



# Safety Bulletin

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## Circulation

Distribute at WHS Committee, consultative meetings, staff meetings.

- 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](http://www.cshwsa.org.au)

## A WORD FROM THE CHAIR

Welcome to our last *Safety Bulletin* for 2013, I hope it finds you well and safe in your workplace.

No doubt many of our services are preparing for end of year functions and these usually involve a change to your workplaces and work practices, so please be mindful of what you are doing and how you are going to go about the various activities ... consider your risks, think through the activity, plan and safely complete the actions....oh ...and enjoy them!

This year has been particularly busy for Work Health & Safety with the following activities being most significant:

- Defining the Governance Structure for CCES and the Separately Incorporated entities under the new WHS legislation
- WHS legislation implementation, this has involved significant training development and delivery , procedure review and presentations to Boards
- Improvements to the electronic Incident Reporting application
- 3 Licence Level Audits (Hazardous Manual Tasks, Asbestos and Document Control)
- Introduced an additional layer of verification of the safety system, with unannounced 'spot checks' of elements of the system
- Enhancements to the CSHW SA website, such as the introduction of an online Training Booking module
- Prepared and participated in a WorkCover Evaluation

As I have mentioned previously, I hope you have had an opportunity to attend one of the WHS training and information sessions during the year ... there have been plenty!

During 2013 the Self Insured Governing Council (SIGC) have ventured to the Catholic Education Office, Thebarton and to Wallaroo. It is always great to get out and about to our worksites and have the opportunity to speak with the workers; this is an important opportunity for consultation. On behalf of the SIGC I would like to thank those worksites who have

hosted these visits. Your welcome and kind hospitality was greatly appreciated. The SIGC plan to continue this activity in 2014.

The overall safety performance for the Catholic Church has demonstrated improvement over the past few months. During September and again in October, 10.2 days were free of injury or significant incident. The September result is particularly good given that there was only 1 day of that month in school holidays. Earlier in the year we were tracking at between 5-7 days per month being free of injury and/or significant incident.

The WorkCover Evaluation of the Catholic Church's Self Insurance Registration has now completed, the Report and outcome will be known prior to the registration renewal in late March 2014. The interim feedback is that a likely renewal will be at a *Developing* level. Dave Parsons the Evaluator has stated that CCES has good WHS systems in place (CSHW), with sound evidence of review and analysis of the system objectives, targets and indicators. He also stated that CCI demonstrated a sound approach to the implementation of core claims and rehabilitation activities, however were unable to evidence the monitoring, evaluation and review of their defined system. The latter is the issue that will impact on the overall outcome.

In closing, thank you for your work in 2013, and stay safe in 2014!

I wish you and your families a safe and blessed Christmas.

Dale P West  
Chairperson Self-Insured Governing Council (SIGC)



## What to do if your car is caught in a Bushfire

If you are caught out near a blaze with no options, there are some basic steps you can follow. "Driving during a bushfire is extremely dangerous and can result in serious injury or death – always plan to leave early to avoid this situation," a CFA spokesperson said. "Take the following actions if you encounter smoke or flames and are not able to turn around and drive to safety:

### 1) Position the car to minimise exposure to radiant heat:

Park away from dense bush – try to find a clearing.  
If possible, park behind a barrier such as a wall or rocky outcrop. The car should ideally face towards the oncoming fire front. Park off the roadway and turn hazard lights on. Car crashes are common in bushfires due to poor visibility.

### 2) To increase your chances of survival:

Stay in the car, and tightly close windows and doors. Cover up with woollen blankets and get down below window level – this is your highest priority. Drink water to prevent dehydration.

### 3) As soon as you become aware that the fire front is close by:

Shut all vents and turn the air conditioning off (this limits the circulation of toxic fumes caused by burning plastic). Turn the engine off.

The CFA has encouraged people living in high bushfire risk areas to carry woollen blankets in their car as a precaution during the coming months. "Members of the public are reminded to delay all non-essential travel in fire affected areas and to monitor emergency websites for updated advice and warnings."

For additional information on bushfire awareness visit [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)



## Religious Candle Safety

A couple of tips...

- Place candles in a sturdy holder
- Don't pass handheld candles from one person to another and beware of young girls with highly flammable lacquered hair!
- When lighting candles at a candle lighting service, have the person with the unlit candle dip their candle into the flame of the lit candle
- Lit candles should not be placed in windows where a blind or curtain could catch fire
- Candles placed on, or near tables, altars, or shrines, must be watched
- Blow out candles when you leave the room or go to sleep.
- If a candle must burn continuously, be sure it is enclosed in a glass container and placed in a sink, on a metal tray, or in a deep basin filled with water



## NEWS FLASH



Our international WHS correspondent reported that battery operated and electric candles are used throughout most Catholic churches in Italy and advises that it reduces the risk of fire significantly.

## Uninterrupted Power Supply (UPS)

UPS units typically housed in ICT server rooms or racks pose an electrical risk. A UPS is designed not shut down during a power outage or to activate a safety switch (RCD).

