



Safety Bulletin

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www.cshwsa.org.au

A WORD FROM THE CHAIR

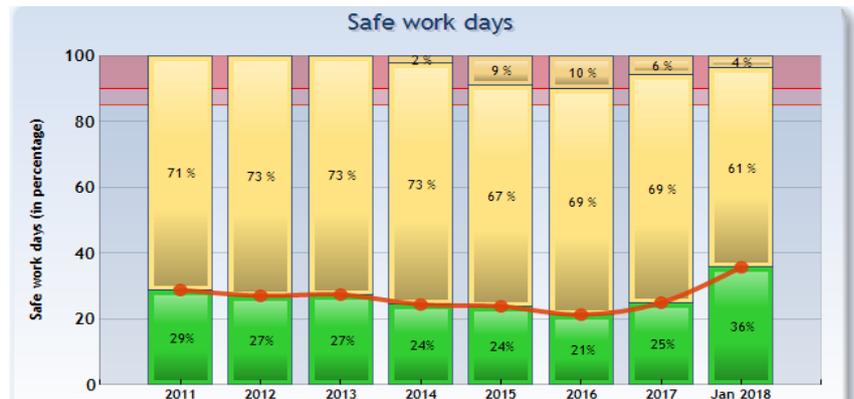
I hope this Safety Bulletin finds you safe and well.

As we move into 2018 there is plenty of activity within the Catholic Church Endowment Society (CCES) Self Insurance. As part of the Continuous Improvement model with which we work, Catholic Safety Health & Welfare SA are implementing a new Audit program, continuing work with Noise Management and focusing on slips, trips and falls and Incident Investigation.

Audits will be conducted at 3 levels over the next 3-5 years. Some sites will participate in a WHS Audit, where all areas of the safety system will be reviewed. Audits will be conducted on the implementation of specific elements of the system and finally random verification checks will be undertaken at sites. Internal audits provide valuable information about our safety system and enable the identification of areas for improvement, planning and decision making.

Noise Management strategies are to be rolled out through training and site visits to design and technology, grounds and maintenance and music areas over the next 12 months. So watch out for a visit to your site, or if you need help earlier call CSHW SA on 8215 6852.

A focus on slips trips and falls is hoped to improve the general housekeeping at our sites and so reduce the number of these incidents occurring. Training and guidance in incident investigations is expected to increase the understanding of the process, provide valuable information as to the cause of injuries and improve the quality of documentation. Both these activities will, in the long term, reduce injuries in our worksites.



Safety Performance across CCES in 2017 improved slightly, with an average of 8 days per month being injury free. This is an increase from 6 days/month in 2016. There was also a decrease in psychological injuries reported, with 27 reported in 2017 compared with 45 in 2016.

As always if you have any safety issues you wish to raise I can be contacted at dpwest@centacare.org.au

Dale P West
Chairperson SIGC

Slips Trips and Falls

In 2018 our focus is on slips, trips and falls so every safety bulletin this year will have some suggestions for you to consider. Slips and trips result in thousands of injuries every year. The most common ones are musculoskeletal injuries, cuts, bruises, fractures and dislocations but more serious injuries can occur. So where do we start? The best way to eliminate slips, trips is to build and design facilities with safety in mind.

Think about the following:

For floor design:

- Minimise any changes in floor level. If levels change, use ramps rather than steps when connecting pathways.
- Ensure the maximum ramp slope does not exceed 1:12.
- Use slip resistant floor tiles.
- Avoid sudden transitions in floor surface texture if possible. If not possible ensure that good lighting and visual clues highlight the change.

For the design of stairs:

- All risers and treads should be uniform throughout a flight of stairs.
- Variations in the riser and tread should be reasonable – the riser ranges from 150-175mm and the tread ranges from 225-320mm, trips can easily occur for risers less than 75mm.
- The elevation of any flight of stairs should be designed between 15 and 55 degrees.
- A landing should be introduced every 16 steps in a flight of stairs.
- Consider whether handrails are required.

For lighting design:

- Ensure both internal and external stairways are well lit.
- Areas such as corridors, walkways, staircases and lifts, should have illuminance of at least 100 lux, so far as reasonable practicable.

