Safety Bulletin

Catholic Safety Health & Welfare SA | Edition 214 | November 2018

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- ☐ Priest, Principal, Manager
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- ☐ 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

The final Safety Bulletin for 2018 is provided in the context of hoping you are safe and well!

This time of year presents us with an opportunity for reflection and assessment, so here are some of my thoughts on the management of health and safety over the past 12 months and some hints as to what might be occurring in 2019.

This year has seen changes to the Work Health and Safety (WHS) Audit Program with a focus on auditing the implementation of the entire WHS system at worksite level. This has been an excellent learning process for the CSHW SA Unit and also for the worksites that have participated. Non-conformance Reports are issued where there are gaps in the implementation and the WHS Consultants have worked with sites to guide the corrective actions required.

The main gaps in Work Health and Safety identified throughout this year are:

- The quality and relevance of risk assessments
- The absence of Emergency Management Plans
- The absence of Disaster Recovery Plans (or Business Continuity Plans)

Next year this audit process will be introduced to parishes. The 2019 scheduling is currently being finalised and if your worksite is to be audited you will be notified approximately 1 month prior to the date planned for it to occur.

The nationally recognised Certificate IV in Work Health and Safety has again been delivered by Catholic Safety Health & Welfare SA (CSHW SA) trainers in 2018. Four students have undertaken this course during the year and are in the final stages of assessment towards meeting their qualification requirements.

The Certificate IV in Work Health and Safety will be delivered again in 2019 and applications are still open. Next year there is also an opportunity to attend the training sessions, without having to complete the assessment phase (Non Accredited Training). Students who choose to complete a topic or topics in this manner will be provided a Certificate of Attendance.

If you, or anyone you know is interested, give the CSHW SA office a call on 8215 6851. The course is open to the public, as it is not a requirement to work for a Catholic Church worksite.

Whilst the main focus of Work Health and Safety is to keep all in our workplaces safe and well, it is also about continuing to improve our systems and practices. As part of this improvement CSHW SA will be changing WHS Consultants allocated to worksites as of January 1, 2019. The team is looking at changes that will improve efficiencies such as delivery of service and skills relevant to sites. However I do remind you that the CSHW SA team are qualified Health & Safety professionals who can all assist you at any time.

In 2019 we near the end of the current self-insurance registration period and so around September 2019 Return-toWorkSA (RTWSA) will be visiting the Catholic Church sites to conduct an Evaluation. We look forward to this process as it contributes to our continuous improvement.

As I close for 2018, I remind you that it is the time of year to be aware of what you are doing and how you are going to go about various activities, such as, finalising projects and organising events … consider your risks, think through the activity, plan and safely complete the actions… and definitely enjoy them!

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

Finally, thank you all for your work in our varied workplaces during 2018 and I wish you and your families a safe and blessed Christmas.

Dale P West
Chairperson SIGC

Use of Glyphosate

There has been recent media attention regarding the use of products containing glyphosate. Glyphosate is a broad-spectrum herbicide that targets broadleaf weeds, grasses, and woody plants. Glyphosate is a chemical that can be found in products such as Round -Up, Monsato etc.

As with any hazardous chemical, users are required to ensure they follow the manufacturer's recommendations for the use of the product. Read the labels, follow the safety directions and wear appropriate personal protective equipment.

Further information can be found on the Australian Government: Australian Pesticides and Veterinary Medicines Authority website https://apvma.gov.au/node/13891

Should you require assistance with a risk assessment for using the product, please contact your WHS Consultant.

Isolation of Main Services

In an emergency would you know how to isolate the main services to your site?

You're the manager of your worksite, or you are the on-call person and you get notified of a serious incident at the worksite.

