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## Contacts

OHS&W enquiries      8210 9342  
 OHS&W fax:            8210 9340  
<http://cshwsa.org.au/Home.aspx>  
 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.



<http://cshwsa.org.au/Home.aspx>

## A word from the RO

Welcome to 2012.

Thank you to the staff and volunteers across the Licence who have worked through the holiday period and kept our services functional and safe. I hope that we can now all look forward to 2012 with a focus on what we are about at the same time as keeping ourselves and those around us safe as we go about it.

As I have mentioned in previous years the return to work after a break or change in pace when we are relaxed can be a time of greater risk to our safety. So be mindful of your workplaces and work practices and report any hazards and incidents to your managers.

The Evaluation of the Catholic Church Endowment Society Inc. (CCES) has been completed and the Report with recommendations from the evaluators will be forwarded to the Chief Executive Officer of WorkCover SA for his consideration. It is expected that we will be notified of the outcome of our application to renew the Licence sometime in February. I will keep you all updated on the result!

With 2012 comes changes, challenges and new things ... the new Work Health & Safety legislation has yet to be enacted in South Australia; it has passed through the House of Assembly and currently remains

in debate in the Legislative Council. The Upper House is not due to resume sitting until February 14, 2012, so there will be no progress until after this. At present we still operate under the OHS&W Act 1986 and the OHS&W Regulations 2010.

Commencing January 31, 2012 CSHW SA will launch a new website. Visit [www.cshwsa.org.au](http://www.cshwsa.org.au) for all the latest information and guidance regarding OHS&W. Some key features are the Latest CSHW News and a new tab Health & Wellbeing where some great information and prevention strategies are slowly being added.

A topic being canvassed by the Self Insured Governing Council (SIGC) is the introduction of applying penalties to worksites who repeatedly delay the lodgement of Workers Rehabilitation Compensation Forms with CCI. This will be discussed at the April SIGC meeting.

During 2012 I will continue to visit worksites across the Licence, so if you would like to have me visit your place please make contact on: [dpwest@centacare.org.au](mailto:dpwest@centacare.org.au) this address is also where you can send me a note about anything relevant to safety.

**Dale P West**  
**Responsible Officer**  
**CCES Self Insured Licence**



## Reportable Notifications

As from 2012 CSH&WSA will notify Safework SA of any Reportable Notification.  
 If your worksite has a reportable work-related injury or dangerous occurrence, in the first instance contact your OHS Consultant.  
 If the OHS Consultant is not available then ring our general office number on 8210 9342.  
 After hours or weekends contact should be made with Executive Manager OHS&W (0438 396 062).  
 Contact with Safework SA and all necessary paperwork will be followed through by CSH&WSA.  
 Worksites will be kept informed during the process. Worksites will be required to log the incident onto the Database and conduct the investigation and apply any controls.



**“People with clear, written goals, accomplish far more in a shorter period of time than people without them could ever imagine.” – Brian Tracy, Author**

## Bushfire safety

If your business is located outside the Adelaide metro area then it is considered to be at bushfire risk?

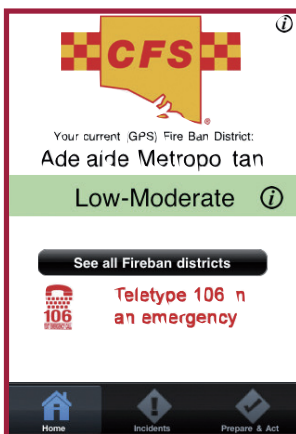
This means you are required to assess the specific risks to your business taking into account the overall fuel hazard, fire history, access and egress as well as how neighbouring buildings or properties could influence the threat.

A contingency plan for bushfires will need to clearly define management plans and roles. Make sure that the people administering this plan know the local conditions, have an understanding of Fire Danger Ratings and are able to keep updated as the situation progresses. Refer to Procedure No. 10 Emergency & Critical Incident – Appendix 12 and 13.

For further assistance visit [www.cfs.sa.au](http://www.cfs.sa.au) or call the Bushfire Hotline 1300 362 361

Also, if you have the technology CFS has introduced a free smartphone FireApp that features interactive maps showing current incidents, fire ban and fire danger rating information including bushfire-safe places near you. (Available from iTunes App Store).

**Interesting – Did you know that a fire will double in speed for every 10° of slope?**



## Change your detector every 10 years



Both hard wired and battery operated smoke detectors are manufactured to a standard requiring them to last for 10 years.

South Australia’s fire services (MFS and CFS) advise that all smoke detectors, even the hard wired detectors need to be replaced after 10 years. This is because, after that time, smoke alarms may malfunction and their efficiency may be compromised with accumulated dust, insects, airborne contaminants and corrosion of electrical circuitry.

