwanted or Uninvited Persons

In the event of an unwanted or uninvited person, when safe, complete Form F – Unwanted or Uninvited Person Identification Form.