



Safety Bulletin

Catholic Safety Health & Welfare SA

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www.cshwsa.org.au

A WORD FROM THE CHAIR

Welcome to 2014!

I presume most of us are well and excited to be in to another working year! If you have had leave I hope you have returned refreshed, and for those who have worked over the holiday period I thank you for delivering our services and keeping our workplaces safe.

As I do each year, I remind you that this time of year presents a greater risk to our safety, as we are relaxed and often still in holiday mode. So I remind you to be attentive in going about your work safely and be mindful of your workplaces, work practices and co-workers.

The year ahead will see the final implementation of the Work Health & Safety legislation, so there will be more up to date procedures coming your way.

Given that the WHS legislation has been in place for over 12 months I expect all worksites have identified people who are deemed to be Officers and that those people have completed the required training. This is an essential requirement for worksites to be eligible for the CCI Rebate.

Non-attendance at training sessions has presented a problem over the past few years as people book to attend and then do not present for the session. Training sessions are delivered based on the needs of our people and our workplaces and some sessions require the hire of a venue and the payment of an external provider. The non-attendance of persons can often lead to an additional financial cost being carried by the CSHW Unit.

As a result of this the Self Insured Governing Council has decided to introduce a cancellation fee. The details of this fee and where it is to be applied are outlined in this Bulletin.

In the last *Safety Bulletin* I provided you with the safety performance for the months of 2013. I can now confirm that the overall safety performance for the Catholic Church has been consistent over the past 2½ years, with 99 days in 2013 being free of injury or significant incident. This information is

gained from the electronic Incident Reporting application.

We haven't received the WorkCover Evaluation Final Report. The Church's Self Insurance Renewal is due on March 31 2014, so I expect to be able to let you know the final outcome in the next *Safety Bulletin*.

As always I am interested in any comments or issues related to safety that you wish to raise and can be contacted at dpwest@centacare.org.au.

In closing, keep cool in the final stages of our hot weather and stay safe in 2014.

Dale P West

Chairperson Self Insured Governing Council (SIGC)

Training Fees

Where a fee for training is charged and the booked attendee does not attend or cancel greater than 48 hours prior to the day of the course, the full course cost will still be incurred. If you are booked in to a course and need to cancel you can contact Chris Donnelly on 8210 9342 or email bookings@cshwsa.org.au.

Incident Reporting DVD

CSH&W have developed a DVD providing step by step instructions on the use of the Incident reporting database. The topics are:

1. [How to enter a hazard.](#)
2. [How to enter an investigation.](#)
3. [How to enter an injury.](#)
4. [How to use the progressive notes pages.](#)
5. [How to enter a new person.](#)
6. [How to upload a photograph or document.](#)

If you require a copy please contact Peter Masters on pmasters@cshwsa.org.au.

Workplace Stress

A recently published article in the Wall Street Journal identified stress as the number one workforce risk issue, ranking above obesity and physical inactivity. Studies indicate that most workers feel stress in four main areas: workload levels, interpersonal issues, job security, and lack of work-life balance. Does this sound familiar? If so, it's time to examine what you might be tolerating in your life; those things that may be driving some of your unhappiness and lack of productivity.

Here are the top ten things that may be driving your unhappiness and lack of productivity:

Being Burned Out

Burnout is the chronic state of being out of sync with one or more aspects of your life.

Inaction

People often get stuck because of fear, guilt, or simply not knowing which way to go next.

Pessimism and Negativity

Fight back with humor.

Disorganization

Disorganization is a barrier to productivity.

Chronic Stress

We have long heard that chronic stress is bad for us, but we are now learning that it actually ages us down to the cellular level.

Keeping up with the Jones'

Not only does materialism not bring happiness, it's a strong predictor of unhappiness (Lyubomirsky, 2007).

Thinking that perfect exists

Thinking you have to do things perfectly and/or be perfect is like carrying around a heavy weight on your back, and it absolutely crushes creativity.

Everyone's opinion of you

Be in charge of what you want and don't want.

A job that you hate

If your circumstances prevent you from changing jobs now, start putting the pieces in place to transition when the time is right.