## Pre-purchase checklist



It has recently been discovered that the Pre-Purchase Checklist does not identify electricity as a hazard. This will be rectified during this year’s procedure review. In the meantime please ensure that any electrical appliance is made to Australian Standards. Each electrical appliance will have an approval number. The approval number as shown in the picture above, of a phone charger, is located under the five symbols

on the right of the charger.

Other controls would be testing and tagging and protection by Residual Current Devices (RCD’s). Any new electrical item does not require testing until the next round of testing; HOWEVER if a secondhand piece of electrical equipment is purchased it MUST be tested and tagged before being put into service. Also ensure that the user manual is also obtained.

## Psychosocial risks

A recent report that extends previous studies found that a combined measure of common psychosocial stressors, called job pressure, is strongly associated with poor mental health in high status workers. The current study involved a national random sample of cleaners and clerical workers in New Zealand and collected data on job stressors, demographics and mental health from these workers, using computer-assisted telephone interviews.

The study found that combined exposure to high job demands, low job control and job insecurity (high job pressure) was associated with markedly elevated odds

(13-fold or higher) of poor mental health after adjustment for age, sex, occupation, and education. Combined with previous findings, this study suggests that simultaneous exposure to more than one occupational psychosocial stressor may greatly increase the risk of poor mental health among both lower and higher status workers.

Lilley R et al, ‘Combined exposures to workplace psychosocial stressors: relationships with mental health in a sample of NZ cleaners and clerical workers’ (2011) 54(5) American Journal of Industrial Medicine, 405-409.

## Volunteer helpline

Recent media reports regarding the new WHS Act in various states may be confusing and misleading to organisations. An area which has received coverage is Volunteers. SafeWork Australia have set up an Assistance Line:

<http://www.safeworkaustralia.gov.au/News/Pages/TN230111-1.aspx>

The Volunteer Assistance Line will provide members of the community who carry out volunteer work, to understand how new work health and safety laws affect them.

## Sector Forums 2012

### Allocation of OHS Consultants for Sector Forums effective January 2012:

Education: David Cassidy and Peter Masters

Health: Jayne Ryan

Parishes: Lisa Zuppa and Evelyn Grantham

Social Services: Kim McIntyre

Should you have any issues you would like to raise at the forums, please make contact with the relevant Consultant.

### Procedure verification checklists:

Reminder to Education, Social Services and Health Sectors to complete your procedure verification checklists. The following should have been completed:

#### 2011

- 3 Smoking
- 4 Asbestos
- 5 Consultation
- 6 Contractor Management
- 10 Emergency & Critical Incident Management
- 11 First Aid
- 14 Hazard Management
- 15 Management of Plant.

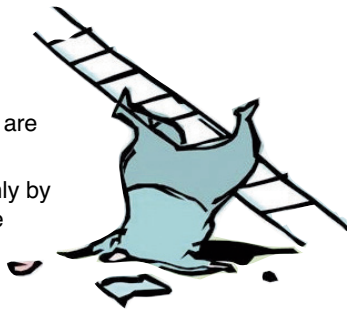
#### 2012

- 2 Incident and Near Miss Reporting
- 9 Electrical
- 16 Manual Handling
- 19 Management of Workplace Substances
- 20 Purchasing
- 21 Voice Management
- 19 Volunteers
- 25 Fall Prevention / Working at Heights.

## Fall prevention and fragile roofing

### Remember when working with, around or on these simple helpful reminders should be conducted:

- Make sure ladders are tied at the top, are long enough for the job and have good footing. Make sure the slope is right (1 in 4) and the ladder is Australia Standard.
- Make sure staircases have proper handrails if there are more than three risers.
- Fixed scaffolds must be put up (and taken down) only by competent and experienced people. They should be regularly inspected by a competent person.
- Buildings with fragile roofs (asbestos, glass etc) should have a warning sign.
- Don't use a forklift trucks as a makeshift high level working platform.
- Cover floor/ground openings or put a fence round them. Fence floor/ground edges.
- Stop things falling on people below – use barriers and warning notices.



### When working on brittle or fragile roofing material, remember:

- The person is informed that there is fragile roofing or brittle roofing;
- Safe access to the work area is provided;
- Work is carried out from a safe working platform that is located and constructed to allow work to be performed safely;
- An adequate fall injury prevention system is installed and used;
- There is another person present at all times when work is being performed on a brittle roof in case there is an emergency;
- Training and instruction is provided on precautions to be taken and safe access;
- Training in rescue techniques has been provided and rescue equipment is readily available for use at the workplace;
- All fragile roofing must be identified at the worksite. Fragile roof signage must be fixed to the walls of buildings where access can be made to fragile roofs. Signs should be made of sheet metal or other approved material that is at least 600mm by 450mm with wording and layout. Signage shall state (complying with AS 1319 R).

