



Safety Bulletin

Catholic Safety Health & Welfare SA

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www.cshwsa.org.au

A WORD FROM THE CHAIR

For those who are financially minded, Happy New Year!

As is my practice, I am able to provide you with some statistics for the 2013/14 year in the hope of focusing us on the preventive actions that might be embraced into our future.

Overall, our safety performance in 2014 is below that of the previous 2 years. Year to date we are averaging 5 days each month that are free of injury or significant incident; during 2012 and 2013 the average was 8 days injury free per month.

As an organization we have a target to reduce our injuries by 5% by the end of 2016, which will be a major challenge as we are currently tracking at a 7% increase in injuries. Despite this decline in performance it is pleasing to look at the past few months where there have been improvements demonstrated. As you can see on the graph below, the extremely poor results in February 2014 does impact the overall numbers.

In light of this performance it is time to remind ourselves that SAFETY in the workplace is EVERYONES RESPONSIBILITY. As the legislation directs us, we need to take reasonable care for our own health and safety and not act or omit to act adversely affect the health and safety of others.

The main causation of injury, in numbers, is slips, trips and falls. Many of these result in fractured bones for our workers.

Mental Stress injuries, whilst not large in numbers, have a significant impact on the injured worker, their families and their colleagues. We have noted that the number of claims in this area exceed the number of incidents reported in the category. Understandably, it can be difficult to report a psychological incident, for fear of breaching confidentiality. We also need to avoid any 'naming' or 'blaming'. Sensitivity in knowing how to describe an experience or event is crucial. However, it is important for this information to be captured, confidentially, so that causations can be identified and strategies to manage are developed and implemented. If you need help in entering such an incident call your WHS Consultant or the CSHW Office (8210 9342).

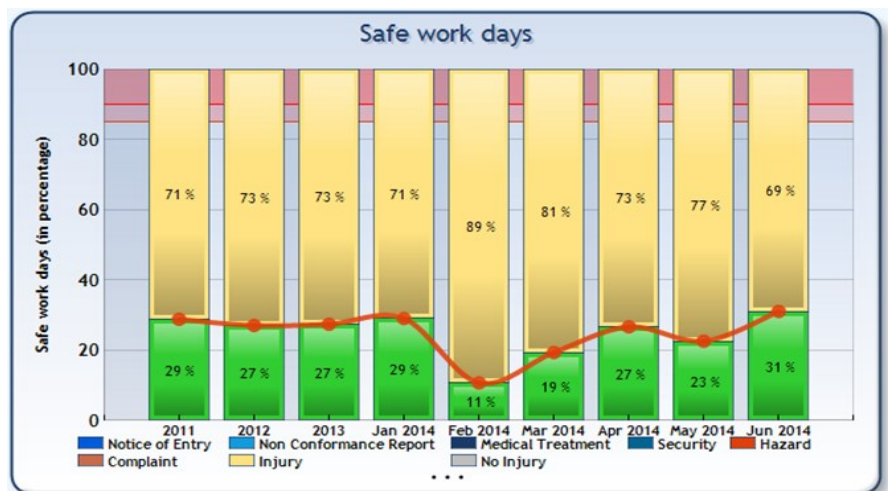
As always I am interested in any comments or issues related to safety and I can be contacted at

dpwest@centacare.org.au.

In closing, work safe and keep warm!!!

Dale P West

Chairperson Self-Insured Governing Council (SIGC)



Why is Psychological Health Important?

Do things you enjoy

Control your work

'Health' is defined in the WHS Act as both physical and psychological health.

There are a number of workplace factors that increase the likelihood of workers experiencing a stress response which, if prolonged may lead to psychological injury. They can include poorly designed or managed work environment, a traumatic event, workplace violence, fatigue, bullying or harassment and excessive or prolonged work pressures.

'Stress response' describes the physical, mental and emotional reactions which arise when workers perceive that their work demands exceed their ability to cope. Job stress is not in itself a disorder, illness or psychological injury however, if stress is excessive or prolonged it may lead to psychological or physical injury.

Increased frequency or duration of stress responses have been linked with high levels of unplanned absences including sick leave, staff turnover, withdrawal and absenteeism and more task errors. It can be a significant cause of injury or illness which may lead to depression and anxiety in the long term.

Often life events in combination with other factors compound and may cause us to become more susceptible to both psychological and physical illness. Whatever the cause, there are some simple steps you can take to help manage and reduce stress.

Do things you enjoy - such as meditation, gardening, reading, listening to music, visiting friends.

