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## 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

As the seasons change it is time to focus on a few areas specifically.

Firstly I can report an excellent result! The Catholic Church Endowment Society Inc. (CCES) has been granted a 2 year renewal of the Self Insurance Licence by WorkCover SA. The organisation has been categorised as Developing under the new Natural Consequences model. This is a good outcome for the Licence and places us in a good position to improve our ranking in 2014; however there is plenty of improvement to occur before the next Evaluation begins in late 2013. Thank you to all of the people at our worksites who were involved in the Evaluation, each of you has contributed to our outcome.

The Incident Reporting application has been in place for almost 12 months now and in the main things have been travelling well, with most complaints or issues arising being able to be rectified. As we are all learning in this system, can I suggest ... reading the article on page 2 of the Bulletin regarding the "Potential Risk". I am aware of a recent incident involving electricity where the risk was almost rated as a medium risk. We all know that electricity is dangerous and presents an extreme risk, but we can keep safe by implementing good controls to manage its use.

The CSHW team is about to audit Incident Reporting in June-July so it will be good to look at how we report and investigate incidents and in particular how we assess the potential risk of incidents and implement corrective actions that we identify. Watch this space for the findings later in the year!

The issue of lodging Workers Compensation Claims is an area that has been discussed at SGIC (Governing

Council) recently. A review of claim lodgment timeframes has been conducted by CCI with a very poor outcome. Workers Compensation Claims must be lodged with CCI within 3 working days of the employer receiving the Claim Form; however in 2012 only 42% of claims have been lodged in the correct timeframe. SGIC are concerned about this poor performance and have decided on the following action.

In the first instance CCI will send a letter to worksites who have lodged a late claim however if the performance does not improve within 6 months the worksites who lodge late claims may be penalised financially. To meet the compliance simply fax, post, or email as PDF the completed Claim Form to CCI ... other documents (eg Workcover Medical Certificate) can then be forwarded as soon as possible.

I hope you have all had a chance to navigate your way around the CSHW SA new website – [www.cshwsa.org.au](http://www.cshwsa.org.au) ... if not take a look!

In closing David Cassidy is currently on extended sick leave and we wish him well in his recovery. For those sites which David supports feel reassured that another OHS Consultant will fulfill this role until his return. If interested you can find who this is by going to <http://cshwsa.org.au/ContactUs/OHSConsultantSiteAllocation.aspx>.

Following that long winded spiel, remember if you would like to have me visit your place please make contact on: [dpwest@centacare.org.au](mailto:dpwest@centacare.org.au) or if you wish to comment about anything relevant to safety.

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

***The safest risk  
 is the one you  
 didn't take.***

*~ Author unknown*



## KNOW YOUR HAZARDS AND WATCH HOW YOU RATE YOUR RISK!

When rating the potential risk it is important not to underestimate the level of risk.

Assessing the potential risk related to an incident means considering or estimating:

- the degree of harm that could result from the hazard or risk
- the likelihood of the hazard or risk concerned happening

Remember: to involve the right people in risk identification activities and refer to others as your knowledge runs out.

The screenshot shows a risk assessment tool interface. It includes a 'Risk Level: High' indicator and a 'Risk Assessment Matrix' table. The matrix has columns for 'Severity' (Low, Medium, High, Extreme) and rows for 'Likelihood' (Rare, Unlikely, Possible, Likely, Almost Certain, Certain). The legend indicates: Extreme (Red), High (Orange), Medium (Yellow), Low (Green).

### CSHWSA Incident data base



## Assessing risk is part of the Hazard Management Process

- Identify the hazards – find out what could cause harm
- assess risks if necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
- control risks – implement the most effective control measure that is reasonably practicable in the circumstances
- review control measures to ensure they are working as planned.

## Buy safe and reduce risk

Before purchasing goods for use in the workplace, whether it be plant, equipment, chemicals or materials it is important to ensure hazards are not introduced.

To reduce the likelihood of introducing an item which may pose a foreseeable hazard a pre-purchase risk assessment should be completed and upon receipt of item, verify that OHS specifications or control measures to reduce the risk are in place before use.

### Determining if an item impacts on health and safety:

In essence, there are three questions which should be asked during the procurement process to ensure hazards are not introduced:

- Could a foreseeable significant injury or incident occur in the course of normal or unanticipated use, storage or transport of the item to be purchased?
- Are there any specifications which are required to ensure safe operation or use?
- Does the item need to comply with legislation, code of practice or Australian Standards?

