



Safety Bulletin

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www.cshwsa.org.au

A WORD FROM THE CHAIR

Welcome to the second Safety Bulletin for 2019, I hope it finds you safe and well.

Catholic Safety Health & Welfare SA continue to conduct Work Health & Safety (WHS) Audits. The strategy to change the audit process last year has been extremely beneficial in improving the Church’s Safety Management System. It has identified gaps in the implementation of the safety system and provided significant information to contribute to the improvement of procedures and resources.

Preparation for the upcoming Evaluation for the Renewal of the Catholic Church Endowment Society (CCES) Self Insurance has commenced. The ReturnToWorkSA (RTWSA) Evaluator, Dave Parsons will commence the WHS Evaluation on August 26th. This will take approximately 5 weeks and involve Dave viewing evidence in the CSHW SA Office and also visiting some of our worksites to evaluate the implementation of the safety system. Worksites selected by RTWSA will be contacted in the coming weeks. The RTWSA Injury Management Evaluator, Rob Coulter will spend time with Catholic Church Insur-

ance (CCI) during October and will talk with some injured workers.

Catholic Safety Health & Welfare SA continue to work through the WHS Program related to Risk Assessment. To date activities conducted include consultation workshops with WHS Coordinators exploring the process and the use of various documents.

Since the last *Safety Bulletin* the CSHW SA team have welcomed a new member, Freddie Wright. Freddie has commenced as a WHS Advisor, with the main role being to support parishes with WHS. He is also involved in supporting WHS Consultants at meetings and with audits, so you may see Freddie at your worksite sometime in the future.

As we move deeper into winter rug up and keep warm and 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

Introducing Freddie Wright

Freddie started his career in South Africa as a police officer where he worked predominantly in VIP Protection for just over 12 years. During this time he also performed duties as a trained hostage and suicide negotiator for the South African Police Service. Freddie continued his journey at the Department of Communications, working directly with the Minister as executive assistant.

Freddie and his family immigrated to Adelaide in 2012 where he commenced working at Influencers Church Australia, drafting and implementing the safety management system based on the WHS legislative changes. He also project managed a major fire safety upgrade at the Church’s Paradise campus and participated in a number of construction projects as member of its project management team. On completion of the various projects, Freddie took on a contract role at Baptist Care SA as WHS Advisor and Return to Work Coordinator gaining valuable experience in the social services arena.

Freddie holds a Bachelor’s Degree in Industrial Psychology and Diploma in WHS. He has also completed his Lead Auditor training in Integrated Management Systems and the Certificate IV TAE.

In his new role as WHS Advisor for the Parishes, Freddie is looking forward to engage with Parishes and support them in providing a safe environment.

Storing Gas Bottles

LPG gas cylinders should be stored outdoors in a well ventilated area.

LPG - Liquefied Petroleum Gas - is heavier than air and will collect in low areas instead of dissipating. As a result, there must be adequate ventilation and air movement in any LPG storage area. In the event of a release of gas and without adequate ventilation, gas dissipation occurs slowly and the accumulated gas remains within its explosive range over a longer period of time.

Minor storage of LPG is permitted under the Australian Standard AS1596-2008 in Section 2.

1. The use and storage of gas bottles of LPG indoors, whether full or nominally empty, should be avoided whenever possible. **Gas bottles should preferably be located outdoors. Refer to picture of an example LPG storage container**
2. Users of LPG should be aware of the hazards and risks associated with its storage and use.
3. Gas bottles should always be kept upright and in a well-ventilated area away from any flame, heat or other ignition source.
4. Gas bottles must be protected from any physical impact.
5. Gas bottles should be located so that they are not likely to be damaged or dislodged under normal circumstances of use. Any trolley or stand in which the gas bottle is housed shall be of metal construction and of adequate stability.
6. Gas bottles should be kept in a location that does not hinder the escape of people and is well away from any combustible or waste materials.
7. Gas bottles shall be kept at least 3 m from oxidizing gases. The exception is where the LPG gas bottles and oxidizing gas form part of a portable oxy-fuel system used for welding, brazing, cutting or similar applications.
8. Gas bottles should always be stored with all their valves closed, when not in use.
9. Any gas bottles in use shall be connected only to an approved appliance and used in accordance with AS 5601/NZS 5261 or other applicable Standard.
10. Gas bottles and their fittings shall be inspected for leaks prior to their storage or use.



