

Contents

A word from the RO	1
Safework Week 2012	2
Injury management updates	2
Take 5 Risk Assessment	2
Electric Shock	2
CSHWSA Incident Reporting	3
Health and Wellbeing	4
– Mindshare	
– Life lessons	
– Workplace bullying	
– Best ever fruit cake	
Sector News	5
– education news	
– parish news	
– parish deanery meeting	
Training / Workshops	5
Policies and Procedures policies	6

Contacts

OHS&W enquiries 8210 9342
 OHS&W fax: 8210 9340
 Website: <http://cshwsa.org.au>
 Workers Compensation enquiries 8236 5455

Circulation

Please ensure that this bulletin is circulated to your OHS coordinator, OHS committee and at consultative meetings for action.

- Priest, Principal, Manager
- OHSW Coordinator
- OHSW Committee members
- OHS representatives
- Senior staff
- Staff room noticeboard
- Other _____

Responsible entity: Catholic Church Endowment Society Inc.

A word from the RO

The year is moving along rapidly and now that we have passed the halfway mark and the winter solstice I can present you with some statistics on the Licence performance for 2011-2012.

We have completed our first year with the electronic incident reporting application. This application provides us with significant data to monitor performance. Previously data was reliant on claims lodged; now we are able to be more proactive in identifying the cause of incidents and injuries.

Over 1,700 incidents were reported onto the system in the past 12 months with more than 50% resulting in injury to a worker. The main causation of injury (diagram 1) across the Licence is slips, trips and falls. Catholic Safety Health & Welfare have facilitated targeted programs in this area over the past few years but there has been no reduction in injury. Further prevention strategies are being explored.

The Self Insured Governing Council monitors the number of Safe Work Days (diagram 2) using the graph below. The green area indicates days where no injury or incident has occurred; ideally it would be

great to see very little beige (injuries) and a large red area (hazards reported).

The WorkCover Evaluation Report has now been uploaded to the CSHW SA website. It is a good read, so take a moment to have a look at it.

Just in closing ... the Licence has a very good working relationship with the Regulator, SafeWork SA. This relationship has been built on honesty, trust and respect and the current method of CSHW SA reporting all incidents has contributed to this. In order to maintain this I remind you that if you are uncertain of an incident (injury or not) requiring notification that you call CSHW SA. It is also advisable to contact CSHW immediately if a SafeWork SA Inspector contacts or visits your worksite – the OHS Consultants are here to assist and support you!

Remember I welcome any comments or questions regarding safety and can be contacted at: dpwest@centacare.org.au
 Keep warm!