For the design of drainage:

- Provide means of containing and draining fluids at machines or processes.
- Provide drains as close as possible to any source of water or liquid that is frequently generated.
- Use floor grates where work tasks generate a lot of water or liquid.
- Ensure grates in walkways or aisles are slip resistant.

When designing storage:

- Provide ample storage space to avoid materials being placed in aisles.
- Ensure return of tools to designated area are in place.

Reference: Safe Work Australia



Working in Heat

As the weather heats up, it's time to review your workplace to make sure you and your workers stay safe.

Safe Work Australia has published a new [Guide for managing the risks of working heat](#). You can access the new guide and more information on their website.

Heat is a hazard in many Australian workplaces, whether work is performed indoors or outdoors. People in control of the workplace, such as managers and supervisors, and workers all have duties under work health and safety laws to manage risks to worker health and safety, such as those associated with working in heat.

First aid fact sheet now available.

Need help in a hurry? See our [First aid fact sheet](#) for information on recognising and treating the most common forms of heat-related illness.

Reference: Safe Work Australia

5 Simple Ways to Boost Your Daily Energy

Have you ever wondered why you quickly get tired and find it increasingly difficult to complete your daily tasks? You might ignore it at first, blaming it on a bad night's sleep or a rough day at work, but the problem continues to grow. You may find yourself huffing and puffing to finish a workout that used to feel easy, or you might be having a hard time staying awake at work.



The use of sugar, caffeine and other energy boosting substances may help energize you quickly, but several hours later comes the crash! Your artificial energy rush rapidly comes to an end, leaving you feeling even more exhausted. These types of temporary solutions can be incredibly unhealthy, addictive, and do not offer a solution to the problem.

Your lack of energy could be coming from too much stress, not enough sleep, physical exhaustion or even poor nutrition. Many of these things are often overlooked in day to day life, but are common reasons for your loss of energy. Below are some simple, healthy ways to boost your energy and help you recharge your batteries, getting you feeling 100%!

EAT A BALANCED BREAKFAST

It's known as the most negligible meal of the day. Breakfast is a necessity, due to the fact your body has not received any nutrition for over 10 hrs. Every day you need to fuel your body with a good breakfast, otherwise a full energy potential may not be achieved. Every part of your body needs specific nutrients which will optimize their various performances. Supply the body with required nutrients by eating a balanced meal, avoiding processed foods. Eating fresh foods with a variety of fruits and vegetables will ensure you are getting everything your body needs to keep you energized for throughout the day.

STRESS MANAGEMENT

Though stress is inevitable, we shouldn't wallow in it. Stress is a massive energy drainer, therefore it should be kept at a distance. Whether the source of stress is coming from work, a relationship or any other part of life, you need to make sure to set aside a little bit of time for yourself. If you have a hobby you're passionate about doing, or a place you enjoy going to unwind, try making it a priority to do these things. When you take the time to make sure you are happy, you will carry that happiness with you throughout the day, keeping you energized, motivated and in a better state of mind to deal with all the things that might be causing stress.

DRINK PLENTY OF WATER

Do you know that dehydration manifests firstly as fatigue? Water intake helps the body metabolise and digest your food, turning it all into energy for your body to use. Water is also great for flushing out toxins in the body that can be draining your energy.

Most people these days know just how important it is to stay hydrated, but still struggle to drink the correct amount of water. If you are lacking energy, drinking more water is a great place to start. It is also recommended to drink a good portion of your water in the mornings to ensure your body has all it needs to do its job. Water has no substitute!

EXERCISE

When you feel drained, exercising is usually the last thing on your mind. You may think to skip it and save the little bit of energy you do have. But, as I'm sure you have guessed, exercise is very important in making sure your body has enough energy. When you eat food, your body works to digest the food, turning it into fuel. As you get older, your body will have a harder time turning food into fuel on its own. Exercising helps pick up the slack and when done enough, it can burn up unused fat in your body as well. When you exercise, your body works very efficiently in everything it does and an efficient body will produce more energy helping you feel great all day long.

Many people enjoy starting the day with light exercises such as walking, jogging or even yoga. Getting these done in the morning gets your heart rate up, blood pumping and can also jump start your metabolism. This can also be beneficial because often times the days can become busy and exercise gets put at the back of the list or even ignored.