You should treat any cylinder that has ever been filled as a full cylinder, even if you believe it to be empty.

Lockout-Tagout

Lockout-tagout or lock and tag is a safety procedure used to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or repair work. It requires that hazardous energy sources be "isolated and rendered inoperative" before work is started on the equipment in question. The isolated power sources are then locked and a tag is placed on the lock identifying the worker who placed it. The worker then holds the key for the lock, ensuring that only he or she can remove the lock and start the machine. This prevents accidental startup of a machine while it is in a hazardous state or while a worker is in direct contact with it.

Only the person who placed the lock is permitted to remove it.

Lockout / Tagout procedures are designed to isolate or shut off machines and equipment from their power sources before employees perform any servicing or maintenance work.

Definition:

Lockout is the placement of a lockout device on an energy isolation apparatus (circuit breaker, slide gate, line valve, disconnect switch, etc.) to ensure that the energy isolating device and equipment being controlled cannot be operated until the lockout device is removed. A lockout device utilizes a positive means such as a lock (key or combination type) to hold an energy isolating device in a safe position and prevent the energization of a machine or equipment. The lockout device must be substantial enough to prevent removal without use of excessive force or unusual techniques.

Tagout is the placement of a tagout device (a tag or other prominent warning device and a means of attachment) on an energy isolation device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.



Energy-isolating device

Any mechanical device that physically prevents the transmission or release of energy. These include, but are not limited to, manually operated electrical circuit breakers, disconnected switches, line valves and blocks.

Task Manager—Date Selection

Logging in to Task Manager has been an issue, with the Dashboard showing 0 overdue tasks. This generally is because in the **Timeframe** selection criteria in the left column it is set to **Last/Next 30 days**. This will not show all the Tasks and not give an accurate picture of what is currently overdue, scheduled or closed. To get a true picture of the dashboard, select the drop down from the **Timeframe** box and choose **Select Dates**. A calendar like the one pictured right should be displayed.

On the first calendar, click on the month, (month will be for the current month) this will bring up a calendar year of months with a year displayed above, click on the year (2019) which in turn will bring up a list of years. We recommend that you select the year 2015 and select the 1st January. It will be highlighted blue. On the second calendar you select the date in the same process as for the first calendar but this time select 31st December 2019.

When your selections look like the picture right, click on the Green box, **Done** and then select the Green box, **Search** on the bottom of the left options column and hey presto, hopefully your dashboard will change and show all the overdue, scheduled, closed etc. tasks for your site. If you are still not sure, then please do not hesitate to contact your consultant and they can step you through the process over the phone or at your site. There is also a PowerPoint presentation available on www.cshwsa.org.au to view the process.

April, 2019							May, 2019						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
31	1	2	3	4	5	6	28	29	30	1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	1	2	3	4	26	27	28	29	30	31	1

Done

January, 2015							December, 2019						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
28	29	30	31	1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31	1	2	3	4

Done

Incident Database—Undisclosed Location

When entering a new incident and selecting Location Details, remember to select the site that you work at. Even if the incident happened off site (eg at an excursion or client visit) it is important to record the worksite as the location. This will ensure that your principal or manager is notified of the incident and that it can be responded to appropriately.

Undisclosed Location is specifically to report 'Bullying Involving Manager'. This ensures confidentiality for these types of incidents as the only person notified of them is the Executive Manager of Catholic Safety Health and Welfare. The site name still needs to be written in to the 'Exact Location' box to allow the investigation to take place.

If you have any questions about reporting incidents in the Incident Reporting Database, or you would like some guidance, please call the office on 8215 6850.

Sector Forum

Work Health and Safety Sector Forums are consultative groups where the Sectors can discuss issues that are specific to them.

This year we are trialing a combined Sector Forum for Health, Social Services and Parish Sectors. Due to their smaller size and the fact they share some similar issues, this amalgamation should provide a broader discussion on work health and safety issues.

If there are any broader issues you think could be discussed at your Sector Forum, please contact your WHS Consultant on 8215 6850.

