



Safety Bulletin

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Contacts

WHS Enquiries	8215 6800
WHS Fax:	8210 9340
Website:	http://cshwsa.org.au
Workers Compensation enquiries	8236 5455

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

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Catholic Church Endowment Society Inc.

www.cshwsa.org.au

A WORD FROM THE CHAIR

Welcome to the first *Safety Bulletin* for 2016.

I trust those who have had a break have returned relaxed and refreshed. For those who have worked over the holiday period I thank you for keeping our services going and keeping our workplaces safe.

As I do each year, I again remind you of the greater risk to safety as we return to work in a relaxed state and often not quite back into good safe work practices. So remember to be vigilant in going about your work safely and be mindful of others in the workplace.

As I have informed you all previously the Catholic Church Endowment Society (CCES) Self Insurance Registration is due for renewal on March 31 2016. We have yet to receive notification of the renewal period, but have been informed that the report is imminent. So in the next *Safety Bulletin* I will definitely have further information and detail to report.

Safety performance has been reasonably consistent over the past few years. Based on the data entered to the electronic incident reporting system

(Rapid) to date, I can report that the overall safety performance in 2016 indicated an average of 7.4 days/month being free of injury or serious incident.

The year ahead brings challenges for us all as we continue to improve safety in our workplaces. A big tip to managing safety is to follow the Catholic Safety Health & Welfare (CSHW) procedures. These documents are not only guides for you to manage safety and comply with legislation at your place, but are a requirement to follow as part of the Church's Self Insurance Registration. Also make use of the Work Health & Safety resources available to you ... the CSHW website (www.cshwsa.org.au) and the CSHW Unit WHS Consultants are great places to start.

As always if you would like to contact me about any safety issues I can be found at dpwest@centacare.org.au

Keep cool in the latter half of summer and keep on being safe!

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

WHS Workshops 2016

Not sure how, when, why, or what to do – well we can help! CSH&WSA are running workshops during 2016. The first one is on Incident Reporting and Investigation. We will look at incident investigations (peeling the onion to get to the root cause), who should be involved, writing the report and eventually logging it onto the Incident Database.

There are 3 planned for the year so please put the date in your diaries and spread the word, especially if these are specifically related to your role.

- First Quarter – Incident Reporting & Investigation
- Second Quarter – Hazard Management
- Third Quarter – Plant Management

Ok, ok I can all hear you saying what about Chemicals? We have scheduled a training day for 7th September. More details closer to the date.

Talkin' Safety

Computers Can Be a Real Pain!!

The computer is a vital tool in many different jobs and activities but long periods of use can increase your chance of developing an injury. Inappropriate computer use can cause muscle and joint pain, overuse injuries of the shoulder, arm, wrist or hand, and eyestrain. You can reduce or avoid these risks with the correct furniture, better posture and good habits, such as taking short rest breaks.

Back and neck pain, headaches, shoulder and arm pain are common computer-related injuries. Muscle and joint problems can be caused, or made worse, by poor workstation (desk) design, bad posture and sitting for long periods of time.

Although sitting requires less muscular effort than standing, it still causes physical fatigue (tiredness) and you need to hold parts of your body steady for long periods of time. This reduces circulation of blood to your muscles, bones, tendons and ligaments, sometimes leading to stiffness and pain. If a workstation is not set up properly, these steady positions can put even greater stress on your muscles and joints.

How do I prevent computer-related muscle and joint injuries?

Tips to avoid muscle and joint problems include:

- Have the computer monitor (screen) either at eye level or slightly lower.
- Have your keyboard at a height that lets your elbows rest comfortably at your sides. Your forearms should be roughly parallel with the floor and level with the keyboard.
- Adjust your chair so that your feet rest flat on the floor,

or use a footstool.

- Use an ergonomic chair, specially designed to help your spine hold its natural curve while sitting.
- Use an ergonomic keyboard so that your hands and wrists are in a more natural position.
- Take frequent short breaks and go for a walk, or do stretching exercises at your desk and;
- Stand often.

