



# Safety Bulletin

Catholic Safety Health & Welfare SA

Edition 191

February/March 2013

## Contents

A word from the Chair	1
A New Look	1
CCI Responsible For	1
WHS Act and Regulations	2
Slips Trips and Falls	3
A Great Innovation	3
Tree Maintenance	3
5 P Plan to Proper Accident Investigation	3
Training/Workshops	4
Online Training Registration Database	4
WHS & IM Policy No1V8	4
Volunteers	4
Rural Work Safety Website Launch	4

## Contacts

WHS Enquiries	8210 9342
WHS Fax:	8210 9340
Website:	<a href="http://cshwsa.org.au">http://cshwsa.org.au</a>
Workers Compensation enquiries	8236 5455

## Circulation

Distribute at WHS Committee, consultative meetings, staff meetings.

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

Responsible entity:

Catholic Church Endowment Society Inc.

[www.cshwsa.org.au](http://www.cshwsa.org.au)

## A WORD FROM THE CHAIR

Welcome to 2013!

By this time of the year most people are well and truly back from any leave and well into the year ahead. I trust those who have had a break have returned relaxed and refreshed and to those who have worked through the holiday period thank you for keeping our services functioning in a safe manner.

For many years now I have drawn your attention to this time of year being a greater risk to our safety as many of us are still getting back into good routines. So I remind you all to be vigilant in going about your work safely and be mindful of your workplaces and work practices.

2013 brings another WorkCover Evaluation of the Catholic Church Endowment Society Inc. (CCES). This will be conducted in September 2013 and any worksites that are to be involved will be notified after May, when the WorkCover Evaluator will scope out the evaluation.

This year is no different to others in that it comes with changes and challenges. Of course the most significant change for work health and safety is the implementation of the new Work Health and Safety legislation that commenced on January 1 2013. CSHW SA is offering varied training and information sessions to suit a range of roles within our organisations. If you are not sure what to attend please contact CSHW on 08 8210 9342 for some help with the decision. At present there is a strong focus on training Officers but later in the year there will be training for Boards and Parishes. Along with the new legislation comes the fact that I am no longer the Responsible Officer but an Officer, like many of you in the worksites. So in future I will write this quarterly update as the Chair of the Self Insured Governing Council (SIGC).

No doubt many of you will know of the sad passing of David Cassidy in February. David finished work with CSHW in January, having worked for the Catholic Church for 61/2 years, initially at the Catholic Education Office and then as part of the CSHW team. I ask that you remember David and his family

in your thoughts and prayers.

This year brings other changes to the CSHW team with Evelyn Grantham having chosen to move on to other things, she will be leaving the team in March. I take this opportunity to thank Evelyn for her commitment and contribution to safety in the Church over the years she has spent with us.

Worksites will be receiving a letter from me shortly in relation to the OHS Rebate distributed by CCI on an annual basis. This should not be anticipated or expected as a standard bonus annually and Governing Council have determined criteria to be demonstrated by a worksite for it to be eligible for the Rebate.

As always I am keen to visit worksites across the Licence when it is possible to do so, so if you would like to have me visit your place please make contact on: [dpwest@centacare.org.au](mailto:dpwest@centacare.org.au) this address is also where you can send me a note about anything relevant to safety.

I wish you a safe 2013!

Dale P West

## A New Look

You will see that the 2013 issue of the Safety Bulletin has taken on a new look.

The Safety Bulletin will revert back to four pages and the Review Schedule for the Procedures will no longer appear.

We always welcome input to the Safety Bulletin. Should you have a particular WHS issue or interest you would like to appear please contact our office or your WHS Consultant.





### CATHOLIC CHURCH INSURANCE IS RESPONSIBLE FOR:

Ensuring that workers are informed about Workers' Compensation in their preferred language and or to be provided with an interpreting service at any time if required.

Prompt claims management.

Assessing rehabilitation needs as soon as possible.

Supporting rehabilitation.

#### WHAT IF THERE IS SOMEONE AT YOUR WORKPLACE WHO HAS A WORK RELATED DISABILITY?

If someone returns to your workplace following an injury, everyone needs to understand that he or she:

- ✓ may not be able to do some parts of the job
- ✓ will probably need support and assistance
- ✓ needs to be treated as and feel like part of the team
- ✓ will want to keep the details of any medical conditions and treatment confidential



### WHS ACT INFORMATION - Health and Safety Committees

For sites who have a registered Health & Safety Committee the new WH&S Act imposes a minimum number of times the committee must meet as it was in the previous Act.

Clause 78—Meetings of committee

A health and safety committee must meet -

- (a) at least once every 3 months; and
- (b) at any reasonable time at the request of at least half of the members of the committee.



### WHS REGULATION INFORMATION - ASBESTOS

Under the new Work Health and Safety Regulations 2012 there are now significant changes especially around penalties, some of which are expiable. What does this mean? For example if an inspector from SafeWork SA attends your site and you don't have an asbestos register or it has not been reviewed you will be facing an on the spot fine.