If the answer to any of the above is YES, then OHS requirements need to be identified through the process of risk assessment. Consultation is required to ensure that all safety related specifications are taken into account. Any related requirements identified during the assessment should then be communicated to the supplier and verified upon receipt.

### Pre-Purchase Risk Assessment:

The risk assessment should aim to identify any hazards posed by the item. Once the hazards have been identified, attempts to eliminate these from being introduced into the workplace should occur prior to use.

### Questions to be considered:

- Where and how will it be used?
- What will it be used for? Suitable for the purpose and conditions?
- Who will use it? (Skilled employees, trainees or volunteers)?
- What information, instruction, training and safe systems of work are required to accompany the introduction?
- Are additional safety measures required? i.e. Personal protective equipment or protective devices, markings, warning signs etc.
- How will it be maintained in a safe condition?

- What are the specific standards required by the company?
- What risks to health and safety might result?

Where the item being purchased requires a formal risk assessment to be undertaken, the appropriate risk assessment form should be used. For example the hazardous substances, plant or the generic risk assessment form.

Examples of when the formal risk assessment is to be used for items which have a risk to health and safety include, but is not limited to:

- Lasers;
- Radiation apparatus;
- Radiation isotopes;
- Substances which are rated as 'hazardous' in ChemWatch;
- Mobile vehicles, i.e. cars, forklifts, carts;
- Machinery and plant, i.e. lathes,
- Construction plant and equipment;
- Personal protective equipment, i.e. safety glasses, safety boots, face shields, gloves;
- Ergonomic equipment, i.e. chairs, seating, desks etc.
- Custom built equipment;
- Items which have an 'extreme' or 'high' risk after completing a Take 5 risk assessment.
- Items which are identified as hazardous after consultation with users.

Importantly: Ensure that the supplier can meet the requirements as stated in the OHS legislation and required specifications or control measures. This can be derived through discussions with the supplier on the required specifications in the pre-purchase stage of procurement.

When a supplier cannot meet the necessary OHS requirements or control measures, another supplier should be sourced or an alternative item be selected.

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"The handle on your recliner does not qualify as an exercise machine."

## Incident database

At the last OHS Co-ordinator's Forum (27 February) it was recommended to provide an email summary to OHS Co-ordinator's on a monthly basis. The email will contain information in relation to:

- investigations awaiting approval;
- corrective actions outstanding; and
- incidents awaiting closure

Sites already using the function are able to provide the information as a reporting tool for meetings etc. It will also allow OHS Co-ordinators to track the status of an incident.

### Updates and Reminders on Incident Database: – Logging an incident

- When logging an incident into the system please ensure the correct spelling of the person and their email address is added. On the odd occasion our office will receive email messages where an email address has not reached the required recipient. We will endeavour to correct this but if you are aware of the problem please ring our office.
- Under Investigations "Incident Interview" this section is text limited. If the wording is lengthy it can always be

added as a separate document.

- Where there is a student, volunteer, visitor, resident, client, contractor etc. involved in an incident we request that you do not supply their name but search under your Sector Name e.g. Parish where you can locate and choose the appropriate: (refer below)

The person's details can then be supplied when completing the incident details.

- When commencing your incident report please only supply a "short description" more detail can be added under Incident Details "No. 7".

- An OHS Co-ordinator who works over more than one site is only issued with the one username and password. It is important to notify our office should you no longer require access to one of your sites. Also when receiving the email summary you will receive the summary via your username email address, for all your sites.
- If you have a change in Principal, either "Acting" or "Permanent" please advise our office. We are required to have the updated details on the Incident Database.

<b>Parish Contractor</b>	<b>Education Contractor</b>	<b>Health Contractor</b>	<b>Social Services Contractor</b>
<b>Parish Visitor</b>	<b>Education Visitor</b>	<b>Health Visitor</b>	<b>Social Service Visitor</b>
<b>Parish Volunteer</b>	<b>Education Volunteer</b>	<b>Health Volunteer</b>	<b>Social Services Volunteer</b>
	<b>Education Student</b>	<b>Health Resident</b>	<b>Social Services Resident</b>
			<b>Social Services Client</b>

## Working well

Organisational psychologist, Kathryn McEwen and participants engage in a hypothetical exercise during the 'Working Well' training in April.

