Safety Bulletin

CSH&W SA

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Circulation

Distribute at WHS Committee, consultative 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 edition of the *Safety Bulletin* finds you well and looking forward to Spring which will put one in your step!

WHS work has continued over the winter months with a focus on a review of the *Task Manager Program*. Hopefully you are pleased to see that the number of tasks allocated to your worksite have been reduced. Please, if you have any difficulty with this program, give Chris Donnelly (8215 6850) or your WHS Consultant a call.

Apart from a spring in your step, this time of year brings the necessary preparations for the Fete and Festa season in our schools and parishes.

SafeWork SA have a targeted program focussed on visiting sites that are holding public events, to review compliance. Your worksite may have received correspondence in relation to notifying SafeWork of any upcoming events.

CSHW are developing a process to manage the notification of all Fetes and Festas. This will ensure that the worksites receive the support needed from the WHS Consultants and provides a more consistent approach for us in communicating appropriately with SafeWork SA.

I ask that you contact CSHW directly relating to this matter if you have a Fete, Festa or planned public event occurring in the coming months.

In closing, a reminder to us all that safety in the workplace is everyone's responsibility.

There are currently several cases before the Industrial Court related to breaches of the WHS legislation. These highlight the multiple responsibilities held under this legislation. If in doubt about any aspect of your responsibilities call us. If in doubt, give us a shout!

Don't forget if you would like to contact me about any safety issues. I can be found at dpwest@centacare.org.au.

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

National Safe Work Month Resource Kit

Safe Work Australia is inviting businesses to get involved in National Safe Work Month this October. To help, they have developed a National Safe Work Month Resource kit with suggestions on how to get involved and easy to use banners, factsheets and statistics that can be printed and displayed in workplaces around Australia.

The National Safe Work Month resource kit includes:
- digital banners to help spread the word across your online channels
- suggestions for workplace activities
- a fact or fiction quiz to test work health and safety and knowledge
- suggested social media posts
- messages to share with staff.

You can also find out more about the **2016 Workplace Participation Reward** and consider ways to participate, for a chance to win a reward worth $5000.

Make sure you **subscribe** to National Safe Work Month to receive news and email updates. This October, raise awareness, encourage discussion, share stories.

To find out more visit http://www.safeworkaustralia.gov.au/sites/swa/media-events/safety-month/pages/electronic-info-kit.

Safe Work Australia Launchs Chemical Database for GHS Transition

Safe Work Australia recently launched a new chemicals database to make it easier for manufacturers, importers, suppliers and end-users of chemicals to meet the requirements of the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).

The Hazardous Chemical Information System (HCIS) provides information on over 4500 chemicals that have been classified in accordance with the GHS.

"HCIS is an easy-to-use, searchable chemical database which displays labelling information including pictograms and information on workplace exposure standards," said Paul Taylor, director of occupational hygiene policy at Safe Work Australia.

"With the GHS becoming mandatory under the model work health and safety laws from 1 January 2017, HCIS will help manufacturers, importers, suppliers and end-users to find information on chemical classifications."

Manufacturers, importers and suppliers of hazardous workplace chemicals are responsible for ensuring that correct GHS labels and SDS are prepared for hazardous chemicals.

And while users of chemicals aren't responsible for updating labels, they will need to be aware of the changes.

"End-users of chemicals will not be required to re-label existing stock, but must ensure that any new supplies received from 1 January onwards are labelled in accordance with the GHS," said Taylor

More information about the Hazardous Chemical Information System and the GHS is available on the Safe Work Australia website:

- Hazardous chemicals including Globally Harmonised System of Classification and Labelling of Chemicals (GHS)

- Hazardous Chemical Information System

HCIS replaces the previous Hazardous Substance Information System (HSIS).

Source: Safety Institute of Australia, 20 July 2016

Tree Trimming

Safe Work Australia has published a new guide to help arborists, tree climbers, horticulturalists, gardeners, tree workers, landscapers, builders, developers and others involved in the amenity tree industry.

Tree trimming and removal work includes lopping, pruning, trimming, repairing, maintaining and removing amenity trees as well as wood chipping and stump grinding operations.

This work presents various hazards for workers, such as:
- slips, trips and falls
- manual tasks like lifting and holding machinery
- punctures and cuts from branches
- falling objects like branches or felled trees.

Injuries in this line of work can range from small cuts, to more serious trauma, and in some cases, death. From 2010-2014, 33 workers were killed by falling vegetation, mainly trees, accounting for 3% of all worker fatalities for that period (Safe Work Australia, 2015).

The guide to managing risks of tree trimming and removal work was developed in collaboration with industry experts, and provides information on the duties of employers and workers and how they can safely approach and conduct work on trees. Managing the risks associated with this work will help workers to be safe and reduce the chance of injury, illness and death.

The guide can be accessed by following this link:
http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/guide-to-managing-risks-tree-trimming-removal

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Upcoming Training

Follow Basic Chemical Safety Rules

An accredited course to learn about Chemical Safety. This is an online course and after booking you will receive further information to access the training.
Cost: $60/person

ChemFFX Training

Are you required to labels Chemicals? Need access to Safety Data Sheets? Does your workplace have ChemFFX? Then you may need to upskill your training. Training is online, but is facilitated so only 12 people can book into a session at one time.

Tuesday 6th September 9am – 1:00pm
OR Wednesday 7th September 12pm – 4pm
Cost: $65/person.

Emergency Warden Training

Do you have wardens who need to update their training (due every 3 years), a further 2 sessions has been organised in September.

Details are:
Date: Monday 12th September 2016,
Time: 9:30am – 11:30am OR 12:30pm – 2:30pm.
Location: Australasian Fire and Safety 123 South Road, South Road, Thebarton, SA 5031
Cost: $60/person.