Dale P West
 Responsible Officer
 CCES Self Insured Licence

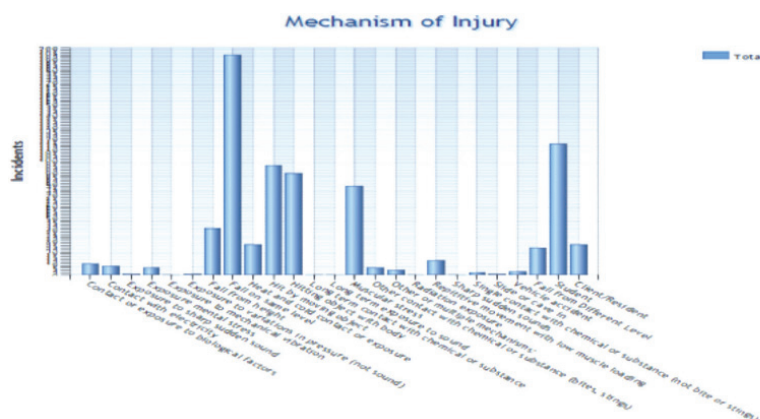


Diagram 1

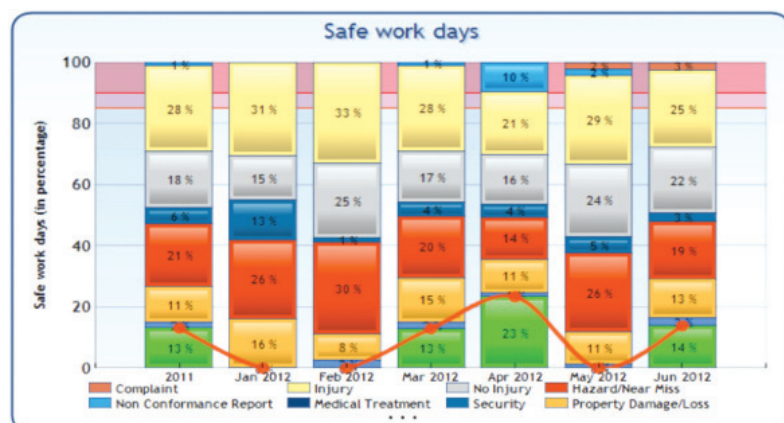


Diagram 2

What are electrical risks?

Electrical risks are risks of death, electric shock or other injury caused directly or indirectly by electricity. The most common electrical risks and causes of injury are:

- electric shock causing injury or death. The electric shock may be received by direct or indirect contact, tracking through or across a medium, or by arcing. For example, electric shock may result from indirect contact where a conductive part that is not normally energised becomes energised due to a fault (e.g. metal toaster body, fence)
- arcing, explosion or fire causing burns. The injuries are often suffered because arcing or explosion or both occur when high fault currents are present
- electric shock from 'step-and-touch' potentials
- toxic gases causing illness or death. Burning and arcing associated with electrical equipment may release various gases and contaminants
- fire resulting from an electrical fault.



Even the briefest contact with electricity at 50 volts for alternating current (V a.c.) or 120 volts for direct current (V d.c.) can have serious consequences to a person's health and safety. High voltage shocks involving more than 1000 V a.c. or 1500 V d.c. can cause contact burns and damage to internal organs.

Electric shocks from faulty electrical equipment may also lead to related injuries, including falls from ladders, scaffolds or other elevated work platforms. Other injuries or illnesses may include muscle

spasms, palpitations, nausea, vomiting, collapse and unconsciousness.

Workers using electricity may not be the only ones at risk—faulty electrical equipment and poor electrical installations can lead to fires that may also cause death or injury to others.

The above article was sourced from the National Code of Practice "Managing Electrical Risks in the Workplace" available from Safe Work Australia Web-site: <http://www.safeworkaustralia.gov.au/sites/SWA/Pages/default.aspx>

Voltage:

Extra low voltage: voltage that does not exceed 50 volts alternating current (50Va.c.) or 120 volts ripple-free direct current (120 V ripple-free d.c.)

Low voltage: voltage that exceeds extra-low voltage and does not exceed 1000 volts alternating current (1000Va.c.) or 1500 volts direct current (1500Vd.c.)

High voltage: mean voltage that exceeds low voltage.

Injury management updates

Exacerbation, aggravation, deterioration, acceleration of a workplace injury

– If there has been an aggravation of an injury due to a particular incident, then this needs to be logged as per the CSH&WSA Incident Reporting Database and a further WorkCover Claim Form may be required by Catholic Church Insurances.

RRTWC – Changes to Rehabilitation and Return to Work Coordinator (RRTWC) guidelines as per government gazette, effective 28/6/12. Workplaces have an obligation to display the RRTWC name and contact details in the workplace (3.2.2). This replaces the obligation to place the RRTWC name and contact details in rehabilitation procedures (old 3.1.1)



If the cord has a fray, throw it away.

Take 5 Risk Assessment



Are you concerned about not having documentation when conducting a Take 5? If so, you may consider making a notation in your diary or calendar to indicate what you risk assessed and who was involved.



Remember: As the complexities and associated risks of the activity, item or process increase then the more important it will be for you to document and record each step sequentially in a documented Risk Assessment.