The course has been designed for those in leadership roles who have the ability to direct work. Note: The course content is not the same as that offered to Principals by the CEO.

The next 'Working Well' course runs from 9am to 12 noon on Thursday August 16. Bookings are essential – don't miss out! Call Evelyn (CSHWSA) 8210 9342.



## Laboratory managers & assistants

The Laboratory Managers Association of South Australia Inc. facilitates training, education and



development of members and assists in communicating ideas and information. The association is open to all persons working as Science laboratory personnel in the education environment in both state and independent schools.

The public website is: <http://www.groups.esa.edu.au/course/view.php?id=568> (just put "laboratory managers" in the search box).

You will find the website has contact and membership details and includes a membership form. Membership is only \$50 and the annual Health and Safety Training Day is free to members! Joining LMASA is great for networking and gathering resources specific to school laboratory work.

## Storing gas cylinders in vehicles



Flammable gas cylinders include those containing oxygen, acetylene, liquefied petroleum gas and propane or butane throwaway-style cylinders should be stored and transported in vehicles with cargo areas open to the air. They should NEVER be stored inside closed type vehicles.

When transporting the following should be considered:

- main cylinder valves are tightly closed

- there is no leakage from the main valve area (e.g. using a gas detector or soapy water test)
- cylinders are secured in an upright position to prevent them tipping or falling over cylinders cannot be struck by other objects (e.g. loose tools and materials)
- cylinders are always removed from the vehicle before the gas is used
- at least one 10B dry-powder fire extinguisher is fitted in the driver's cabin

Article from: <http://safetyconcepts.com.au/storing-gas-cylinders-in-vehicles/>



## TRAINING / WORKSHOPS

### MAY – JUNE 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. Always refer to the latest updated program on the website.

Email: [egrantham@cshwsa.org.au](mailto:egrantham@cshwsa.org.au)  
Telephone: 8210 9342

#### Regional Meetings OHS Co-ordinators

The regional meetings have been scheduled for the convenience of location, you can attend a session which suits you best.

**Northern:** Lisa Zuppa

Tuesday, 15 May 9:30am – 11:30am  
St Columba College, President Avenue  
Andrews Farm

**Eastern:** Peter Masters

Wednesday, 16 May 1:30pm – 3:30pm  
St Josephs, Hectorville, 30 Montacute  
Road Hectorville

**Western:** Jayne Ryan

Wednesday, 27 June 2:30pm – 4:30pm  
Star of the Sea Marine Discovery  
Centre, 416 Seaview Rd Henley Beach

#### Rehabilitation and Return to Work

Thursday, 24 May 8.30am – 10.30am  
Boardroom, CEO 116 George St  
Thebarton

#### Emergency Warden (Fire)

13 June *(No more bookings available)*

#### OHS for Managers

27 June *(No more bookings available)*

#### Maintenance and Grounds Network Workshop

Friday, 22 June, 7:30am – 9am  
St Columba College, President Avenue,  
Andrews Farm.

#### Tool Box

In the last edition of the safety bulletin we introduced Tool Box Talks.

Your OHS Consultant will make contact with you to arrange a suitable time for a session, in the meantime if you identify a group at your worksite who for example would benefit from a session on risk assessment do not hesitate to contact your OHS Consultant to arrange.

# SECTOR NEWS

## OHS committee meetings

Does your site have an Occupational Health & Safety Committee? Here are some reminders for your next meeting.

1. Forward items for the Agenda to the chairperson in advance of the meeting.
2. Do your homework on issues before attending the meeting.
3. Know in advance what the meeting is going to discuss.
4. Take an active part in all the committees' activities.
5. Turn up for meetings on time with all relevant documents.
6. Help the chairperson keep the meeting on time and on track.
7. Keep any commitments made to the committee.
8. Turn phones off or place on silent for the duration of the meeting.
9. Be pleasant at meetings and stay positive.
10. Listen carefully to what others are saying. Be assertive not aggressive.
11. Avoid side conversations.
12. Do not distract other members with issues that are not on the Agenda.
13. Show respect for others and their view points.
14. Be polite, use good manners and avoid sexist, racist and offensive language.
15. Don't cloud issues with politics and avoid hidden agendas.