Control your work – avoid long hours or taking on too many responsibilities and make sure you plan enough time for rest, relaxation and exercise.

Daily physical exercise – such as swimming, walking, golf, gym will help relieve tension in your muscles and relax your mind.

Seek help – talk to a trusted friend, a doctor, a counsellor and ask for help at home and work.

Check out Safework Australia FACT SHEET "Preventing psychological injury under WHS law".

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/855/Preventing-Psychological-Injury-Under-WHS-Laws.pdf>

Daily physical exercise

Seek help

Electrical Incidents

All electrical incidents must be communicated to CSHWSA and as required by legislation, your WHS Consultant will contact Safework SA.

Every electrical incident must be recorded and investigated thoroughly with appropriate, high level controls put in place to prevent reoccurrence.

Definitions:

- *Electrocution* is death caused by electric shock.
- *Electric shock* is the physiological reaction, characterised by pain and muscular spasm to the passage of electrical current through the body. It can affect the respiratory system and heart rhythm.



Medical monitoring post electric shock:

Where any person has experienced an electric shock, it is strongly recommended that they be assessed and an Electro Cardiograph (ECG) is conducted within 24 hours of the incident occurring.

First Aid Kits

Does your First Aid Kit contain products like this?



If you answered "Yes" chances are that your first aid kit has products that have gone past their expiry date. ALL first aid kits must be maintained to the requirements as outlined in Procedure No.11 First Aid. If you have any questions or concerns in regards to first aid kits please contact your Consultant.

Design and Technology



The next meeting for the Design & Technical Studies group was scheduled for 9 September at 4.00pm.

Upon discussion we have decided to postpone this meeting until Term 4, 2014. The reason is that CSH&WSA

have engaged an external auditor to audit several of our Colleges in the area of Design and Technical studies along with some Trade Training Centres. This audit will be completed by the end of the term and at the next meeting we will be able to distribute the findings which will assist all Catholic Education sites.

CSH&WSA have been collaborating with DECD in relation to the Design and Technical Studies Safety Manual and the conclusion is that both stakeholders will work together on the new manual as we all work in the same area. This will also commence in Term 4.

For the next meeting once a venue has been established Jayne Ryan will send out the day and time (most likely a Tuesday, commencing at 4.00pm) via email.

Virtual Seminar Series

This October is Safe Work Australia Month (safety month)—a time to promote the importance and raise the awareness of work health and safety in Australia.

As part of safety month Safe Work Australia is hosting the first Australian Work Health and Safety Strategy Virtual Seminar Series (VSS)—a free online event aimed at those with an interest in work health and safety.

Each weekday in October the VSS will showcase some of the latest work health and safety thinking, developments, innovations and research by work health and safety regulators, experts, business leaders, and academics.

The themes for the VSS are

- leadership and culture
- responsive and effective regulation
- agriculture and road freight transport industries, and small business.

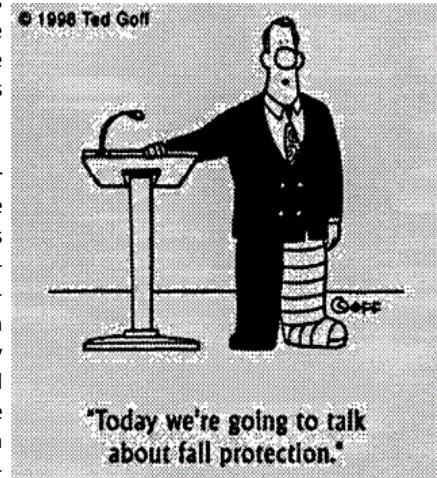
Details for the VSS will be available through the Safe Work Australia Safety Month smart phone app available through the Apple App store or Google Play. An information kit can be requested by emailing australianstrategy@swa.gov.au.

For more information on Safe Work Australia Month, the VSS, to register for updates or to download the draft program visit www.swa.gov.au.

Slips, Trips and Falls

Slips trips and falls continue to be the number one cause of injuries across our worksites.

Slips and falls occur every day. The extent of injuries and their recurrence can be minimized through proper safety knowledge and attitudes. Practice safety—don't learn it through experience. There are various ways to suffer slips and falls while working. You can slip and lose your balance, you can trip over objects left in your walkway, or you can simply fall from an elevated position above the ground.



