



Safety Bulletin

Contents

Catholic Safety Update	1
Words of Wisdom	1
Role of the Self Insured Governing Council (SIGC)	2
Legislative changes to LPG bottle labelling.	3
Legislative changes to LPG bottle labelling cont.	4
RAPID Upgrade Update	5
WHS & IM Policy Review	5
Candle Safety	5
Laptop Charging Trolleys	6

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Responsible entity:

Catholic Church Endowment Society Inc.

www.cshwsa.org.au

CATHOLIC SAFETY UPDATE

Welcome to the November edition of the Safety Bulletin.

Catholic Safety Health & Welfare SA (CSHWSA) adopted a mental health focus in 2020-2021 as part of a renewed push to see people thrive in the workplace. This culminated in the launch of a five-year project to scope existing mental health strategies across Centacare and identify new opportunities for connection, learning and growth in the workplace. Endorsed by the Self Insured Governing Council, the project aims to mitigate illness and prevent harm in order to enhance workforce engagement, decrease the cost of mental stress claims and consolidate Centacare's reputation as an employer of choice.

In addition, CSHWSA is seeking to identify continuous improvement opportunities to facilitate the effective return to work of injured employees and contain the associated costs of self-insurance. To this end, CSHWSA this year commenced a three-year review of work related illness and injury management across our membership base. The Catholic Church Endowment Society (CCES) will seek to benchmark policies and processes identified in the review pertaining to the management of people risk while also identifying areas of excellence and opportunities for improvement.

Words of Wisdom

An apple a day keeps the doctor away?

One of the most popular quotations of the 19th century, this proverb came about well before there was any such thing as a health food pyramid, or before the true benefits of eating food and vegetables could be known.

Apples indeed are highly nutritious, as they have no fat, are low in kilojoules, high in fibre and contain a host of antioxidants, other vitamins and minerals.

Like all fruit and vegetables, apples help lower your risk of cancer, heart disease, high blood pressure and diabetes while also improving your immunity and aiding digestion.

Apples also clean your teeth and massage your gums, so eating one a day may also keep the dentist away!



The Role of the Self Insured Governing Council (SIGC)

The Self Insurance Registration consists of the Catholic Church Endowment Society (CCES) and several Separately Incorporated entities within the Catholic Church in South Australia. The latter are agencies and instrumentalities of the Church who are bodies corporate listed in the Indenture between The Workers Rehabilitation and Compensation Corporation (*now known as Return to Work SA*) and the CCES dated 8th April 1988. These bodies comprise the industries of education, health, social services and parishes.

The Archdiocese of Adelaide, Executive of the Curia (EC) is the business entity of the Catholic Church.

The Executive of the Curia have deemed a Council as the governing body for the CCES Self Insurance, known as the Self Insured Governing Council (SIGC) this body comprises representation of each industry sector, diocese and Separately Incorporated entity cohort within the Registration.

Appointed by the Executive of the Curia, the Chairperson of the SIGC is the Nominated Officer to act as spokesperson in relation to Work Health and Safety for the Catholic Church in South Australia.

The purpose of the SIGC is to:

- Act on behalf of the Catholic Church Endowment Society (CCES) and the separately incorporated entities within the Self Insured Licence.
- Oversee the coordination and implementation of the Catholic Church Work Health and Safety (WHS) and Injury Management System.
- Promote continual improvement of the Catholic Church WHS and Injury Management System
- Ensure sharing of information across all sectors of the Self Insured Registration

The functions of the SIGC are to, oversee and direct the Catholic Church WHS and Injury Management System by:

- Endorsing the CCES WHS and Injury Management Policy
- Developing, endorsing and monitoring the WHS and Injury Management Strategic Plan
- Ensuring the WHS and Injury Management System meet legislative compliance
- Monitoring the implementation and compliance of the CCES safety management system
- Managing non-conformance with the WHS and Injury Management System
- Monitoring and reviewing the WHS performance and the Injury Management Program, through review of statistics, complaints, and program outcomes
- Ensure legal compliance is met in providing alternate duties for injured workers
- Engage in WHS and Injury Management activities across the Church's worksites
- Report a summary of safety management in the Registration to the Archbishop of Adelaide, Archdiocese of Adelaide Executive of the Curia and the Bishop of Port Pirie on a monthly basis
- Work in partnership with ReturnToWorkSA and ensure compliance with the Partnership Plan between CCES and ReturnToWorkSA.

