



Safety Bulletin

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Circulation

Distribute at WHS Committee, consulta-
tive meetings, staff meetings.

- Priest, Principal, 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

I hope this *Safety Bulletin*, the last for 2014, finds you safe and well.

As the year draws to a close and you are busy finalising projects and preparing for events and functions 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 ... oh ... and don't forget to enjoy them!

Our year in safety commenced with the Church receiving renewal of their Self Insurance Registration with WorkCover (previously known as the Licence!) for a 2 year period.

During 2014 much of safety has focussed on consolidating the new Work Health and Safety legislation introduced in 2013. The CSHW team have continued to review procedures to be compliant with this legislation, and to deliver training to Officers and Boards.

The CSHW Unit has also been active in auditing the safety system and in 2014 we engaged an external Auditor to look at our management of Plant in schools. A common theme from all these audits is the inconsistency or lack of risk assessments related to equipment and activities that we carry out in our workplaces.

In 2015 there will be a focus on risk assessment, commencing with some best practice examples being developed and placed on the CSHW website. Naturally, this does not mean they can simply be printed! However they will be available as a Word document so that worksites can enter information relevant to the topic of assessment.

During 2014 the Catholic Church Insurance Injury Management team have worked diligently to improve the management of claims and rehabilitation. Currently there is new legislation before Parliament that will see several changes in this area in the coming year.

In December the CSHW Unit will be farewelling a team member, Kim McIntyre, who has chosen a change of lifestyle and pace. I am sure those of you who have worked with Kim would join me in thanking her for her work with us over the past 7 years. Kim is passionate about health and safety and has been committed to the Church's safety management system, supporting its implementation with energy and enthusiasm. I wish her well in her future ventures.

In closing, I thank you all for your work in our varied workplaces during 2014 and I wish you and your families a safe and blessed Christmas.

We look forward to 2015 and continuing to work with our worksites to keep everyone safe.

Dale P West
Chairperson Self-Insured Governing Council (SIGC)

New Incident Database Categories

You may have noticed minor changes when reporting a new incident. Two options have been added to Type of Incident to help with more accurate reporting. The additions are Psychological Injury and Student.

The Psychological Injury category has been included to try to capture those incidents that are under-reported.

Student has been added as a category for schools to use where a student has sustained an injury through play compared with an injury from equipment or environment. The Student category is being trialled until the end of December 2014.

If you have any queries about these new options or the Incident Database in general remember that you can contact your WHS Consultant.

Planes, Trains and Automobiles—Travel, Holidays and Back Pain

Planning holidays but concerned about a long trip? For people with neck, back or hip pain the thought of travelling can be daunting. Uncomfortable seats, prolonged sitting, hauling a suitcase around and sleeping in different beds are some of the things which can upset the body and sometimes even spoil a holiday.

Before you go:

- Packing. Pack light to reduce the suitcase weight and strain on your back. Pack lightweight, thin clothing and layer for warmth. Decant liquids into small bottles.
- Use a suitcase with good wheels and good height handle.
- Consider an extra light suitcase. A 4 wheeled suitcase is much easier to move than a 2 wheeled version.
- First aid. You don't want pain to spoil your holiday so pack anything you may need; medications, creams, disposable heat pads, cold pack (or use a zip lock bag with ice), massage tool. It is better to pack these and not need them than vice versa.
- Luggage handling. Remember the rules of manual handling. Bend your hips and knees, get as close as possible, brace your core, keep the back as straight as possible and avoid twisting by moving the feet. If assistance is available accept it!
- Day pack. Use a backpack rather than an over the shoulder bag.

