



# Safety Bulletin

Catholic Safety Health & Welfare SA

Edition 206

November 2016

## Contents

A word from the Chair	1
Talkin' Safety	2
Food Safety	2
Catholic Education Design & Tech Group (CEDAT)	3
Event Notification to SafeWork SA	3
New Website	3
White Chocolate Christmas Truffles	4
Festive Season	4
Where's Wally	5

## Contacts

<b>WHS Enquiries</b>	<b>8215 6800</b>
<b>WHS Fax:</b>	<b>8210 9340</b>
<b>Website:</b>	<b><a href="http://cshwsa.org.au">http://cshwsa.org.au</a></b>
<b>Workers Compensation enquiries</b>	<b>8236 5455</b>

## Circulation

Distribute at WHS Committee, consultative meetings, staff meetings.

- Priest, Principal, 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 the last edition of the *Safety Bulletin* for 2016.

With the calendar year drawing to an end it is time to reflect on the work of the past year and to look ahead for the planning of 2017 activities.

In safety, the year began on a positive note with the CCES Self-insurance Registration being granted with a 4 year renewal. This is a significant achievement, not previously attained. As I have mentioned previously, Self-insurance is a privilege and holding such a registration demonstrates that we are committed to keeping our people safe and returning those staff members who are injured, back to work. In addition, there is also a legal requirement that all worksites comply at all times with the WHS and Return to Work Legislations.

Work Health and Safety in 2016 has focussed on supporting worksites in the implementation of the CCES Safety Management System. Catholic Safety Health & Welfare SA (CSHW SA) have increased the training at Coordinators meetings, with specific attention to a procedure topic. It is hoped that this strategy will provide coordinators with a better understanding of the procedures and subsequently improve the level of implementation. Implementation of the system is an area that has been identified by Return-ToWorkSA as requiring improvement.

The year has seen many Officers complete *WHS for Officer* Training to ensure that they understand their legal responsibility to exercise due diligence within their workplaces. There is an expectation that Officers complete this training every 2 years.

The CSHW team have been involved in a SafeWork SA Grant strategy to develop a Safety Kit for Cemeteries. You may well wonder why? The Catholic Church owns and operates many cemeteries throughout

South Australia. This was a great collaborative work with the Regulator and a private WHS company.

Catholic Church Insurance (CCI) have worked hard in 2016 to ensure compliance with the Return to Work legislation introduced last year and to ensure that injured workers are supported and managed in accordance with the requirements.

In 2017 we look forward to launching a new CSHW SA website, exploring the use of social media for the dissemination of information and continuing to support worksites in keeping people safe.

CSHW SA have been successful in having the Certificate IV in Work Health and Safety (BSB41415) added to the Centacare RTO Scope. It is hoped that this qualification will commence delivery in 2017. This National Qualification will be taught by CSHW who already teach in other National Qualifications and tutor at the University of SA.

Just a reminder that it is the time of year to be mindful of what you are doing and how you are going to go about various activities, such as, finalising projects and organising events ... consider your risks, think through the activity, plan and safely complete the action ... and definitely enjoy them!

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

In closing, I thank you all for your work in our varied workplaces during 2016 and I wish you and your families a safe and blessed Christmas.

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

## Talkin' Safety

As you are all aware, South Australia adopted the Nationally Harmonised Work Health and Safety Legislation which came into effect on 1 January 2013, replacing the Occupational Health Safety & Welfare Act (1986). One of the requirements of the new Act was that a 12 monthly and 3 yearly statutory review be conducted to discuss the impact and effectiveness of the Work Health & Safety Legislation in South Australia.

The first review was completed at the 12 month anniversary of the new legislation being introduced. As a result of this review, the Government made the following changes:

- They increased the threshold amount at which a construction project becomes high risk construction work from \$250,000 to \$450,000
- Overseen the transformation of SafeWork SA's service delivery with clear delineation between inspector and educator functions and roles, which took effect from 1 July 2016
- Reduced the time taken for prosecutions to be initiated and improved guidance material to help duty holders better understand their responsibilities while enabling enforceable undertakings instead of prosecutions as appropriate.