Ref: [www.futuremedia.com.au](http://www.futuremedia.com.au)

## Paracetamol in First Aid Kits



Worksites are reminded that any form of medication (including over the counter type such as analgesics, cough medicine etc) are not permitted in worksite First Aid Kits.

In the education sector, should parents / legal guardian be sending any medication with the student, the administration of the medication must be authorised by a General Practitioner.

Further information on medication management in schools can be obtained from the Health Support Planning in Education & Children Service Document (2006). Refer specifically to section 5.2 Medication Management

[http://www.decd.sa.gov.au/speced2/files/pages/chess/hsp/HSP\\_guidelines\\_final\\_text1.pdf](http://www.decd.sa.gov.au/speced2/files/pages/chess/hsp/HSP_guidelines_final_text1.pdf)

## OHS&W management Policy No. 1V7

The No. 1 Policy V7 is now available from both CSH&WSA Website and the CESA Website for downloading. The Policy will need to be printed, signed and dated by either the Principal of the school, Parish Priest, Responsible Person at your site e.g. Director, CEO etc. Once the Policy is signed it should then been displayed at the worksite in a prominent place. The new version should also be updated in the CCSM.

## Interactive whiteboards

Recently CSHW SA released a HAZARD ALERT regarding Interactive Whiteboard installation. Unfortunately we referred to them as SmartBoards, this is a brand name and has no connection with the incidents that prompted the HAZARD ALERT.

# HEALTH AND WELLBEING

## Is obesity a generational job risk?



Some 20 per cent more baby boomers are obese compared to those in the same age group in the previous generation. Preliminary findings from research, led by professor Graeme Hugo and based at the University of Adelaide, show more than 60 per cent of baby boomers do not meet recommended levels for physical activity and around 40 per cent are obese. So don't just sit there....get moving!



Try this Pilates-based neck and shoulder release to help relieve your symptoms. Sit (pictured) or stand, holding a taut, rolled-up towel over your head – hold it wider than your shoulders. Bend your elbows to bring the towel to the top of your head, keeping your elbows pressing wide and back. Return to the start position. If you find it too difficult, try it while lying down.

For more information see: Sally Anderson  
[www.pilatesint.com](http://www.pilatesint.com).  
<http://www.bodyandsoul.com>.

## Aromatic pumpkin soup



This recipe makes one big pot – perfect with crunchy toast on a cold winters night.

### INGREDIENTS

- Olive oil and butter for cooking
- 3 leeks, roughly chopped (white part only)
- 2 onions, diced
- 6 big cloves of garlic
- 2 tablespoons of ginger chopped
- 1 tablespoon coriander seeds ground
- 1 tablespoon cumin seeds ground
- Pinch of cloves & cinnamon
- 2 .5 kgs of Japanese pumpkin peeled and sliced
- 4 litres good quality chicken or vegetable stock

### METHOD

1. Heat oil and butter in a big 6 litre pot and add leeks, onion, garlic, ginger and spices. Saute' until translucent.
2. Add pumpkin and stock. Stir and cook on medium heat with the lid on for about 40 minutes or until the pumpkin is tender.
3. Blend soup with bar mixer or in a food processor to your desired texture.
4. To serve, it is delicious with a dollop of yoghurt or sour cream.

(Recipe by Anna Gare from Quickies in My Kitchen)

## Menopause and work

A poster titled Menopause – Managers Support Your Workers is currently being distributed to worksites.

If you would like more posters contact your OHS Consultant or go to <http://www.cshwsa.org.au/HealthWellbeing/WomensHealth.aspx> and download as many as you like.

You will also find some additional information on this link with more to be added.



## Launch: Beyondblue e-learning



The beyondblue Workplace Mental Health Awareness e-learning Program is a stand-alone resource specifically for workplaces. It is the first in a number of e-learning programs that beyondblue is developing.

Media release 8/02/2012:

Men at work... Check out beyondblue's interactive online program.

The e-learning program: Includes activities,

scenarios and videos that build understanding of depression and anxiety disorders in the workplace.

Takes about 20 minutes to work through and allows participants to choose the way in which they would like to explore the content. Oh, you will need flash player.

[http://www.beyondblue.org.au/index.aspx?link\\_id=4.1028](http://www.beyondblue.org.au/index.aspx?link_id=4.1028)

# 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 12								
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	V3	6 Feb 12
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	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	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	V3	16 Feb 12	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