Being financially illiterate

If the world of finance isn't your cup of tea, get some help. There are many resources out there from books to blogs to certified financial planners.

Justice Oliver Wendell Holmes once said, "Too many people die with their music still in them." Maybe that is due in part to our tolerance of the wrong things? What would you add to this list?

This article
By [Paula Davis-Laack](#)
has been
condensed
for the Safe-
ty Bulletin.



New Anti-Bullying Laws



Effective 1 January 2014, the Fair Work Commission also have jurisdiction to deal with workplace bullying complaints. A worker may apply to the Fair Work Commission (the Commission) for an order to stop bullying at work from continuing. This right comes from the *Fair Work Act 2009* (the Fair Work Act).

A worker who has been bullied at work can apply to the Commission for an order to stop the bullying.

Under the Fair Work Amendment Act bullying happens when:

- an individual or group repeatedly behaves unreasonably towards a worker or group
- the behaviour creates a risk to health and safety.

Bullying doesn't include:

- one off instances of insensitivity or rudeness
- reasonable management activities carried out in a reasonable manner.

Further information about Fair Work Commission's new anti-bullying laws can be found at these hyperlinks:

- <http://www.fwc.gov.au/documents/antibullying/AntiBullyingFlowchart.pdf>
- http://www.fwc.gov.au/documents/antibullying/Guide_antibullying.pdf
- <http://www.fwc.gov.au/documents/antibullying/privacy-anti-bullying.pdf>

It is important to be aware that workers can still report bullying complaints to SafeWork SA.

If you believe you are being bullied at work, please follow the workplace's internal procedures. You can lodge an incident report online at <https://cshwsa.incidentreporting.com.au/IncidentReporting/cshwsa/irlogin.asp>. You will need to click the orange button and follow the steps through.

What Is A Contact Officer/Person?

Their role relates to equal opportunity legislation and their duties are to help and support people with discrimination and harassment complaints (particularly important for large organisations). A trained Contact person can answer questions, give guidance and offer confidential support. They do not represent or advocate but can provide an independent perspective. It is recommended that an organisation appoint such a person, however it's not a legislative requirement.

Asbestos

The requirements of the Asbestos Regulations commenced on **January 1 2014**. One of the requirements is an Asbestos Management Plan (AMP). CSH&W has developed a sample AMP and a blank AMP. It is a requirement that each site develop their own AMP by using these documents. The documents can be found on the CSH&W Website under the Forms Tab, here: <http://cshwsa.org.au/Forms.aspx>. The sample document is a work document so you are able to remove the "sample" watermark and use this document if you wish, provided it reflects the asbestos situated at your site. If you require assistance please contact your Consultant.

Rainwater Tanks: Are They A Confined Space?

Confined spaces pose dangers because they are usually not designed to be areas where people work. Confined spaces often have poor ventilation which allows hazardous atmospheres to quickly develop, especially if the space is small. The hazards are not always obvious and may change from one entry into the confined space to the next.

Rainwater tanks that contain water are deemed to be confined spaces. If the water is drained prior to entry then it is not a confined space.



Where worksites have rain water tanks, they will need to ensure signage is affixed at the entrance point to warn of a confined space.

Please refer to the Code of Practice on Confined Spaces for further information <http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/confined-spaces-cop>.

Procedures: New Look New Format

Review and update of CCCSM procedures continues into the New Year. We have started to make changes to the style and layout of procedures as we believe this will assist individual sites to implement the required actions. The new layout will be familiar as it follows the hazard management process that we all know and love!

You will also notice the numbering system has changed and now runs from number 1 to 30, which allows us to add a couple of additional ones i.e. the new Noise and Vibration procedure and to separate others i.e. series 18 which previously covered Health and Wellbeing, Fitness for Work and Occupational Violence. Let us know your thoughts.

