



# Safety Bulletin

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## 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

I hope this Bulletin finds you safe and well.

In the absence of the Self Insured Governing Council (SIGC) Chair, who is on leave this month, I thought I would take the opportunity to remind you all of the great work health and safety resources available to you through Catholic Church Endowment Society (CCES) Self Insurance Registration.

### Website:

The Catholic Safety Health & Welfare SA (CSHW SA) website ([www.cshwsa.org.au](http://www.cshwsa.org.au)) provides the Catholic Church safety procedures and forms and also gives you access to a wide variety of resources. These resources include Hazard Alerts, risk assessment samples, Disaster Recovery Guidelines and past training presentations. These *Safety Bulletins* can also be accessed from the website.

### Training:

The CSHW SA Unit has commenced delivering the Certificate IV in Work Health and Safety. A great cohort of learners have embarked on this experience to increase their knowledge of work health and safety and gain a National Qualification in the process.

This qualification will be offered again in 2018. You may even be able to commence the qualification this year. If you are interested contact the CSHW SA Office 8215 6852.

CSHW SA also offer individual training sessions ... have a look at the program, you can access this on our website. Book in to keep your work health and safety knowledge up to date.

### Social Media:

Catholic Safety Health & Welfare SA have a Facebook page - a resource that provides links to other safety sites for great information. For example CSHW SA share information and resources through many contacts such as SafeWork SA and Safework Australia. Like us on Facebook to automatically receive updates.

### Work Health & Safety (WHS) Consultants

Don't forget the CSHW Unit WHS Consultants are a great resource to provide health and safety information and guidance from too!

As Dale always says ... if you would like to contact him about any safety issues he can be found at [dpwest@centacare.org.au](mailto:dpwest@centacare.org.au). No doubt he will respond when he returns from leave.

In closing, keep warm as our weather moves into the cooler months and keep on being safe.

Kathy Grieve  
Executive Manager  
Catholic Safety Health & Welfare SA

## How Often Should Safety Committees Meet?

How often should health and safety committees meet, and do members require training?

**Q:** Our safety committee doesn't seem to be very effective. Are there requirements for how many times it must meet? Do members need to be trained so they have particular areas of expertise?

**A:** Section 78 of the model Work Health and Safety Act provides that a health and safety committee must meet "at least once every three months" and "at any reasonable time at the request of at least half of the members of the committee".

While training for health and safety committees is not compulsory, committee members have the right to request WHS training – in a course approved by the relevant jurisdiction's regulator – under s72 of the WHS Act. Regulation 21 of the model Work Health Safety Regulations, titled 'Training for health and safety representatives', provides that members are entitled to attend an initial five-day course of training plus one day's refresher training each year – an entitlement starting one year after the initial training.

As to the specific content of WHS training for committee members, Regulation 72 provides:

"(2) In approving a course of training in work health and safety for the purposes of section 72(1) of the Act, the regulator may have regard to all relevant matters, including:

- (a) the content and quality of the curriculum, including its relevance to the powers and functions of a health and safety representative, and
- (b) the qualifications, knowledge and experience of the person who is to provide the course.

(3) The regulator may revoke or vary an approval under this clause.

(4) The regulator may impose conditions on an approval under this clause and may vary those conditions."

**Note:** Regulation 72 prescribes courses of training to which committee members are entitled. In addition to these courses, the health and safety representative and the person conducting the business or undertaking may agree that committee members will attend or receive further training.

## Talkin' Safety

Catholic Safety Health & Welfare SA consultants are starting to receive enquiries from sites relating to the purchase and use of drones. So what's a drone you ask?...in this case it's not a bee.

A **drone**, in a technological context, is a remotely piloted aircraft (RPA), as defined in the *Civil Aviation Safety Regulations Part 101*.

What a majority of people don't realise is that drones are governed by specific laws which are regulated by the Civil Aviation Safety Authority (CASA). You cannot just fly a drone when and where you like.

When flying drones, you need to follow these simple rules to keep everyone safe.

- You should only fly in visual line-of-sight, in day visual meteorological conditions (VMC). What does that mean?
  - No night flying (generally).
  - No flying in or through cloud or fog.
  - Be able to see the aircraft with your own eyes (rather than through first-person-view [FPV, binoculars, telescopes]) at all times, (unless you operate under the procedures of an approved model flying association. Contact the Model Aeronautical Association of Australia [[www.maaa.asn.au](http://www.maaa.asn.au)] for more information about flying FPV).
- You must not fly closer than 30 metres to vehicles, boats, buildings or people.
- You must not fly over populous areas such as beaches, heavily populated parks, or sports ovals while they are in use.

- In controlled airspace, which covers most Australian cities, you must not fly higher than 120 metres (400 feet) above the ground.
- You must not fly in a way that creates a hazard to other aircraft, so you should keep at least 5.5km away from airfields, aerodromes and helicopter landing sites.
- You must not fly your RPA in or over prohibited / restricted area, unless you have the permission of the authority controlling the area.
- In restricted airspace, aircraft movements are reduced to those with certain specified permissions. Examples of restricted airspace include airspace around military installations or military controlled aerodromes, over Adelaide Oval, high-density flying operations or at an air show or other large public event. Restricted airspace may also be imposed by police for safety or security reasons near bushfires or major crime scenes. It is illegal to fly your RPA in these areas without permission.

Operations within the 5.5km radius of an aerodrome or helicopter landing site are possible and lawful providing you comply with the Standard Operating Conditions listed above and ensure that you do not operate:

- on the approach and departure path, or
- within the movement area, or
- create a hazard to aircraft that may be using those areas.

For further information, check out this link <https://www.casa.gov.au/aircraft/landing-page/flying-drones-australia>

## WHS Committees—Membership Requirements

What are the requirements for work health and safety committees in relation to membership?

