



Safety Bulletin

Catholic Safety Health & Welfare SA

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Distribute at WHS Committee, consultative meetings, staff meetings.

- Priest, Pricipal, Manager
- WHS Coordinator
- 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 year is moving along rapidly and as we head towards the winter solstice I can provide you with the final outcome of the 2013 WorkCover Evaluation. In March this year the Catholic Church Endowment Society (CCES) was granted a 2 year renewal of the Self Insurance Registration that they hold on behalf of CCES and 37 Separately Incorporated entities. My thanks, again, to the worksites who participated in the Evaluation process so that the Church could receive this renewal.

The Registration will be due for renewal on March 31, 2016, with the next WorkCover Evaluation likely to commence in September 2015. With those dates in mind Catholic Safety Health & Welfare SA and CCI have developed Strategic, Operational and Activity Plans to map out the work required to demonstrate compliance and continuous improvement in managing safety and injured workers.

Yesterday I met with representatives of 24 of the Separately Incorporated entities. This annual briefing is a valuable time for us to inform the organisations' about the overall safety and injury management performance, provide an update of the status of the Registration and advise of any legislative changes. It is a requirement of the Church's Self Insurance Registration to keep all separately in-

corporated entities informed of the actions and outcomes being carried out on their behalf.

I would like to thank those Principals and Executive Officers who committed to attend this important session. For those unable to attend, or whom may have forgotten the date, I repeat my standard offer to visit your place.

Over the next few months staff in the CSHW Unit will be taking leave so your initial point of contact in the Unit may be someone other than your usual contact. I draw your attention to the **Leave Arrangements** on page 2 of this Bulletin. This information can also be located on the CSHW SA website www.cshwsa.org.au; you would find this website a very valuable read.

As always I am interested in any comments or issues related to safety and I can be contacted at dpwest@centacare.org.au.

In closing, thank you for your work in keeping our workplaces and people safe.

Dale P West
Chairperson Self Insured
Governing Council (SIGC)

Hazardous Chemicals

Recently a Licence Level audit has been completed on Management of Hazardous Chemicals. Worksites MUST ensure that any Chemicals purchased and brought to the workplace, have labels in English.

Where chemicals are decanted into another container, the container must be labelled if the chemical is not going to be used immediately. Food and drink containers cannot be used to store decanted chemicals. Below is an extract from the WHS Regulations 2012

'Subdivision 4—Storage and handling systems

363—Control of risks from storage or handling systems

(1) A person conducting a business or undertaking at a workplace must ensure, so far as is reasonably practicable, that a system used at the workplace for the use, handling or storage of hazardous chemicals—

(a) is used only for a purpose for which it was designed, manufactured, modified, supplied or installed;



Leave Arrangements

Over the next few months staff in the CSHW Unit will be taking leave.

In the event of a serious incident or dangerous occurrence (Notification to SafeWork SA) during Kathy Grieve's leave (May 26 – July 8 2014) contact your worksite's WHS Consultant – details below

Contact for these periods will be as follows:

Dates	CSHW Staff	Leave Arrangements
May 19 – June 10	Chris Donnelly	Telephone CSHW office – 8210 9342 OR your WHS Consultant
May 26 – July 8	Kathy Grieve	Telephone WHS Consultant (see below)
July 11 -27	Jayne Ryan	Contact CSHW Office or Kathy Grieve 0438 396 062
July 28 – August 10	Kim McIntyre	Contact CSHW Office or Kathy Grieve 0438 396 062

WHS Consultant	Mobile
Kim McIntyre	0438 870 068
Peter Masters	0408 087 278
Jayne Ryan	0417 866 770
Lisa Zuppa	0438 868 877

Anchor Points



Anchor points **MUST** be inspected by a competent person once every 12 months. There can be no exceptions on this requirement.

For some sites this can be a very expensive exercise; one option is to conduct a risk assessment to have the anchor points decommissioned and removed. If the anchor points are not removed then they must be inspected.

Who's Got Control Now?

OMG...what the...?

Have you ever thought about those incidents that would be considered very low frequency but have extremely high consequences? Fire, explosion, chemical spill? What about a violent attack? Have you considered how you and others might react under such circumstances?