While travelling:

- Move as much as possible and avoid prolonged sitting.
- Keep an eye on how long you've been sitting and aim to stand and take a short walk every 20 – 30 minutes. When driving get out of the car as often as practical. While up do some stretches. Consider standing at the back of the plane for a while. Of course getting up frequently is also recommended for blood clot (DVT) prevention.
- Support your feet if necessary. If the seat is too high or deep for you this will cause the weight of the legs to pull down on the lower back. A bag or day pack could be used as a foot support.
- Bring your own back support or seat cushion. Most seats in cars, trains, planes, buses lack lumbar support and encourage back rounding. A small lumbar cushion will make the world of difference. Alternatively a rolled up jumper or small pillow or blanket can be used. Many people pack a neck cushion and while these are helpful to stop the head dropping while sleeping, a low back support is the most helpful way to prevent low, mid and upper back pain.
- While away keep up your exercise. Just a few minutes each morning or night can be all that is needed to keep the joints and muscles relaxed and mobile and keep you pain free.
- Walking. If you know that prolonged walking aggravates your symptoms keep under your limit by resting and taking in the scenery regularly.
- A strange mattress and pillow will upset most bodies to some degree. There are no real solutions to this problem. Sleeping with an extra pillow between or under the knees can help. Hot showers (night and morning) and gentle back mobilising exercises will help.

Judy Ross (OT) Back Care Centre

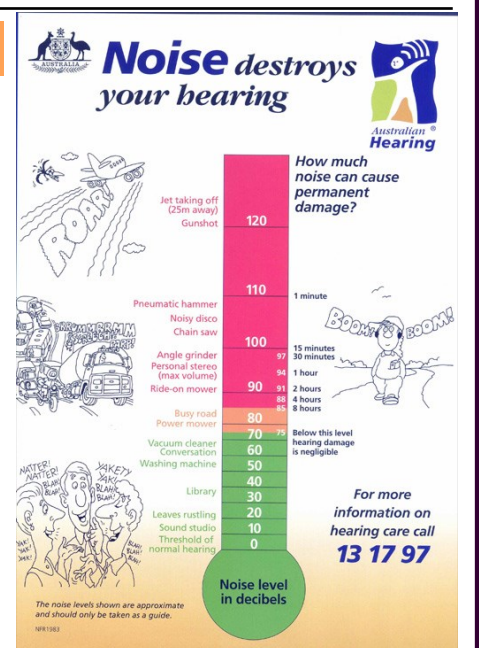
New Noise Regulations—Do We Comply?

The new WHS Regulations (2012) require that some workers will require audiometric testing.

CSH&W SA need to identify workers at risk and to do so, we need to determine the level of noise exposure during high activity in noisy environments.

Identification will begin with a noise questionnaire that is to be completed by work sites. The questionnaire response will assist CSH&W to conduct further decibel reading and noise monitoring at the site.

CSH&W SA need your cooperation in completing the initial questionnaire. The draft version of the Noise procedure (No. 30) can be found on the CSHW website under your relevant sector's Consultation tab.



Residual Current Devices



Work Health and Safety Regulation 164A (1) states:

Subject to complying with any requirement of a preceding regulation under this Division, any risk associated with the supply of electricity through a socket outlet must be minimized so far as is reasonably practicable by the use of an RCD.

RCDs must be tested frequently. Under normal conditions the two yearly operating time test for RCDs will be sufficient, but for portable RCDs and fixed RCDs that cover electrical equipment that is more likely to be subject to damage then this test is required annually.

Equipment is considered more likely to be subject to damage where in normal use, operating conditions are likely to result in damage to the equipment or a reduction in the expected lifespan. Examples include electrical equipment used in industrial kitchens, on construction sites and in technical or maintenance workshops and where there is exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.

Testing intervals for RCD Operating-Time Test will vary depending on the environment and how the electrical equipment is used. So a risk assessment is necessary to determine frequency of testing if you suspect that electrical equipment is frequently moved during normal use or moved between different locations e.g. portable data projector, vacuum cleaners, hair dryers, electric drill or knife.

Note: If there is limited equipment of this nature use of a portable RCD that is time-tested annually may be the best (and cheapest) option. Refer to CSHWSA Electrical procedure (No. 9) for more detailed requirements or ring your consultant for advice.

Why Report Hazards?

Your workplace has a legal responsibility to control workplace hazards – either by eliminating the hazard or, where this is not possible, by minimising the effects of the hazard.

The first step in controlling hazards is identifying them. This is called *hazard identification*. There are many ways to identify hazards, including:

- Regular workplace inspections
- Results of accident investigations
- Industry information bulletins
- Reports and information from workers.

