



# Safety Bulletin

## Contents

A Word from the Chair	1
Farewell Kathy Grieve	2
Talkin' Safety	2
Mental Health in the Workplace	3
MAGMAG Resources	3
Review of Risk Assessments	3
BBQ Safety	4
Parish Audits	4
Quick Reference Guide to Talking to Staff about their Mental Health	5
Parish File Plan Example	6

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## A WORD FROM THE CHAIR

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

This time of the year always present us with opportunity to reflect and review what has transpired over the past 12 months, so here is a summary!

The WHS Audit Program that commenced in 2018 has been sustained and most importantly continued to identify valuable information regarding the management of health and safety in the Catholic Church. Any gaps identified have been entered into the Rapid Incident reporting application as Non-Conformance Reports (NCR's). This enables individual worksites to track their corrective actions and provides valuable reporting data regarding improvements in health and safety across the Catholic Church Endowment Society (CCES) Self Insurance Registration. A Report of this year's Audit findings will be released in early 2020, so the next Safety Bulletin will have more information.

As I mentioned in the last Safety Bulletin, ReturntoWorkSA have undertaken an Evaluation of the Catholic Church Endowment Society safety management system. The verbal feedback regarding the safety system within the Church has been positive. In particular the Regulator has been complimentary of the WHS Audit process. However, it has been noted that improvement is required on the implementation of the safety system, so that is how the system is being used at our sites.

I had hoped to be able to give you more information regarding the Evaluation but as the Injury Management component is still being assessed and the close out meeting will not be held until December my detail is limited. As the Self Insurance Registration expires in March 2020 I will definitely have more information early next year!

Planning for 2020 is underway, but as much of the work ahead depends on the findings of the 2019 Evaluation, it has not been finalised.

The nationally recognised Certificate IV in Work Health and Safety (BSB41415) will see a change in 2020 with the Federal Government changing the qualification. It is hoped that Catholic Safety Health & Welfare SA (CSHW SA) will continue to deliver the new qualification in 2020. The change requires the CSHW SA trainers to re-write the course as it will be delivered and this will take time.

It is anticipated that the course will not commence until mid-2020. At this point in time Expressions of Interest are being taken and CSHW will keep you up to date with commencement details.

As in previous years there will be 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 in this course, give the CSHW SA office a call on 8215 6850. The course is open to the public, as it is not a requirement to work for a Catholic Church worksite.

At this time of year many worksites are busy finalising projects and organising events. It is a time to be mindful of what you are doing and how you are going to go about the various activities ... consider your risks, think through the activity, plan and safely complete the actions...and definitely enjoy them!

I would like to thank you all for your work in our many and varied workplaces during 2019 and we look forward to the coming year and continuing to work with you all to keep everyone safe.

In closing, I wish you and your families a safe and blessed Christmas.

Dale P West, Chairperson SIGC

## Farewell Kathy Grieve

I would like to take this opportunity to announce Kathy Grieve's retirement. Kathy has been with the unit for the last 15 years in which there have been many challenges and changes within the Catholic Church Self-Insurance Registration. During the years she has worked to build a team that supports our sites in maintaining safe practices along with safe work environments.

We wish Kathy good health, happiness and thank her for her commitment to Catholic Safety, Health and Welfare SA.

Enjoy your retirement!

Dale West

## Talkin' Safety

One of the common queries raised by WHS Coordinators across all sectors is "what items should we include on our plant register?" If we look at the definition of "Plant" and what it includes, as per the Work Health & Safety Act (2012), it specifies the following:

**plant** includes:

- any machinery, equipment, appliance, container, implement and tool; and
- any component of any of those things; and
- anything fitted or connected to any of those things.

Some of the examples of items that were queried recently included the following:

### Table and chairs?

*These are a piece of equipment and meet the definition of an item of plant. Some tables are electrically adjustable and therefore require testing and tagging as well as checking of the motor and other components of the adjustable mechanisms.*

### Anchor Points?

*Anchor points meet the definition of plant as they are a piece of equipment and also a component of the roof safety/harness system to minimise the risk of falls from height. There are specific testing requirements as per the manufacturer's requirements.*

### Microwave?

*A microwave fits the definition as an appliance and requires testing and tagging and regular inspection of the door seal as well as checking for general condition of the unit eg cracked plastic, cleaning etc.*

### Wheel Chair?

*These are a piece of equipment with specific requirements from the manufacturer such as regularly testing the brakes, checking the condition of the tyres/pressures, checking fittings on the chair for correct operation.*

### ZIP hot water tap?

*These hot water units are equipment and an appliance which includes a small pressure cylinder (heater). This plant requires regular inspection of the pressure relief valves and fittings as per the manufacturer's requirements, and testing and tagging.*

### Automatic External Defibrillator (AED)?

*This is a very common question that has been raised recently due to sites purchasing these units. They are definitely a piece of equipment and must be checked in accordance with the manufacturer's requirements. Obviously, the main power supply is via a battery which needs to be regularly inspected.*

### Photocopier?

*These are an electrical piece of equipment which needs to be tested and tagged and cleaned and maintained in accordance with the manufacturer's requirements.*

The items listed above are only a small example of what the WHS Consultants are asked when visiting sites.