CSHWSA Incident Reporting Database

CHANGE OF ROLES – Notification

Principal, Manager, Officer – Our office should be informed of any change of leadership role. We require to update the incident database both with the new or acting person's details, of name and email address. If you are aware of your worksite change in leadership please notify Evelyn Grantham by email: egrantham@cshwsa.org.au

OHS Co-ordinator – Once an incident has been submitted and as the Administration user you do not receive an email notification you need to notify CSHW office. The reason for not receiving an email could be as simple as an incorrect email address logged onto the system. This can be easily rectified and then you will be back on track.

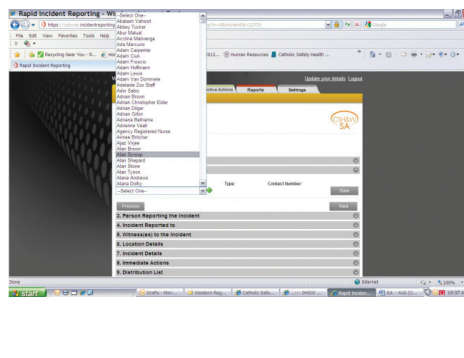
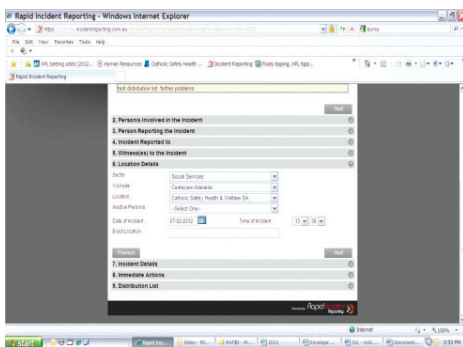
Location – When reporting an incident and are unable to complete immediately or are disturbed during the process, provided you have completed the "Location Details - No. 6 (refer below) the incident will appear on your Incident Search Screen. Each field of the Location Details must be completed e.g. Sector, Worksite, Location, Area etc.

Once these fields are completed if you cannot complete immediately the incident report will not be lost.

NOTE: Entering a Name – Always check from the dropdown list prior to adding a new person (pictured below) in fields where a name is required. We are experiencing duplicated names and this can become confusing.

When adding a new person, ensure that their correct email address is added.

If your colleagues are beginning to log incidents please remind them to also check the dropdown list for the name of the person(s) and again if adding a new person for the correct email address to be added.



The icon (pictured left) allows for the reporting of an incident onto the database without having Administration User Rights or a log in. One of the difficulties experienced through logging in via the above icon is the system not accepting a person to be attached to the incident. Rapid have now rectified this anomaly.

Also if the incident involves a Contractor, student, visitor, volunteer, client, resident etc. to use the generic list. The list below are located in the drop down list.

Parish Contractor	Education Contractor	Health Contractor	Social Services Contractor
Parish Visitor	Education Visitor	Health Visitor	Social Services Visitor
Parish Volunteer	Education Volunteer	Health Volunteer	Social Services Volunteer
	Education Student	Health Resident	Social Services Resident
			Social Services Client

Safework Week 2012



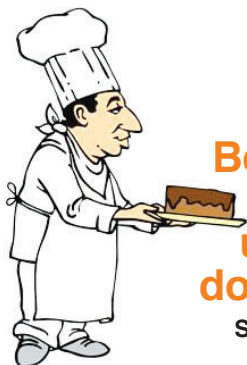
Visit Safework SA's website to learn about safety week on 22-26 October – www.safework.sa.gov.au/sw2012. The program of sessions is not yet available but the poster (above) can be uploaded and printed. Place a copy of the poster on you noticeboard.

