



# Safety Bulletin

Catholic Safety Health & Welfare SA

Edition 210

November 2017

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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

Welcome to the final Safety Bulletin for the year, I hope you are safe and well.

As 2017 winds down we can reflect on the Catholic Church Endowment Society (CCES) work health and safety activities and recognise the steps of continuous improvement that have been achieved.

We have delivered the nationally recognised Certificate IV in Work Health and Safety, using our Catholic Safety Health & Welfare SA (CSHW SA) trainers. The 12 students enrolled are in the final stages of assessment towards meeting their qualification requirements.

The Certificate IV in Work Health and Safety will be delivered again in 2018 and applications are still open. If you, or anyone you know is interested, give the CSHW SA office a call on 8215 6850. The course is open to the public, as it is not a requirement to work for a Catholic Church worksite.

In January the new CSHW SA website was launched. The updated site provides ease of access for workers and a tool on which to build greater resources for our worksites.

This was also the year that the CCES Self-Insurance Registration entered the social media arena, with CSHW SA launching a Facebook page. The intent of this is to provide consistency in dissemination of information, as many of the WHS resources and

regulators in Australia and internationally now use social media.

The New Year will bring some changes to the Internal Audit process. Worksites will be audited across all areas of the safety system, not just specific elements. It is planned that each site will be audited once every 3 years. This process will provide valuable information to individual worksites and also provide a significant global or corporate view of safety management across the Catholic Church. The information obtained through audit contributes to planning and decision making within the Self-Insurance Registration.

As your worksites are busy finalising projects and organising events for the end of year, it is a time to be mindful of what you are doing and how you are going to go about the various activities. Don't forget to consider your risks, think through the activity, plan and safely complete the actions....and enjoy your event knowing that you have minimised the risks and that you will know what to do if an incident arises!

I take this opportunity to thank you all for your work in our workplaces throughout this past year, and wish you and your families a safe and blessed Christmas.

Dale P West  
Chairperson SIGC

## Children's Safety in the Workplace

### Children's safety in the workplace

Safe Work Australia statistics show just how vulnerable children and young people are in the workplace. Regardless of whether they are bystanders or working, a person conducting a business or undertaking (PCBU) is responsible for children's health and safety.

Over the last 14 years (2003-2016)

**160 children** have died in work-related incidents

= **4%** of the total number of work-related fatalities



**2/3** were boys

51 children have died on farms primarily as a result of:



**71%** of workplace fatalities occurred in the following industries:



Each year on average

**11 children** die in work-related incidents

Source: This infographic uses data collated by Safe Work Australia's Traumatic Injury Fatalities database. This includes fatalities resulting from an injury sustained during work activity, as a result of someone else's work activity and includes unpaid volunteers and family workers. This infographic defines children as those aged 0-14 years.



### Talkin' Safety

In light of the recent double fatality involving two eight year old students at a New South Wales primary school, Catholic Safety Health & Welfare SA are recommending that all sites conduct an assessment relating to vehicle access and egress and the potential for people to be impacted by vehicles.

The assessment should be conducted on:

- Areas where vehicles are parked (staff and visitors).
- The likelihood of a vehicle accelerating into a building.
- Routes of travel in and out of the site .
- The potential for out-of-control vehicles to enter the site from a public road and strike people and/or buildings.

There should also be consideration regarding vehicle movement in, and around the site, especially where children, visitors and residents are present. This should also include the movement of grounds and maintenance equipment such as tractors and mowers as well as forklifts.

From the local News reports, there appears to be an increase in the number of people accidentally accelerating, instead of braking, and then crashing through shop windows/walls. One of our sites recently experienced a driver who accidentally accelerated while trying to park. The vehicle drove over the concrete carpark

plinth and crashed through the front of the building causing structural damage, luckily no one was injured.

Some of the control measures that could be implemented:

- Bollards installed in sections of the carpark where vehicles could collide with the building or people.
- Designing garden areas to include large moss rocks, or similar, which act as a barrier.
- Restricting access of vehicles, tractors and other equipment to certain times of the day.
- Discussing with Local Council the installation of guard railing in areas where the risk of an out-of-control vehicle could occur.