On a final note, when you're developing and/or amending your plant register, consider the definition in the WHS Act (2012) to determine which items need to be included. Obviously, use your discretion when selecting these items as most things can meet the definition of a component, tool or anything connected to any of those things in some way or another.

One of the main things to consider is if the plant requires any form of inspection, maintenance or regular servicing ... the rest is up to you! If you have any queries, please contact your WHS Consultant at Catholic Safety Health & Welfare SA.

## Mental Health in the Workplace

Nearly 70% of people are uncomfortable disclosing a mental illness to an employer; 35% said it wasn't even a possibility. Of people taking sick leave due to depression, 40% hid the fact from their boss. If you notice changes in a colleague or employee, it's important to have the conversation and let them know they aren't alone. Page 5 is a 'Quick Reference Guide to Talking to Staff about their Mental Health' which breaks down the process into simple steps.

## MAGMAG Resource

The Maintenance and Grounds Managers Advisory Group (MAGMAG) often are provided resources that are valuable to everyone. Thus a tab has been created under 'Resources' the CSHW SA website where information will be made available. At the recent MAGMAG meeting, attendees were provided with information supplied by SAPOL on the following:

- Buses on S/E Freeway (what are the rules for descending the SE freeway safely?)
- Load restraint guide for light vehicles 2018 (National Transport Commission)
- Light vehicle towing trailer regulations (DPTI)

## Review of Risk Assessments

Control measures put in place should be reviewed regularly to make sure they work as planned. Don't wait until something goes wrong. The WHS Regulations require a risk management process for specific risks. That process includes circumstances where you must review your control measures for those risks and, if necessary, change them.

A review is required:

- when the control measure is not effective in controlling the risk
- before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control
- if a new hazard or risk is identified
- if the results of consultation indicate that a review is necessary, or
- if a health and safety representative requests a review.

In any case, as part of your ongoing duties as a PCBU, you should regularly review your control measures, including in the above circumstances.



Managing work health and safety risks is an ongoing process that needs attention over time, but particularly when any changes affect your work activities. You may use the same methods as in the initial hazard identification step (Chapter 2—How to identify hazards) to check controls.

Consult your workers and their health and safety representatives and consider the following questions:

- Are the control measures working effectively in both their design and operation?
- Have the control measures introduced new problems?
- Have all hazards been identified?
- Have new work methods, new equipment or chemicals made the job safer?
- Are safety procedures being followed?
- Have the instruction and training provided to workers on how to work safely been successful?
- Are workers actively involved in identifying hazards and possible control measures? Are they openly raising health and safety concerns and reporting problems promptly?
- Are the frequency and severity of health and safety incidents reducing over time?
- If new legislation or new information becomes available, does it indicate current controls may no longer be the most effective? If problems are found, go back through the risk management steps (Chapter 4—How to control risks), review your information and make further decisions about risk control. Priority for review should be based on the level of risk.

Control measures for high risks should be reviewed more frequently. If you design, manufacture or supply products used for work, quality assurance processes may be used to check the product effectively minimises health and safety risks. Obtain feedback from users of the product to determine whether any improvements can be made to make it safer.

Reference: How to manage work health and safety risks Code of Practice (SafeWork SA March 2019)

## BBQ Safety

Summer is upon us yet again, meaning longer days and of course BBQ's. They've been packed away and not used for a while so before firing up the BBQ, here are a few safety tips.

### Maintaining your BBQ

- **Replace cylinders** (gas bottles) if they appear damaged or rusty. Check them for leaks by spraying or brushing a soapy water solution onto them – bubbles will form if gas is escaping. You can also check hose ends and regulator connections this way. It's important to check the whole barbecue/cylinder set-up, not just the cylinder itself.
- **Check hoses** to make sure they haven't perished. Replace hoses every five years.
- **Check connections** to make sure they're clean and fit snugly.
- Cylinders can't be refilled if they haven't been tested in the past 10 years, or if they're damaged. You can tell how old your cylinder is by looking at the date stamped on the collar.