Performance reviews and feedback

Here are a few steps to help you deal with criticism

1. Stop and listen: Butting in too early could mean that you don't get the full picture and therefore unable to act on advice.
2. Ask questions: Once you've got the full picture, it's important to clarify the situation. If your leader is criticising you it means their expectations have not been met and you need to know what they are. Ask for specific examples and to clarify their expectations.
3. Don't get angry: Remain calm and don't get emotive. Remember it's about the work not you personally.
4. Take a rain check: Take time to consider what has been said. More often the issue won't be solved on the spot, so after you've asked the questions, step away and use your resources to find out if what has been said is true.
5. Limit input: Too much input from others can be confusing. Do your own research. If you ask 20 different people you will get 20 different opinions and most of them are based on emotion.
6. Solve it: You might be right and they might be wrong or vice versa. Regardless there needs to be a conclusion. While misplaced criticism can be corrosive, unresolved tension can be toxic. In the end this is all about problem solving, so follow it through to the end.

Extract based on 'careerone' article, July 2012



Best ever fruit upside down cake

Serves 8 - 10

You will need:

23cm springform cake tin
Preheat Oven to 180C

Lightly grease sides and base and line the base with baking paper. Pour 75g melted unsalted butter into the base and small way up the sides of the tin and sprinkle with ½ cup raw or demerara sugar.

Cake Ingredients:

4 medium ripe pears
125g unsalted butter
½ cup golden syrup

Peel, core and quarter pears. Arrange decoratively cut side up in base of cake tin. Place butter and golden syrup in a small saucepan and stir over low heat until butter has melted.

1½ cup gluten free plain flour or plain flour
1 cup milk or buttermilk
1 tsp bicarbonate of soda
2 lightly beaten eggs
1 tsp ground ginger
1 tsp mixed spice and pinch of salt
1 cup firmly packed brown sugar

Sift first 4 dry ingredients (twice) into a mixing bowl. Stir in brown sugar. Mix milk, eggs and add to dry ingredients. Beat together with wooden spoon until smooth. Gradually add warm butter and golden syrup mixture, stirring well until smooth. Pour batter over pears in cake tin. Bake for 60-70 minutes or until a skewer inserted into the centre of the cake comes out clean. Cool for 15 minutes before turning out onto a wire rack.

Pears may be substituted with halved and cored apples plus, fresh or canned pineapple rings or fresh blood plums.

Store in an airtight container for up to four days, but it won't last this long because it will all be eaten before then.

Hint: Place foil around the outside of the cake tin and up the sides to prevent any leakage from spilling out into oven.

MENTAL HEALTH WEEK

7 - 13 OCTOBER

OPEN YOUR MIND

For more information visit
www.mhcsa.org.au

Health and Wellbeing

Mindshare

"MINDSHARE" (an initiative of the Mental Health Coalition and the Media Resource Centre) is an online Mental Health Community Program is dedicated to destigmatising mental illness through shared experiences and offers a unique space that allows mental health consumers and their supporters a place to creatively tell their stories.

The site is a place for people to talk about their lives, issues, and experiences while enriching others with knowledge of their personal experience

On mindshare you will find artwork, short stories, poetry, photography, original music recordings, mini documentaries, digital stories and blogs submitted by people with "lived experience" of a mental health problem or illness, as well as their carers, sector workers and friends.

The site lists NGO's and Government services, news events, links, articles and art, video, writing, photography and audio, as well as HELP SHEETS. Go to: <http://mindshare.org.au/>

Life lessons – take time to pause

A speaker on stress management held up a glass of water and asked his audience to guess its weight. Answers ranged from 20 grams to 500 grams.

"The absolute weight doesn't matter" said the speaker. "For the true weight depends on how long you try to hold it. The longer you hold the glass of water, the heavier it becomes. I can easily hold it for a minute," the speaker explained. "But if I hold it for an hour, my arm will ache. And if I hold it for a day, you'll have to call an ambulance." It's the same thing as stress management. If we carry our burdens all the time, sooner or later, we won't be able to continue. Just as you need to put down the glass of water for a time before you can hold it again, you also need to put down your burdens every so often and take time to refresh.