Speed humps, signage and administrative controls do not prevent a driver accidentally accelerating and hitting people or buildings, nor do they minimise the risk of an out-of-control vehicle mounting the kerb from a public road and entering your premises!!

If you need any assistance with assessing your site please speak with your WHS Consultant at Catholic Safety Health & Welfare SA.

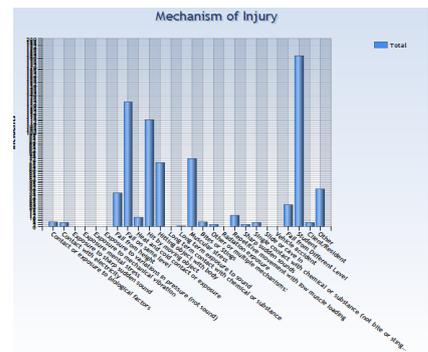


### Incident Database: Reports

Did you know that the Incident Database has a Reports function?

By running reports on the types of incidents and injuries you have at your worksite, you may be able to put more effective controls in place, or highlight previously undiscovered incident trends.

Simply login to the Incident Database, go to the Reports tab, select the type of report you would like and date range. Alternatively, contact CSHW SA on 8215 6850 and we can step you through the process.



## Consultation

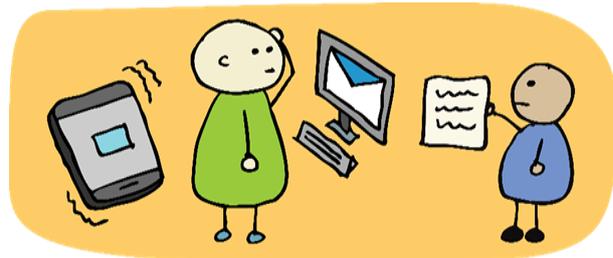
A safe workplace is more easily achieved when everyone talks openly about work health and safety issues and concerns, helps to identify hazards and risks, and work together to find solutions.

### **PREVENTATIVE ACTIONS:**

Good consultation enables workers to respond and contribute to issues that directly affect them – before decisions are made. Consultation is a two way process where information is shared between workers, managers and employers known as Persons Conducting a Business or Undertaking. (PCBU).

### **Consultation must occur when:**

- Identifying hazards and assessing risks.
- Deciding how to manage those risks.
- Making decisions about the adequacy of facilities for the welfare of workers.
- Proposing changes that may affect worker health and safety.
- Developing health and safety procedures.
- Resolving health and safety issues.
- Monitoring the health of workers and workplace conditions.
- Providing training and information.



### **FOUR STEPS to effective consultation:**

1. Sharing information about workplace hazards, working conditions and machinery, equipment or materials used in the workplace.
2. Giving reasonable opportunity for everyone to express views and contribute to the decision making process.
3. Taking those views into account.
4. Advising workers of the outcome.

### **FOR ENQUIRIES OR FURTHER INFORMATION PLEASE CONTACT YOUR WHS CONSULTANT**

## Ten Steps to Ladder Safety

Each year there are dozens of serious incidents where workers have fallen from ladders. While workers in construction, retail and building maintenance are most commonly injured, any worker using a ladder – at any height – is at risk.

So what can you do to avoid becoming a statistic? The first thing to consider is whether you really need to use a ladder for the job. Ladders should only be used for simple access jobs or for a short duration. If you can work from ground level or using an alternative like scaffolding; do it.

But if a ladder is your only option, here are the 10 golden rules that can help you avoid injury.