### Cylinder dos and don'ts

- **Don't store cylinders indoors** – including the garage, shed or under the house. Keep them outdoors so any gas leak will vent safely.
- **Always keep LPG cylinders upright** – they shouldn't be laid on their side.
- **When transporting a cylinder**, make sure it's well secured so it can't roll around. Wedge it into the back of your vehicle so it can't move, or tie it up with a strap.
- **Don't leave cylinders in the car.**

### Barbecue dos and don'ts

- Never use a barbecue with the wrong kind of gas. The data plate on the side of the barbecue should state the correct type of gas to use with your model (LPG or natural gas).
- Don't barbecue in a confined space or indoors – the fumes can be toxic and you could start a fire.
- Make sure there's plenty of clearance around your barbecue to avoid it becoming a fire risk.
- After using your barbecue, remove all excess fat so it doesn't end up a fire hazard.
- Don't use gas barbecues when it's really windy, as the burners might blow out, causing a serious gas leak or an explosive ignition.

It is now possible to fit gas safety gauge to your BBQ

Further information about this can be found at:

<https://www.barbequesgalore.com.au/gas-safety-gauge-suit-pol-valve-gsgau>

<http://www.gasfuse.com/>



## Parish Audits

This year we saw a number of parishes being included for the first time in the full Catholic Church Safety Management System audit conducted by CSH&W SA. As with the other Sectors, who commenced with their full system audits at the start of 2018, the last year has highlighted areas where we all can improve on the implementation of the Catholic Church Safety Management System at parish level.

One such area that requires attention is the filing of Work Health and Safety (WHS) documentation at parishes. We have encountered examples of WHS filing systems that may require some assistance, but we have also encountered filing systems that are both simple in design and highly efficient. It is with this in mind that we share the Parish File Plan example (Page 6) with the parishes.

Filing can be kept in a few lever arch folders or in a dedicated filing cabinet drawer with file dividers. Some parishes have even gone the way of digital filing... I would encourage you to go through your WHS filing system as we enter 2020. Creating a dedicated space to file relevant WHS documents makes the whole filing process less of a burden.

You can also find in the Document Control Procedure on the CSH&W SA website the *Retention Time Schedule* presented as Appendix I. This document provides the required timeframes for the retention of certain documents.

Next year we will continue to share templates with parishes to assist them in being more compliant. Keep an eye out for the next Safety Bulletin where we will be sharing a template procedure for Remote and Isolated Work and also template risk assessments for Remote & Isolated Work and Occupational Violence.

# Quick Reference Guide to Talking to Staff about their Mental Health

If you notice a team member is struggling with their mental health, don't ignore it. You don't need special skills to talk about mental health, you just need to be empathetic, approachable and willing to listen.

There are huge benefits to creating a workplace culture where it's okay to talk about mental health. Your employees are your greatest asset - you need them to feel confident, happy and engaged in their work, so that productivity is high.

## 1 - Choose somewhere appropriate

Consider a private, quiet place where the person feels comfortable and equal, possibly a neutral space outside of the workplace.

## 4 - Work together

It's important for you to find collaborative solutions that work for both of you. It's common for people experiencing a mental health condition not to take time off, though they are entitled to do so if needed. Seek support from HR specialists, occupational rehabilitation providers or Employee Assistance Programs. If required, allow time off work and assess how arrangements can be made for the employee to return to work at an appropriate time.

## 7 - Communicate with the team

Discuss with the employee how and what they would like others to be told and communicate with the wider team about why the adjustments have been made. Review the workloads of other team members to make sure they are not being unfairly burdened by the changes.

## 2 - Encourage people to talk

It can be hard to talk about your mental health. Ask simple, open and non-judgmental questions. Questions like: 'How are you doing?' or 'What's been happening for you lately?' Mention things you've noticed: 'You don't seem yourself lately, anything up?' or 'You seem less chatty than usual'. Let them know anything they say will remain confidential.

## 5 - Develop an action plan

If they will continue to work, help them create a plan to address issues when they arise. Ask about who to contact in a crisis and what supports need to be introduced in the workplace. Workplace adjustments are often quite individual but needn't be costly or require huge changes. The plan should include an agreed time to review the support measures to see if they're working.

## 8 - Follow up

Establish a regular time to make contact through the employees' preferred means, be it meetings, via phone or email. Don't ignore this step if they have chosen to take time off work. Touch base with them periodically and address any concerns they have about their return to work through a return to work plan.

## 3 - Understand what is supportive

Don't interrupt or rush the conversation. If they need time to think, sit patiently with them and wait. If they get angry or upset, stay calm and don't take it personally. To explore further, ask questions like, 'Have you spoken to anyone about this?', 'What can we change to make life easier?' or 'What would help you manage the load?'

