



# Safety Bulletin

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Distribute at WHS Committee, consultative meetings, staff meetings.

- 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](http://www.cshwsa.org.au)

## A WORD FROM THE CHAIR

### Welcome

This month we move with optimism to the next stage in our management of the COVID-19 pandemic, with the easing of some restrictions and the formulation of the workplace transition plans.

People are often quite uncomfortable with change, for all sorts of understandable reasons. That is why it is important to understand how people are feeling as change proceeds. The main focus should be on transition, not change. The difference between these is subtle but important. Change is something that happens to people, even if they don't agree with it. Transition, on the other hand, is internal, it is what happens in people's minds as they go through change. Change can happen very quickly while transition usually occurs more slowly.

It is important to allow yourself the time to accept the change and let go, and try to get everyone to talk about what they and you are feeling.

The Catholic Safety Health & Welfare team have been using their time to review and update the Catholic Church Endowment Society Inc procedures and have also updated the template. These procedures will have a staggered release following the consultation process.

Stay safe.

As always, if you have any safety issues you wish to raise I can be contacted at: [dpwest@centacare.org.au](mailto:dpwest@centacare.org.au)

Dale P West  
Chairperson SIGC

## COVID-19

There has been a lot of information in the media about COVID-19.

If you are feeling unwell, you MUST stay home, even if you have a slight cold.

A simple reminder for the steps for social distancing in the workplace include:

- stop shaking hands to greet others
- consider cancelling non-essential meetings. If needed, hold meetings via video conferencing or phone call
- put off large meetings to a later date
- hold essential meetings outside in the open air if possible
- promote good hand, sneeze and cough hygiene
- wash hands with soap and water
- use alcohol-based hand rub wherever possible
- eat lunch at your desk or outside rather than in the lunch room
- regularly clean and disinfect surfaces that many people touch
- open windows or adjust air conditioning for more ventilation
- limit food handling and sharing of food in the workplace
- avoid non-essential travel
- promote strict hygiene among food preparation (canteen) staff and their close contacts

Further information can be found at:

<https://www.safeworkaustralia.gov.au/>

<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>

## Driving Safely

- Ensure you and all your passengers are wearing seatbelts;
- Drive in a safe and lawful manner at all times. You must not exceed the speed limit;
- Do not use hand held devices when driving;
- If you breakdown on a motorway, put on a reflective jacket, get out of the car by the door furthest from the hard shoulder;
- Do not put yourself at undue personal risk (for example if the winter weather turns particularly nasty, it is acceptable to cease your journey as soon as you can & wait until it subsides – always let your manager know when this happens).
- Report all incidents (motor Vehicle Accidents or damage).
- Report Motor Vehicle Accidents to the Police and complete the Accident Log on the AutoCheck app if company vehicle.

## Flu Season

Influenza, commonly known as the flu, is a highly infectious viral illness caused by influenza A or B viruses. It affects the nose and throat and may also affect the lungs.

In Australia, seasonal flu of varying severity occurs every year, usually between May and September. Everyone is encouraged to get their flu vaccine. Most employers will offer the flu vaccine as part of their immunisation program. If you aren't aware of it, speak to your Supervisor / Manager.

If you are displaying flu like symptoms, please stay home. Further information can be found in SA Health factsheet: [Flu factsheet](#)

## Mould in the Workplace

Winter is upon us and that means rainfall and darkness, which can potentially contribute to mould growing.

Mould is a fungus that thrives in damp and dark places and flourishes in cold weather.

Indoor mould and dampness can also cause unpleasant odours and damage to building materials, contents and structures, which can lead to expensive maintenance or management costs.

Mould or damp patches are not always visible and you may have hidden mould or damp. This may exist if:

- there is a mouldy/earthy odour
- there is regular condensation indoors
- the area feels regularly humid.

