



Safety Bulletin

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

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Catholic Church Endowment Society Inc.

www.cshwsa.org.au

A WORD FROM THE CHAIR

I hope this Safety Bulletin finds you warm and well!

Just when some were forecasting an early start to Spring, the rain has arrived and while welcome, it has increased the risk of slips, trips and falls. I am aware of one rain related fall, so please be mindful of changes in floor/ground surfaces and scattered debris, including leaves and foliage. As a workplace, make sure you do all that is reasonably practicable to prevent an accident. It is a better use of time, than that taken in recovery.

The team at Catholic Safety Health & Welfare SA have developed some posters, firstly to highlight the services that this Unit offer and then to raise awareness of hazards in the workplace. If you don't already have copies to display and would like a few for your Notice Boards, please contact the CSHW SA office.

Several staff members attended the Annual Self Insurers of SA (SISA) Conference last month, where an excellent presentation was delivered by Leanne Adams, Manager, Policy and Projects for the State Emergency Services. Leanne's address discussed the "Great Blackout 2016", and shared information she gained as a part of the Independent Review of this event, which was commissioned by the Premier.

Leanne explained that the review looked at the emergency management response and the adequacy of the State's prevention, preparedness, response and recovery arrangements. The Report is interesting across the broad range of issues, but most importantly reminds us to have emer-

gency plans in our workplaces and to ensure their adequacy by testing the processes periodically.

For those interested in how our State has learnt to respond to such an emergency, here is the link http://www.dpc.sa.gov.au/_data/assets/pdf_file/0003/15195/Independent-Review-of-Extreme-Weather-complete.pdf

The inaugural Certificate IV in Work Health & Safety (WHS) is near completion and planning for the 2018 qualification is well underway, with an Information Session planned for 12th September at 4pm. The venue is the Centacare Catholic Family Services Office at Seaton. CSHW SA are delivering this course to increase the knowledge base for those who coordinate WHS in our worksites.

Apart from a spring in your step, this time of year brings the necessary preparations for the Fete and Festa season in our schools and parishes. As there are some specific SafeWork SA event reporting requirements I ask that you contact CSHW directly if you have a Fete, Festa or planned public event occurring in the coming months.

Just a reminder to us all that safety in the workplace is everyone's responsibility.

Don't forget if you would like to contact me about any safety issues I can be found at dpwest@centacare.org.au

Dale P West
Chairperson SIGC

Fire Extinguishers

A fire extinguisher is a first attack tool for use in the early stages of a fire. It should only be used by someone who:

- Is confident in the use of the extinguisher.
- Knows what is on fire and how large the fire is.
- Is physically able to use the extinguisher.
- Has ensured that the Fire Service has been called on 000.

The safest and most efficient way to extinguish a **contained** cooking fire (in the pan) is by using a fire blanket.

Type

The recommended type of fire extinguisher for most domestic situations is a dry powder type with a minimum rating of 5B:E. This type of extinguisher is suitable for fires involving cooking oils and fats as well as electrical fires.

Size

A one kilogram (1kg) dry powder extinguisher is recommended for domestic use. If the fire can not be extinguished using a 1kg extinguisher it is too large and you should evacuate.

Placement

The extinguisher should be mounted near the entrance or exit to the kitchen, as kitchens are where most domestic fires occur.

Maintenance

At least every six months remove the extinguisher from its mounting bracket and shake it to ensure that the powder within has not compacted. Check that the pressure gauge is reading in the green zone to ensure that there is ample gas propellant to make the extinguisher work. Check for any other visible damage. Replace the extinguisher if you have any concerns.

Practise

Familiarise yourself with the instructions on the fire extinguisher every time you examine it. An emergency is not the time to read extinguisher instructions.

Know how to use the fire extinguisher.

1. Raise the alarm, summon help and have someone call the fire service on '000'.
2. Keep your escape path at your back. Never allow the fire to get between you and the escape path.

3. Remember the acronym **PASS**

P =	Pull	the pin
A =	Aim	the extinguisher nozzle at the base of flames
S =	Squeeze	the trigger while holding the extinguisher upright
S =	Sweep	the extinguisher or nozzle from side to side covering the base of the fire.

4. Observe the fire after the initial extinguishment. It may re-ignite.
5. The contents of small extinguishers may last as little as eight seconds and up to 60 seconds for larger extinguishers. The time to discharge an extinguisher depends on the type and size of the extinguisher.

Do not use (or continue to use) an extinguisher if:

- the fire is larger than a waste paper basket
- the fire is spreading quickly beyond the point of origin
- the extinguisher is not having any effect or is having an adverse reaction on the fire
- you are putting your life at risk
- you cannot extinguish the fire quickly (less than 30 sec)
- you do not know what fuels are involved in the fire.

If any of the above circumstances apply then you should:

- Close the door to contain the fire
- Ensure everyone is out of the building
- Ring the fire service on '000' from a phone outside of the building
- Never go back into the building once out
- Wait to meet the fire service.