## TRAINING / WORKSHOPS

### FEBRUARY – APRIL 2012

If you have not secured a place for any of the listed training and you wish to attend please contact:

**Catholic Safety Health  
& Welfare SA**

Email: [egrantham@cshwsa.org.au](mailto:egrantham@cshwsa.org.au)

Telephone: 8210 9342

#### Fire/Emergency Management (Pt Pirie Diocese)

17 February – 9:30am – 12:30pm  
St Joseph's, 1 West Terrace, Gladstone

#### Contact Officer

21 February – 9:30am – 12pm  
Rm 6, 116 George Street, Thebarton

#### Emergency Warden (Fire)

14 March – 9am to 12pm & 1 to 4pm  
Rm 6, 116 George Street, Thebarton

#### Rehabilitation and Return to Work

21 March – 2:30 to 4:30pm  
Rm 8, 116 George Street, Thebarton

#### Promoting Continence Care

22 March – 8:30am to 12pm  
Rm 6, 116 George Street Thebarton

#### Working Well

3 April – 9am to 12pm  
Rm 8, 116 George Street, Thebarton

## Maintenance and Grounds forums

Due to the successful forum meetings held last year there will be further Maintenance and Grounds forums held during 2012 with breakfast supplied and a guest speaker on a range of Work Health and Safety topics relevant to persons in these positions in the licence.

### Dates and locations for 2012

#### Friday 9/3/2012 – 7:30am

Xavier College, Kentish Road, Gawler  
Breakfast will be part of the forum  
Speaker – height safety and compliance.  
Discuss – topics of interest for forum during 2012.

#### Friday 22/6/2012 – 7:30am

St Columba College, President Ave,  
Andrews Farm  
Breakfast will be part of the forum

#### Friday 30/11/2012

Seeking College/School to host forum  
(if your site would like to host this forum  
phone David Cassidy 0439 085 426).



# SECTOR NEWS



## CATHOLIC SAFETY HEALTH AND WELFARE SA – WEBSITE

On January 31, 2012 CSH&WSA launched their new website: <http://cshwsa.org.au/>

The website allows for easier navigation. Sector CCSM Procedures' can now be located more conveniently due to the new layout. Procedures will still be available in PDF format and related Forms available in Word format for use.

We have updated the OHS Consultant Site Allocation and this can be found under "Contact Us".

A new tab has been added "Health and Wellbeing" providing articles of interest on ways to improve overall health.

Please contact our office if you have an article to share which can be downloaded onto the website.

The website is available for all workers under the Licence, for OHS information updates etc.

## TOOL BOX

In 2012 CSHW SA is introducing a new style of delivery for instruction and training, to be known as – Tool Box Talks.

Tool Box Talks are a small gathering of people with common need for instruction and training; they are usually brief, informal and the topics specific to the needs of the group – maintenance staff may gather to discuss the risk assessment of a chain saw, Science staff may gather to discuss the decanting and storage of hazardous substances.

The frequency of the talks is determined by the group.

REMEMBER – training needs must be identified for all staff, this is a legal requirement. Tool Box Talks do not replace the mandatory training that has been pre-determined for all staff. So if you have specific needs in your job, raise it with your supervisor so that appropriate training can be organised.

## HAZARD ALERTS/WHIPS

From time to time during the year CSH&WSA will issue a Hazard Alert or WHIP. Distribution is via email or post. The Alerts and WHIP are available from the website located under "Resources". A notice via Business Manager Systems is also provided.

## POP RETURNS FOR PARISHES

Completing the one page POP report is important to assist in retention of our valuable self insurance licence and it will also help parishes manage their OHS responsibilities.

POP returns are due twice a year in June and December – but did you know that you only have to sign-off on each item once per year? For example, electrical no. 9 would be signed off when the annual tests have been completed. You may decide to only sign-off on half the items each time you return the report. This is OK as long as all the items are signed-off over the year (in two returns).

It is not onerous ... and we are here to help you. So, if you have any questions or concerns, or you need a hand to complete your POP return form then call your OHS Consultant.

## INJURY MANAGEMENT

The Income Reimbursement Form has been reviewed and is available for use by worksites.

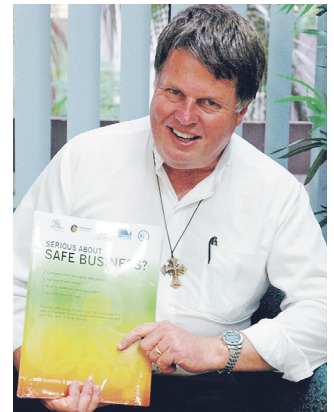
It is in an Excel spreadsheet format to assist payroll officers in calculating workers compensation payments. There are three worksheets on the document to calculate the different entitlement periods of 100%, 90% and 80%.

