



Safety Bulletin

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A WORD FROM THE CHAIR

Welcome to the final Safety Bulletin for 2015, I hope it finds you safe and well.

The main focus of this year in safety has been a change in legislation for Injury Management and an Evaluation of our Safety Management System. CCI have been busy in implementing changes brought about by the Return to Work Act 2014, which commenced on July 1 2015. I trust many of you will have attended training in this area. The Evaluation, conducted by ReturnToWork SA (and yes this is how it is written) occurred over 4 weeks in August. As mentioned in the previous Safety Bulletin, this process reviewed our WHS and Injury Management systems to ensure legislative compliance and conformance with the Self Insured Performance Standards.

I had hoped to provide you with comprehensive feedback regarding the outcome of the Evaluation but we have not yet received the Draft Report. The CCES Self Insurer Registration is due for renewal on March 31 2016, so I should have more feedback for you in early 2016. Verbal feedback regarding WHS has indicated that there is no non-conformance evident, but that improvement should focus on the implementation of the safety system. The latter is where the system is 'in use' at each worksite.

Obviously the improved IT application, WHS Task Manager, enables you at the worksite to be guided in the implementation of the system and then for you to 'store' evidence of the work completed. If you are having trouble with Task Manager, there is help at hand...give Chris Donnelly a call on 8210 9342.

Planning for 2016 is only in its early stages, as much of the work ahead depends on the findings of the 2015 Evaluation.

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 2015 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

Planning for 2016

Within the next few weeks Catholic Safety Health & Welfare (CSH&W) will be meeting to discuss the training sessions that will be offered next year. Some of the usual options will be available, such as Emergency Warden Training.

If you have any suggestions about what you would like to see run next year, please call you WHS Consultant or the office on 8210 9342.

Ladder and Plant Safety Training

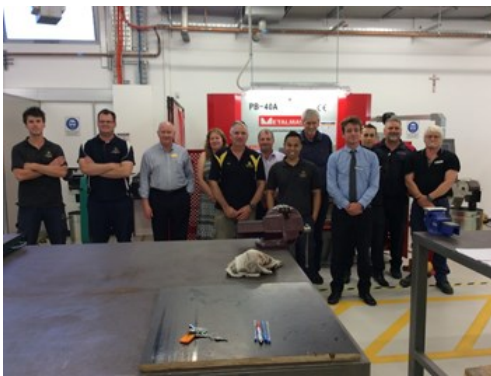
CSH&W held an information session on Ladder Safety and Plant Safety at Caritas College on the 1st of October 2015. The session was attended by the Northern Regional Maintenance and Grounds workers from Caritas College, St Mark's College Port Pirie and Samaritan College Whyalla. The sessions were well received and were found to be very informative.

At the request of the workers we will be organising meetings for the Northern Regional Maintenance and Grounds workers next year, similar to the metropolitan MAGMAG meetings.

A second session of the Ladder Safety and Plant Safety was held at the Monastery and was attended by workers from MacKillop College, St Paul's College, St Joseph's Murray Bridge, Xavier College and Sacred Heart College.



Design and Technology Group



The second D&T group meeting for 2015 was held at Mount Carmel College's Trade Training Centre (TTC). Representatives from Nazareth, Rostrevor, Christian Brothers, Mount Carmel, Thomas Moore, and Xavier College's attended the session.

Dave Barrett from CSH&W gave a very informative presentation on plant. The presentation covered the legislative requirements for guarding, emergency stops, operating controls, documentation, maintenance of plant, risk assessments and safe operating procedures. The presentation also provided pictorial examples of the issues that have been identified during inspections of some of our D&T workshops. Dave was able to highlight some of the issues being observed and provided suggestions on how to remedy them.

The group was provided with an audit tool on emergency stops and operation controls which they can take back to their sites and conduct an audit on their plant.



A tour of the Trade Training Centre was provided by the Manager Shane Gubbin.

CSH&W would like to thank Leda Machinery for sponsoring the workshop and for supplying pizzas and drinks at its completion.

CSH&W would also like to thank Mount Carmel College's Principal Gavin McLaughlin for making the TTC available for the workshop and for being in attendance at the beginning to welcome the attendees.

Ashley Cranwell Machinery Consultant for Leda Machinery provided the group with information on how he and Ledacraft can provide assistance to the sites.

The group is looking forward to the meetings in 2016 and increasing the number of Design & Tech members in order to assist with solving problems and sharing knowledge.

Scheduled Work Over Christmas and New Year

If your worksite is planning scheduled work to be conducted at your worksite during the period over Christmas and New Year eg cleaning of gutters, or air-conditioning maintenance, take time to consider the hazards and risks associated with the task to be undertaken.

If you have no procedures in place for the task, a risk assessment should be conducted, consider: height, equipment (mechanical, electrical etc.) working in isolation (contacts), weather conditions, the equipment to be used is in good working order or suitable for the task etc. If a risk assessment does exist re-assess before the task commences. Prepare or re-assess the risk assessment with another person at the worksite as it is often good to have two sets of eyes to review it.