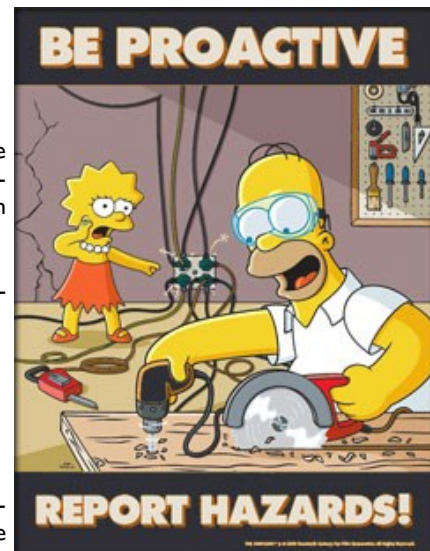
Worker reports are one of the most effective ways to identify hazards. Workers have a legal responsibility to report any hazards of which they become aware, to their supervisor/manager. The workplace is then legally required to take corrective action on those reports.

When workers report hazards (before they result in an injury or illness), the workplace can take preventive actions. The benefits are:

- Fewer injuries and illness,
- Less downtime from accident investigation,
- Lower costs of machinery/equipment repairs, and
- More efficient and safer work practices.

Everyone at your workplace shares responsibility for ensuring that their work environment is safe and healthy. Some hazards pose an immediate danger and others take a longer time to become apparent. But both types of hazards must be fixed. If you are aware of a hazard in your workplace, you should report it promptly to your supervisor, manager or WHS Coordinator. Once a hazard has been identified, your manager and/or supervisor has a duty to assess the problem and eliminate any hazard that could injure workers.

So PLEASE report hazards. We would rather see 600 hazard reports and only 1 serious accident/incident report.



What is Consultation?

Consultation requires that:

- relevant work health and safety information is shared with workers
- workers are given a reasonable opportunity to express their views and to raise health or safety issues
- workers are given a reasonable opportunity to contribute to the decision-making process relating to the health and safety matter
- the views of workers are taken into account, and
- workers are advised of the outcome of any consultation in a timely manner.



Consultation should include:

- what each will be doing, how, when and where and what plant or substances may be used
- who has control or influence over aspects of the work or the environment in which the work is being undertaken
- ways in which the activities of each duty holder may affect the work environment
- ways in which the activities of each duty holder may affect what others do
- identifying the workers that are or will be involved in the activity and who else may be affected by the activity
- what procedures or arrangements may be in place for the consultation and representation of workers, and for issue resolution
- what information may be needed by another duty holder for health and safety purposes
- what each knows about the hazards and risks associated with their activity
- whether the activities of others may introduce or increase hazards or risks
- what each will be providing for health and safety, particularly for controlling risks
- what further consultation or communication may be required to monitor health and safety or to identify any changes in the work or environment.

Christmas Ham with Marmalade Glaze

Ingredients

- 2.25kg leg of ham
- ½ cup orange marmalade
- 1 tablespoon fresh orange juice
- 1 tablespoon Dijon mustard
- 2 gloves garlic, crushed
- Salt and cracked black pepper
- Whole cloves to garnish

Method:

1. Preheat oven to 180 C. Carefully remove the rind from the ham, making sure you don't trim off too much of the fat. Use a small sharp knife to score the fat into a diamond pattern, about 5mm deep (take care not to cut all the way through to the meat or the fat may fall off during cooking)
2. Place the marmalade, orange juice, mustard, garlic, salt and pepper in a small saucepan over the low heat and cook, stirring, until the marmalade has melted and just starts to bubble, and the mixture is well combined.
3. Spread the glaze over the ham then place a clove in the middle of each diamond of fat.
4. Place the ham on a rack in a baking dish and fill with enough water to cover the base of the dish. Cook for 25 minutes, brushing regularly with glaze mixture, until the surface of the ham is golden and caramelised. Set aside for 15 minutes to rest, then slice and serve warm or cold.



35min to prep, 30 mins to cook, Serves 6

From Taste.com: <http://www.taste.com.au/recipes/22963/ham+with+marmalade+glaze>