Places where you may find hidden mould or damp include:

- opposite side of dry walls, wallpaper or panelling
- roof materials above ceiling tiles (due to leaks or insufficient insulation) – cement roof tiles may lose their outer glaze and absorb moisture into roof spaces
- underside of carpets and pads, or curtains
- inside walls, particularly around pipes that are leaking or condensing and drains
- in roof spaces, particularly if moist air is vented into the roof space but not allowed to escape
- condensate drain pans inside air handling units
- porous thermal or acoustic liners inside ductwork
- insulation.

You may need professional help to find and remove hidden mould.

If the problem is large, recurring or can't be found (hidden mould) professional help may be required.

Different professionals may be required for identifying and cleaning the mould and for fixing the underlying problem. For example:

- indoor environment experts or mould specialists may be required to evaluate and remediate mould problems
- plumbers may be needed to identify and fix plumbing leaks
- builders or roof specialists will be required to fix leaks in the building structure
- air-conditioning consultants/engineers may be needed for identifying problems with the air conditioning system.
- Leaving mould unmanaged can lead to health conditions.

Health conditions caused by mould include:

- runny nose
- eye irritations
- cough
- congestion
- asthma/ respiratory infections
- fatigue
- nausea
- headaches.

If you believe you have been exposed to mould, please complete an incident report form. Further information can be found here: <https://www.healthywa.wa.gov.au/~media/Files/HealthyWA/Original/Mould%20guidelines.pdf>

Source: [https://www.healthywa.wa.gov.au/Articles/J\\_M/Mould-and-dampness](https://www.healthywa.wa.gov.au/Articles/J_M/Mould-and-dampness)

## New Auditing Program

The purpose of Auditing is to allow worksites to measure whether their workplace activities are following procedures, meeting planned arrangements, and to identify areas for improvement. A Work Health & Safety (WHS) audit will assist an organisation to identify what WHS strategies are in place and what needs to be implemented.

Types of audits conducted by CSHWSA will include:

- System Audits – Internal and External
- Compliance Audits – Legislative and Process (Systems of Work)

CSHWSA Consultants will consult with the worksite to arrange a suitable date and time. Once confirmed, formal notification will be emailed to the respective site. The site then, will ensure as part of the consultative process availability of the following workers (Maintenance workers, WHS Coordinator, Officers, WHS Committee representative etc.).

The audit process will involve:

Opening Meeting - before the commencement of the audit, the Lead Auditor will conduct a pre-audit briefing to:

- confirm the audit plan;
- provide a short summary of how the audit activities will be undertaken;
- confirm communication channels;
- provide an opportunity for the auditee to ask questions.

Progress Update - if the audit duration is more than one (1) day, the Lead Auditor shall provide key personnel with an audit de-brief at the end of each audit day outlining the audit findings including any non-conformances identified.

Closing Meeting - an audit close out meeting, chaired by the Lead Auditor, shall occur to present the audit findings including a summary of all non-conformances and conclusion in a manner that is understood and acknowledged by the Auditee.

Reports - The Lead Auditor is responsible for ensuring that an audit report is documented in a complete, accurate and concise way and supplied to the Auditee within two (2) weeks of the close out meeting. The audit findings shall be reviewed with the Auditee before finalisation.

Recording of Non-Conformances

Where a non-conformance has been assigned to a worksite, the non-conformance will be entered into Hazard Incident Reporting Data Base. Worksites must review any non-conformances and improvement opportunities, agree on actions to be taken and assign responsibility and timeframes in line with the risk. Risk timeframes are as follows:

- Extreme – within 24 hours;
- High – within seven (7) days;
- Medium – within thirty (30) days;
- Low – within sixty (60) days.



For further information please refer to CSH&WSA Audit Procedure Number 7.

### Good News Story

We will be showcasing good news stories from our sites. So if you know of a good news story, please let us know and we may include it in the Bulletin. Send an e-mail to your worksites WHS Consultant.