At a minimum you should ensure the following:

- **Server doors are to be locked to prevent access**
- Access to server by competent persons only
- Area kept well-ventilated and cool (due to risk of fire from heat produced while running 24/7)
- Area kept neat and tidy (do not store combustibles in vicinity)
- Server not placed in a hostile environment that is likely to result in damage (ie dust, moisture, corrosive chemicals etc)



You may also consider adding server room inspection to your site workplace inspection (WPI)

## Culture

The word culture is from the farming concept of “cultivation” and refers to the organisational forces that shape behaviours through mechanisms such as workplace norms, support, modelling, and communication. Strong cultures offer reliable consistent guidance about attitudes and behaviours.

There are a number of ways in which you as a worker can contribute to an effective health and safety culture. They are:

- Understand your role in the workplace
- Constantly reinforce and influence safety behaviours in your workplace
- Tell your manager, supervisor or HSR about hazards or other safety matters you are aware of. If it looks wrong or unsafe report it
- Work with management to identify safety problems and find solutions
- Take ownership of safety in your workplace
- Understand and adhere to internal incident reporting processes
- Lead by example
- Lookout for your work colleagues
- Be aware of systems and how things are done

It is important that you make health and safety a part of your everyday work life. We all want to go home to our families.

*"A safety culture is an organisational atmosphere where safety is understood to be, and is accepted as, a high priority."*  
(Dept. of Consumer and Employment Protection WA)

## Electrical Safety

During recent visits to several sites within the Parish community it has come to our attention, through Electrical Verification checks, that electrical equipment and Residual Current Device testing has been, in most cases, of a lesser standard than is required.

Under the WH&S Regulations 2012 (SA), Chapter 4, Part 7, Division 3, **150 – Inspection and testing of electrical equipment**; A person conducting a business or undertaking at a workplace must ensure that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is—

- (a) supplied with electricity through an electrical socket outlet; and
- (b) used in an environment in which the normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust. And;

### **165—Testing of residual current devices**

(1) A person with management or control of a workplace must take all reasonable steps to ensure that residual current devices used at the workplace are tested regularly by a competent person to ensure that the devices are operating effectively.

This is a reminder to all, this testing must be undertaken, and results recorded.

If you have any questions or concerns please don't hesitate to contact your WHS Consultant.

## Changes to Procedure Numbering

In 2014 you will see some changes to the numbering of procedures within the Catholic Church safety system. This will allow the inclusion of new procedures at any point in time, for example in 2014 there will be a procedure for the management of Noise. In the 'new look' the WHS and Injury Management Policy will not be numbered but known by name and version number. This is how it will look on the CSHW SA website:

WHS & IM Policy	Definitions	1 Incident Reporting	2 Smoking
3 Asbestos	4 Consultation	5 Contractor Management	6 Audit
7 Vehicle	8 Electrical	9 Emergency & Critical Incident	10 First Aid
11 Sun Safety Protection	12 Induction & Training	13 Hazard Management	14 Management of Plant
15 Manual Handling	16 Remote or Isolated Work	17 Confined Space	18 Health & Wellbeing
19 Occupational Violence	20 Fitness for Work	21 Management of Substances	22 Purchasing
23 Voice	24 Volunteers	25 Workers Compensation & Rehabilitation	26 Document Control
27 Fall prevention	28 Infection Control	29 Waste Management	30 Noise

### Cooking Corner

For some Christmas snacks you could try these delicious Cheese and Bacon Balls.

250g Bacon  
250g Cream Cheese  
1 tbsp. Sweet Chilli Sauce  
½ cup Chopped Chives  
½ cup Chopped Parsley

1. Cook 250g finely chopped bacon in a lightly oiled fry pan until crisp. Cool.
2. Mash 250g cream cheese and 1tbsp sweet chilli sauce in a bowl.
3. Stir in bacon.
4. Roll into balls.
5. Spread ½ cup chopped chives and ½ cup chopped parsley over a plate.
6. Roll balls in herbs.
7. Chill for 30 minutes or until firm.

Makes 28.

November Edition COLES Australia's No 1 Food Magazine.



### Our Lady of the River Waste Management System

Our Lady of the River School has now started a Waste Management program. This program also includes a data collection book to enable children at the school to monitor our waste. Each week the children empty the bins into a skip and record the volume of rubbish that goes to land fill in graph form in a booklet. The intention is to reduce the volume of landfill.

There are a variety of coloured bins around the school.

- Purple - 10 cent refund
- Blue - paper and cardboard
- Yellow - mixed plastics
- Red - land fill
- Green - organics recycling

Blue bins are emptied into a bulk recycling container that is collected each term by Riverland Paper Recyclers. Organic material goes to the worm farm, compost bin and Father Steve's chickens. The 10 cent containers are taken by a teacher to the can and bottles recyclers in Berri and the money is used for garden improvements.

We hope that this recycling program will teach the children how to manage waste well and to look after our planet.



Erica Kalman  
WHS Co-ordinator, Our Lady of the River School

### Art can Brighten a Workplace

Earlier this year CSHW SA were looking to brighten a wall space in the Unit's office. After some discussion with staff at Our Lady of La Vang School a senior student at the school and a budding artist named Dale was commissioned to produce some art work.

In speaking with Dale our requests were that the painting have some yellow/orange in it and that it be bright. Dale has produced the most amazing work of art, that now hangs in the entrance to our office at 45 Wakefield St. This work of art brightens each of our days...every day, and through our glass door many others can be cheered along too!!

Our thanks to Dale for such a wonderful piece of work and for helping to make our workplace a great space to be in.

We wish Dale well as he now Graduates from school and moves into the workplace.