Next Sector Forum: Thursday 5 September 2019

Identifying Hazards

Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people. Hazards generally arise from the following aspects of work and their interaction:

- physical work environment
- equipment, materials and substances used
- work tasks and how they are performed, and
- work design and management.

The table below lists some common types of workplace hazards.

Inspect the workplace

As a person conducting a business or undertaking (PCBU), regularly walking around the workplace and observing how things are done can help you predict what could or might go wrong. Look at how people actually work, how plant and equipment are used, what chemicals are around and what they are used for, what safe or unsafe work practices exist as well as the general state of housekeeping.

Things to look out for include the following:

- Does the work environment enable workers to carry out work without risks to health and safety (for example, space for unobstructed movement, adequate ventilation, lighting)?
- How is work performed, including the physical, mental and emotional demands of the tasks and activities?
- How suitable are the tools and equipment for the task and how well are they maintained?
- How do workers, managers, supervisors and others interact and how are inappropriate behaviours or conflicts dealt with?
- Have any changes occurred in the workplace which may affect health and safety?

Hazards are not always obvious. Some hazards can affect health over a long period of time or may result in stress (such as bullying) or fatigue (such as shiftwork). Also think about hazards that you may bring into your workplace with new, used or hired goods (for example, worn insulation on a hired welding set).

As you walk around, you may spot straightforward problems and action should be taken on these immediately, for example cleaning up a spill. If you find a situation where there is immediate or significant danger to people, move those persons to a safer location first and attend to the hazard urgently. Follow up on why the situation occurred to identify additional hazards and risks.

Make a list of the hazards you find, including the ones you know are already being dealt with, to ensure that nothing is missed. This list can be kept and updated next time you do an inspection. You may use a checklist designed to suit your workplace to help you find and make a note of hazards.

Consult your workers

Ask your workers about any health and safety problems they have encountered in doing their work and any near misses or incidents that have not been reported.

Worker surveys may also be undertaken to obtain information about matters such as workplace bullying, as well as muscular aches and pains that can signal potential hazards.

Consult your supply chains and networks

Talk with your suppliers or those commissioning your services to understand each other's needs and identify any hazards and risks. For example, hazards may relate to frequent pressure to deliver services in very tight timeframes or to delay service delivery for long periods which reduce workers' opportunities to rest. Other hazards may relate to packaging products in ways that increase workers' risks of musculoskeletal injury or exposure to hazardous chemicals. When people within a supply chain act cooperatively they can exert greater influence on health and safety than when acting alone.

Review available information

Information and advice about hazards and risks relevant to particular industries and types of work is available from regulators, industry associations, unions, technical specialists and safety consultants. Manufacturers and suppliers can also provide information about hazards and safety precautions for specific substances (safety data sheets), plant or processes (instruction manuals).

Analyse your records of health monitoring, workplace incidents, near misses, worker complaints, sick leave and the results of any inspections and investigations to identify hazards. If someone has been harmed doing a particular task, then a hazard exists that could hurt someone else. These incidents need to be investigated to find the hazard that caused the injury or illness.

How to Manage Work Health and Safety Risks Code of Practice 2019

Hazard	Example	Potential harm
Manual tasks	Sustained or awkward postures, high or sudden force, repetitive movements or vibration	Musculoskeletal disorders such as damage to joints, ligaments and muscles
Gravity	Falling objects, falls, slips and trips of people	Fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death
Psychosocial	Excessive time pressure, bullying, violence and work-related fatigue	Psychological or physical injury or illness
Electricity	Exposure to live electrical wires	Shock, burns, damage to organs and nerves leading to permanent injuries or death
Machinery and equipment	Hit by moving vehicles, or caught in moving parts of machinery	Fractures, bruises, lacerations, dislocations, permanent injuries or death
Hazardous chemicals	Acids, hydrocarbons, heavy metals, asbestos and silica	Respiratory illnesses, cancers or dermatitis
Extreme temperatures	Heat and cold	Heat can cause burns and heat stroke or injuries due to fatigue. Cold can cause hypothermia or frost bite
Noise	Exposure to loud noise	Permanent hearing damage
Radiation	Ultra violet, welding arc flashes, microwaves and lasers	Burns, cancer or blindness
Biological	Micro-organisms	Hepatitis, legionnaires' disease, Q fever, HIV/AIDS or allergies