



Safety Bulletin

Catholic Safety Health & Welfare SA

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Contents

A Word from the Chair	1
Talkin' Safety	2
WHS Policy Statement	3
Sector Forums 2017	3
Audit Schedule	3
Update to GHS	3
Portable Sports Equipment	4
SafeWork SA	4

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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

A WORD FROM THE CHAIR – March 2017

Welcome to 2017!

If you had leave over the summer period, despite the fact that it probably now seems a distant memory, I hope you have returned refreshed. To all our workers who continued to deliver our services and keep our workplaces safe, thank you.

As I do each year, I again remind you of the greater risk to safety as we return to work in a relaxed state and often not quite back into good safe work practices. So remember to be vigilant in going about your work safely and be mindful of others in the workplace.

In 2016 we did see a very slight decline in overall safety performance, with 6.4 days per month being injury free. The graph below shows performance over recent years, where we have had a monthly average of 7-8 days per month being injury free.

Falls at the same level continue to be the most prevalent cause of injury across our worksites. Further investigation of these incidents has shown that poor housekeeping is a significant contributor to the incident and subsequent injury occurring. This sends us a message to keep our places in order! Simple actions of picking up stray school bags, ensuring that waste paper bins and boxes are stored under desks/benches and do not protrude, and placing chairs into the

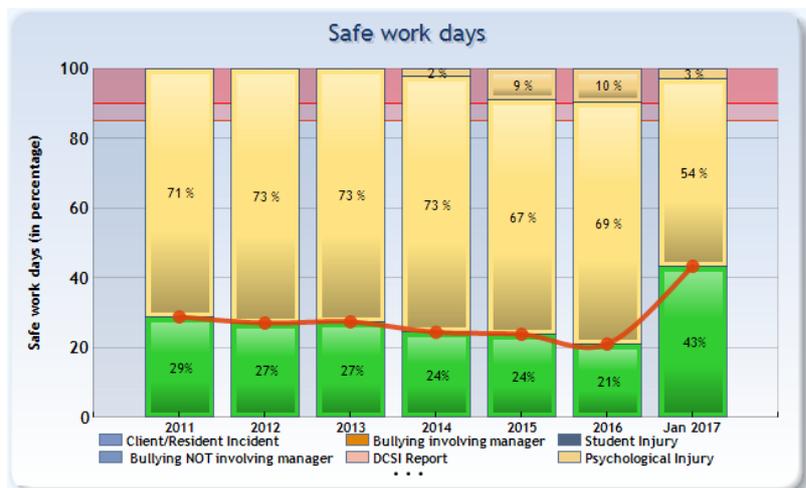
table after attending a meeting all help to prevent a fall occurring.

Catholic Safety Health & Welfare SA (CSHW SA) training has commenced for 2017, so have a look at the program and book in to keep up your work health and safety knowledge. The CSHW SA Unit will soon commence delivering the Certificate IV in Work Health and Safety. This is a great opportunity for our workers to have access to a National Qualification. If you are still interested contact the CSHW SA Office 8215 6852.

To keep up with what is happening in safety during the year go to the CSHW website (www.cshwsa.org.au) or if you are a Facebook user go to the Catholic Safety page ...both of these applications have great information and resources shared through many contacts such as SafeWork SA and SafeWork Australia. Don't forget the CSHW Unit WHS Consultants are a great place to get information and guidance from too!

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 warm weather and keep on being safe.



Talkin' Safety

As WHS Consultants visiting worksites we often notice that fire extinguishers, fire blankets and signage are not installed in accordance with the Australian Standard 2444-Portable fire extinguishers and fire blankets-Selection and location.

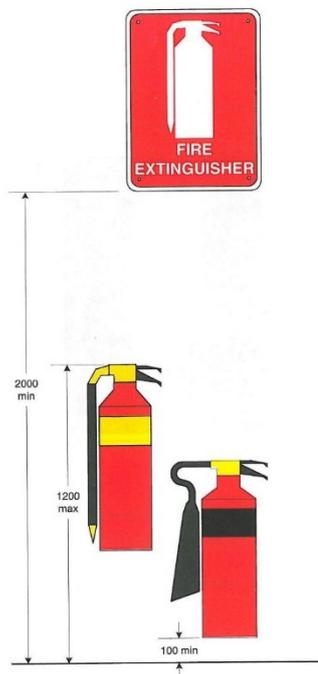
A WHS Consultant recently observed a fire blanket that had been installed approximately 25 millimetres above a kitchen bench. It was obvious you could not pull the tabs down and release the blanket in an emergency. To make matters worse, the blanket had recently been installed by a contractor, who is well known in the industry, and it was mounted adjacent to the cook top which is the likely place for a fire to occur.

WHS Coordinators often comment that their contractor, who services their extinguishers and blankets, has never mentioned anything about the units not complying with the Australian Standard.

