

Contents

A Word from the Chair	1
Talkin' Safety	2
Slips, Trips and Falls	3
Safe Work Month	4
Occupational Violence	4
Safe Work Month Flyer	5

Contacts

WHS Enquiries	8215 6850
WHS Fax:	8210 9340
Website:	http://cshwsa.org.au
Workers Compensation enquiries	8236 5455

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.

A WORD FROM THE CHAIR

Welcome to the 3rd Safety Bulletin for 2018.

It is looking like we have weathered the cold winter months with a reasonably stable safety performance. Through the months of June, July, August the Catholic Church had a monthly average of 6 days/month being injury free. This is comparable with the monthly average for 2017.



This graph shows the fluctuations that occur on a monthly basis. If you look closely you will see that performance is at its best during school holiday periods. This is of course when most of our workers are on leave.

The Work Health and Safety (WHS) focus for mid-year has been *Slips, Trips and Falls*. Falls on the same level cause the most injuries across the Church's worksites.

Review of past year's data has identified contributing factors to this type of incident. Poor housekeeping, such as accumulated loose debris and rubbish along with obstructed access and egress to work areas, leads to opportunity for a fall to occur. Changes in elevation to ground/floor surface, poor lighting and view obstructed by carrying goods can all lead to a person tripping and falling. Obvious? Yes! But falls are a regular feature!



CSHW SA have developed a great poster to prompt us all in how to **WATCH YOUR STEP** ... If your worksite does not have any of these posters yet please contact the CSHW SA Office (8215 6852) or they can be printed from the CSHW SA website (www.cshwsa.org.au).

WHS Audits have continued, with the main gaps in implementation of the Church's safety system identifying issues with the quality and validity of risk assessments, critical incident and emergency management, as well as plant and chemical management.

I expect at this time of year many of the Church's worksites are preparing for Fetes and Festas. There are some specific SafeWork SA event reporting requirements, so I ask that you contact CSHW SA directly if

you have a Fete, Festa or planned public event occurring in the coming months. Please feel free to contact me at dpwest@centacare.org.au should you have any safety issues you wish to raise or discuss.

Dale P West
Chairperson SIGC

Talkin' Safety

Catholic Safety Health & Welfare SA (CSHW SA) recently received a query from a site requesting information about the requirements for an emergency stop system on their kitchen's industrial gas cookers.

CSHW SA contacted the Office of the Technical Regulator (OTR) who are the agency in South Australia that regulate gas and electricity and we were advised that isolation of gas to appliances is something they take a particular interest in due to the potential for leaks and fires if appliances cannot be shut down in an emergency.

The Australian & New Zealand Standard *AS/NZS 5601.1:2013 Gas Installations – General Installations* specifies the requirements for gas installations and in particular, means of isolating appliances.

Section 5.2.11 of the Standard "*Isolation for specific installations*" mentions that where a number of appliances without *flame safeguard systems* are used, such as a school laboratory, a means of isolation shall be fitted in a readily accessible location and have an adjacent sign installed indicating its purpose with wording such as "*Gas Isolation*".

EMERGENCY
GAS ISOLATION
VALVE

So, what is a flame safeguard system you ask? The Standard defines it as "*A system consisting of a flame detector(s) plus associated circuitry, integral components, valves and interlocks, the function of which is to shut off the gas supply to the burner(s) in the event of ignition failure or flame failure*"

Section 6.6.3 of the Standard "*Means of Isolation*" states that a means of isolation shall be provided on the inlet connection of an appliance, in accordance with Table 6.4 (below).

TABLE 6.4
REQUIREMENTS FOR PROVISION OF A MEANS OF ISOLATION FOR AN APPLIANCE

Appliance type	Is means of isolation required?	
	Type of premises	
	Single residential	Commercial/industrial or residential apartment buildings
Cooking appliances	Optional	Yes
Water heaters including pool heaters	Yes	Yes
Space heaters	Optional	Yes
Ducted heaters	Yes	Yes
Gas lights	Optional	Yes
Others not listed	Yes	Yes

The means of isolation shall be accessible for operation and shall be either a manual shut-off valve or quick connect device. This basically means that a site could use a manual shut off ball-valve or a push button emergency stop switch, both mounted in a location where they are readily accessible in the event of an emergency.