## 6 - Encourage them to seek advice and support

People should speak to their GP about what support is available to them such as counselling. If your organisation has an Employee Assistance Program they may be able to arrange counselling without cost to them. See below for more available helplines.

## 9 - Embrace a mentally healthy culture

Don't consider the task complete when the employee is on the road to recovery. Take the opportunity to create a non-judgmental culture through regular conversations and communicating the support available to staff should they need it.

## Helplines

Beyondblue - call **1300 22 4636** for information and support

LifeLine - call **13 11 14** for 24 hour crisis counselling

Suicide Call Back Service provides 24/7 support if you or someone you know is feeling suicidal. Call **1300 659 467**.

**If you believe someone is in immediate danger call  
Triple Zero (000) or take them to an emergency room**

## Parish File Plan Example

NO.	POLICY AND PROCEDURES	FILE NAME	EXAMPLES OF DOCUMENTS
	WHS Policy Statement	WHS Policy	WHS & IM Policy
1	Health & Wellbeing Procedure	Health & Wellbeing	<i>(Code of Conduct, Position Information Description, Performance Appraisal – kept in Employee/HR Files)</i>
2	Incident Report and Investigation Procedure	Incidents	Incident Report Forms
3	Smoking Procedure	Smoking	Smoking signage
4	Asbestos Procedure	Asbestos	Asbestos Register, Asbestos Management Plan, Annual Asbestos Inspection Checklist, Records of Exposure, Risk Assessments for Asbestos Work, Asbestos Contractor Invoices
5	Consultation Procedure	Consultation	Parish WHS Report; E-mails to workers on consultation
6	Contractor Management Procedure	Contractors	Contractor Register, Contractor Induction Checklist, Service Provider Induction Checklist. Related documents received from Contractors i.e. Public Liability Insurance, Trade Licence, Workers Compensation
7	Audit Procedure	Audit	CSH&WSA Audit Reports, Internal Audits
8	Vehicle Procedure	Vehicles	Service Records, Vehicle Inspection Checklist
9	Electrical Procedure	Electrical	Electrical Register, RCD Push Button and Operating Time Test Registers, Certificates of Compliance, Calibration Certificate of Electrical Testing Equipment, Competency Records of worker/contractor performing Test & Tagging
10	Emergency & Critical Incident Procedure	Emergency	Emergency Plan, Disaster Recovery Plan, Evacuation Diagram, Emergency Light Testing Registers, Records of Fire Fighting Equipment Maintenance
11	First Aid Procedure	First Aid	First Aid Contents Checklist, First Aid Kit Signage
12	Protection from Heat & UV Radiation	Heat & UV	
13	Induction & Training Procedure	Induction & Training	<i>(Worker Induction Checklist, Training Records – kept in Employee/HR Files)</i>
14	Hazard Management Procedure	Hazards	Hazard Reports, Hazard Register, Risk Assessments, Workplace Inspection Form, Working Bee Form
15	Plant Management Procedure	Plant	Plant Register, Risk Assessments, Safe Operating/Work Procedures, Maintenance & Service Records, Preventative Maintenance Schedule
16	Hazardous Manual Tasks Procedure	Hazardous Manual Tasks	Risk Assessments, Workstation Ergonomic Checklist
17	Remote or Isolated Work Procedure	Remote & Isolated Work	Remote & Isolated Work Risk Assessment, Remote & Isolated Work Procedure
18	Occupational Violence Procedure	Occupational Violence	Occupational Violence Risk Assessment
19	Management of Hazardous Chemicals Procedure	Hazardous Chemicals	Hazardous Chemical Register, Safety Data Sheets, Hazardous Chemical Risk Assessment
20	Purchasing Procedure	Purchasing	Pre-purchase Checklists
21	Voice Procedure	Voice	
22	Volunteers Procedure	Volunteers	Volunteer Register, Volunteer Personal Details, Volunteer WHS Induction Checklist, Volunteer Code of Conduct
23	Rehabilitation and Return To Work Procedure (With CCI)	Return to Work	<i>Workers Compensation claims - kept in Employee/HR Files)</i>
24	Document Control Procedure	Document Control	Document Control Register, Retention Time Schedule
25	Fall Prevention Procedure	Fall Prevention	Ladder Inspection Register, Risk Assessments for Working at Heights, Ladder Risk Assessment
26	Infection Control Procedure	Infection Control	
27	Confined Space Procedure	Confined Space	Confined Space Register
28	Fitness for Work Procedure	Fitness for Work	
29	Waste Management Procedure	Waste Management	
30	Noise Procedure	Noise	
31	Personal Protective Equipment Procedure	PPE	PPE Site Register