



Safety Bulletin

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- Priest, Principal, Manager
- WHS Coordinator
- WHS Committee members
- WHS representatives
- Staffroom notice board
- Other

Responsible entity:

Catholic Church Endowment Society Inc.

www.cshwsa.org.au

A WORD FROM THE CHAIR

Welcome to this Safety Bulletin, I hope it finds you safe and well and that you have weathered the cold winter months.

There continues to be plenty of activity in the CCES Self-insurance Registration. The ReturnToWork SA Evaluation commenced on August 3, with an Opening Meeting at the Self Insured Governing Council (SIGC). Two Evaluators have reviewed our WHS and Injury Management systems to ensure legislative compliance and conformance with the Self Insured Performance Standards.

The Evaluation process took 5 weeks, with a Close Out meeting planned for the October SIGC meeting. The Evaluators visited worksites and spoke with many workers, including Health and Safety Representatives, Union Representatives, managers, and injured workers. I thank all of those workers and their worksites for participating in this evaluation process as it contributes to the improvement of CCES safety systems.

As part of the continuous improvement of safety management at the worksite level, the implementation calendar (WHS Task Manager) has been improved to enable worksites to adjust due dates for tasks and allow the addition of site specific tasks. The User Interface, that is, what we see when we are working on the application, is certainly a lot more appealing than previous calendars too! Don't forget if you are having any issues with Task Manager, give the CSHW Office on 8210 9342 a call. I believe Chris Donnelly is a wizard with it!

As always, if you would like to contact me about any safety issues I can be found at dpwest@centacare.org.au

Dale P West
Chairperson
Self-Insured Governing Council (SIGC)

Data Review

A recent review of the 2014 incident data relating to slips, trips and falls has indicated there were a total of 236 falls across all sectors. 216 falls on or at the same level

- 20 falls at different levels and,
- 11 falls were recorded by workers who were not at their normal workplace

The contributing factors identified were:

- Floor and ground surfaces
 - ◊ Slipping on a wet surface when entering a building due to weather conditions
 - ◊ Uneven surfaces such as lifted pavers and cracked concrete
- Tripping over items (poor housekeeping)
 - ◊ Children, chairs, bags and mats
 - ◊ Garden beds and surrounding edges

This review also identified a significant gap in the level of investigations undertaken. Contributing factors such as footwear, lighting, floor surface material and the actual person involved were not considered. When investigating a slip, trip and fall please take these factors into consideration.

Help to reduce the number of slips, trips and falls in your workplace by:

- Including floor and ground surfaces in workplace inspections
 - ◊ Complete corrective actions where hazards are identified
- Emphasising the importance of good housekeeping principles
 - ◊ Keep walkways clear, tidy up areas when activities are completed.

Working At Heights

For those workers who already have their Working at Heights Certification an online ELearning refresher option is available. The cost is \$85. The course takes around 2 hours to complete over a four week period. For those workers wanting to do this training please contact Peter Masters at pmasters@cshwsa.org.au and provide your first and last name along with an email address. If you don't have a work email your personal email will suffice. Once registered you will receive a user name and password.

For any worker who requires certification for working at heights there are two companies who provide this training. Both companies provide training facilities at their own premises. It is a full day course and applications can be made on their websites in their public courses. CSH&W will no longer be organising this training and it will now be up to the individual sites to organise their own.

Protector Alsafe

487 South Road
Regency Park SA
Ph: (08) 8440 0200

Register at: <https://training.protectoralsafe.com.au/workplace-safety-training.cfm>

Construction Industry Training Board

7 La Salle Street,
Dudley Park South Australia
Ph: (08) 8169 9800

Register at: <http://www.accesstrainingcentre.com.au/training-courses/height-safety/work-safely-at-heights-1-day.cfm>

Ladder and Plant Safety Training

There will be 2 sessions for maintenance workers on ladder safety and plant safety. One session will be held in the metropolitan area and the other in the country. The sessions will be at no cost and lunch will be provided. There will only be 20 places for each location so book early. Book via the CSHW SA [Training Calendar](#).