The Team at Catholic Safety Health & Welfare recommends that you conduct an audit of your site using the measurements provided from the Standard (below) to check compliance. This audit can then be provided to the fire extinguisher servicing contractor at their next visit for them to address.

In summary:

- The base of fire extinguishers must not be mounted lower than 100 millimetres from floor level
- The top of the fire extinguishers must not be mounted higher than 1200 millimetres from floor level
- The base of fire extinguisher signage must be a minimum of 2000 millimetres from floor level and the dimensions of the sign must be a minimum of (225X150mm)
- Fire blankets shall be installed in a conspicuous and readily available location with sufficient room so that the blanket can be quickly removed without impedence from obstructions or potential hazards and;
- Fire blankets must have minimum signage (215X150mm) installed above, or adjacent, to the blanket and clearly visible to the person approaching it.



DIMENSIONS IN MILLIMETRES

FIGURE 3.2 MOUNTING HEIGHTS FOR PORTABLE FIRE EXTINGUISHERS AND LOCATION SIGNS



NOTE: All dimensions shown are minimum. Any enlargement of the location sign should have dimensions in proportion to those shown above.

DIMENSIONS IN MILLIMETRES

FIGURE 6.1 TYPICAL FIRE BLANKET LOCATION SIGN

Remember, if you need any assistance speak with your WHS Consultant at Catholic Safety Health & Welfare SA.

WHS Policy Statement

Just a reminder the Work Health & Safety and Injury Management Policy 2017 has been reviewed and endorsed by Nominated Officer, Dale West. The policy is a statement of the Church's commitment to Work Health & Safety and clearly outlines the Church's objectives and goals for managing safety and the rehabilitation of injured workers. Could you print a copy, ensure that the Officer signs and place in a prominent area on your site e.g front reception area.

You can find the policy here: <http://www.cshwsa.org.au/>

WORK HEALTH & SAFETY and INJURY MANAGEMENT POLICY

Version: 12

SIGC Approved: 5 December 2016

Review Date: December 2017

Sector Forums 2017

CCES has 4 sectors within the self-insured licence which are Education, Health, Social Services and Parishes. The rationale for Sector Forum meetings are to:

- Provide opportunity for consultation across the industry sector that it represents
- Develop and reviews procedures to guide implementation of health and safety practices at worksite level
- Identify industry specific hazards and issues
- Develop strategies, including training to manage industry specific issues
- Monitor and review the industry sector WHS and Injury Management performance.

Listed below are the dates the forum will meet and if you would like to raise any concerns or provide any feedback please contact your representative.

Education Sector	Health Sector	Social Services Sector	Parish Sector
Lisa Nowak & David Barrett	Jayne Ryan	Peter Masters	Keith Johns
20 June 2017	19 May 2017	18 May 2017	17 May 2017
15 August 2017	29 August 2017	17 August 2017	
21 November 2017	17 November 2017	16 November 2017	15 November 2017

Audit Schedule 2017

Throughout 2017, CSHWSA will be auditing the following procedures:

- Consultation
- Noise
- Personal Protective Equipment
- Plant Management

Worksites shouldn't wait to be audited to review how their Safety Management System is performing. You should be checking your system on an ongoing basis. Easiest way of doing this is ensuring WHS Task Manager is up to date.

Update on GHS

Reminder to all worksites that as of 1 January 2017, the new Globally Harmonised System (GHS) Chemical labelling laws were implemented. If you purchase new hazardous chemicals, request a new Safety Data Sheet (SDS) from your supplier.

Got old stock? Don't stress. It is okay to keep using, handling and storing hazardous chemicals labelled in accordance with a previous labelling code in your own workplace when the transition period for the (GHS) for chemicals ends, if the product was supplied to you before 1 January 2017. Keep your current SDS and as you replace stock, update your SDS then.

If you have any questions, contact your WHS Consultant.



Portable Sports Equipment

As we head into 2017 just a friendly reminder to assess all your portable sports equipment before the sport season commences.

FACTORS TO CONSIDER:

<p>Is it good condition? ie not rusted, splintered, damaged Is it stored correctly? ie to reduce damage Is the equipment structurally sound? Is the correct connecting hardware available and used?</p>	<p>Is it used for the appropriate use? Is it being used for the appropriate age group? Is padding required and used?</p>
<p>Is it weighted correctly? ie balanced. Would this 23cm. pin 'hold' 4metres of post?</p> 	<p>Is the equipment anchored to the ground?</p> 

PREVENTATIVE ACTIONS:

- **Inspect** all portable sport equipment on receipt of this **HAZARD ALERT**
- Inspect portable sport equipment prior to the start of each sport session – use **TAKE 5**
- **Modify** the worksite Workplace Inspection Checklist to include portable sport equipment, if applicable to your site
- **Prior to purchase** ensure that equipment meets Australian Standards **and Risk Assessed**
- Install/place equipment to prevent overbalancing
- **Instruct** staff/volunteers in the safe handling of equipment and any hazards related to the equipment
- Instruct staff/volunteers to be aware of, and report, any damage &/or hazards associated with this equipment.
- **Manage any hazards** identified through the Hazard Management process (*Catholic Church Safety Manual Document No 14*)
- Ensure all contractors using portable sport equipment have the appropriate documentation prior to the session commencing (eg Registration of Amusement Structures if required, Public Liability)
- **Store** equipment to prevent unauthorized use and potential injury

If you have queries please contact your CSH&WSA, WHS Consultant.

