



Safety Bulletin

Catholic Safety Health & Welfare SA

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- Priest, Pricipal, Manager
- WHS Coordinator
- WHS Committee members
- WHS representatives
- Staffroom notice board
- Other

Responsible entity:

Catholic Church Endowment Society Inc.

www.cshwsa.org.au

A WORD FROM THE CHAIR

I hope this Safety Bulletin finds you well and safe as we head into the winter months and the wet weather that inevitably creates slippery environments!

As predicted much of the work of the CSHW SA team this year is focused on the implementation of the Work Health & Safety legislation. Many hours have been spent in preparing and facilitating *WHS for Officers* training. If you are deemed an *Officer* under the WHS Act 2012 and you have not booked into a session as yet, then I suggest you do. If you are uncertain if you are an *Officer* then it's easy to check by calling your WHS Consultant.

CSHW Consultants have also commenced delivering *WHS for Boards* to individual worksites, so your worksite will no doubt be contacted about this presentation soon. Later in the year *WHS for Parishes* will be presented across the state, so watch out for information regarding these sessions.

Last week I met with representatives of some of the Separately Incorporated entities that participate in and commit to the Catholic Church Endowment Society (CCES) Self Insurance. This annual briefing session is always a valuable time for CCES to engage with these Organisations and a great opportunity to consult with them on key issues and to provide them with information regarding health & safety in the Church. This year Jenny Gillespie, Solicitor presented a session on the *Key Issues arising from Stress Claims*; this was well received by those present. It is planned that Jenny will present this to other key groups across the Church during 2013.

In regard to a serious injury or a dangerous incident occurring at your workplace I ask that you make contact with the CSHW team or office as soon as possible after the event. It is the role of the CSHW SA Unit to determine if an incident requires notification to the regulator and the Unit will make the Notifications to SafeWork SA (SWSA). It is imperative that worksites do not make direct contact with SWSA regarding injuries and dangerous incidents as CCES have strict

reporting guidelines to WorkCover related to the Notification criteria and also the WHS Consultants can process the requirement promptly.

If you telephone the CSHW Office or a WHS Consultant and the call is not answered please send an email to kgrieve@cshwsa.org.au or text message to [0438 396 062](tel:0438396062) requesting a prompt call to you.

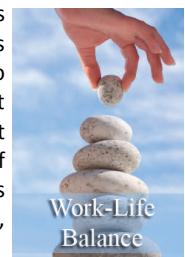
In the past month CSHW have welcomed Chris Donnelly to their team as Executive Assistant, so it will be more than likely that Chris answers the office phone when you call ...don't forget to make yourself known to him!

As always I continue to be interested in visiting the worksites, where possible and I welcome an invitation at any time. Don't forget I also welcome any comment or questions regarding safety...you can contact me at dpwest@centacare.org.au. Keep warm and safe, and welcome the rain!

Dale P West
Chairperson

Definition of Life Balance

Life Balance is the harmonious blend of all the various different aspects of life such as relationships, career, finances, spirituality, health, giving back, and community involvement, all of those things that make for a full and rewarding life. At some level, I think we all want to have a measure of balance in our lives. However, it is highly personal how we prioritize those various different aspects and what the proportions of the different factors should be. While this balance is unique to each individual, most people would agree that having a combination of the various factors does make for a happier, more fulfilling life.



Resilience



The best thing to do when the worst thing happens is to begin moving forward again. The real essence of strength is in resilience. Drawing upon and exercising such strength will make it grow ever stronger. Make the commitment to bounce back and you end up at an even higher level, an even stronger position than before. It is indeed difficult to begin going forward when your world has just been devastated. Yet time and time again, people do, and as they move persistently ahead, the world does too. The resilience of a positive purpose knows no defeat, for each setback serves to move it forward. It requires much effort and sacrifice, yet it is worth the cost. For with resilience we steadily rise above higher and higher levels of challenge. With resilience we move our lives beyond our fears, and forge ahead in the direction of the best we can be. On this day especially, consider the power of resilience. And do what must be done to move yourself and your world positively and lovingly forward.