1. Choose the right ladder for the job. It should meet Australian standards and the load requirements of the job.
2. Inspect the ladder for damage before each use.
3. Only use a ladder if you are physically capable of doing so.
4. Always set up the ladder on a flat, stable surface. Consider safety devices like leg levellers, anti-slip gutter guards and stabilisers.
5. Always maintain three points of contact with the ladder. This means two hands and one foot, or two feet and one hand on the ladder. Never lean or reach away from the ladder while using it.
6. Only take small items up or down a ladder and items that allow you to maintain three points of contact.
7. Never exceed the working load limit on the ladder. Remember to include the weight of your tools.
8. If you're using an extension ladder, secure it at the top, bottom or both. If this isn't possible then have someone hold the ladder. If you're using an A-frame ladder, make sure it's fully open and locked.
9. Extension ladders should be angled at a ratio of 1:4. That is, position the base of the ladder 1 metre away from the structure for every 4 metres of height.
10. Do not climb past the second-top rung of a ladder, and never straddle the top of an A-frame ladder. When climbing down, face the ladder and climb to the bottom rung before stepping off.

A safety video highlighting can be found here: <https://www.youtube.com/watch?v=Pg7PLo6Yvng>  
(source SafeWork NSW)

## Be Bushfire Ready

With temperatures already heating up it is important to make sure your site is ready for the threat of bushfires. Not only do we need to be aware of fire and ember attacks, but also from smoke. Even if your place of work is not in a bushfire-prone area, consider whether workers may be travelling into or through higher risk areas.

The Country Fire Service website ([www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)) has many resources available to check Fire Danger Ratings, bushfire behaviour, and Bushfire Safety for Organisations and Businesses.

There are 6 steps that you can follow to ensure your organisation is bushfire ready:

1. Understand Bushfire Danger
2. Determine your Bushfire Risk
3. Prepare your Organisation
4. Prepare your People
5. Prepare your Worksite
6. Document & Practise your Plan



The CFS Bushfire Safety—For Organisations and Businesses Fact Sheet can be found on the websites Resources page or by following this [link](#).

## Recipe: Lava Rock Cookies

24 servings

- 2 tablespoons all-purpose flour
- Generous pinch of sea salt
- 3 large egg whites
- 40 grams bittersweet chocolate, grated
- 4 teaspoons cocoa nibs, (see Ingredient Notes)
- 2¼ cups sifted confectioners' sugar
- 6 tablespoons unsweetened cocoa powder
- ¾ teaspoon vanilla paste, (see Ingredient Notes) or 1 teaspoon vanilla extract
- 200 grams (about 2 cups) pecans, chopped and toasted (see Tip)

### PREPARATION

1. Preheat oven to 160°C. Line 2 baking sheets with parchment paper or nonstick baking mats.
2. Thoroughly stir together confectioners' sugar, cocoa, flour and salt in a large bowl. Beat in egg whites, one at a time, with an electric mixer on low speed. Add vanilla paste (or extract) and beat for 1½ minutes on high speed, scraping down the sides of the bowl several times. Fold in pecans, chocolate and cocoa nibs until evenly incorporated.
3. Spoon the dough by heaping tablespoonfuls onto the prepared baking sheets, about 2.5cm apart.
4. Bake the cookies, in batches, in the center of the oven, until dry and glossy on the surface but soft in the centers when pressed, 15 to 17 minutes. Let cool on the pan for 5 to 10 minutes. Carefully transfer the cookies, on the paper or mats, to a wire rack to cool completely.

- Make Ahead Tip: Store in an airtight container at room temperature for up to 3 days or freeze for up to 1 month.
- Ingredient notes: One tablespoon of vanilla paste is equivalent to 1 whole bean. Find it in specialty baking shops.
- To toast pecans, cook in a small dry skillet over medium-low heat, stirring constantly, until fragrant and lightly browned, 2 to 4 minutes.
- You can find cocoa nibs (bits of roasted and hulled cocoa beans) at large grocery stores or at a gourmet retailer

### NUTRITION INFORMATION

- Serving size: 1 cookie
- Per serving: 120 calories; 7 g fat(1 g sat); 1 g fiber; 15 g carbohydrates; 2 g protein; 4 mcg folate; 0 mg cholesterol; 12 g sugars; 12 g added sugars; 5 IU vitamin A; 0 mg vitamin C; 9 mg calcium; 0 mg iron; 13 mg sodium; 62 mg potassium
- Carbohydrate Servings: 1
- Exchanges: 1 other carbohydrate,