Legislative Changes to LPG Bottle Labelling

From 17 September 2021, most portable Liquid Petroleum Gas (LPG) bottles will need to be labelled with a warning about the danger of concentrated inhalation.

What this means to us

When changing LPG bottles over ensure that the LPG bottle has the mandatory label attached.

Labelling requirements

A gas bottle with a water capacity between 500mL and 25L, which is sold containing LPG, or to which gas is transferred and that gas is sold — irrespective of whether the bottle is owned by the customer — must have a label affixed to the body of the bottle. This includes gas bottles typically used to fuel home barbecues and patio heaters.

The changes apply to any person who sells or supplies LPG in the course of retail trade or where gas is transferred at the point of sale or supply. These changes apply to all LPG bottles (within the size scope) including all exchange bottles and all decant filled customer-owned bottles.



Wording

The label must include the wording:

“Intentional misuse by deliberate concentrated inhalation may cause injury or death.”

Size

Each side of a label must be at least 100 millimeters in length except in the case of a bottle which because of its size, shape or structure can bear only a smaller label. In this case, each side of the label must be a minimum of 20 millimeters in length.

SafeWork SA considers that the size, shape and structure of the bottle may have an effect on the size of the label it can bare.

For these smaller labels, the inhalation warning text should be maximised to fit the available space on the bottle with the label clearly visible and resistant to damage or removal.

Colour

The colours and lettering used on a label must be in accordance with:

AS 2700-2011 *Colour standards for general purposes* and AS 1319-1994 *Safety signs for the occupational environment*, or

AS 4484 *Gas cylinders for Industrial, Scientific, Medical and Refrigerant gas labelling and colour coding*.

Placement

Must be on the body of the bottle and not placed on the valve protection (neck) ring or on the base of the bottle.

Legislative Changes to LPG Bottle Labelling Cont.

Design examples incorporating the mandatory labelling

PETROLEUM GASES, LIQUEFIED UN 1075

Elgas Ltd. ACN 002 749 260
10 Jubilee Avenue, North Ryde NSW 2113
24 Hour Customer Service Number 131 161
Refer to Safety Data Sheet available from
www.elgas.com.au/swagogo
IN AN EMERGENCY DIAL
(000) FOR POLICE OR FIRE BRIGADE
1800 819 783 FOR ELGAS

8.5kg NET



- Extremely flammable gas
- Contains gas under pressure: may explode if heated
- Keep away from heat/sparks/open flames/hot surfaces - no smoking
- Leaking gas fire: do not extinguish, unless leak can be stopped safely
- Eliminate all ignition sources
- Store in a well-ventilated place
- Only use equipment compatible with contents and pressure
- Close valves when not in use



HOW TO CONNECT YOUR LPG CYLINDER

- Check to ensure your equipment is designed for use with LPG.
- Check to ensure LPG equipment, hoses and fittings are clean and intact.
- All O-rings must be undamaged, and hoses must not be stiff and must be replaced every five years.
- DO NOT use any damaged equipment.
- Connect the LPG equipment to the LPG cylinder valve (some fittings may turn anti-clockwise to connect).
- With LPG equipment turned off, open cylinder valve and check for gas leaks using soapy water from a spray bottle or soapy sponge.
- DO NOT use a match to check for gas leaks.
- Fix any leak, re-test. DO NOT use any leaking equipment.

For more information, call elgas on 131 161 or see www.elgas.com.au

Intentional misuse by deliberate concentrated inhalation may cause injury or death.