After you've had the chance to rest a while, you'll find it much easier to pick up your burdens and 'hold' them more. Remember, you can't possibly carry the weight of the world on your shoulders, so don't even attempt it!

Source: Hope Health Letter
<http://www.hopehealth.com/index.asp>

Workplace bullying



Workplace bullying and harassment is continuous bad treatment of someone at work by one or more people. It can be harmful to a person's health and wellbeing as well as affecting the productivity of the whole organisation.

The Occupational Health, Safety and Welfare Act (1986) states that it is the employer's responsibility to provide a safe workplace.

This includes a duty of care for workers' health and wellbeing, which may be affected by bullying.

If the bullying involves physical harm or the threat of a physical attack, criminal laws may apply. (Refer to CCSM procedure 18.2 Occupational Violence)

If someone is bullied on the basis of their sex, race or ethnic background, disability, sexual preference, marital status, pregnancy or age, this is covered by the Equal Opportunity Act (1984).

Ultimately, however, the law is the last resort. It's far better to tackle the issue before it hurts individuals and the productivity and reputation of your organisation.

For more information visit <http://www.safework.sa.gov.au/contentPages/docs/aeWorkplaceBullying.htm>

Risks to worker mental health

Managing your workers stress at work is challenging at times. If you need some insight and resources to manage these pressures a free DVD "Business in Mind" and Resource Kit is available that's designed to help you look after your own mental health and wellbeing, and that of your workers.

Go to: <http://www.businessinmind.edu.au>

Sector News

EDUCATION NEWS

OHS&W Co-coordinators' Time and Role Survey – The Education Sector Forum subcommittee wishes to sincerely thank all the OH&S Coordinators who took the time and effort to complete the survey. We found a large number of the answers were positive which indicated to us the survey was taken very seriously and a lot of effort went into the replies. Eventually the survey and summary from the subcommittee will be available to all to view. If you wish to contact members of the subcommittee to discuss the findings to date please do so.

Una Ward – Ph 83016860
una.ward@cesa.catholic.edu.au

Peter Masters – Ph 82109345
pmasters@cshwsa.org.au

Jayne Taeuber – Ph 83723243
jtaeuber@mercedes.catholic.edu.au

Wendy Evans – Ph 84100122
wendy@ieusa.org.au

David Cassidy – Ph 82109307
dcassidy@cshwsa.org.au

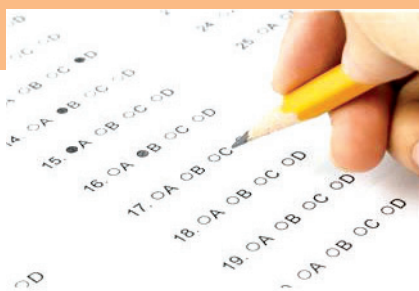
Grounds & Maintenance Forum – 30 November 2012 – to provide training, information and upskilling. The next meeting will be hosted by: Sacred Heart Senior College, 195-235 Brighton Rd, Somerton Pk, Time: 7.20am.

If you are interested in joining the forum and attending contact David Cassidy
Ph 82109307 dcassidy@cshwsa.org.au

PARISH NEWS

The Parish Sector Forum are conducting a survey to identify what security risks exist in the Parishes. There have been a few incidents across various parishes raising concerns about Parish Safety. Enclosed with this issue of the Bulletin (Parish only) is a Violence Identification Survey.

Please take the time to complete the Violence Identification Survey and fax back to



CSH&W SA OR email to lzuppa@cshwsa.org.au. Please return by August 6, 2012.

PARISH DEANERY MEETING



On May 22, 2012, a Parish Deanery meeting was held at Riverton for the Northern Deanery.

There were presentations from various people covering the work done by different agencies / teams working at the Archdiocese of Adelaide.

Some of the presentations included finance (CDF), human resources – policy



& procedures (CDC), OHS (Catholic Safety Health and Welfare).