The spreadsheets have been tested internally and also by one of our worksites payroll area and were provided with

constructive feedback prior to finalisation. CCI require Employers to lodge income reimbursement claims on a monthly basis to enable any actions to be promptly attended to should any issues arise in relation to the claim.

The claims can be mailed, faxed or emailed to SAWorkers, CompClaims@ccinsurances.com.au

The Income Maintenance Reimbursement Form can be downloaded from the website under Resources Workers Compensation Forms": <http://cshwsa.org.au/Resources/WorkersCompensationClaims.aspx>



**Fr Steve, the Parish Safety Link team and CSHWSA wish to thank participating parishes.**

# HEALTH AND WELLBEING

## Working well?

**“It is not the strongest of the species that survives, nor the most intelligent that survives. It is the one that is the most adaptable to change.”**

Charles Darwin

Have you thought about your ability to cope in an ever changing work environment?

Personal stress levels, higher workloads, decreased budgets and changing demands. Competitive markets and rapidly changing social and technological and climatic environments keep us in a constant state of flux.

How to develop the right mindset, reframe

problems, focus on the tasks that matter and build Resilience at work?

Building resilience can be developed. We can learn through adverse events, bounce back and experience a sense of personal growth where such negative events can provide us with an opportunity to learn new skills and anticipate, plan for and better manage the next situation we encounter.

CSHWSA have engaged Kathryn McEwen, organisational psychologist and author of “Building Resilience At Work”. To-register for one of two “Working Well” courses. (Refer: Training Plan 2012) or ring Evelyn on 8210 9342.



## Coping and developing resilience

Despite Australia’s higher standards of living, we are generally less able to cope with daily life. Statistics indicate some 80,000 Australians suffer depression and even more worrying is the trend for younger people to be affected, with at least one third having an episode of mental illness before the age of 25.

It seems we are living in an increasingly negative world, where younger people are more anxious and pessimistic than their grandparents despite on the surface being better off.

How we contemplate and think about any event dictates how we tackle it. Importantly, our overall thinking patterns are influenced not only by how well we respond to life but ultimately our health and wellbeing.

Resilient people are more optimistic, adaptable and independent. They are also

better at problem-solving and have sound levels of self control. Resilient teams have similar characteristics, and find it easier to bounce back and adapt to change and pressure. All of these characteristics can be developed.

Tips for mental toughness:

- Focus on solutions not problems
- Leverage and build on the resources you already have
- Be flexible and adaptable in your thinking and interactions (avoid black and white thinking)
- Accept that change is constant and embrace it rather than worry about it.
- Look for and capitalise on the opportunity in setbacks you encounter
- Develop flexible optimism, employing pessimism in risky situations
- Stay hopeful by believing in yourself



and creating multiple pathways to your goal

- Develop ways to dispute or defuse negative thoughts and thinking.

(Extract taken from “Building Resilience At Work” by Kathryn McEwen).

## Spicy prawns with herb yoghurt

### Ingredients

1 tablespoon olive oil  
1 onion, chopped  
2 cloves garlic, crushed  
1 large red chilli, finely chopped  
2 teaspoons dried Moroccan spices  
1kg prawns uncooked, peeled and de-veined  
400g potatoes, peeled, cut into 2cm cubes  
3 cups (750mL) water  
¼ cup (60mL) lemon juice  
1/3 cup (20g) parsley, chopped  
200g tub Nestlé Diet Peach Mango Yoghurt  
2 tablespoons chopped mint  
2 tablespoons chopped coriander

### Method

Combine the oil and onion in a frying pan, stir-fry until onion is tender.

Add the garlic, chilli and spices stir-fry for 30 seconds.

Add the prawns, stir-fry until just cooked through and remove.

Add the potato and water to the pan, simmer uncovered for 5 minutes or until tender.

Return the prawns to the pan with the lemon juice and parsley.

Combine the peach mango yogurt, mint and coriander and serve with the prawns.



## POLICY AND PROCEDURES REVIEW

### 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 11								
2	Incident Reporting	V1	1 Dec 08	V3	14 Sep 10	V4	21 July 10	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	V2*	1 Jun 09
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	V2	
13	Induction & Training	V1	1 Dec 08	V5	8 Nov 11	V4	9 Feb 11	V4	14 Dec 10	V2*	1 Jun 09
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	V4	8 Feb 11	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	V1	8 Oct 07		
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	V2	
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	V3	2 Apr 07	V4	24 Feb 11	V3	6 Jun 11
23	Workers Compensation and Rehabilitation	V1	1 Feb 10	V4	27 Sep 11	V2	29 Sep 10	V2	14 Dec 10	V2	5 Apr 11
24	Document Control	V1	1 Dec 08	V4	30 Aug 11	V2	14 Dec 11	V2	25 Aug 11	V2*	1 Jun 09
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