WHS & IM Policy	Definitions	1 Health and Wellbeing	2 Incident Reporting and Investigation
3 Smoking	4 Asbestos Management	5 Consultation	6 Contractor Management
7 Audit	8 Vehicle	9 Electrical	10 Emergency and Critical Incident
11 First Aid	12 Protection from Heat and UV	13 Induction and Training	14 Hazard Management
15 Management of Plant	16 Hazardous Manual Tasks	17 Remote and Isolated Work	18 Occupational Violence
19 Management of Substances	20 Purchasing Procedure	21 Voice	22 Volunteers
23 Workers Compensation and Rehabilitation	24 Document Control	25 Fall Prevention	26 Infection Control
27 Confined Space	28 Fitness for Work	29 Waste Management	30 Noise and Vibration

Upcoming Training

TRAINING/WORKSHOPS FEBRUARY TO MAY 2014

If you have not secured a place for any of the listed training and you wish to attend please access the online registration database from the CSH&WSA Website under "Training" "Calendar"

Hazardous Manual Tasks

Wednesday 26 February:
12:30pm—1:30pm and
2:00pm—3:00pm
Thebarton Community Centre
Cost: \$30

Design and Technology Workgroup

Wednesday 5 March:
4:00pm—6:00pm
Sacred Heart College Middle School

Maintenance Workshop

Wednesday 12 March:
7:30am—9:30am
Thebarton Community Centre

Warden Training

Tuesday 18 March:
9:30am—11:30am and
12:30pm—2:30pm
Thebarton Community Centre
Cost: \$60

Chief and Deputy Warden Training

Wednesday 19 March:
9:00am—5:00pm
Thebarton Community Centre
Cost: \$180

Warden Training

Tuesday 1 April:
9:30am—11:30am and
12:30pm—2:30pm
Thebarton Community Centre
Cost: \$60

Working at Heights Training

Monday 7 April:
8:00am—4:00pm
TBC
Cost: \$200

Hazard Alerts

There was a Hazard Alert that sent out earlier this year. Please take some time to review it on the Catholic Safety Health & Welfare website found at www.cshwsa.org.au. The information can be found in the Resources header under Hazard Alerts.

The Alert was for:

- Extreme Heat

Information for previous Hazard Alerts can also be found there.

Maintenance Workshops

This year, we will be recommencing the Maintenance Workshops. They will be hosted at different locations throughout the year to enable staff to visit different schools to see how they do things.



The workshops will commence at 7:30am with a breakfast. 8:00am will be a guest speaker to talk on topics/issues relevant to the work you do in the grounds and maintenance areas. Then there will be some time allocated to touch on work, health and safety matters.

We are very thankful to Higgins who will kindly be sponsoring the workshops. The dates of the meetings will be scheduled for Wednesday of Week 6 for each term, except for the first meeting: 12th March; 4th June; 27th August and 19th November.

The first meeting is scheduled for:

DATE: Wednesday 12th March 2014
TIME: 7:30am – 9:30am (likely to finish earlier)
LOCATION: St Paul's College
792 Grand Junction Rd, GILLES PLAINS

Please book online through <http://cshwsa.org.au/Training/Calendar.aspx> or if you have difficulty with this, please RSVP to Chris Donnelly on cdonnelly@cshwsa.org.au. It is essential you RSVP to assist with catering.

Look forward to seeing you.

Design and Technology Workgroup

In 2010 a working group from the Design and Technology area was established to assist with the implementation of the "Design & Technology" manual which was released June 2011. There have been many changes, one being the introduction of new Work Health & Safety Act & Regulations 2012. Due to these changes our manual needs to be updated. As you are aware consultation, cooperation and coordination is paramount with all stakeholders.

Therefore our first meeting has been scheduled for Semester 1:

DATE: Wednesday 5th March 2014
TIME: 4:00pm – 6:00pm
LOCATION: Sacred Heart College Middle School
28 Percy Avenue, MITCHELL PARK

We would also like to build the rapport between work colleagues to again share ideas and best practices and at our next meeting in Semester 2 have a guest speaker in relation to the work that you carry out. The next meeting is going to be held at a Trade Training Centre.

Please register your details online with <http://cshwsa.org.au/Training/Calendar.aspx> or email cdonnelly@cshwsa.org.au. If you need further clarification please call Jayne Ryan (m) 0417 866 770 or Peter Masters (m) 0408 087278.