The afternoon at Riverton was well attended by the many volunteers who work throughout the various parishes in the Northern Deanery.

Thank you to all the volunteers for the work you do. Above are a couple of photos from the afternoon at Riverton

TRAINING / WORKSHOPS August 2012

If you wish to attend any of the listed training and haven't secured a place – contact Catholic Safety Health & Welfare SA
Email: egrantham@cshwsa.org.au
Telephone: 8210 9342

Regional Meetings OHS Co-ordinators

Regional meetings have been scheduled for the convenience of location, if you live or work within a region you can attend a session which suits you best.

Eastern: Evelyn Grantham and David Cassidy – Wednesday, August 8, 1:30 to 3:30pm, St Josephs, Hectorville, 30 Montacute Road Hectorville

Southern: Kim McIntyre
Friday, August 17, 1:30 to 3:30pm, Marcellin College, Cnr Mander and Beach Roads, Christies Downs

Northern: Lisa Zuppa
Tuesday, October 16, 9:30 to 11:30am
St Columba College, President Avenue, Andrews Farm

Western: Jayne Ryan
Thursday, October 18, 1:30 to 3:30pm
Christ the King, Parish Hall, 456 Henley Beach Road, Lockleys

OHS for Managers: Friday, August 3
Refresher: 9:30 to 11am
(NO MORE BOOKINGS AVAILABLE)

New Managers: 1 to 4:00pm, Room 7, CEO, 116 George St, Thebarton

Promoting Continence Care:
Tuesday, August 14, 9:30am -12:00noon
Rm 8, CEO, 116 George St, Thebarton.

Working Well: Thursday August 16,
9am – 12:00 noon, Room 8, CEO 116
George St, Thebarton. Cost: \$45.00

Rehabilitation and Return to Work:
Wednesday, August 22, 2:30 to 4:30pm
B/room, CEO 116 George St, Thebarton

Emergency Warden (Fire):
Wednesday, Sept 12, 9 to 12 noon
(NO MORE BOOKINGS AVAILABLE)

Wednesday, Sept 12, 1 to 4:00pm
(NO MORE BOOKINGS AVAILABLE)

Regional OHS Co-ordinators Meeting
Pt Pirie – Friday, Sept 14, 10am to 1pm
Venue: TBA