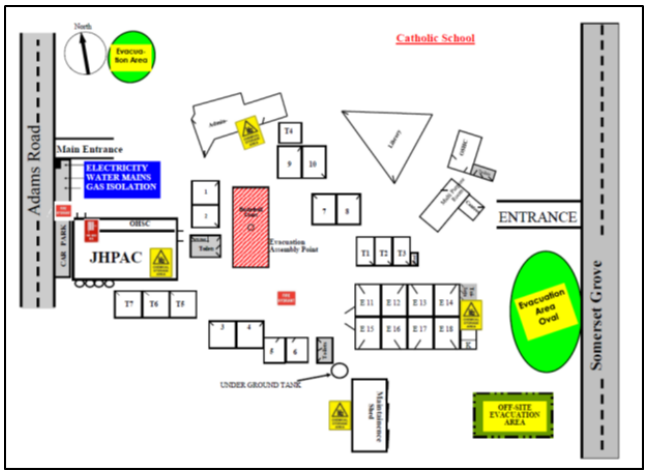
Do you know where to find the following:

- gas main isolation valve
- mains water meter
- main electrical distribution/switch boards

Other things to think about, do you have the master key for the worksite? Do you know the alarm codes so you can turn it off?

If you worksite has asbestos, have you got a copy of the asbestos register that you can provide to emergency services?

Do you know the location of the main chemical stores?



It is important to be prepared in an emergency. Know the layout of your worksite and where you can access documents.

Talkin' Safety

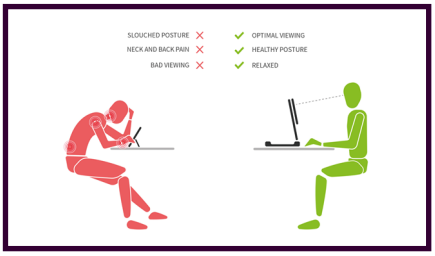
*** Special Price on Preventative Workstation Assessments ***

Catholic Safety Health & Welfare SA (CSHW SA) have been in discussion recently with Bernie Bohacik the Principal Occupational Therapist from BBOT Pty Ltd.

Bernie is offering our sites a Preventative Workstation Assessment for $75 per person which is an excellent rate. So, if you've been putting these assessments off due to budget restraints, now is the time to reconsider it.

Workstation Assessments should be considered for all new workers and those who are at risk of sustaining a workplace injury due to static postures.

Remember, if you need any information on Hazardous Manual Tasks at your workplace, refer to the CSHW SA Procedure # 16 which contains risk assessment tools and links to useful resources.



If you would like to discuss booking any Preventative Workplace Assessments, please contact Bernie directly on her mobile 0409-363-440 or by email bbot@senet.com.au.

Don't forget, if you require any assistance at your site, please contact your WHS Consultant at CSHW SA.

Electrical Cords

Numerous electric shock notifications are made to SafeWork SA every year.

Often it is students in schools who receive an electric shock through using equipment provided by the school (e.g. laptops, radio/cd players).

Before using any electrical equipment:

- check that the item has a current test tag and it has been tested within the last 12 months
- visually inspect the entire cord to ensure there are no nicks or cracks in the cord

If the item hasn't got an up to date tag, and there is a problem with the cord, remove the item from use immediately and report it to leadership.

Lawnmower Fuel

The storage of chemicals in worksites has been identified during the WHS audits in 2018.