Muscles and tendons can become painful with repetitive movements and awkward postures. This is known as 'overuse injury' and typically occurs in the elbow, wrist or hand of computer users. Symptoms of these overuse injuries include pain, swelling, stiffness of the joints, weakness and numbness.

How do I prevent computer-related overuse injuries?

Tips to avoid overuse injuries of the hand or arm include:

- Have your mouse at the same height as your correctly positioned keyboard.
- Position the mouse as close as possible to the side of the keyboard.
- Use your whole arm, not just your wrist, when using the mouse.
- Type lightly and gently.
- Mix your tasks to avoid long, uninterrupted stretches of using the computer.
- Remove your hands from the keyboard when not actively typing, to let your arms relax.

If you are experiencing joint or muscle pain due to computer use, speak with your WHS Coordinator or Officers about reviewing your workstation layout.

Sector Forums

CCES has 4 sectors within the self-insured licence which are Education, Health, Social Services and Parishes. CSH&WSA provides services to all the Sectors and at last count there were 10,000 workers and over 25,000 police checked volunteers.

Each Sector has established a forum with representatives from the individual worksites who meet regularly throughout the year. The rationale for Sector Forum meetings are to:

- Provide opportunity for consultation across the industry sector that it represents
- Review procedures to guide implementation of health and safety practices at worksite level
- Identify industry specific hazards and issues
- Develop strategies, including training to manage industry specific issues
- Monitor and review the industry sector WHS and Injury Management performance.

Listed below are the dates the forum will meet and if you would like to raise any concerns or provide any feedback please contact your representative or CHSW Consultant.

Education Sector Forum – Lisa Zuppa, Dave Barrett	Health Sector Forum – Jayne Ryan	Social Services – Peter Masters	Parishes – Keith Johns
23/02/2016	26/02/2016	25/02/2016	10/03/2016
14/06/2016	06/05/2016	23/06/2016	11/08/2016
16/08/2016	17/06/2016	18/08/2016	
08/11/2016	16/09/2016	10/11/2016	
	09/12/2016		

Heat Stress

Before Christmas we heard about the terrible impact the heat had on an apprentice carpenter whom was taken to hospital after collapsing from heat stress.

All workplaces have a responsibility to ensure workers are safe, which includes protecting them from the heat.

The warning signs are:

- Heat rashes – hives, sunburn
- Heat cramps – painful muscle spasms, heavy sweating
- Blurred vision
- Dizziness, exhaustion
- Slurred speech
- Difficulty in thinking clearly.

Where extreme weather is forecast, workplaces are reminded to:

- Schedule work so that more physically demanding tasks are done during the cooler times of the day.
- Rotate workers who have to work in direct sunlight
- Where possible, provide artificial shade such as umbrellas or a sunshade.
- Provide fresh drinking water so workers can keep hydrated.
- Ensure adequate ventilation. Whenever possible, the work environment should be ventilated by the use of fans or other means.
- Provide UV protection – sunblock and wide-brimmed hats should be supplied as part of personal protective equipment.

Where work has to be done outside, depending on the work, the workplace may need to consider implementing a work-rest regime, allowing workers to take extra breaks in a cool area (if possible in an air-conditioned environment to assist in lowering metabolic heat productions and reduce body heat).

Refer to [CSHWSA Hazard Alert Extreme Heat](#) issued January 30, 2014 for further information or [SafeWork SA](#).