REVIEW SCHEDULE OF POLICIES AND PROCEDURES

LICENCE POLICY				SECTOR PROCEDURES							
NO.	TITLE		DATE	EDUCATION		HEALTH		SOCIAL SERVICES		PARISH	
1	OHS&W Policy	V7	6 Feb 12								
2	Incident Reporting	V1	1 Dec 08	V3	14 Sep 10	V5	14 Apr 12	V4	11 Aug 10	V3	11 Oct 10
3	Smoking	V1	7 Dec 09	V4	6 May 10	V3	19 May 10	V3	27 Apr 10	V2	18 May 10
4	Asbestos	V1	7 Dec 09	V5	July 11	V5	July 11	V4	July 11	V3	July 11
5	Consultation	V1	7 Dec 09	V4	7 Dec 10	V4	9 Feb 11	V4	26 Oct 10	V3	8 Feb 11
6	Contractor Management	V1	1 Dec 08	V4	14 Sep 10	V5	29 Sep 10	V4	26 Oct 10	V4	8 Apr 11
7	Audit	V1	7 Dec 09	V5	6 May 10	V5	19 May 10	V5	27 Apr 10	V5	18 May 10
8	Vehicles	V1	2 Feb 09	V3	7 Dec 10	V3	9 Feb 11	V4	26 Oct 10	V3	4 Jun 12
9	Electrical	V1	7 Dec 09	V5	26 Aug 11	V4	17 Aug 11	V4	25 Aug 11	V4	July 11
10	Emergency & Critical Incident	V1	1 Dec 08	V4	6 May 10	V3	19 May 10	V5	27 Apr 10	V2	11 Oct 10
11	First Aid	V1	7 Dec 09	V5	Jun 11	V5	12 Jul 11	V6	23 Jun 11	V4	July 11
12	Sun Safety Protection	V1	7 Dec 09	V4	7 Dec 10	V4	9 Feb 11	V3	26 Oct 10	V3	6 Feb 12
13	Induction & Training	V1	1 Dec 08	V5	8 Nov 11	V4	9 Feb 11	V4	14 Dec 10	V3	4 Jun 12
14	Hazard Management	V1	7 Dec 09	V5	14 Sep 10	V4	9 Feb 11	V5	1 Dec 11	V3	11 Oct 10
15	Management of Plant	V1	7 Dec 09	V3	14 Sep 10	V4	9 Feb 11	V4	26 Oct 10	V3	6 Jun 11
16	Manual Handling	V1	7 Dec 09	V5	30 Aug 11	V4	17 Aug 11	V4	23 Jun 11	V3	5 Apr 11
17.1	Remote or Isolated Work	V1	7 Dec 09	V5	8 May 12	V2	9 Feb 11	V2	24 Feb 11	V1	
17.2	Confined Space	V1	7 Dec 09	V2	8 Feb 11	V2	9 Feb 11	V1	24 Feb 11	V1	8 Feb 11
18	Health & Wellbeing			V1	9 Oct 06	Education Only					
18.1	Psychological Health	V1	7 Dec 09	V1	5 Jun 06	V1	3 Apr 06	V1	6 Aug 07		
18.2	Occupational Violence	V1	7 Dec 09	V2	30 Aug 11	V2	17 Aug 11	V2	1 Dec 11	V1	12 Oct 11
18.3	Fitness for Work	V1	7 Dec 09	V2	5 Feb 07	V1	3 Apr 06	V2	8 May 12	V1	6 Feb 12
18.4	Conflict Resolution	V1	7 Dec 09	V1	5 Feb 07	V1	7 Aug 06	V1	2 Apr 07		
18.5	Bullying & Harassment	V1	7 Dec 09	V1	5 Feb 07	V1	7 Aug 06	V1	6 Aug 07		
18.6	Behaviour Management	(Education Only) This policy/procedure has been removed from the manual as it is absorbed into other procedures. Policy/Procedure 18.6 can be removed from the CCSM.									
19	Management of Substances	V1	7 Dec 09	V4	8 Feb 11	V3	9 Feb 11	V3	24 Feb 11	V3	6 Feb 12
20	Purchasing	V1	7 Dec 09	V2	8 Feb 11	V2	9 Feb 11	V2	24 Feb 11	V1	6 Jun 11
21	Voice	V1	7 Dec 09	V3	7 Dec 10	V2	9 Feb 11	V3	14 Dec 10	V2	6 Jun 11
22	Volunteers	V1	7 Dec 09	V4	5 Apr 11	V4	14 Dec 11	V4	24 Feb 11	V3	6 Jun 11
23	Workers Compensation and Rehabilitation	V1	1 Feb 10	V4	27 Sep 11	V3	16 Feb 12	V3	8 May 12	V3	4 Jun 12
24	Document Control	V1	1 Dec 08	V4	30 Aug 11	V2	14 Dec 11	V2	25 Aug 11	V3	4 Jun 12
25	Fall Prevention/ Working at Heights	V1	7 Dec 09	V3	6 May 10	V3	19 May 10	V3	27 Apr 10	V2	18 May 10
26	Environment	V1	7 Dec 09								
26.1	Infection Control	V1	7 Dec 09	V1	8 Feb 11	V2	9 Feb 11	V1	24 Feb 11		
26.2	Waste Management	V1	7 Dec 09	V1	8 Feb 11	V2	14 Dec 11	V1	24 Feb 11		

LEGEND: SIGC POLICY APPROVED
 SECTOR PROCEDURE APPROVED
A AMENDMENT