Three years has now passed since the introduction of this legislation and SafeWork SA has now commenced the next review process (3 yearly).

Consultation will occur with various stakeholders to gather their opinion on any aspects of the legislation that may need to be reviewed and possibly changed. This consultation process will continue until 5pm on Wednesday 30 November 2016.

In addition to the review of the Act, SafeWork SA is also reviewing the Explosives and Dangerous Substances legislation which were written in the 1930s and 1970s ... ahhh the 70's: flared pants, platform shoes, red tab Levi's ... anyway, enough of that.

The review of the Explosives and Dangerous Substances legislation will finish on 25 November 2016.

Let's wait and see what changes, if any, may arise from these reviews?

If you have any comments you would like to put forward please visit [safework.sa.gov.au](http://safework.sa.gov.au) to download the consultation paper or call 1300 365 255 for more information about the review.

## Food Safety

Our food supply is among the safest in the world, however each year an estimated 5.4 million Australians contract a food borne illness.

Most cases of food borne illness are preventable through good hygiene and safe food handling practices.

Food safety is a shared responsibility and we all have a role to play:

- [food businesses](#) are required to make sure the food they sell is safe and suitable to eat
- consumers need to ensure that safe food handling practices are applied from the time food is purchased until it is served,
- state and local government work together to ensure that the food for sale in South Australia is safe and suitable.

As we approach the Christmas season, our consumption of prepared food such as antipasto platters, premade sandwiches, rolls and even warmed food is increased. It is a timely reminder to be cautious about where you purchase food from and how it is handled and stored at your workplace (even home!).

Further information can be found at SA Health's website. Topics include:

- [Shopping and storing of food at home](#)
- [Personal hygiene and food safety](#)
- [Thawing, cooking and reheating food](#)
- [Handling and preparing food](#)
- [Safe school lunches](#)
- [Picnics, camping and food safety](#)
- [Preventing food poisoning at home](#)
- [Food safety in an emergency](#)
- [Egg safety in the home](#)
- [Pasteurised milk v's raw milk](#)

<http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/temperaturecontrolma1477.aspx>

## Catholic Education Design & Tech Group (CEDAT)

A very successful meeting of the Design and Tech Group was held at General Tools at Cavan. Our host Mr Bob Redman, General Manager of General Tools, was kind enough to provide his establishment to hold the meeting and provide an excellent afternoon tea. The meeting began with demonstrations of some of the new drill bits that are currently on the market. We then went to the boardroom where representatives from Sutton Tools and Spear & Jackson provided presentations on their equipment.

Peter Williams from DECD showed two folders containing SOP's, risk assessments, minimum safety standards for the purchase of plant and prestart checklists. The folders were for Grounds, Maintenance and Agricultural schools. Peter is currently working on their Design and Technology department. Peter has been working on these documents for over 12 months and it is planned that we will have access to this information. The Design and Technology Manual was discussed and once we have access to the DECD documents Dave and Peter will be reviewing the manual.

The recent ongoing Design and Technology audits were discussed and one of the issues highlighted were emergency stops and the location. In some cases when the emergency stop is activated and then returned to normal position the machine starts, this must not occur. Once an emergency stop is activated the only way the machine can be started again is by the control panel. There was nothing outstanding that is common amongst the sites visited so far. Each site is being given a comprehensive report.



## Event Notification to SafeWork SA

Recently CSH&WSA were notified by SafeWork SA if any sites are hosting a public event SafeWork is to be notified. SafeWork SA is interested in receiving the public assessment checklist form, preferably 4 weeks prior to events that have any of the following:

- Registered Amusement Devices
- Dangerous Goods – over the licenced quantities e.g. 250kg or more of LPG, 120L or more of class 3 (e.g. petrol)
- Fireworks
- Large marques (e.g over 6m in length)
- Stages/Grand Stands – that require scaffolding.