(Motiv8 @ work)

E-Couch

E-Couch is a psychological program originally designed by Beyond Blue but is now delivered by the Centre for Mental Health Research with funding from the Australian Commonwealth Department of Health and Ageing. As well as a resource for users, E-Couch is a research site.

University of Sydney researches found an overall improvement in general health in a study of 562 people who used E-Couch, compared to an equivalent program that delivered only health and lifestyle advice.

This site may be useful: go to https://ecouch.anu.edu.au/new_users/welcome03

Updating Procedures

As part of our consultative process all updated procedures are presented and endorsed at sector forums prior to being placed on the Catholic Safety Health and Welfare website.

An email will be sent to all sites and a notification placed on the front page of Business Manager.

If you have any questions or need further assistance in implementing these changes at your worksite – don't stress – give us a call instead.



Business Manager

Recently a review was completed of some random worksites and it was identified that some are not correctly updating the information in the "Site Records / Comments" box. Please ensure you update the information to reflect current information for your worksite.

Task Description	Assigned To	Due Date	Sch. Date	Origin
Electrical - Policy No. 9-2 yearly RCD operation time test	Site Manager	01-Jun-2013	01-Jun-2013	CENTRAL
Emergency & Critical Incident No. 10	Site Manager	01-Jun-2013	01-Jun-2013	CENTRAL
Health and Wellbeing - Policy No. 10.1 Performance Appraisal	Site Manager	01-Jun-2013	01-Jun-2013	CENTRAL
Health and Wellbeing - Policy No. 10.1 PD	Site Manager	01-Jun-2013	01-Jun-2013	CENTRAL
Health and Wellbeing - Policy No. 10.2 Occupational Violence	Site Manager	01-Jun-2013	01-Jun-2013	CENTRAL
Health and Wellbeing - Policy No. 10.4 Conflict Resolution	Site Manager	01-Jun-2013	01-Jun-2013	CENTRAL
Health and Wellbeing - Policy No. 10.5 Workplace Bullying	Site Manager	01-Jun-2013	01-Jun-2013	CENTRAL
Induction and Training - Policy No. 10.15 - Induction (employees)	Site Manager	01-Jun-2013	01-Jun-2013	CENTRAL
Staff Police Clearances	Site Manager	05-Jun-2013	05-Jun-2013	CENTRAL

Please note that some worksites who have recently upgraded their computer systems are having difficulty with access to Business Manager. CSH&W are currently working on this problem.

Safety Management Systems

Unsafe behaviour is recognised as being involved in most accidents but we have known for a long time that unsafe behaviour is a trigger event, NOT the cause of an accident. After all, we are all human – humans are fallible, we make mistakes and are prone to inattention and distraction. This is why we have safety systems in place that build in defences, system defences (barriers and controls) to stop people getting hurt. Hence, prevention measures aimed solely at the worker are not necessarily well directed.

Many factors influence working behaviour and most of these are actually beyond the control of the worker.

Management commitment to safety will ensure that the work, health and safety system effectively empowers individual workers. This will occur through a robust process of consultation, coordination and communication with other duty holders and your workers.



Safety: accountability up, or responsibility down?

Below is an extract from an article written by Professor Sidney Dekker (OHS Professional, March 2013)

Getting back to the business of safety ... How do we change this? Here are a few ideas:

- Assess safety by more than just the absence of negatives. We need to develop standards that count as *positives*. Does leadership participate in completing workplace inspections? Do they assist with investigations? Do they consult with workers prior to introducing new plant/equipment into the workplace or when designing / refurbishing the workplace?
- How much time in a job start or toolbox meeting is spent in conversation or discussion rather than in supervisor monologue? Has genuine time been given at staff meetings to discuss WHS issues/matters?
- Forbid anybody to sign off on a procedure, risk assessment or work method statement who does not, or will not, do that work themselves.
- Leaders to consider computer blackout and meeting-free times so that they can become mobile and learn how work actually gets done and keep in touch with what's happening at the worksite. There is no substitute for physical presence and conversations between people. Consider making work floor presence a KPI for leaders.

Watch out for those light covers

One site has had an issue with their light covers in their gymnasium. Each light has 5 clips each side and when struck by balls with force, some clips are opening or dislodging completely and falling to the gym floor. When all clips are unclipped, the cover will fall. The cover weighs approximately 1.5 kg.