- Flammable liquids must be stored in suitable containers.
  - ◊ Metal containers are suitable if they are of good quality, well-sealed and suitably labelled.
  - ◊ The only suitable plastic containers are those specifically marketed for the purpose of fuel storage. These will be embossed with a marking indicating that they comply with the requirements of **AS/NSZ 2906:2001 – Fuel containers, portable, plastic and metal*. Fully compliant containers can be purchased from hardware stores, autoparts and accessory retailers.
- All containers must be clearly labelled as containing flammable liquids.
- Food and drink containers, or glass containers, must *not* be used for the storage of fuels.
- Containers should be stored in a well-ventilated place, well clear of electrical equipment and other potential ignition sources.
- Mower fuels are not compatible with almost all other classes of dangerous goods. It is recommended that fuel is stored at least five metres from all other dangerous goods stored at the site.
- The volume of flammable liquids stored on site should not exceed 250 litres. Stored quantities in excess of this amount require placarding under the Work Health and Safety Regulation 20112 (SA) (Schedule 11). All fuels must be stored in accordance with the requirements of *AS/NZ1940:2004 – The Storage and Handling of Flammable and Combustible Liquids.*
- The volume of individual containers storing fuel should not exceed 30 litres. (Controlled volumes reduce the risk of manual handling injuries that may result from lifting and moving heavy objects).
- Fuel storage containers should be contained within a storage area or room with bunding (*bunding can be a tray or barrier designed to contain liquid spills e.g. leaking fuel/chemical containers)* and should not be stored with incompatible substances (e.g. fertilisers and combustible materials). It is recommended fuel storage containers are kept in a flammable goods cabinet
- The fuel should be stored away from ignition sources (naked flames, grinder sparks, welding areas, work areas where electrical or mechanical equipment is used).

When handling fuel to fill a mower

- Always refuel outdoors where it is well ventilated.
- Use a funnel when refuelling to minimise spillage.
- Do not smoke while refuelling or whenever handling the fuel.
- Add fuel before starting the engine. Never remove the cap of the fuel tank or add fuel while the engine is running or when the engine is hot.
- If fuel is spilled, do not attempt to start the engine. Be sure to move the machine away from the area of spillage and avoid creating any source of ignition until the fuel has evaporated and the vapour dispersed.
- Replace all fuel tank and fuel container caps securely.
- Consider obtaining a spill kit suitable for fuel spills. (basic kit to include absorbent pads, absorbent floor sweep, waste bags, disposable gloves, mask/goggles, dust pan and brush) See picture for an example..

Additional information for the storage of chemicals can be found at the Safe Work Australia website.

Evacuation Diagrams

One of the findings in the WHS Audits this year has been the limited information on Evacuation Diagrams. Outlined below is the minimum requirements from the Australian Standards 3745-2010 *Planning for emergencies in facilities*.

3.5 EVACUATION DIAGRAMS

3.5.1 General

Evacuation diagrams that provide emergency and evacuation information shall be displayed in all facilities.

3.5.2 Number and location

Evacuation diagrams shall be displayed in locations where occupants and visitors are able to view the diagrams. The location within the facility and number of evacuation diagrams shall be determined by the EPC.

3.5.3 Position

The evacuation diagram should be positioned within a zone at a height not less than 1200mm and not more than 1600mm above the plane of the finished floor.

3.5.4 Orientation

Individual evacuation diagrams shall have the correct orientation with regard to the direction of egress and its location to the "YOU ARE HERE" point. Where an assembly area diagram is included, the assembly diagram area shall have the same orientation to the rest of the diagram.

3.5.5 Minimum elements

The following shall be included in each evacuation diagram on minimum size A4 paper:

a) A pictorial representation of the floor or area, which shall be at least 200mm x 150mm.
b) The title 'EVACUATION DIAGRAM'.
c) The 'YOU ARE HERE' location
d) The designated exits in the facility, which shall be green.
e) The following communications equipment, where installed:
    i. Warden intercommunication points (WIP'S) which shall be red.
    ii. Manual call points (MCP'S), which shall be red and emergency call points (ECP'S), which shall be coloured white, or have a black boarder.
    iii. Main controls/panels for the occupant warning equipment.
f) Hose reels, which shall be red.
g) Hydrants, which shall be red.
h) Extinguishers, which shall be red with additional appropriate colour as specified in AS/NZS 1841.1.
i) Fire blankets, which shall be coloured red.
j) Fire indicator panel (FIP) if provided.
k) Refuges, if present
l) Validity date.
m) Location of assembly area (s), either stated in words or pictorially represented.
n) A legend, which shall reflect the symbols used.

If you have any queries or questions please get in contact with CSHW SA.