So, what now? If your site has any of the items listed in the Commercial/Industrial premises section of the chart above, you need to check that the appliance has a means of isolating the gas in the event of an emergency. Also, whilst conducting the inspection, ask the question "does the appliances (valves) have a flame safeguard system fitted?"

In relation to industrial kitchens and laboratories, it would be advisable, as a reasonably practicable control measure, to consider the fitment of an Emergency Stop Switch located in a prominent position, preferably on the wall exiting the room, so it can be activated in the event of a gas leak or fire.

Having said that, there is nothing wrong with having one main manual isolation valve for all appliances as long as it's readily accessible in an emergency.

It's no use having manual ball type valves, or one main valve, at the back of the cookers and a person has to try and reach behind the appliance(s) to isolate the gas in the event of an emergency. The OTR mentioned that they are considering E-stops as a mandatory requirement when the standard is next reviewed.

If you require any assistance at your site, please contact your WHS Consultant at CSHW SA.

Slips, Trips and Falls

In the previous *Safety Bulletin* we identified slipping hazards, now we need to follow the **'HIERARCHY OF CONTROLS'** to determine what can we do about it!

Controlling the risks of tripping.

Ways to eliminate tripping hazards include:

- Provide storage areas separate to work areas
- Provide sufficient storage systems to keep materials out of aisles
- Provide sufficient power sockets and computer service jacks to minimise or remove the requirement for cords on the floor (where possible)
- Remove or cover protruding sockets on the floor
- Securely stack goods and avoiding single towering stacks
- Hang power cords over work areas rather than on the floor
- Clean up workplaces and remove rubbish or obstructions regularly
- Display visual cues, such as warning strips and signs to alert workers about changed or uneven surfaces.

Selecting control measures – housekeeping.

Good housekeeping helps prevent slips, trips and falls. Examples of control measures include:

- Training workers to recognise slip and trip hazards and the importance of good housekeeping
- Setting up standards and procedures for storage and cleaning
- Checking and storing usable inventories, and discarding any unwanted items
- Implementing safe systems of work and any relevant signage for timely and efficient reporting and clean-up of spills
- Using appropriate containers for rubbish if it is likely to contain sharp objects
- Developing a cleaning schedule that assigns workers to take charge of cleaning workplaces
- Encouraging workers to clean their workplaces daily before they leave.

Selecting control measure – safety training

All workers share responsibility for housekeeping and cleanliness at work. Work health and safety training not only assists workers to become more aware of slip and trip hazards and the relevant control measures, but it also helps prevent injuries. Training should include:

- Awareness of slip and trip hazards
- Identifying effective control measures
- Duties of workers.

Selecting control measure – personal protective equipment

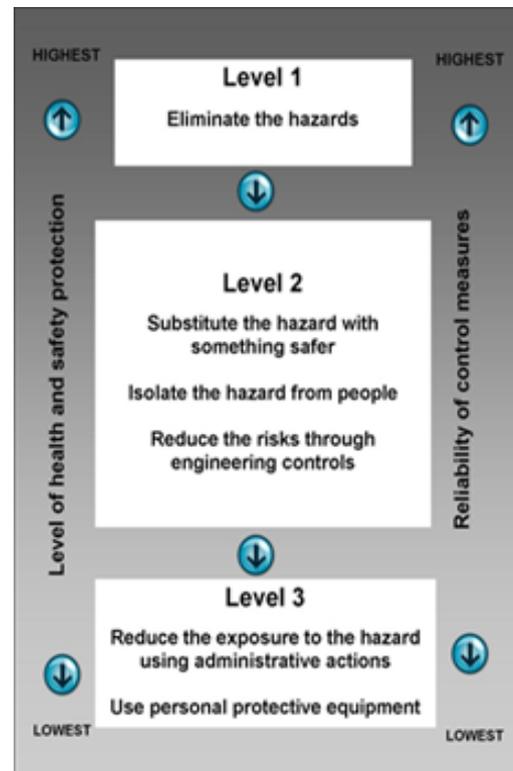
Personal protective equipment (PPE) including slip resistant footwear should only be used:

- When there are no other practical control measures available (as a last resort)
- As an interim measure until a more effective way of controlling the risk can be used
- To supplement higher level control measures (as a backup)

When selecting and purchasing footwear consider whether it has good slip resistance properties, in addition to any other required safety features. For example:

- In wet conditions – the shoe sole tread pattern should be deep enough to help penetrate the surface water and make direct contact with the floor
- In dry conditions – the shoe sole tread pattern should be flat bottom construction which grips the floor with maximum contact area, and
- Urethane and rubber soles are more effective than vinyl and leather soles for slip resistance. Sole materials that exhibit tiny cell like features will provide the added benefit of slip resistance.

Reference: Safe Work Australia.



Safe Work Month

October is Safe Work Month. Check out SafeWork SA website for an event you may be interested in. There is still plenty of time for your workplace to get involved in Safe Work Month.

<https://www.safework.sa.gov.au/events/national-safe-work-month#>.

Also check <https://www.safeworkaustralia.gov.au/national-safe-work-month/take-part>

Occupational Violence

Workplace violence can be any incident where a person is abused, threatened or assaulted in circumstances arising out of, or in the course of their work. The violence can be either directed at the person or as a result of witnessing violence against someone else.

The definition of workplace violence covers a broad range of actions and behaviours that create a risk to the health and safety of all workers. Examples include:

- biting, spitting, scratching, hitting, kicking
- punching, pushing, shoving, tripping, grabbing
- throwing objects
- verbal threats
- aggravated assault
- any form of indecent physical contact
- threatening someone with a weapon or armed robbery.

There are two types of work-related violence:

1. External violence.
2. Service-related violence.

External violence is usually associated with robbery or other crimes and the perpetrator is someone from outside the workplace. It can happen in any industry but often occurs in the retail, hospitality, security, cash-handling, finance and banking industries. Examples of external violence include:

- a sales assistant, working alone at night, threatened with a knife and robbed
- a construction worker hit by a bottle thrown by an aggravated motorist
- a receptionist experiencing domestic violence, which eventually extends to their workplace via abusive visits and phone calls.

Service-related violence arises when providing services to clients, customers, patients or prisoners. It generally occurs in the hospitality, retail, health, aged care, disability, youth services, education and enforcement industries. Often, service-related violence is unintentional but it does cause harm and is therefore a risk to a worker's health and safety. Examples of service-related violence include:

- a nurse slapped by a patient who wakes up in a confused state after surgery
- a teacher pushed over while intervening in a schoolyard brawl.

If you have experienced work-related violence, it must be reported. Sometimes a worker may be deterred from reporting a violent incident because:

- it is thought to be 'part of the job' and nothing can be done about it
- the worker believes that only 'serious incidents' are to be reported
- there is a perception that nothing will happen if the incident is reported
- the worker believes they will be blamed for the incident
- the reporting process is time-consuming and complex
- they just want to forget about it.

Workers do not go to work to get hit, bitten, kicked, threatened or abused by any co-workers, students, resident, visitor etc. It is not ok and must be reported so that the incident/circumstances can be investigated and controls reviewed.

Should you have any concerns, please make contact with your WHS Coordinator, Manager or WHS Consultant.

 **national safe
work month**



**A MOMENT IS
ALL IT TAKES**

**Injury or death in the
workplace changes lives
forever**

safeworkmonth.swa.gov.au

**Take a safety moment in
your workplace this October**

Share what workplace safety means to you

[#mysafetymoment](https://twitter.com/mysafetymoment)