#### Regulation 423 - Asbestos Sampling

If a site has a sample tested for asbestos the test must be conducted by an approved accredited laboratory.

#### Regulation 425 - Asbestos Registers

Must be prepared and kept at the workplace.

Maintain the register to ensure the information in the register is up to date.

#### Regulation 426 – Review of asbestos register

Review the register under regulation 430. If further asbestos is identified Asbestos is removed, disturbed, sealed or enclosed.

#### Regulation 427 – Access to the register

The asbestos register must be readily accessible to all those who carry out work at the workplace.

Any person who may be at risk of exposure to airborne asbestos must be given a copy of the register.

Regulations 425, 426 and 427 will attract expiation fines:

Individual \$432  
Body Corporate \$2,160

#### Regulation 429 – Asbestos management plan.

It is now a requirement of the Regulations that if asbestos is present at a workplace a person with management or control of the workplace must ensure that a written asbestos management plan is prepared (this is separate from an asbestos register). The asbestos management plan must include the following:

- Identification of any asbestos (a reference or link to the asbestos register).
  - Decisions and reasons for decisions about the management of asbestos (Safe work procedures and control measures).
  - Procedures for detailing incidents or emergencies involving asbestos and workers carrying out work involving asbestos (consultation, responsibilities, information and training).
- The asbestos management plan must be made readily accessible.

#### Regulation 430 – Review of asbestos management plan.

A person with management or control of the workplace that has an asbestos management plan must ensure it is reviewed as necessary in the following circumstances;

- There is a review of the asbestos register or a control measure.
- Asbestos is removed, disturbed, sealed or enclosed.
- The plan is no longer adequate for managing asbestos.
- A health and safety representative requests a review.
- At least once every 5 years.

Further further information on the expiation fees relevant to the Regulations refer to <http://www.safework.sa.gov.au/>



Asbestos fibres

**SLIPS TRIPS AND FALLS**

*Tell me –  
I forget,  
Show me –  
I remember,  
Involve me –  
I’m committed*

At the December 2012 Governing Council Kathy Grieve provided a Report of Slips, Trips and Falls (STF) for January-June 2012. The report identified a breakdown on STF’s causation.

The breakdown clearly identified a pattern around obstruction e.g. bags, books and uneven surfaces. Further drill down indicates that most obstruction is due to moveable items and therefore house-keeping may be an issue.

Causation	No. reported
Obstruction (bags, books, chair legs)	25
Uneven Surfaces	23
Wet Floor/Ground (Inside/outside)	16
Steps	10
Sport related	10
Other causes (9 variations)	18
<b>TOTAL</b>	<b>102</b>

This report highlights the need for us all to be vigilant regarding the housekeeping of our work environments. Make it a habit to keep walkways clear, pick up objects that have been dropped, and place chairs in at tables and workstations.

**TREE MAINTENANCE – It’s that time of the year again!**

- Identify any tree at your site that has the potential to drop limbs, pods etc. that may cause an injury to any person.
- Complete a documented risk assessment on any identified tree
- An Arborist may be required to assess the tree

**Issues to look for:**

- Have any branches fallen from the tree?
- Are there large dead branches in the tree?
- Are there detached branches hanging in the tree?
- Does the tree have cavities or

- rotten wood along the trunk or in major branches?
- Are mushrooms present at the base of the tree?
- Are there cracks or splits in the trunk or where branches are attached?
- Have adjacent trees fallen over or died?



- Has the trunk developed a strong lean?
- Do many of the major branches arise from one point on the trunk?
- Have the roots been broken off, injured, or damaged by lowering the soil level, installing pavement, repairing sidewalks, or digging trenches?
- Has the site recently been changed by construction, raising the soil level, or installing lawns?
- Have the leaves prematurely developed an unusual colour or size?
- Have trees in adjacent wooded areas been removed?



**A 5 P PLAN TO PROPER ACCIDENT INVESTIGATION**

THE BOOK entitled “Investigate Accidents” by Mitch Mitchell and Sue Rowe provides an easy-to-remember list of sources of information concerning accidents.

The Five P plan reminds investigators to review accident information available from:

Interviews with People who have information concerning the accident, Observations at the Place the accident occurred, Inspection of the Parts of plant or Substances involved in the accident, A review of Paperwork such as documented records, A review of the Processes of work being carried on.

**PEOPLE**

Try to identify all the people who might have information about the accident and get statements from them as soon as

possible. This may include: people who saw things; people who heard something; workmates; team leaders; and others at or near the place of the accident. You may also wish to interview them further at a later time. You may also need to call your CSH&WSA Consultant to provide information on technical aspects of the process, plant or environment..

**PLACE**

Examine the place at which the accident occurred for evidence to help you understand and reconstruct the accident. Take photographs to get a permanent record of the scene. Be careful not to disturb the scene or remove anything until the investigation has been completed

**PARTS**

Pay particular attention to parts of equipment, tools, conditions and anything which may have changed or be out of the ordinary. Items such as brakes, fuses, shackles, pipeline and control devices should be inspected.