Slips

Slips can be caused by wet surfaces, spills, or weather hazards like ice or snow. Slips are more likely to occur when you hurry or run, wear the wrong kind of shoes, or don't pay attention to where you're walking. To avoid slips, be on the lookout for foreign substances on the floors. Watch for deposits of water, food, grease, oil, sawdust, soap, or debris. Even small quantities are enough to make you fall. When entering a building from the outdoors, clean your footwear thoroughly. Wet weather requires that you clean off the soles of your shoes. Don't go too fast, walk safely, and avoid changing directions too sharply.

Trips

Trips occur whenever your foot hits an object and you are moving with enough momentum to be thrown off balance. Rubbish, unused materials, any object left in the aisles or other areas designed for pedestrian traffic invites trips. Extension cords, tools, carts, and other items should be removed or properly barricaded off. Report any equipment or supplies that are left in walkways. Keep passageways clear of debris. Walk where you're supposed to walk. Short cuts through machine areas invite accidents. Concentrate on where you are going—horseplay and inattention leaves you vulnerable to unsafe conditions.

Falls

The worst falls are from elevated positions like ladders and scaffolding. They result in serious injuries and death. Learn and practice ladder safety and the proper use of scaffolding. Hold on to handrails when using stairs or ramps. They are there to protect you should a fall occur. If you're carrying a heavy load which hampers your ability to properly ascend or descend stairs, use the elevator, or find help! When climbing, use a ladder of proper length that is in good condition. Keep it placed on a firm surface.

SafeWork SA

Just a reminder should your worksite have any contact from SafeWork SA, either verbal, written or in person, please contact your WHS Consultant as soon as possible. The main reason for this is so that the CSHW Unit can assist you in working with the Regulator. Secondly, CCES are required to report all contact with SafeWork, it is then verified by WorkCover during the self-insurance Evaluation process.

MAGMAG Workshop

Is your knowledge about Asbestos up to date? Are you concerned about doing little jobs where asbestos may be present? Come along to the next MAGMAG workshop and hear about the updates to how Asbestos should be managed in the workplace under the revised WHS legislation. Principal Inspector Brett Pfeffer from SafeWork SA will be our guest speaker and will be available to take questions from you after his presentation.

At this meeting, I will also be asking for nominations for someone to be a representative for grounds and maintenance staff for the Education Sector Forum.

Details for the next workshop are:

DATE: Wednesday 27th August
LOCATION: Cabra Dominican College
 225 Cross Rd
 CUMBERLAND PARK
TIME: 7:30am (breakfast)
RSVP: Friday 22 August 2014



Please book online through the bookingbug at: <https://www.bookingbug.com/home/120671-Catholic-Safety-Health--Welfare-SA-CSHWSA>

Emergency+ Smartphone App

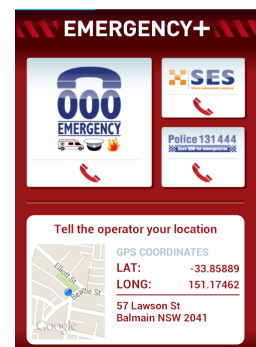
Australia's Triple Zero Awareness Working Group has developed a smartphone app for iOS and Android devices. This app aims to provide information to users on which department to contact in different situations. It will also pinpoint the user's location so that it can be relayed to the operator: especially useful for those travelling through country areas as part of their work.

State Emergency Service (SES) (132 500)
 Police Assistance Line (131 444)
 Crime Stoppers (1800 333 000)
 Health Direct Australia (1800 022 222)

Key Features:

- provide the caller with information about when the call Triple Zero
- provide the caller with information about who to call in various non-emergency situations
- assist the caller to dial the relevant number
- display the GPS coordinates of the phone's location that the caller can read out to the emergency operator

The app is free of charge and available for download from iTunes and Google Play Stores. Simply search for 'Emergency+'. For further information, please refer to the website: <http://www.triplezero.gov.au/Pages/EmergencySmartphoneApp.aspx>



Slips, Trips & Falls

Be on the lookout...

- **Secure floor coverings**
- **Wipe your feet when coming in from wet areas**
- **Clean spills up quickly**
- **Watch out for wet surfaces**
- **Wear shoes suitable for the environment**
- **Look out for unexpected obstacles**
- **Report all trip/slip hazards**
- **Always use an appropriate ladder for the task**
- **When lighting is poor take extra care**
- **Watch for undulating floor levels**
- **Take extra care when carrying objects**
- **Don't rush when using stairs, always hold the handrail**
- **Don't overreach when up a ladder**

**To Avoid Slips,
Trips & Falls**