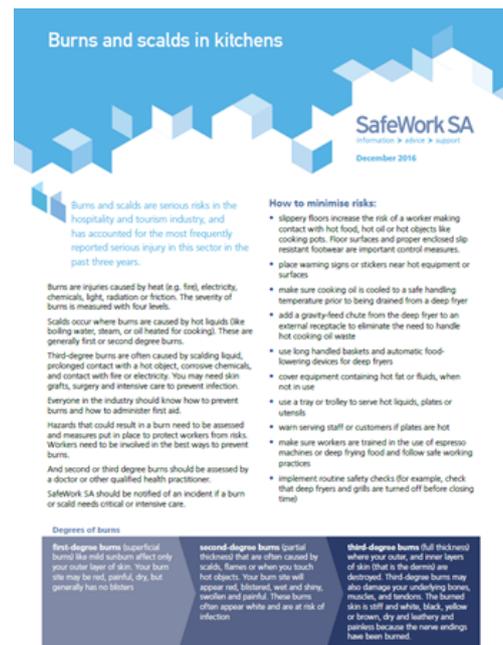
SafeWork SA

Often we get incidents reported where someone has sustained a burn/scald from the kitchen. SafeWork SA have produced an information sheet "Burns and Scalds in kitchen" (December 2016). Should you have kitchen facilities at your workplace, it is recommended this be provided to staff and/or displayed on WHS noticeboards.

The information sheet can be access from the SafeWork SA website: https://www.safework.sa.gov.au/uploaded_files/burns-scalds-kitchens.pdf

While on the SafeWork SA website it is worth having a look at some of their other forms. Information can be found for fireworks displays, high risk work and plant registration among other useful forms.

Visit SafeWork SA at www.safework.sa.gov.au or their Facebook page www.facebook.com/safeworksa.



Burns and scalds in kitchens

SafeWork SA
 Information > advice > support
 December 2016

Burns and scalds are serious risks in the hospitality and tourism industry, and has accounted for the most frequently reported serious injury in this sector in the past three years.

Burns are injuries caused by heat (e.g. fire), electricity, chemicals, light radiation or friction. The severity of burns is measured with four levels.

Scalds occur where burns are caused by hot liquids (like boiling water, steam, or oil heated for cooking). These are generally first or second degree burns.

Third-degree burns are often caused by scalding liquid, prolonged contact with a hot object, corrosive chemicals, and contact with fire or electricity. You may need skin grafts, surgery and intensive care to prevent infection.

Everyone in the industry should know how to prevent burns and how to administer first aid.

Hazards that could result in a burn need to be assessed and measures put in place to protect workers from risks. Workers need to be involved in the best ways to prevent burns.

And second or third degree burns should be assessed by a doctor or other qualified health practitioner.

SafeWork SA should be notified of an incident if a burn or scald needs critical or intensive care.

How to minimise risks:

- slippery floors increase the risk of a worker making contact with hot food, hot oil or hot objects like cooking pots. Floor surfaces and proper enclosed slip resistant footwear are important control measures.
- place warning signs or stickers near hot equipment or surfaces
- make sure cooking oil is cooled to a safe handling temperature prior to being drained from a deep fryer
- add a gravity-feed chute from the deep fryer to an external receptacle to eliminate the need to handle hot cooking oil waste
- use long handled baskets and automatic food-lowering levers for deep fryers
- cover equipment containing hot fat or fluids, when not in use
- use a tray or trolley to serve hot liquids, plates or utensils
- warn serving staff or customers if plates are hot
- make sure workers are trained in the use of espresso machines or deep frying food and follow safe working practices
- implement routine safety checks (for example, check that deep fryers and grills are turned off before closing time)

Degrees of burns

First-degree burns (superficial burns like mild sunburn) affect only your outer layer of skin. Your burn may be red, painful, dry, but generally has no blisters.

Second-degree burns (partial thickness) that are often caused by scalds. Sometimes when you touch hot objects. Your burn site will appear red, blistery, wet and shiny, swollen and painful. These burns often appear white and are at risk of infection.

Third-degree burns (full thickness) where your outer, and inner layers of skin that is the damaged are destroyed. Third-degree burns may also damage your underlying bones, muscles, and tendons. The burned skin is stiff and white, black, yellow or brown, dry and leathery and painless because the nerve endings have been burned.