



# Safety Bulletin

## Contents

A Word from the Chair	1
Catherine House Merges with Housing Choices	2
Dangerous Substances Storage	2
Workers Exposed to Asbestos	2
Workplace Violence and Aggression Resources	3
Working in Sun and Heat	3
Hazard Alert	4

## Contacts

**WHS Enquiries** 8215 6850  
**Website:** <http://cshwsa.org.au>  
**Workers Compensation enquiries** 8236 5456

## 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](http://www.cshwsa.org.au)

## A WORD FROM THE CHAIR

Welcome to the first Safety Bulletin for 2021, and I hope it finds you safe and well.

Archbishop Patrick O'Regan has requested I fill the position of Chairperson for the Self Insured Governing Council (SIGC) from Dale P West who has retired. I accept this role graciously.

Dale became the Nominated Officer and Chairperson of SIGC in 2013 and has worked tirelessly providing support and guidance to SIGC. I thank Dale for his service to the Catholic Church Endowment Society (CCES) registration and wish Dale a long and of course safe, retirement.

On a different note, I am pleased to announce as part of CCES's ongoing commitment to exceptional performance in the management of work related illness and injury, we are undertaking a review of current arrangements and are seeking to identify continuous improvement opportunities to facilitate effective return to work of injured workers and the containment of the associated costs of self-insurance.

CCES is seeking to benchmark the policies and processes within our membership pertaining to the management of people risk to identify areas of excellence and also areas where improvement opportunities are present. Sites have been selected to participate in part of this review. The selection was based on prior claims history or industry

type.

The findings of this review will be used to inform key activities and interactions with Catholic Church Insurance (CCI) in the management of injuries and claims across our membership base. These key insights will present a better understanding of the various operational frameworks across our membership, identify areas where assistance is required and inform service level agreements and other partnership strategies between CCES and CCI.

The Organisational Profile element of this project involves consideration of the following areas within the business:

- Recruitment and employment processes
- Management of non-work related injury and illness (including mental health)
- Safety Management Systems as they relate to defense of workplace injuries
- Incident and early intervention strategies
- Injury Management Processes
- Claims Management Processes
- Financial management of workers' compensation costs
- Workforce planning
- Understanding the total cost of absence.

Andrew Neville  
Chairperson SIGC

## Catherine House Merges with Housing Choices

After thirty years of providing accommodation and support services for women experiencing homelessness in South Australia, as part of a separately incorporated entity under the Catholic Church Endowment Society, Catherine House Inc. has been given the opportunity to merge with Housing Choices. Housing Choices is an independent, national, not-for-profit housing provider that delivers high quality, accessible and affordable housing for people who struggle to find a suitable home in Australia's challenging private rental market.

This merger will provide the women under Catherine House's care to have ready access to accommodation and allow Catherine House Inc. to expand their services.

As a result of this decision to merge, Catherine House Inc. which was established by the Sisters of Mercy, will no longer be part of the Catholic Church Endowment Society Inc. self-insured workers compensation licence with ReturnToWorkSa.

We wish them well in their new venture.

## Dangerous Substance Storage

Many locations store dangerous substances. These can include flammables, corrosives, oxidisers, organics, toxic and dangerous substances. It is important that those who store these type of substances undertake regular checks to ensure that a safe working environment is maintained. The following resources may be of assistance when reviewing the current arrangements regarding storage and a supporting checklist can be used to undertake regular checks. If you have any specific queries, please contact your CSH&W SA WHS Consultant.

SafeWork SA

- [www.safework.sa.gov.au/workplaces/chemicals-substances-and-explosives](http://www.safework.sa.gov.au/workplaces/chemicals-substances-and-explosives)
- [Managing-risks-of-hazardous-chemicals.pdf](#)

Standards Australia

- [www.standards.org.au/search](http://www.standards.org.au/search)

Pratt Safety Systems

- [Dangerous Goods Storage Cabinet Laboratory Inspection and Checklist.pdf \(prattsafety.com\)](#)

CSHWSA

- [www.cshwsa.org.au/resources/hazardous-chemical-management/](http://www.cshwsa.org.au/resources/hazardous-chemical-management/)

Sources: SafeWork SA, Standards Australia, Pratt Safety Systems

## Workers Exposed to Asbestos

SafeWork SA has fined a principal contractor \$3,600 after they failed to review an asbestos register leading to workers carrying out demolition work being exposed to asbestos fibres.

A SafeWork SA Investigation found that an asbestos register was readily accessible and had recorded the presence of asbestos for the work area being demolished.

The principal contractor who had control of the workplace failed to review, and if necessary revise the asbestos register prior to the demolition work commencing.

SafeWork SA reminds businesses that asbestos has been classified as a known human carcinogen. There is sufficient evidence that asbestos causes mesothelioma and other lung diseases.

SafeWork SA Executive Director, Martyn Campbell said "Asbestos legislation and licensing exists for the protection of workers and others engaged in such work, and for the protection of the public".

New asbestos information on [demolition and refurbishment obligations](#) is available at the SA Government [asbestos website](#).

So what does your worksite need to do? If any renovation or demolition work is planned, a full copy of the Asbestos Register must be provided to the contractor before any work commences.

Source: SafeWork SA

## Workplace Violence and Aggression Resources

Safe Work Australia have released new guidance materials to support businesses in understanding how to [prevent and respond to sexual harassment](#) and how to manage the risk of [violence and aggression in the workplace, including gendered violence](#).