Remember - Saving lives through a quick escape is far more important than saving property. The first priority must be evacuation and calling the fire service on 000.

Take 5 Reminder

We're all familiar with STOP-THINK-DO...

Take 5 extends this process to include breaking the task down, planning and identifying what could do harm, then putting controls in place and communicating them before you proceed.

- Step 1** Stop and review the task with others
- Step 2** Think the task through and plan
- Step 3** Identify the hazards – what could harm?
- Step 4** Apply controls and communicate
- Step 5** Safely continue and monitor



Rise and Recharge

What is the science behind Rise & Recharge?

Rise & Recharge is based on scientific research showing that regular movement at work reduces the risk of developing chronic diseases such as heart disease, type 2 diabetes and some forms of cancer.

The health implications of prolonged sitting

Our modern environment has changed drastically in recent decades, there have been significant changes in the way we work, communicate and travel. Almost all of these changes have resulted in our bodies moving less.

While there has been much focus on the need for regular moderate to vigorous exercise, there is growing interest in the benefits of sitting less.

Sedentary behavior, defined as periods of inactivity whilst sitting, contributes to negative cardiometabolic health outcomes and premature mortality.



Higher levels of time spent sitting are adversely associated with several clinical health outcomes in the general adult population. These include elevated levels of risk factors for chronic disease such as waist circumference and blood glucose, insulin, and blood fat.

People largely underestimate how many hours they spend sitting during their day, including time spent sitting at a computer/device, commuting, driving and sitting in front of the television.

Many people who regularly participate in moderate to vigorous exercise do not consider themselves sedentary, however the research has also found that regular exercise does not offset all of the negative effects of sitting for long periods of time.

Browse all of the Baker Institute's research on this topic at <http://riserecharge.com/>

Go their website to download the app to encourage you to get up and move throughout your working day. (source: Rise and recharge)



Further information about hazards of sedentary work can be found at SafeWork Australia

<https://www.safeworkaustralia.gov.au/system/files/documents/1702/literature-review-of-the-hazards-of-sedentary-work.pdf>

Comcare have some wonderful resources too http://www.comcare.gov.au/preventing/hazards/physical_hazards/sedentary_work/sedentary_work_practices_toolkit

Licence Level Audit

The next licence level audit scheduled for this year is "Consultation". This will take place between the months of 1 August – 31 October 2017. A representation of all sectors will be included. If your site is to be audited you will be notified via email and dates and times will be arranged accordingly.

In preparation you can access the procedure from our website. All questions will be in relation to the procedure and workers at the site will be interviewed. If you have any other queries please make contact with CSH&WSA unit.



Talkin' Safety

We recently had an incident at one of sites where an unsupervised child was injured when a wall mounted data-projector/whiteboard combination fell and struck the child on the head. The incident also put another child at risk of injury as the two children were playing together in the classroom at the time the unit collapsed.

SafeWork SA investigated the incident and one of the issues raised with the site and Catholic Safety Health & Welfare SA, was the process of leaving children unsupervised before, and after, normal hours of business.

One of the requirements from SafeWork SA was that the site develop and implement a procedure for the supervision of children during these times. There was also the requirement to ensure training in the new procedure was undertaken by all staff and evidence provided to SafeWork SA.

The site provided a procedure which comprised of the following;

An Introduction

- This section mentioned the standard required in relation to the care of students and the duty to take all reasonably foreseeable steps to reduce risk, including a system of supervision of all students at school.
- It also specified that the procedure is applicable to children of members of staff.

Objectives

- To ensure all students are safe at the site
- To ensure the site satisfies its duty of care to all students
- To ensure all staff are aware of their responsibilities to supervise students before and after school.

Expectations

It mentions that if staff member's children are on site before, and after, specified times eg 8:10am and 3pm the following would apply;

- All children are to remain in your line of site/classroom with staff
- If staff are required to attend a meeting before, or after school, they must make arrangements with a peer teacher
- Staff are required to organise care if it's a scheduled meeting and will be allowed time to deliver children off-site.

What does the Work Health & Safety Act (2012) say?

Section 19 (2) & (3c) specifies the following;

(2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the *health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.*

(3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable

(c) *the provision and maintenance of safe systems of work* (emphasis added)

Catholic Safety Health & Welfare SA recommends that all sites develop a specific procedure for the supervision of children and other visitors before, and after, normal hours of business. Consideration should also be given to other people on the site during these times such as Volunteers and Contractors as the general duty of care is also afforded to these people, not just children.

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

Event Management

With Spring soon upon us, it is that time of the year where many workplaces will host their annual fair, gala day etc.

Should your workplace be organising such an event, you need to contact your WHS Consultant and advise them. They will work with you to determine if your event has to be registered. SafeWork SA now require us to notify them of public events. The hyperlink below is the form SafeWork SA require.

https://www.safework.sa.gov.au/uploaded_files/PublicEventsNotification.pdf