The first worksite to be recognised is Blackfriars Priory School (BPS). With the increasing use of the internet, BPS created a web page where the school community are able to access up to date information relating to COVID 19. The website is very easy to navigate. Well done to the team to utilise this medium to promote relevant information! You can check it out at: <https://blackfriars.sa.edu.au/news/covid-19-information-hub/>.

### Farewell Freddie

It is with regret that I inform you of the resignation of Freddie Wright WHS Consultant CSHWSA. I wish Freddie all the best with his new venture with SafeWorkSA. Freddie's last day is Monday 1<sup>st</sup> June 2020.

I will be advertising the position both internally and externally.

In the interim if Freddie was your consultant please either ring the office on 8215 6852 or alternatively ring myself on 0417 534 020 and your queries will be attended by one of the other Consultants or myself.

If you have any concerns please do not hesitate to contact Debbie Nation, Executive Manager CSH&W SA.

## Procedure Update

The following Catholic Church Endowment Society (CCES) safety procedures are to be reviewed in 2020. The procedure template has been changed and the content has a lot more information on why and how to implement strategies. All procedures are in line with current WHS legislative requirements. On 4 May all sites would have received via email the Volunteers, Electrical and Audit procedures. These procedures will be on the CSHH&WSA website for one (1) month. If you could distributed to relevant parties for discussion and then send any comments to your WHS Consultant. Any suggestions that have been forwarded will be taken into account and then once the procedure is finalised it will be placed onto the CSH&WSA website. All sites will be notified by email of the changes for each procedure.

CCES Procedures are:

Procedure No 6 – Contractor Management

Procedure No 8 – Vehicle

Procedure No 10 – Emergency & Critical Management

Procedure No 13 – Induction & Training

Procedure No 17 – Remote & Isolated Work

Procedure No 18 – Occupational Violence – name changed to Challenging Behaviour, Aggression, Violence

Procedure No 19 – Management of Hazardous Chemicals

Procedure No 21 – Voice – is now located under “Maintaining a Healthy Workplace” Procedure No 1.

Procedure No 24 – Document Control

Procedure No 26 – Infection Control

Procedure No 29 – Waste Management

Procedure No 22 – Volunteers (reviewed due to Self-Insurers Evaluation 2019)

Procedure No 7 Audit (reviewed as to new content for all procedures)

## Ladder Safety

Falls from ladders can have devastating consequences.

There are many different types of ladders and it is important that consideration is given to which ladder is the most suitable for the job.

When working at height, ladders should only be used if there is no other reasonably practicable alternative, such as scaffolding or an elevating work platform.

### Positioning

If you must use a ladder, before you start work:

- conduct a hazard identification and risk assessment;
- ensure that the ladder has an angle or pitch of about 1:4 (one out and four up);
- ensure that the ladder extends at least one metre above the landing;
- ensure that the ladder is installed on a stable surface;
- secure the top and bottom of the ladder so it cannot shift position;
- install a barricade or warning signs if there is a potential hazard to people near the work area;
- only position or use the ladder in a manner that does not endanger others;
- use warning signs or have a person guard at the foot of the ladder if needed;
- if the ladder is placed near a doorway, the door should be locked open or closed.

### Safe use

When using a ladder:

- only one person should be on a ladder at any given time;
- maintain three points of contact (e.g. two feet and one

hand, or two hands and one foot) with the ladder at all times;

- always climb and descend facing the ladder;
- do not carry anything when climbing or descending;
- keep your body centred between the sides of the ladder;
- do not lean sideways or over-reach;
- do not stand above the tread or rung on the ladder indicated as the maximum safe working height;
- only conduct light work from a ladder;
- use a non-conductive, insulated ladder for electrical work or near electrical hazards;
- check any older steel-tubing ladders for suitability to the task.

### Step or trestle ladders

When using step or trestle ladders:

- only use them in the fully open position;
- use a rigid metal spreader or locking device;
- ensure the load is carried by the front stiles.

### Inspections and maintenance

Ladders should be checked frequently and periodically serviced by a competent person (someone who is qualified either through experience and/or training).