Metro: The Monastery
15 Cross Road
Glen Osmond
8 October 2015
10am—2.30pm



Regional: Caritas College
Woodford Street
Port Augusta
1 October 2015
10.30am—3pm

Microwave Testing

Again a company has been contacting our sites informing them that they must have their microwaves tested for leakage. First check the manufactures manual for any requirements for maintenance or testing.

Here is an extract from the Queensland's Department of Education Fact Sheet; *The Australian Radiation Protection and Nuclear Safety Association (ARPANSA) provides information that:*

- annual or routine leakage testing of microwave ovens is **not** considered necessary; however
- testing for leakage should occur following repair or if damage is suspected.

Here is a link to the Australian Radiation Protection and Nuclear Safety Association (ARPANSA) Fact Sheet.

<http://www.arpansa.gov.au/pubs/factsheets/microwaveOvensandHealth.pdf>. These are the main points mentioned in the fact sheet. A microwave oven should only be used if an inspection confirms all of the following points:

- The surface of the door is not damaged.
- The door fits squarely and securely and opens and closes smoothly.
- The door hinges are in good condition.
- The oven is clean and in particular the door edges and interior surrounds are not covered with food or burnt material.
- No corrosion is evident on the door, the door hinges or the oven interior.

Ensure your microwave is on your workplace inspection document and include the above dot points.

Talkin' Safety

Recently there has been a lot of discussion and questions around the purchase and use of portable "lunch-box" style butane gas stoves.

In April 2015, the Australian Competition and Consumer Commission (ACCC) warned consumers of the dangers of these 'lunchbox' gas stoves which could have defective over-pressure valves that pose a risk of explosion and injury.

The stoves are commonly used for camping and outdoor activities and are often sold with a plastic case for portability. If the butane gas canister overheats or the shut-off valve fails, the stove can explode and cause injuries. There have been a number of incidents reported across Australia, ranging from scalding to serious burns.

Significant testing of a range of portable butane gas stoves with integrated canisters has shown many of them do not fully comply with Australian Safety Standards. Stoves that failed the testing, which includes both single- and dual-burner gas stoves, have had their safety compliance certificate suspended and have been removed from display and sale.

As of 1 May 2015, a number of stoves have been modified, retested and found to conform with the relevant safety standards, and have been released for sale under [a new certification number](#).

When purchasing a new stove, it is important to check the data plate on the stove to ensure the certification number does not appear in the list below. If you can't see the data plate, seek advice from the retailer.

As well as the stoves removed from display and sale in South Australia, a number have been officially recalled by the ACCC. Visit the [Product Safety Recalls Australia](#) website for more information or the CSHW website for a table of models removed from service [here](#).

If your stove is more than ten years old, it may not conform with current Australian Safety Standards. If you own an older stove consider disposing of it, as it may not be safe to use.

Using a portable butane gas stove with integrated canister safely

If you already own a portable butane gas stove with an integrated cylinder:

- Make sure the portable butane gas stove is Australian safety certified. If it is not safety certified, consider disposing of it.
- Always use the stove according to the manufacturer's instructions.
- The stoves are designed to be used for very short periods. Do not operate the stove for longer than the manufacturer recommends.
- Portable gas stoves should never be used indoors.
- Always allow for adequate air flow around the stove.
- Many stoves are packaged with the trivet upside down. Only use the stove when the trivet is up the right way, like in image 1.
- Make sure all connections are tight and that there are no gas leaks. Using a soapy water solution, spray the connection point. If bubbles appear, there is a leak. Tighten if necessary and then re-test. If bubbles still appear, do not use the stove.
- Never use the stove in a way that causes the canister to overheat – for example, do not use them on very hot days or to heat up heat beads.
- Do not use pans or pots larger than 200mm (unless specified as safe by the manufacturer) – when the pot is too big, it concentrates the heat down toward the gas canister, which may cause it to overheat and explode.

If the portable butane gas stove doesn't seem to be operating or lighting correctly, do not use it. Don't tamper with the appliance or its controls.

Disposing of a portable gas stove with integrated gas cylinder

You can dispose of both stove units and gas canisters safely through an appropriate community waste or recycling centre. [Zero Waste SA](#) has information about hazardous waste disposal and recycling locations.