Do all this prior to the site shutting down so that any further controls which may be required can be put in place prior to the work commencing. Don't leave it to the last minute.

Talkin' Safety

One of the main concerns in CSH&W is the increasing number of falls (slips, trips and falls) across all sectors. A recent review of the incident database statistics revealed there were approximately 200 incidents from January to October 2015.

According to SafeWork SA, "slips and trips are a common cause of injury to personal care and nursing assistants, cleaners and sales assistants and is a significant problem affecting every workplace, from factory floor to office. They (slips and trips) can result in serious injury and lengthy amounts of time off work".

What have the WHS Consultants identified as being contributing factors to slips, trips and falls across the various sectors?

- Loose or uneven surfaces such as concrete, pavers, broken tiles or torn carpet.
- Exposed tree roots.
- School bags and materials blocking walkways.
- Slippery floor surfaces from spilled substances.
- The actual type of flooring or surface texture like wood, tiles, concrete or vinyl.
- Stairs or steps – carrying things that obscure the view of the floor.
- Inadequate footwear.
- Improper use of ladders.
- Sunken stormwater drain and service pit surroundings.

What can be done to minimise the risk of injury?

- Conducting regular WHS workplace inspections and addressing tripping hazards.
- Placement of portable "slippery floor" signage and immediate clean-up of spills.
- Ensuring loose or sunken pavers are reported to maintenance and repaired.
- Consider removing exposed tree roots or building surrounds around the trees.
- Reiterate good housekeeping practices at staff meetings.
- Continue to promote the need to report all hazards.

Due to the age of some of the buildings and the volatile nature of the "Bay of Biscay" soil in South Australia, a number of worksites have concrete paths that have shifted and now present a serious tripping hazard. The main control at a majority of sites is to paint the raised edge yellow. Although this assists in highlighting the irregularity it does not completely eliminate the hazard, it is good as an interim measure. One of the main principals of safety is to eliminate hazards, where possible, at the source. Remember the Hierarchy of Controls.

A good solution to the problem of raised concrete edges is to grind them down and eliminate the hazard. Images 1 & 2 show typical raised edges that have been ground down by a portable concrete grinder. These units are readily available and can be hired via local plant hire companies in SA.



Image 1



Image 2

Another common problem on several sites are the amount of sunken pavers, drains and service pits which continually require attention from grounds and maintenance staff. Unfortunately due to the nature of the surrounding soils these areas need to be lifted and re-laid to minimise the risk of injury. These need to be added to the hazard register and depending on the size of the problem, it may need to be addressed with management for allocation of funds.

The final observation on some of the sites is the amount of exposed tree roots which present a tripping hazard to workers, students and members of the public. A simple solution observed during a recent site visit was the installation of a seat around the base of the tree (Image 3). This seat served two purposes in that it minimised the risk of people tripping on the tree roots and also provided suitable seating.



Image 3

Remember, if you need any advice or assistance with health and safety related matters, please contact your WHS Consultant at CSH&W.

Festive Season

As Christmas approaches, so do parties and functions. If you are planning or attending a work function, a duty of care is required.

- Remind workers (that Christmas functions are considered an extension of the workplace), so the same rules apply, even when the party is held off site.
- Remind workers of expectations and appropriate behaviour.
- Be culturally aware and sensitive to the fact that not all staff celebrate Christmas.
- If alcohol is available make sure that there is plenty of food and non-alcoholic drinks available.
- Issue a friendly reminder to workers about the dangers of excessive drinking and drink driving.
- Take reasonable steps to ensure the supply of alcohol is limited.
- Make sure that the venues and activities are appropriate and do not put people at risk.
- Set definite start and finish times.
- Ensure workers have made arrangements to get home safely. e.g. skippers, public transport, taxis, etc.
- 'Buddy' system so people look after each other during the event.

Workers have a responsibility to take reasonable precautions for their own safety and health and that of others. They are also expected to behave in such a way that the workplace is free from harassment and other abusive behaviour. Workers should avoid becoming so intoxicated that their behaviour becomes a hazard to themselves, or others.

Electrical Safety—are you testing your RCDs?

Ever wondered what is the difference between a safety switch (residual current device RCD) and a circuit breaker? Wonder no more. Worksafe Queensland have produced some great little videos that explains the difference. Safety switches are often confused with circuit breakers and fuses, but they perform different tasks.

Safety switches monitor the flow of electricity through a circuit and turn off the power in a fraction of a second if a leakage of current is detected. Safety switches provide personal protection against electric shock. Circuit breakers protect an electrical circuit by quickly cutting power when there is a high current fault or overload that may cause a hazard.

Even if your home has a safety switch installed, one may not be enough to protect you from electric shock. A safety switch only protects you if it's on that circuit. You should consider having safety switches installed on all circuits in your home, including power points, lights, air conditioning, oven, hot water and pool equipment circuits, even if they are on a separate tariff. This clip explains the difference between safety switch and circuit breakers: <https://www.youtube.com/watch?v=iguJS6hUlzQ>.