Tree Maintenance

- ⇒ Identify any tree at your site that has the potential to drop a branch that may cause an injury to any person.
- ⇒ Complete a documented risk assessment on any identified tree that may require the services of an Arborist.
- ⇒ Issues to look for:
 - Have any branches fallen from the tree?
 - Are there large dead branches in the tree?
 - Are there detached branches hanging in the tree?
 - Does the tree have cavities or rotten wood along the trunk or in major branches?
 - Are mushrooms present at the base of the tree?
 - Are there cracks or splits in the trunk or where branches are attached?
 - Have adjacent trees fallen over or died?
 - Has the trunk developed a strong lean?
 - Do many of the major branches arise from one point on the trunk?
 - Have the roots been broken off, injured, or damaged by lowering the soil level, installing pavement, repairing sidewalks, or digging trenches?
 - Has the site recently been changed by construction, raising the soil level, or installing lawns?
 - Have the leaves prematurely developed an unusual colour or size?
 - Have trees in adjacent wooded areas been removed?
 - Has the tree been topped or otherwise heavily pruned?



Workplace Inspections

This is just a friendly reminder that Workplace Inspections will be soon underway or are currently scheduled to be done soon. Workplace Inspections are paramount in the process of providing a safe work environment.

Workplace Inspections must be carried out 6 monthly in all areas using the Workplace Inspections Checklist. All sites need to adapt the workplace inspection checklists to make them specific to your site.

The Hazard Management Procedure 14 is currently under review so there maybe a few changes in the pipeline. Although we say inspections must be implemented 6 monthly this does not preclude conducting more frequent inspections; however it is extremely important that all work areas are inspected regularly.

Workplace Inspections should be conducted with the assistance of workers and health & safety representatives. However it is the Officers responsibility to ensure that inspections are conducted properly and in accordance with the Hazard Management procedure.

Licence Level Audits

Licence level audits were conducted on the Hazard Management and Electrical procedures across 26 sites between August to October 2015. The results are as follows:

Hazard Management Outcome:

System Requirement	Non-Conformance
No risk assessments	4
No Preventative Maintenance Schedule in place	4
No workplace inspections being conducted	3
No documentation	5
Workers not informed of hazards	1
Skylights not meshed (outside scope)	1

Risk assessments are generally being conducted; however the quality of the risk assessments are questionable. This was identified in the previous Risk Assessment audit dated March/April 2012.

Electrical Outcome:

Legislative Requirement	Non-Conformance
RCD push button testing (6 monthly)	6
RCD time testing	2
Portable RCD testing (prior to use/annually)	1
Calibration of testing equipment	2
Testing and tagging (annually)	3
Risk Assessments	2
Disposal of Electrical Equipment	1
Documentation not retained	2
Certificate of Compliance	1
Fragile Roofing (outside of scope)	1

It was also noted that new electrical items put into service are not being tagged with "New to Service" labels or added to the Electrical Register.

Currently both procedures are being reviewed and once completed will be placed on the website for 1 month consultation phase.

Working at Heights Training

For those workers who already have their Working at Heights Certification an online ELearning refresher option is available. The cost is \$85. The course takes around 2 hours to complete over a four week period. For those workers wanting to do this training please contact Peter Masters at pmasters@cshwsa.org.au and provide your first and last name along with an email address. If you don't have a work email your personal email will suffice. Once registered you will receive a user name and password.

For any worker who requires a certification for working at heights there are two companies who provide this training. Both companies provide training facilities at their own premises. It is a full day course and applications can be made on their websites in their public courses. CSH&W will no longer be organising this training and it will now be up to the individual sites to organise their own.

Protector Alsafe
487 South Road
Regency Park SA

(08) 8440 0200
<https://training.protectoralsafe.com.au/workplace-safety-training.cfm>

Construction Industry Training Board
7 La Salle Street,
Dudley Park South Australia

(08) 8169 9800
<http://www.accesstrainingcentre.com.au/training-courses/height-safety/work-safely-at-heights-1-day.cfm>



We all need time out – Wally to the rescue! Give yourself 5 minutes to find him and look at all the hazards! Watch this space in 2016. 'The world is filled with diverse people and customs, which make it all the more interesting place. Today is about appreciating one another and the things that make us unique. In recognition of the world's diversity, think about what it is that makes you stand out from the crowd' - Wally