If you have similar lights at your site please inspect them as you will need to obtain services of an electrician to re-clip the fittings.



Work Health Safety (WHS) Regulations 2013

The new WHS Regulations came into effect with the new WHS Act in January 2013. Transitional arrangements of between 6 months and two years have been put in place where there are new or significant amendments to the Regulations.

The team at Catholic Safety Health and Welfare are diligently working through these changes and updating CCSM procedures to ensure all sectors and individual sites have the correct information.

TRAINING/WORKSHOPS JUNE—JULY 2013

If you have not secured a place for any of the listed training and you wish to attend please access the online registration database from the CSH&WSA Website under "Training" "Calendar 2013"

Promoting Continence Care

Friday, 7 June
9:30am—12:00pm
Rm 8 CEO Thebarton

Emergency Warden

Tuesday, 18 June
10:00am—12:00pm and
1:00pm—3:00pm
Rm 6 CEO Thebarton

WHS Co-ords Meeting

Wednesday, 19 June
1:30pm—4:30pm
Rm 6 CEO Thebarton

Regional WHS Co-ords Meeting

Thursday, 20 June
9:30am—1:30pm
Centacare Training Room Pt Pirie

Update on new WHS Legislation

Tuesday, 25 June
2:00pm—3:30pm
Rm 6 CEO Thebarton

Health and Wellbeing (Drugs & Alcohol)

Tuesday, 30 July
9:00am—11:00am
Rm 6 CEO Thebarton

HAZARD ALERTS

There have been a couple of Alerts that have been sent this year. Please take some time to review them on the Catholic Safety Health & Welfare website found at www.cshwsa.org.au. The information can be found in the Resources header under Hazard Alerts.

The Alerts have been made around:

- Melting Wax
- Sliding Doors

While there, take some time to become familiar with the website and make use of the information and resources on offer.

Slips, Trips and Falls

Slips, Trips and Falls remain our highest cause of incident and injury. Check your knowledge with this quick quiz

1. Falls account for _____ emergency room visits each year.

- A. 8.7 million
- B. 30,000
- C. 1 billion
- D. 650,000

2. Which of the following risk factors contribute to falls?

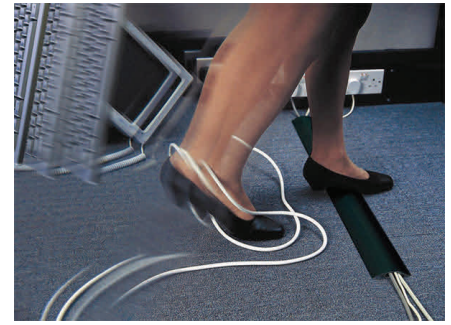
- A. Age-related issues
- B. Physical hazards in the environment
- C. Health conditions
- D. All of the above

3. Staying active is only beneficial to older adults in preventing falls.

True False

4. What are some common fall hazards?

- A. Clutter on the stairs
- B. Phone and electrical cords
- C. Both A and B
- D. None of the above



5. Which of the following tips can help prevent a fall?

- A. Leaving water on the floor
- B. Having gravel on the walkway
- C. Having cords out where you can see them
- D. Maintaining good lighting both indoors and outdoors

Answer key: 1. A, 2. D, 3. False, 4. C, 5. D
(National Safety Council 2012)

Lefevre Catholic Community



Last year the church had renovations completed for the alter, but this introduced some other issues. In many churches there are rooms leading from the alter to the sides of the church which are rooms



used for various purposes. Every alter is unique and the surface levels are all different. Some may have flat walking surfaces while others have steps and stairs to tackle which was Lefevre's hazard.

After engaging and speaking to a lot of Contractors, various quotes and a lot of brainstorming, the site has installed balustrades which have reduced the likelihood of slips, trips and falls. The top of the balustrade has been purpose built with a wider flat surface which allows items to be placed on top which reduces carrying items down stairs, and in the event of moving a larger item which requires manual handling, the balustrade can be totally remove.

As the WHS Act 2012 states "All risks are eliminated as far as reasonably practicable and if it is not reasonably practicable then the risks are minimised" and this is exactly what Lefevre Catholic Community has achieved. Well done and keep up the good work.