Consideration should be given to the type of environment in which the ladder has been used. For example, aluminium ladders can easily become damaged if exposed to acids.

### Load rating

Ensure compliance with the manufacturer's load rating for the ladder.

<https://www.safework.sa.gov.au/>

## CCI Workers Compensation Update

### **Injury Management Training Available:**

Return to Work SA (RTWSA) run several education forums each year which are aimed at supporting employers with injury management. All events are free of charge and are valuable for anyone supporting injury management and reduction such as Managers, Return to Work Coordinators, WHS, People and Culture, etc.

RTWSA have released a number of dates for upcoming workshops that will be facilitating online due to COVID-19.

### **Supporting return to work - a guide for managers:**

Return to Work Coordinators are a great resource to facilitating and supporting an injured worker's return to work, but they can't do it alone! Managers, supervisors, and other internal supports are key to achieving successful return to work outcomes. The workshop will provide participants with a greater understanding of the Return to Work scheme, what they can do to support their workers and Return to Work Coordinator, and how they can promote a positive culture around return to work. Whilst developed with the manager in mind, Return to Work Coordinators may also benefit from gaining insight about building supportive relationships between Manager and worker.

### **Making your workplace thrive through a 'culture of care':**

With people spending a considerable amount of time at work, it is an ideal setting to promote positive mental health and wellbeing in the workplace and to support workers to thrive from a mental health perspective. In fact, now, more than ever, finding ways to keep staff connected, is imperative to building and maintaining a positive and supportive workplace. But how do workplaces cultivate this culture of care? This 1.5 hour, virtual (live) workshop is for those workplaces that are interested in building a culture of care, where workers feel supported, connected and valued at work and where work makes a positive contribution to mental health. The session will include information about organisational culture, key indicators for a thriving workplace including the importance of leadership and practical actions to build a positive, supporting and engaged workplace.

This workshop is suitable for managers, WHS managers, HR managers and Return to Work Coordinators who want to learn more about developing a culture of care and to gain a clearer understanding of what a thriving workplace looks like and opportunities for taking action.

### **Demystifying suitable employment:**

The Return to Work Act places stringent obligations on employers to provide its injured workers with suitable employment. But what does this mean, why is it important and how is it best achieved? This 1 hour online workshop will aim to provide further guidance around legal requirements and the supports available to help employers when it comes to accommodating return to work under the Return to Work Act 2014.

### **Who's Who in the treating zoo - Occupational Therapist:**

Ever wanted to better understand the role of an Occupational Therapist in your workers recovery and return to work journey? Join ReturnToWorkSA Provider Support Coordinator and Occupational Therapist, Linda Dirkzwager for this virtual (live) workshop and learn more about allied health and how they contribute to your workers recovery and return to work. Gain a greater understanding of how an Occupational Therapist aids recovery, as both a treating and Return to Work Service provider, as well as how to build relationships to maximise outcomes, and better support injured workers.

### **Who's Who in the treating zoo – GP:**

GPs play a crucial role in your workers recovery and return to work. Join ReturnToWorkSA Medical Advisors and Doctors Dr Chris Bollen or Dr Helena Williams for this virtual (live) workshop and learn more about the role of the GP and how they contribute to your workers recovery and return to work. We will take a peak behind the scenes and provide you with insight to the doctor/patient relationship, as well as provide you with the strategies to build your own relationships in order to maximise outcomes, and better support injured workers.

### **Who's Who in the treating zoo – Psychologist:**

Join Psychologist, Denise Keenan for this virtual (live) workshop and learn more about the role of the Psychologist and how they contribute to your workers recovery and return to work. We will take a peak behind the scenes and provide you with insight to the Psychologist/patient relationship, as well as provide you with the strategies to build your own relationships in order to maximise outcomes, and better support injured workers.

Spaces are filling fast so if you are interested in any session/s above, we encourage you to please book yourself in through the following link: <https://www.eventbrite.com.au/o/returntoworksa-6651262189> [eventbrite.com.au]