Quick swap origin 3.7 KG

SAFETY INFORMATION

- Extremely flammable gas
- Contains gas under pressure: may explode if heated
- Keep away from heat/sparks/open flames/hot surfaces - no smoking
- Leaking gas fire: do not extinguish unless leak can be stopped safely
- Eliminate all ignition sources
- Store in a well-ventilated place
- Only use equipment compatible with contents and pressure
- Close valves when not in use

CONNECTING YOUR CYLINDER

- Screw hose fitting into cylinder valve mouth anti-clockwise
- Turn valve on a few turns only
- To test for leaks apply soapy water to the regulator, hose, cylinder neck and under spindle (never check for leaks using a flame)
- If bubbles are evident, retighten fittings then test again
- DO NOT use if leaks are still present
- Always turn valve off completely after use
- DO NOT leave LPG bottles in enclosed vehicle unnecessarily

DANGER
PETROLEUM GASES LIQUEFIED (LPG) UN1075
EXTREMELY FLAMMABLE GAS
CAS:68476-85-7
IN EMERGENCY CONTACT 000

KEEP BOTTLE UPRIGHT

Intentional misuse by deliberate concentrated inhalation may cause injury or death.

DANGER LIQUEFIED PETROLEUM GAS - LPG UN1075



SUPAGAS
Fitted and packed by Supagas Pty Limited
3 Benson Rd, Rydalmere NSW 2105
IN CASE OF EMERGENCY DIAL "000"



8.5kg



13 SUPA
13 78 72
supagas.com.au

SAFETY INFORMATION

- Extremely flammable gas
- Contains gas under pressure: may explode if heated
- Keep away from heat/sparks/open flames/hot surfaces
- No smoking
- Leaking gas fire: Do not extinguish unless leak can be stopped safely
- Eliminate ignition sources if safe to do so
- Protect from sunlight. Store in a well ventilated place
- Refer SDS: www.supagas.com.au

CONNECTING YOUR CYLINDER

- Screw hose fitting into cylinder valve mouth anti-clockwise
- Turn valve on a few turns only
- To test for leaks apply soapy water to the regulator, hose, cylinder neck and under spindle (never check for leaks using a flame)
- If bubbles are evident, retighten fittings then test again
- DO NOT use if leaks are still present
- Always turn valve off completely after use
- DO NOT leave LPG bottles in enclosed vehicle unnecessarily

INTENTIONAL MISUSE BY DELIBERATE CONCENTRATED INHALATION MAY CAUSE INJURY OR DEATH

Acquiring labels

SafeWork SA does not supply labels. Any person who sells LPG should contact their supplier to access the required labels.

Exclusions

LPG bottles excluded from the new regulations are those that: have a water capacity of less than 500ml and are designed as a cartridge to be used in or as part of a camp stove have a water capacity of more than 25L do not contain gas.

Compliance

SafeWork SA is responsible for ensuring the mandated prescribed words appear on LPG bottles at points of sale or supply. We will incorporate the compliance of the new provision into existing and future compliance campaigns involving dangerous substances.

The sale or supply of LPG bottles (in the course of retail trade) without appropriate labelling can incur fines of \$50,000 for body corporates and \$10,000 or 12 months imprisonment for any other case.

Legislation

Dangerous Substances (LPG Cylinder Labelling) Amendment Act 2021 | [Dangerous Substances Act 1979](#)

[Dangerous Substances \(LPG Cylinder Labelling\) Amendment Bill 2021](#)

Queries

For any queries, please contact your WHS Consultant.

RAPID Upgrade Update

RAPID Incident Reporting System is receiving an upgrade, which will come into effect on 1st December 2021. The current version of RAPID will not be available after December 2021, but will be available to the CSHWSA Team for historical data.

Changes

- Addition of categories
- Expansion of types of incidents under categories
- Updated risk matrix
- Addition of personnel type
- Addition of mechanism of injury (injured by another person)
- Simplification of root causes
- Changes to locations and sub locations (simplified)

The upgrade is to assist with easier reporting and trending identification.

Dissemination of further information go to [Applications - Catholic Safety Health & Welfare SA \(cshwsa.org.au\)](https://www.cshwsa.org.au)

WHS & IM Policy

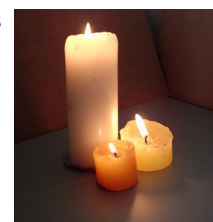
The Work Health Safety & Injury Management Policy is out for consultation and can be found on the CSHWSA Website. [Documents for Consultation - Catholic Safety Health & Welfare SA \(cshwsa.org.au\)](https://www.cshwsa.org.au)

The Self Insured Governing Council (SIGC) has decided that the Policy will be reviewed three (3) yearly unless any legislative changes come into affect. The Policy will now only be needed to be signed by the Nominated Officer / Chairperson of the SIGC.