So now you know what the difference is, do you know how to test your RCD? It's quite simple. Not only must they be checked regularly in the workplace, but you should also check your RCDs at home. It's recommended you test your safety switches every three months to ensure they are working properly. The link below shows you how: <https://www.youtube.com/watch?v=tziAIWak0Qo#t=79>



It's Not That Hard To Be Bushfire Ready

With Summer approaching it is time to make preparations for the bushfire season. Sites and workers need to do what they can to help reduce the risk and impact of a bushfire in their area.

Steps that sites can take to prepare for the bushfire season include:

- Cutting grass and reducing undergrowth
- Clearing gutters
- Review worker travel, especially into or through areas where bushfires are active
- If a worker is travelling to unfamiliar locations, be aware of the [Bushfire Safer Places](#) where they can seek shelter in the event of a bushfire
- Have plans in place for what workers will do if a bushfire threatens

A lot of information about preparing for bushfires can be found on the CFS Website: <http://www.cfs.sa.gov.au>. The website has a page dedicated to Fire Bans and Danger Ratings and there are many resources to help with contingency planning. See Page 5 of this bulletin for information on Fire Danger Ratings, what they mean and what people should do at each rating level. Remember that the Fire Danger Rating is not how likely a bushfire is to occur, but how dangerous conditions will be if there is a bushfire.

SOUTH AUSTRALIAN FIRE DANGER RATINGS

The rating is forecast by the Bureau of Meteorology each day and is an early indicator for you of the potential danger, should a bushfire start. **The higher the Fire Danger Rating, the more dangerous the fire conditions.** The Fire Danger Rating chart will assist you to understand the predicted bushfire behaviour, potential impacts and recommended actions you should take for each category level. Take the time to review and understand the chart. Bushfire season is between November and April.

The Fire Danger Rating is not a predictor of how likely a bushfire is to occur, but how dangerous it could be if it did occur. It should be used as an early indicator to trigger your plans.

The Fire Danger Rating is issued by the Bureau of Meteorology after 4pm the day before and is available at www.bom.gov.au

Fire Danger Rating	What Does it Mean?	What Should I Do?
Catastrophic Total Fire Ban Day	<ul style="list-style-type: none"> • These are the worst conditions for a bush or grass fire. • If a fire starts and takes hold, it will be extremely difficult to control and will take significant fire fighting resources and cooler conditions to bring it under control. • Spot fires will start well ahead of the main fire and cause rapid spread of the fire. Embers will come from many directions. • Homes are not designed or constructed to withstand fires in these conditions. • The safest place to be is away from bushfire prone areas. 	<p>YOU NEED TO ACT NOW</p> <ul style="list-style-type: none"> • Put your survival first and leave bushfire prone areas the night before or early in the day - this is your safest option. • Act immediately - do not wait and see • Avoid forested areas, thick bush or long, dry grass; • Prepare, know and practise a plan for: <ul style="list-style-type: none"> - When you will leave - How you will get there - What you will do if you cannot leave - Where you will go - When you will return
Extreme Total Fire Ban Day	<ul style="list-style-type: none"> • These are very hot, dry and windy conditions for a bush or grass fire. • If a fire starts and takes hold, it will be unpredictable, move very fast and very difficult for fire fighters to bring under control. • Spot fires will start and move quickly. Embers may come from many directions. • Homes that are prepared to the highest level, have been constructed to bushfire protection levels and are actively defended may provide safety. • You must be physically and mentally prepared to defend in these conditions. • The safest place to be is away from bushfire prone areas. 	<p>YOU NEED TO GET READY TO ACT</p> <ul style="list-style-type: none"> • Only stay with your property if you are prepared to the highest level. This means your home needs to have been constructed to bushfire protection levels e.g.; enclosed eaves, covers over external air conditioners, metal flyscreens etc. • You must be well prepared and able to actively defend your home if a fire starts. This means you have the right equipment and resources to put out fires around your home e.g.; enough water supply, petrol/diesel portable pump, generator, protective clothing etc. • If you are not prepared to the highest level, leaving bushfire prone areas early in the day is your safest option.
Severe Total Fire Ban Day	<ul style="list-style-type: none"> • These are hot, dry and possibly windy conditions for a bush or grass fire. • If a fire starts and takes hold, it will be hard for fire fighters to bring under control. • Well prepared homes that are actively defended can provide safety. • You must be physically and mentally prepared to defend in these conditions. 	<p>YOU NEED TO BE AWARE</p> <ul style="list-style-type: none"> • Well prepared homes that are actively defended can provide safety. This means you have the right equipment and resources to put out fires around your home e.g.; enough water supply, petrol/diesel portable pump, generator, protective clothing etc. • If you are not prepared, leaving bushfire prone areas early in the day is your safest option.
Very High	<ul style="list-style-type: none"> • If a fire starts, it is likely to be controlled in these conditions and homes can provide safety. 	<ul style="list-style-type: none"> • Check your Bushfire Survival Plan. • Monitor conditions. • Action may be needed. • Leave if necessary.
High	<ul style="list-style-type: none"> • Be aware of how fires can start and reduce the risk. 	
Low - Moderate		