For future events if any of the above list is engaged please contact your WHS Consultant who will assist you with the checklist and forward to SafeWork SA on behalf of the site. If you require any further information please contact CSH&WSA.

## New Website

CSH&WSA team have been working on the development of a new website. We are pleased to announce that this will be implemented on 1 January 2017.

The new website will have all of the current information available but it will be much more user friendly and will have areas for workers, WHS Coordinators and WHS Officers to quickly find relevant material.

Once the new website is up and running we will provide further information. If you have a link or shortcut to our current page it should not change, but links to specific areas may need to be modified.



## White Chocolate Christmas Truffles

- 100g slivered almonds
- 2 cups desiccated coconut
- 1/3 cup thickened cream
- 180g NESTLÉ BAKERS' CHOICE White Choc Melts
- 2 tablespoons coconut-flavoured liqueur (like Malibu)

### Method

#### Step 1

Preheat oven to 180°C. Line a baking tray with baking paper.

#### Step 2

Spread nuts over baking tray. Bake for 5 minutes, or until golden. Place into a food processor and process until finely chopped.

#### Step 3

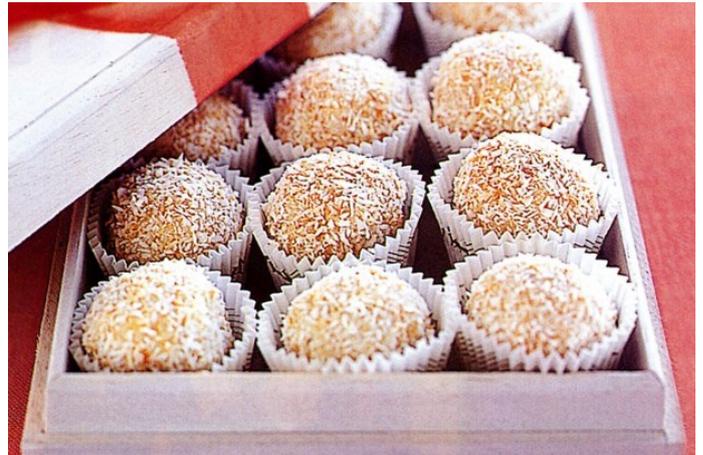
Spread coconut over baking tray. Bake for 3 to 4 minutes, or until light golden and toasted. Remove from oven and set aside to cool.

#### Step 4

Pour cream into a heat-proof bowl. Place over a saucepan of simmering water, until hot. Add chocolate. Heat, stirring with a metal spoon, until melted and smooth. Remove from heat. Stir in liqueur, nuts and 1/2 cup of coconut. Refrigerate for 3 hours, or until firm enough to roll into balls.

#### Step 5

Line a tray with baking paper. Place remaining coconut into a small bowl. Roll balls in coconut until well coated. Place on tray and refrigerate until ready to serve.



## Festive Season

As Christmas approaches, so do parties and functions.

If you are planning a work function or attending a work function, a duty of care is required from both the PCBU/Officers and workers:

- remind workers that Christmas functions are considered an extension of the workplace so the same rules apply, even when the party is held off site
- expectations of appropriate behaviour
- be culturally aware and sensitive to the fact that not all staff celebrate Christmas
- if alcohol is available make sure that there is plenty of food and non-alcoholic drinks
- issue a friendly reminder to employees about the dangers of excessive drinking and drink driving
- take reasonable steps to ensure the supply of alcohol is limited
- make sure that the venues and activities are appropriate and do not put people at risk
- set definite start and finish times
- ensure workers have made arrangements to get home safely. e.g. skippers, public transport, taxis, etc.
- 'buddy' system so people look after each other during the event.

Workers have a responsibility to take reasonable precautions for their own safety and health and that of others. They are also expected to behave in such a way that the workplace is free from harassment and other abusive behaviour. Workers should avoid becoming so intoxicated that their behaviour becomes a hazard to themselves, or others.



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