Candle Safety

Like all naked flame, candles can be very dangerous but there are a few simple precautions you can take to protect yourself, your workplace and place of worship while still enjoying the spirit and symbolic atmosphere that candles create.

- Never leave candles unattended or where they can be knocked over.
- Clear a space around candles, and positioning them away from curtains, decorations, furniture or anything else that's flammable. (allow a minimum distance of 1m)
- Avoid burning yourself or your furnishings; do not move lit candles around or move a candle container while the wax is still liquid - extinguish it first and light it again in its new location.
- Do not put candles in drafty areas near windows or near doorways. If you put a candle in a windy area curtains or the like could be blown by the wind – and it could only be a matter of seconds for the fire to travel up the curtain and onto the walls or ceiling.
- Do not put candles on windowsills.
- Always use a proper candleholder that is heat resistant, sturdy and large enough to hold dripping wax
- Never leave children unsupervised with lit candles. Keep matches and lighters high up and out of reach of children.
- Never spray an aerosol can near a candle., be aware that hair lacquer is highly flammable which may cause hair to ignite when in close proximity to flame.
- Flashlights and battery-powered lights are a safer light source than candles during a power failure.



Laptop Charging Trolleys



Laptop trolleys are electrical devices and are to be used appropriately and according to the manufacturer's instructions. Laptop trolleys are useful to securely store, charge and potentially move multiple laptops or tablets. If not used appropriately the key risks are electric shock, fire, strains and sprains when moving poorly designed or heavy laptop trolleys.

When purchasing ensure the device complies with appropriate Australian electrical standards – seek advice from the supplier to confirm. Ensure the product is fit for your purposes, for example, holds appropriate number of laptops, power supply configuration is suitable for your room/needs, easy to move if required in multiple locations. Models with an interlock on the unit doors are recommended as the mechanism automatically isolates the power each time the doors are opened. Charging will recommence only when the unit doors are closed. A cable storage facility is to be included in the design to prevent cable/lead damage.

Set-up - Laptop trolleys and charging stations must be used according to the manufacturer's instructions – this includes the number and configuration of devices, leads and power sources. Ensure any electrical testing of circuits or the 'loaded' trolley is undertaken as noted by the manufacturer's instructions and check the circuit you are using is not overloaded, review and limit the number of items plugged into the power point used for the trolley/cabinet and neighbouring power points. Seek advice from an electrician if issues are identified such as intermittent overload ("tripping") of circuit breakers or power boards. The power point is to have safety switch protection (residual current device – RCD). This can be either a fixed (permanent) or a portable safety switch. Overload protection is also recommended by some manufacturers. Leads of power boards are to be plugged directly into a power point and not into another power board or extension cord.

Use - Daily or prior to each use conduct a visual check of the condition of the storage rack, cables and plugs, inspect for abrasion, splitting or other physical damage to leads and pins to ensure they are not bent, burred or dirty. To minimise risk of exposure to residual power on contact with the trolley switch the power OFF at the power point prior to insertion or removal of plugs, ensure that students do not use or interfere with the controls at the rear of the charging units. Ensure the power is switched OFF and lead unplugged prior to moving the trolley, plan the move, clear the path of travel, identify and manage any other hazards, push the trolley (rather than pulling) with both hands to reduce stress on the body.

Information - Post a warning notice adjacent to power points and elsewhere, as necessary, to remind users of the need to switch power points OFF before inserting or removing plugs. Advise staff of safe use of the trolley, risks and controls including 'turn off and unplug'. Provide students with information on the hazards and risks associated with the trolley as well as any safety and operating features. Ensure a local system is in place to keep and monitor records and action any identified issues to maintain the units in a safe condition and in good working order. The fire risks associated with the units must be considered, particularly where the units are left charging overnight. Monitoring and management of units will assist to reduce fire risk. Seek advice from a qualified electrical contractor (electrician) about any electrical safety concerns related to laptop trolleys or cabinets.

Further Information Electrical safety <https://education.qld.gov.au/initiativesstrategies/Documents/guide-managing-electrical-safety-eq-schools.pdf> Moving laptop trolleys Safe Operating Procedure (SOP) <https://education.qld.gov.au/initiativesstrategies/Documents/moving-laptop-trolleys.DOC>