GET THE RIGHT AMOUNT OF SLEEP

Lack of sleep is one of the biggest reasons so many feel they don't have enough energy. When you sleep, your brain gets a chance to reset, and prepare for the next day. As you sleep, your body will also repair itself making sure everything is working the way it should be. It's like when your computer is acting up, the first place you start is by shutting it off for a bit and restarting the system. Your mind and body both need time to shut down and restart.

It is recommended that you get 7-8 hours of sleep a night. That means you spend 1/3 of your life sleeping. Some people struggle falling asleep or staying asleep, causing them to lay in bed for hours not getting a chance for the mind and body to reset. There are several things you can try to help get you to sleep quicker; take a hot shower before bed to help you relax, stop using all electronics an hour before bed, make sure your room is dark and quiet and be sure to have a mattress that gives your body the support it needs so you aren't tossing and turning all night long.

healthylivingwomen.com

WHS for Officers

An Officer under the WHS Act is a person who makes or helps make decisions that affect the whole, or a substantial part, of the PCBU's activities. The Act requires Officers to exercise Due Diligence to ensure PCBU health and safety duties are met. An Officer must actively fulfil this duty and not assume that someone else has taken care of health and safety outcomes.

If your site has a newly appointed Officer please contact your WHS Consultant to arrange a training session. Once completed WHS for Officers training has been extended to only need refreshing every 3 years.

If an Officer has done the training in 2017, they do not need to do it again until 2020. If you have any queries or questions please contact the office on (08) 8215 6850.

Mechanism of Injury

When reporting an injury it is important to record the most appropriate mechanism of injury. This is simply the event that was the direct cause of the most significant injury. Accurately recording it allows sites and sectors to understand what is harming our workers and put in controls to reduce injury.

At first glance the mechanisms in the Incident Database seem confusing or illogical. However, taking a few moments to look through them reveals that the majority of injuries fall into these categories. Only a very small number would not meet one of these classifications.

A [Mechanism of Injury Guide](#) guide on what each mechanism means and the types of incidents they cover can be found on the CSHW website. For further information or support entering incidents, contact CSHW SA on 8215 6850.

Talkin' Safety

What's all the noise about? ... we're glad you asked.

On 16 February 2018, Catholic Education South Australia (CESA) issued a circular to all Education sites requesting that workers in Grounds & Maintenance, Design & Technology and Music undergo an audiometric test of their hearing.

The requirement to conduct this testing came about from the introduction of the Work Health & Safety (WHS) Act and Regulations 2012 and in particular, Regulation 57-58-*Managing risk of hearing loss from noise & Audiometric testing*.

In 2016, Catholic Safety Health & Welfare SA (CSHWSA) proactively commenced a program where several sites were visited and basic noise readings of all plant and equipment were obtained. After the testing was completed, it was agreed to engage an Occupational Hygienist to conduct independent testing of workers at two sites so the data could be compared.

Greencap Australia were engaged and the results of the findings supported those taken by CSHWSA Consultants. As a further initiative, CESA and CSHWSA agreed to conduct further testing of an additional four sites to broaden the scope of the results.

It was noted from the monitoring that workers are aware of the noise emissions generated from plant and equipment and that all of the sites had personal protective equipment (PPE) available. Workers in Grounds & Maintenance tended to wear PPE as part of their daily tasks, largely due to the types of equipment being used. It was found that workers in Design & Technology and Music used PPE on certain occasions, depending on the tasks and equipment being used.

Where to from now?

CSHW SA will be implementing a program with all sites over the following 12-18 months to discuss ways to minimise the noise emissions from plant and equipment and review the PPE being worn by workers.

This will include, but not limited to, implementing "low-noise" policies when purchasing new or replacement equipment, changing the way tasks are performed, attaching acoustic padding to plant and equipment, installing barriers, fitting pads and acoustic hoods to some items of plant and isolation of equipment.

We will commence discussions with the Design & Technology (CEDAT) and Grounds & Maintenance (MAGMAG) groups at their next meetings. We envisage that all sites with Design & Technology, Grounds & Maintenance and Music staff will be visited and assistance provided.

Remember, if you need any advice or want to discuss any issues relating to WHS, please contact your CSHW SA Consultant.