Slips, Trips and Falls

Slips, trips and falls result in thousands of injuries per year in South Australia. This year each Safety Bulletin has included an article that highlights the issue of slips, trips and falls in the workplace.

In March the design of buildings was discussed and how to minimise the chances of slips, trips and falls in a workplace. Looking at floor design, stair design, lighting and drainage can help prevent slips, trips and falls by eliminating hazards at the source.

The June bulletin looked at some of the hazards around slips and trips including common issues with different floor types. Identifying and responding to hazards prevents them from resulting in incidents.

October introduced the hierarchy of controls for slips, trips and falls. Eliminating the hazard is always the preferred option but other controls can be put into place if this is not an option.

Finally in this bulletin a checklist in included on pages 5 and 6. This can help identify slip and trip hazards at your worksite so you can respond to them before an incident and injury happen.

PREVENTING SLIPS AND TRIPS AT WORK

This checklist may be used to identify hazards and control slips and trips in the workplace. You may like to use it with your Workplace Inspections or in areas of high risk.

Assessment completed by:	

If you answer "yes" to any of the questions below you must ensure controls are implemented to eliminate or minimise the risk of slips and trips.

	Yes	No	Controls (including date)
FLOORS			
Can water be walked onto smooth floors on rainy days e.g. foyer?			
Are there any hard, smooth floors in wet or oily areas?			
Are there any leaks of fluids onto the floor from processes or machines?			
Are there any floor surface transitions not easily noticed (any ridge that is as high as a footwear sole or higher)?			
Is there any ice or water on clod room floors?			
Is the floor slippery when wet?			
Is there poor drainage causing pooling of fluids?			
Are any anti-slip paint, coating profiles or tapes worn smooth or damaged?			
Are there any isolated low steps (commonly at doorways)?			
Are there any trip hazards due to equipment and other objects left on the floor?			
Are there any raised carpet edges or holes worn in carpets?			
Are there any tiles becoming unstuck or curling at the edges?			
Are there any holes or unevenness in the floor surface?			
STAIRS AND RAMPS			
Is the lighting sufficient for ramps or steps to be seen clearly?			
Is the lighting for ramps or steps creating glare?			
Do any steps have too small a rise or tread or excessive step edge (nosing)?			
Are any step edges (nosings) slippery or hard to see?			
Are the steps uneven or are there excessive variations in step dimensions?			
Are handrails adequate on stairs?			
Are ramps too steep or slippery?			
LIGHTING			
Is there sufficient lighting in passageways, at flooring transitions, ramps or stairs?			
Does the lighting throw distracting shadows or produce excessive glare?			
OUTDOOR AREAS			
Is there a build-up of moss or other vegetation on pathways?			
Are there any surface transitions not easily noticed (any ridge that is as high as a sole of a shoe/footwear or higher)?			
Are there potholes in footpaths or walkways?			
HOUSEKEEPING			
Is there a build-up of floor polish on floors?			

Is there excessive residue of detergent?			
Do workers have to walk on floors wet from washing?			
Are wet floor signs not available or not used correctly?			
Do you need to provide information / training/ advice to contractors regarding cleaning procedures?			
Are paper, rubbish, dirt, or spills left on the floor?			
Are aisles poorly marked?			
Are aisles cluttered?			
Are there any trip hazards due to equipment and other movable objects left lying on the ground?			
Do spills (wet or dry) occur regularly during work processes?			
Is the cleaning method appropriate for the floor surface?			
TASKS			
Do works have to walk or work on greasy, oily or wet floors that are not adequately slip resistant?			
Do loads that are carried or pushed interfere with vision?			
Are the loads to be carried excessive or likely to upset a person's balance?			
Do heavy trolleys have to be pushed up ramps?			
Are workers hurried due to time constraints?			
Do worker require training in the procedures for dealing with slips and trip hazards?			
FOOTWEAR			
Do workers safety shoes lack grip?			
Do workers require slip resistant footwear?			
Are the tread patterns on footwear clogged with dirt?			

Reference: Safe Work Australia.