To book in to any of the training sessions online at https://us.bookingbug.com/home/120671-Catholic-Safety-Health--Welfare-SA-CSHWSA. Invoices for the training will be sent at the culmination of the training. Cancellation less than 24 hours beforehand or non-attendance will still incur the full fee.

Talkin' Safety

What's all the hype about with testing smoke detectors, why do we need to do this?
Catholic Safety Health & Welfare SA (CSHWSA) Consultants recently undertook a licence level audit of 25 sites against Procedure 10—Emergency & Critical Incident Management. One of the main findings of these audits was that sites are not testing their smoke and thermal detectors as per the procedural requirements. A majority of the sites were not even aware that these devices need to be tested on a 6 monthly basis or as per the manufacturer's requirements.

Some common responses from sites that were audited:
"I thought our security provider does this … don't they?"
"Why do we have to check them, they're all working?"
"We don't have anyone here that can check them"
"This takes time and money which we don't have"

What does Procedure 10—Emergency & Critical Incident Management require and are there legal requirement?
Firstly, Section 19 of the Work Health & Safety Act (2012) *(the Act)* places a primary duty of care on all businesses to provide a safe working environment. In addition to this, Section 21 of the Act requires a person with management and control of fixtures, fittings or plant at the workplace must ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risk to the health and safety of any person.

Under the Act, smoke and thermal detectors are deemed to be items of plant and therefore need to be regularly maintained and inspected. There is also a requirement in Australian Standard 1851, part 6.4.22, which specifies a 6 and 12 month servicing schedule for all smoke and heat alarms.

In addition to this, Procedure 10 requires smoke and thermal detectors to be tested 6 monthly or as recommended by the manufacturer. There is also a requirement in the procedure to maintain documents in accordance with Procedure 24—Document Control.

In closing, sites do have both a legal and moral obligation to ensure workers and other persons are safe within the workplace. CSHWSA encourages all sites to identify where their smoke and thermal detectors are located, what type they are (battery or hard wired 240 volt) and to implement a testing schedule as per the procedural requirements. Speak with your security provider prior to testing any detectors as this may impact on your alarm system.
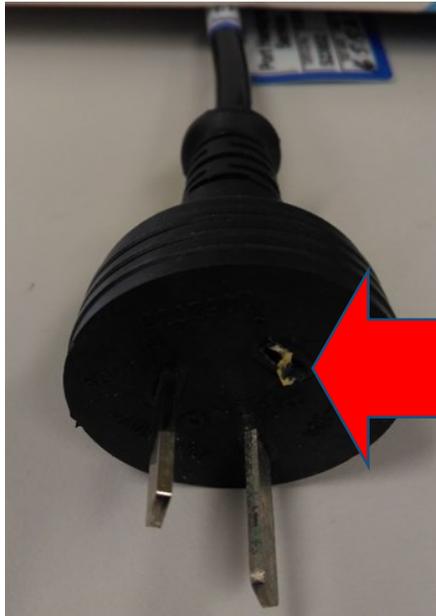
The last thing a site needs is to have a major fire with casualties and the investigation by SafeWork SA and the Police reveals that the business did not conduct any testing of their smoke and thermal detectors. "We don't have time or resources" won't be a defence in court!

Remember, if you need any assistance, contact your CSHWSA Consultant.

Have you Made It Safe?
Disposing of Electrical Items

Occasionally we need to dispose of electrical items when they are damaged, faulty, no longer fit for purpose. The accepted practice has been to cut the cord off before disposing of the item. BUT were you aware that the severed cord could be plugged in and be dangerous if someone was to touch the end of the cord that had been severed?

Please ensure that when you cut the electrical cord off to make the appliance unusable, please ensure you remove a pin as shown in the diagram below.

With the 3 pins facing you, the earth pin is at the bottom (the longest pin). The pin at the top right hand side must be removed to ensure the severed electrical cord cannot become active in the event someone attempted to plug it in.

Do A Risk Assessment

Risk management has three main stages - risk identification, risk assessment and risk control. In many cases, in the early phase of identifying risk we may in fact be looking to identify all the risks associated with a particular activity or process, in which case the activity is more properly referred to as hazard identification, risk assessment and then risk control.

Six Steps

The aim of the process is to minimise the likelihood or consequence of a particular risk to a level that is minimal and that we are prepared to accept. The Risk Management process includes:

1. Identification of a hazard
2. Identification of the associated risk
3. Assessment of the risk - which includes:
   - the likelihood
   - the consequence
   - assigning a priority for rectification
4. Control of the risk - using a hierarchy of control measures consisting of (in order of preference):
   - A. Elimination
   - B. Substitution
   - C. Isolation
   - D. Engineering Controls
   - E. Administrative Controls
   - F. Personal Protective Equipment (PPE)
5. Documentation of the process
6. Monitoring and Review of the process.

All worksites must complete risk assessments for:

- Plant
- Hazardous chemicals
- Confined space work
- High risk work
- Construction/renovation work
- Excursions/incursions/camps
- Any changes to the workplace
- Hazardous work (e.g. remote/isolated work; cash handling; manual handling)

Further information on the Hazard Id/Risk Assessment process can be found in Document 14: Hazard Management

Sample risk assessments are available at: http://www.cshwsa.org.au/Resources/RiskAssessments.aspx

We all need time out – Wally to the rescue! Give yourself 5 minutes to find him and look at all the hazards! Watch this space in 2016.
'The world is filled with diverse people and customs, which make it all the more interesting place. Today is about appreciating one another

and the things that make us unique. In recognition of the world's diversity, think about what it is that makes you stand out from the crowd'
- Wally