**Q:** How many members must our company have on its health and safety committee and must they hold certain positions on the committee?

If we have an existing committee, do we need to have elections to fill vacant positions or can we nominate within the existing members?

**A:** The WHS Act and Regulation do not specify how many members the health and safety committee should have, or whether members must hold certain positions.

Regarding membership of the committee, the requirements specified in the Act are that:

- health and safety representatives may choose to be members of the health and safety committee; and
- at least half of the members of the committee must be workers who are not nominated by the person conducting the business or undertaking (PCBU).

If the PCBU and the workers cannot agree about the health and safety committee in a reasonable time, either party can ask the regulator to appoint an inspector to decide on the make-up of the committee, or whether it should be established at all.

With an existing health and safety committee, whether you need elections to fill vacant positions or can nominate from within existing members is a matter that should be addressed by the committee's constitution.

The committee's constitution should be agreed between the PCBU and the workers at the workplace, when the committee is established. If agreement on that is not reached within a reasonable time, any party may ask the regulator to appoint an inspector to decide the matter. An inspector may decide the constitution of the health and safety committee or that the committee should not be established

## Winter is Here

People often talk about colds and flu (influenza) but it's important to realise colds and flu are different illnesses caused by different viruses. Colds are very common. Children may get 5-10 colds a year, while adults may get 2-4 colds each year.

Colds affect the nose, the throat and upper airways, and common symptoms include coughing, fever, sore throat, sneezing, blocked or runny nose and general congestion.

They are caused by about 200 different viruses and there is no vaccine for a cold.

The flu is a viral infection affecting your nose, throat and sometimes your lungs. Typical symptoms of flu include fever, sore throat and muscle aches.

Symptoms of a cold tend to be mild to moderately severe. Both colds and flu can also lead to complications, such as pneumonia, which can sometimes lead to death. Three different types of influenza viruses infect humans - types A, B and C. Only influenza A and B cause major outbreaks and severe disease.

There is a vaccine available for the flu and it's recommended 'at risk' people, such as the elderly or those with chronic illnesses have an annual flu vaccination. Flu viruses circulating in the community continually change, and immunity from the vaccine doesn't last a long time so that's why yearly vaccination is recommended.

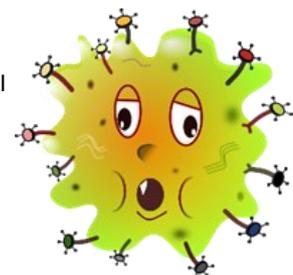
Other ways to help prevent flu can include antiviral medicines, although these are only recommended for preventing flu if you have been exposed to the flu in the previous 48 hours. Antibiotics only work for bacterial infections so they won't work for colds and flu which are caused by viruses. If you are feeling concerned about any symptoms of a cold or flu then see your doctor.

Good hygiene is one of the most important ways to help prevent colds and flu.

Hand washing is recognised worldwide as one of the most effective hygiene practices. On a general note here is the message constantly repeated to help stop the spread of Influenza

**WASH, WIPE, COVER—Don't infect another**

- Wash your hands frequently
- Wipe over surfaces
- Cover coughs and sneezes



## Buy Safe and Reduce Risk

Before purchasing goods for use in the workplace, whether it be plant, equipment, substances 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 in the workplace a pre-purchase risk assessment should be completed.

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

- Could a foreseeable 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?
- Has the item been checked for compliance with legislation, approved codes of practice or are there Australian Standards which need to be looked at prior to purchase?

### Pre-Purchase Risk Assessment:

This type of risk assessment should aim to identify any hazards posed by the item prior to its purchase or implementation. Once the hazards have been identified, decisions need to be made about the suitability of that item or further assessment of other items. Whatever item is purchase or implemented, you must look to eliminate or effectively control the hazards.

Remember that the risk assessment should involve any person who will be using the item, plant, equipment, substances or materials or be maintaining.

Questions to be considered:

- Where and how will it be used?
- What will it be used for?
- Is it 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 eg. Personal protective equipment or protective devices, markings, warning signs etc.
- How will it be maintained in a safe condition?
- What are the 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:

- Hazardous substances
- Mobile vehicles, i.e. cars, forklifts, carts
- Machinery and plant, i.e. lathes, drills, lifters, washing machines
- Construction plant and equipment
- Ergonomic equipment, i.e. chairs, seating, desks etc.
- Custom built equipment
- Items which have an 'extreme' or 'high' risk after completing the CCSM Hazard Management Risk Matrix
- Items which are identified hazardous after consultation with users
- Personal protective equipment, i.e. safety glasses, safety boots, face shields, gloves
- Lasers
- Radiation apparatus
- Radiation isotopes.

### Talk with the supplier:

Ask:

- What are the risks to health & safety?
- Are there dangerous parts?
- Is there guarding?
- Is there an emergency stop?
- Are there extremely hot or cold parts?
- Will there be dust or fumes?
- Is there clear information about installation, maintenance & breakdown?
- What after purchase service do you offer? Is there a helpline?

### After purchase:

- Has the supplier provided instruction?
- Has a manual been supplied
- Is the manual in English?
- Are warning signs visible and easy to read?
- If a **risk assessment** has not been completed then one **MUST** be completed **before purchase or commencement of the items use**.

### REMEMBER:

**NEVER** assume that machinery or equipment is safe because it is stamped with standards approval.

## Elevated Work Platform Training

SafeWork SA have produced a document called "Elevating Work Platforms - minimum standard of training". Any worker who operates an Elevated Work Platform (EWP) must now be trained in line with the requirements of this document. It can be found through the SafeWork SA website: [www.safeworksa.gov.au](http://www.safeworksa.gov.au).