Your organisation should have someone who will take charge and coordinate actions effectively, someone who knows the layout of the buildings and the systems as well as the equipment and procedures. This 'someone' needs good communication and decision-making skills and the ability to remain calm under pressure. This 'someone' needs to be available when the unthinkable happens! They need to be there and take control!

Emergency situations can happen at any time and it's the Chief Warden (or Emergency Coordinator in aged care facilities) that will control and communicate all activities and override any normal management control. They will make the hard decisions based on the risk and give direction and communicate with emergency services on arrival to ensure the safety of all. So, who's got control at your worksite?

Be prepared and know who your Chief Warden is. Question to ensure they are going to be at the worksite when an emergency actually does happen and if not, is there a Deputy to take over? What will you do in an emergency and how much do you know about your worksite's procedures, systems and equipment? Does your organisation have a contingency plan in place?

Don't be complacent and get caught out.



By the Numbers

41 MINUTES is how much time on average, Australians who use public transport spend walking or cycling a day, compared to car users, who spend 8 minutes a day according to researchers from Griffith University, Australia's sedentary habits—resilience on cars for even short trips—is driving us to an early grave by increasing our risk of heart disease.

3.8 MILLION Australians are working through their lunch break and putting their mental health at risk according to Beyond Blue. They recommend you consider regular lunchtime walks to improve both your physical and mental health.

4 TIPS TO FIGHT FATIGUE:

- **Drink water:** the average daily intake is around 30 to 35 ml per Kilogram. Here is the math: 30 ml/kg x 60 kg = 1800 ml or 1.8 liters. 35 ml/kg x 60 kg = 2100 ml or 2.1 liters. Intake range = 1.8 liters — 2.1 liters
- **Move your body:** anytime anywhere, take the stairs, wiggle your toes...just move!
- **Deep breathing and meditation:** try some mindfulness (see below)
- **Sleep:** Plan for 6-8 hours' sleep each night (aim for a zero blood alcohol at bedtime and keep away from caffeine and electronic stimulation)

The *ORGANISATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT'S* (OECD) How's Life report released recently shows that Australian's rate highly in 10 of the 11 wellbeing and progress topics. The area that we rate in the lowest is Work-Life Balance, falling in the bottom 20% of performers. So what are you doing to boost your work-life balance? For more information, to check out what Australian's performed highly in, or to take part in the ongoing survey, visit <http://www.oecd.org/newsroom/healthy-happy-and-wise-users-top-priorities-as-oecd-releases-its-2014-better-life-index.htm>

Do You Even Lift?



Manual Handling involves more than lifting or carrying. It includes activities such as pushing, pulling, carrying, moving, holding or restraining.

“IF YOU TWIST YOU WILL SHOUT” – twisting while lifting causes wear and tear on your back's many components. Damage can occur to ligaments, muscles, tendons, facet joints, and discs to name a few.

To assist everyone onsite when manual handling display the attached proforma (page 5) or change to suit your environment.

NB: If you look closely, you will see that even Hugh Jackman considers the importance of safety. He is using the correct lifting technique and is careful not to twist his back or hips. He wears PPE to help prevent injury. A spotter is on hand should the weight prove too much. Prior to undertaking the task, he did a Take 5 risk assessment to determine what could go wrong and how to prevent it from happening.

Mindfulness

Mindfulness is a form of self-awareness. You can have 'Mindfulness' when you are eating, walking, sitting or doing day to day activities. The key is to stay in the **present** moment – here and now. It is about:

Being: in the present moment, connecting to the present

Allowing and flowing: allowing yourself to flow through a state of awareness, noticing your thoughts and physical sensations

Accepting: Willingness to see things as they are, without judgement

Trusting: trusting yourself and your feelings, looking within yourself

Letting go: willingness to let go of any uncomfortable or unhelpful feelings and thoughts

SHORT BREATHING ACTIVITY

Close your eyes and bring your awareness to your breath. Gently breathe in and out as you normally would. Take a deep breath in and release through your mouth. Take another deep breath in through your nose and out through your mouth. Return to normal breathing.

Be aware of any sensations on your body you're experiencing as you breathe in and out. Notice how your body expands as you breathe in and out.

Each time a thought enters your mind, be aware of it without judgement and then bring your awareness back to your breath.

Experience the breath coming in through your nose, out through your mouth and experience how it feels through other parts of your body.

Notice the stillness around you before and after each breath.

Take a minute a return to normal breathing and when are ready open your eyes.