Executive Director SafeWork SA, Martyn Campbell said the new guides reflect sexual harassment and assault as an emerging work health safety risk.

“There has been significant increase in discussions with a focus in recognising the responsibility of businesses to protect workers from sexual harassment and assault as an occupational hazard.

Sexual harassment and gendered violence can take place in any workplace or industry. We need to take these incidents as seriously as other work health safety risks.

“Managing the risks of sexual harassment and gendered violence should be part of a holistic approach to work health and safety”, said Mr Campbell.

These guides support the Work Health and Safety Act 2012 (SA), which requires employers to provide a safe workplace, take care of staff’s physical and psychological well-being and take steps to recognise, assess and control hazards.

If you believe you have been exposed to sexual harassment or assault or any other form of violence in the workplace, please speak with a Contact Officer, your WHS Coordinator and complete an incident report.

Don’t forget to make contact with your Employee Assistance Program.

Source: SafeWork SA

## Working in Sun and Heat

### Working in sun

If you work outside, you’re at risk of exposure to ultra violet radiation from the sun, even when it’s cloudy.

Sun exposure can cause permanent and irreversible damage to the skin. Your workplace must have measures in place to prevent sun-related disease and injury, including:

- working indoors (where possible)
- working outside only during mornings and afternoons
- providing shade and shelter, and
- using sun protective clothing, hat, sunglasses and sunscreen.

Eliminating exposure to ultra violet radiation is the best protection.

Resources for working in sun

- Detailed guidance in the [Guide on exposure to solar ultraviolet radiation](#).
- For guidance specific to your industry and workplace [contact your local WHS regulator](#).
- Check out BOM for [the predicted UV index](#) where you are working.

### Working in heat

If you work outside, you’re at risk of exposure to heat. Working in heat can cause heat-related illness including fainting, heat rash, heat cramps, heat exhaustion, and heat stroke. Work-

ing in heat can also cause dehydration, burns, and can even reduce concentration and change the way your medications work.

Your workplace must have measures in place to manage the *risks* to your health and safety caused by working in heat, including:

- working indoors (where possible)
- postponing work or scheduling it for cooler parts of the day
- using automated or remote-controlled equipment instead of manual labour
- providing access to shelter
- encouraging workers to drink water regularly
- cooling the work area with fans or misters
- scheduling frequent rests, and
- providing personal protective equipment like hats.

Eliminating exposure to heat is the best protection.

Resources for working in heat

- Go to the [Working in heat page](#).
- Detailed guidance in [Guide for managing the risks of working in heat](#).
- For guidance specific to your industry and workplace [contact your local WHS regulator](#).
- Check out BOM for [heatwave forecasts](#) where you are working.

Source: SafeWork Australia

# HAZARD ALERT

## FLOOR OUTLET ELECTRICAL BOX'S

6 November 2020

### REFERENCES:

WHS Act 2012 (SA) Sections 19, 20, 21 & 27  
 WHS Regulations 2012 (SA) – Regulations 34 – 38, 147 – 151 & 165  
 CSH&W SA Document No. (9) V2 – Electrical Procedure

### OBJECTIVE:

To communicate a safety issue recently identified regarding floor outlet electrical boxes and provide sites with recommendations to ensure hazards are identified, risks assessed, and effective control measures are developed and implemented.

### BACKGROUND:

Recently an incident occurred where an electrical cord that was plugged into a floor outlet box was cut by one of the cable flaps, resulting in a short circuit and potential electric shock. The type of box is displayed below with a metal lid and two cable exit points with metal flaps to cover the holes when not in use. A warning sign under the lid clearly indicates that the flaps must be in a down position when in use. Research has also identified that over time the earthing cables within these floor outlet boxes that connect the body of the box and the lid can become dislodged or broken.



Photo 1:  
 Cable exit points  
 Cable flaps  
 Floor outlet box

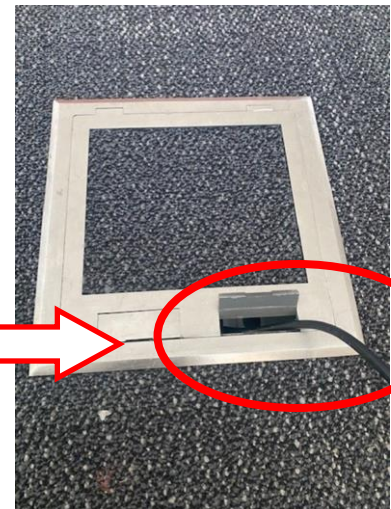


Photo 2:  
 Incorrect installation  
 as flap is in the up  
 position when in use

### PREVENTATIVE ACTIONS:

- Identify whether your site has any floor outlet boxes. Note: there are numerous configuration types.
- If these are in place at your worksite, stop use of them in the short term through communication and signage.
- Undertake risk assessment to determine the need for these type boxes and if not required, permanently disconnect, using a licenced electrician and make safe.
- As a result of the controls identified through risk assessment, you may consider the following:
  - Engage a licenced electrician to inspect all floor outlet electrical boxes.
  - Ensure that training is provided particularly focusing on the instructions, ensuring the flap is in the down position when in use (where the worksite has these types).
  - Add the regular inspection of floor outlet boxes to your workplace inspections and/or electrical testing schedules.

**For enquiries or further information please contact your WHS Consultant at CSHWSA**