Remember, if in doubt don't use the cooker and contact your WHS Consultant for advice.



Image 1: Example of a portable gas stove with integrated cylinder (with trivet correctly installed).



Image 2: A portable gas stove with integrated cylinder that has overheated and exploded.

The images to the right show what a data plate looks like and where to find the approval number. The stove pictured above is *not considered safe for sale*, as AGA approval number **6834** appears in the table below.

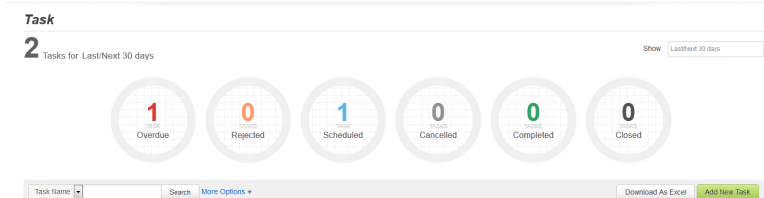


Model No:	CM2170
Type of Gas:	Butane; Cylinder Pressure: Tested to AS 2658
AGA Approval No:	6834
CONSUMPTION:	160g/h Maximum 7.9MJ/hr
Injector Size:	0.58mm
Distributed By:	AHM Group (Australia & New Zealand)
Email:	enquiries@ahm.co.nz
MFG Date (DD/MM/YY):	11/08/07
	Made in China

Task Manager

The new task manager system was released in the middle of August. It is a web-based database that will enable scheduling, tracking and completion of ongoing tasks. This will help ensure compliance with legislation and CCES procedures.

- Tasks have been created in the system for all sites based on the CCES procedures.
- Tasks can be scheduled at different times for different sites, making them fit with current WHS calendars
- Completion progress and evidence can be kept in the database.



In addition to keeping track of the tasks set out in the procedures, the Task Manager system can:

- Monitor site specific repetitive tasks.
 - ◊ Sites can create tasks that are specific to their site and use the database to track scheduling through to completion.
- Create an Action Plan.
 - ◊ When one-off actions arise from tasks, these can be monitored separately.
- Notify other workers of tasks.
 - ◊ This can include maintenance staff who do some tasks.

If you have any questions about the how to use Task Manager please contact your WHS Consultant or the CSHW office on 8210 9342.

There will be a training sessions available on Tuesday 22 September at 1pm and 3pm. Each session will be approximately 1.5 hours. They will be held at 33 Wakefield Street, Adelaide. See [Training Calendar](#) for details.

Incident Database

The Incident Reporting Database now has options to report bullying.

1. Bullying NOT Involving Manager

- Use where bullying is between workers
- Complete it as for any incident

2. Bullying Involving Manager

- To ensure privacy for all involved select Location details as follows
 - ◊ Sector—Undisclosed Location
 - ◊ Worksite—CSHW Unit (it is the only option)
 - ◊ Exact Location—type in the name of the site
- This incident will only populate the Executive Manager, CSHW Unit in the distribution list who will then respond to the incident as appropriate

6. Location Details

Sector	<input type="text" value="Undisclosed Location"/>
Worksite	<input type="text" value="CSHW Unit"/>
Incident Date/Time	<input type="text" value="31-08-2015"/> <input type="text" value="10"/> <input type="text" value="25"/>
Exact location	<input type="text" value="Specific Site"/>

9. Distribution List

Use the tick boxes (/) to add people to the investigation team for this incident.
Use the radio button (/) to allocate an Investigation Team Leader.

	Name	Job Title	Location
<input type="checkbox"/>	Cshwsa (kathy Grieve)	Executive Manager	Sector

Keep in mind that reporting bullying in the Incident Database is only one step. The investigation of the incident still needs to take place and must follow the proper process. Site Contact Officers, Managers or Principals can help advise or instigate the investigation and eventual resolution.

Finally, a reminder that staff can enter incidents directly to the Incident Database by clicking on the orange 'Report a New Incident or Hazard Here' button on the database login page. This is especially beneficial for those who want to complete an Incident Report for 'Bullying Involving Manager' without having to speak with someone at their worksite first.