Faye Fraser
ACCESS Programs

WHS Coordinators Forum Change

Due to unforeseen circumstances, the location and time of the WHS Coordinators Forum on 19 June has had to change.

It will now be held as follows:

Date: Thursday 19 June

Time: 9am to 12pm

Location: Room 8, Catholic Education Office, 116 George Street, Thebarton

All coordinators are encouraged to attend. We will be discussing issues that affect coordinators and the wonderful work that you all do. It also provides an opportunity to share any issues or successes.

If you would like to add anything to the agenda for the meeting, please email Lisa at lzuppa@cshwsa.org.au. As morning tea is provided we would appreciate an RSVP via the Training Calendar on the CSHW website.



Consultation

When Procedures are being reviewed by Catholic Safety Health and Welfare, draft versions are available on our website. This allows you to read through and make any comments prior to the document being endorsed by the Sector Forum.

To review the procedures go to the CSHW website and find the Sectors tab, then go to your Sector and find Consultation. The Procedures and any other documents will be at the bottom of the page.

Hazard Alerts

All issued Hazard Alerts are available on the Catholic Safety Health & Welfare website at www.cshwsa.org.au. The information is located in the Resources header under Hazard Alerts.

Please take the time to review those that have been issued this year:

- Asbestos Kits
- Extreme Heat

Parish WHS Coordinators Meeting

A training day has been arranged for all **Parish** WHS Coordinators on Friday the 13th of June 10:30 am to 12:00 pm at Holy Name, 80 Payneham Road, Stepney.

This training day is all about Parishes. We will be looking at the Catholic Safety Website, Task Manager and the Incident Reporting database, and anything you want to talk about.

Please book via the CSH&W SA website, click on the training tab, click on calendar drop down and go to June and book for the 13th, easy. Alternatively, you can use the link below in the Catholic Safety Training Calendar and Bookings article.

See you all there

Resilience and Wellness at Work

A practical workshop exploring challenging behaviours and relationships at work. The course will discuss the legal boundaries around bullying, harassment and discrimination. Address mental health problems including stress and burnout and offer strategies to improve your capabilities to "bounce back" when workplace challenges arise. There are two courses available.

Education sector:

Date: Tuesday 24th June, 2014

Time: 9:30 am – 12:30 am

Location: Thebarton Community Centre, Cnr South Rd and Ashwin Pde

Social services, Health and Parish sectors:

Date: Thursday 26th June, 2014

Time: 9:30 am – 12:30 am

Location: Thebarton Community Centre, Cnr South Rd and Ashwin Pde

Presented by Kim McIntyre

Cost \$45.00 pp

MAGMAG Workshop

Have you ever wondered how the Adelaide Oval has been so well maintained? Want your oval to be in the running to host the next Ashes Tour? MAGMAG has secured the legendary curator Les Burdett to be the guest speaker at the next workshop.

Details for the next workshop are:

DATE: Wednesday 4th June 2014

LOCATION: Rostrevor College
Glen Stuart Rd,
ROSTREVOR

TIME: 7:30am (breakfast)

RSVP: 30th May 2014



We are expecting large numbers so please ensure you RSVP to assist with catering.

Catholic Safety Training Calendar and Bookings

All bookings for training or meetings run by CSHW SA can be made via the Catholic Safety website. Simply go to the Training tab and select Calendar, or use <https://www.bookingbug.com/home/120671-Catholic-Safety-Health--Welfare-SA-CSHWSA>. From there it is a simple matter to find the training session or meeting and book attendees.

Regional staff booking for Injury What Now and Contact Officer training have Webex available through the Catholic Education Office. If you require this, please include the word 'Webex' in the Job Title/Role area.

HAZARDOUS MANUAL TASKS

STOP AND LOOK:

Take time and plan, review the task with work colleagues

THINK IT THROUGH:

Have a clear plan in mind



IDENTIFY THE HAZARDS:

- Do I have to lift?
- How many people to do the task?
- Do you have the right equipment?
- Is the distance of travel too far away?
- Is the path clear of obstacles?
- Have you checked the Risk Assessment?



CONTROL – COMMUNICATE & MAKE THE CHANGES:

Discuss potential problems

Eliminate or control the hazards

KEEP DOING THE TASK SAFELY:

Continually monitor for changes and new hazards