**PAPERWORK**

(including computer files, digital information and video images) Many activities in the workplace are controlled by documentation. For example, safe operating procedures, training plans and records, work orders, maintenance schedules, maintenance requisitions and purchasing specifications and records. Gather all the paperwork important to the investigation.

**PROCESSES**

Work procedures, instructions, and the scheduling and timing of work activities need to be reviewed to discover facts that may have contributed to the

accident.

References:

101 Tips to a Safer Business.

*Health and Safety Executive UK (1992). IND (G) 123L.*

The Occupational Health and Safety Inspection Handbook. *Mitch Mitchell & Associates (1992)*

Safe Systems of Work. *Health and Safety Executive UK (1992)*

Effective OHS Training. *Health and Safety Executive UK. C. 1000*

The OH&S Desk Pad. *Mitch Mitchell & Associates (1994)*



## TRAINING/ WORKSHOPS MARCH/JUNE 2013

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 2013"

### General Fire and Emergency Awareness

(persons expected to assist during an evacuation and critical incident)

Friday, 1 March:  
9:00am—10:00am and  
10:30am—11:30am  
Rm 8 CEO Thebarton

### WHS Co-ords Meeting

Friday, 1 March:  
1:30pm—4:30pm  
Rm 8 CEO Thebarton

Thursday, 28 March  
9:00am-12:00pm  
Rm 6 CEO Thebarton

Wednesday, 19 June  
1:30pm—4:30pm  
Rm 6 CEO Thebarton

### WHS FOR OFFICERS

Tuesday, 7 May  
1:00pm-4:00pm  
Rm 6 CEO Thebarton

### Update on new WHS Legislation

Wednesday, 8 May  
9:00am-10:30am  
Rm 7 CEO Thebarton

Thursday, 23 May  
2:00pm-3:30pm  
Rm 6 CEO Thebarton

### Promoting Contenance Care

Friday, 7 June  
9:30am—12:00pm  
Rm 8 CEO Thebarton

### Emergency Warden

Tuesday, 18 June  
10:00am—12:00pm and  
1:00pm—3:00pm  
Rm 6 CEO Thebarton

### Regional WHS Co-ords Meeting

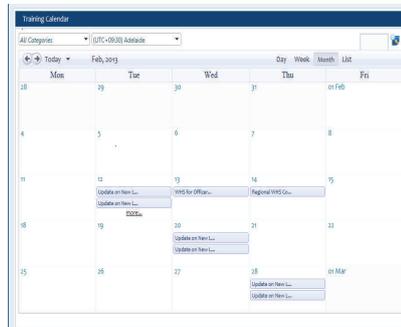
Thursday, 20 June  
9:30am—1:30pm  
Centacare Training Room Pt Pirie



## ONLINE TRAINING REGISTRATION DATABASE

We have introduced an online registration database for booking training from the *Training Programme 2013*.

You do not require a password to access the database and the steps are:



- i. Click on the session you or a work colleague wish to register in;
- ii. Click Register;
- iii. Fill in all Mandatory fields (\*) and ensure correct spelling of names and email addresses, also include the worksite name;
- iv. If there are more than one person attending the same session, then click on Add Another Attendee;
- v. When you have finished adding the Attendees, click on Finish Attendees;
- vi. Follow the prompts.
- vii. A confirmation email will be sent, click on the URL Link
- viii. At the bottom of message you can set a "remind me about the event".

## INFORMATION

### WORK HEALTH & SAFETY AND INJURY MANAGEMENT POLICY NO. 1 V8

The above policy has been reviewed and updated to reflect the changes of the new WHS Legislation.

The Policy has been signed by Dale West as the Chairperson of the Self Insured Governing Council.

The Health, Social Services and Parish Sectors will require the signature of their workplace Officer.

The Education Sector Policy is signed by Dr Paul Sharkey. The Policy will require the workplace Officer to sign the Policy.

As always once signatures have been obtained the front page of the Policy should be displayed in a prominent area at the worksite.

Replace the old Version 7 with the new version of the Policy in the Manual.

The existing policies attached to the each procedure have now been replaced with Policy No. 1. Policies No'd 2—28 can be removed from the Catholic Church Safety Manual.

### RURAL WORK SAFETY WEBSITE LAUNCH:

A website has been launched as a response to growing concerns about violence against professionals in rural areas. Teachers, health professionals, police, workers and volunteers in country areas may find the tools and strategies useful for working safely in rural and remote Australia. The website includes case studies of effective models of cross-sector cooperation and community responses. Go to: [workingsafe.com.au](http://workingsafe.com.au)



## VOLUNTEERS

Volunteers contribute many hours and provide much assistance to our worksites. As part of our training programme for 2013 we are offering our volunteers a chance to partake in information sessions which will provide them with an understanding of identifying, assessing, monitoring and reporting a hazard or incident.

The sessions are being held during the week of 13 May—17 May which coincides with National Volunteer week. Encourage your volunteers to come along to a session and benefit from the networking and information which will be provided.

The training programme 2013 available from the CSH&WSA website lists the various locations, dates and times. Book yourself in by contacting our office on: 8210 9342 or email: [egran-](mailto:egran-)