



Safety Bulletin

Contents

A Word from the Chair	1
Talkin' Safety	2
Physical Activity	3
Emergency Lights that Test Themselves	3
CSHW Contact Number	3
What is the Difference Between and Hazard and a Risk?	4
Are You Prepared for an Emergency?	4

Contacts

WHS Enquiries 8215 6850
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.

www.cshwsa.org.au

A WORD FROM THE CHAIR

Welcome to the first Safety Bulletin for 2019, I hope it finds you safe and well.

Safety Performance across the Catholic Church Endowment Society remained consistent in 2018, with a monthly average of 7.6 days being injury free. Slips, trips and falls continued to be the most prevalent causation of injury reported. An increased number of psychological injuries were reported in 2018, with 36 reported. This was a 25% increase from 2017 but remains 20% below the number reported in 2016.

This year will be a busy year for safety within the Catholic Church Endowment Society (CCES) Self Insurance Registration Audit. The Registration is due for renewal in March 2020 and the process for this will begin in August of this year. The entire month of September will see CCES host the ReturntoWorkSA (RTWSA) Evaluator, Dave Parsons. Dave will spend time in the Catholic Safety Health & Welfare SA office viewing documents and evaluating the Church's Safety Management System. He will then visit some of our worksites to determine the implementation of our safety system. Worksites will be selected by RTWSA closer to the Evaluation and those sites will be informed of the expected visit.

Catholic Safety Health & Welfare SA continue to improve safety management through the current Work Health & Safety (WHS) Audit program, and the WHS Programs identified for 2019. The latter includes a program focused on Risk Assessment

and another on Noise Management. You will hear more about these as the year progresses.

The CSHW SA team has seen some changes over the past month, with the retirement of Peter Masters. Peter worked for 12 years as a WHS Consultant in the team, providing support and guidance to many of our worksites. I thank him for his service to the CCES registration and wish him a long and of course safe, retirement.

Keith Johns has moved from his role as WHS Coordinator, working with Parishes, into the role of WHS Consultant. Keith has been with CSHW SA for 5 years and provided great support to parishes throughout the Archdiocese of Adelaide and the Diocese of Port Pirie. He will continue to have contact with many of these parishes in his new role. A recruitment process is underway for the position of WHS Advisor to work predominantly with our parishes.

Don't forget CSHW SA is an excellent resource of WHS professionals, documents and training resources that are available for use at your worksites. Contact your designated WHS Consultant to access these services.

As always, if you have any safety issues you wish to raise I can be contacted at:
dpwest@centacare.org.au

Dale P West
Chairperson SIGC

Talkin' Safety—Imprisonment for Breaches of WHS Duty of Care

An individual has been sentenced to six months' imprisonment following breaches of WHS duty provisions relating to her involvement in a 2017 workplace fatality.

Despite being available to courts for a number of decades, no person in Australia has received a non-suspended custodial sentence for a breach of a WHS duty provision before this decision.

The decision by a Victorian Magistrate is consistent with the following trends we have been increasingly observing:

- Penalties handed down by Courts in WHS matters are becoming more severe, and
- A greater focus on individual liability and prosecutions following workplace incidents.

What happened?

On 19 December 2018, Maria Jackson (a 72 year-old self-employed owner of a scrap metal business) was sentenced by the Latrobe Valley Magistrates' Court after pleading guilty to two charges under the Occupational Health and Safety Act 2004 (Vic).

She pleaded guilty to failing to comply with her duty not to expose other persons to risks arising from her undertaking (s 24), and for recklessly engaging in conduct that places or may place another person who is at a workplace in danger of serious injury (s 32).

The charges related to an incident in February 2017 where a person suffered fatal injuries after falling from the tynes of a forklift. The deceased had been riding in a skip bin on the forklift's tynes, which were raised to approximately three metres above the ground. The deceased worker and the metal bin fell from the tynes, with the bin and its contents striking the worker.

Ms Jackson, who was operating the forklift at the time of the incident (and had never held the required licence), pleaded guilty on the basis she failed to ensure that the bin was secured before being moved. Ms Jackson was convicted and sentenced to pay \$10,000 (for the s 24 offence) and to six months' imprisonment (for the s 32 offence).

She was also ordered to pay WorkSafe Victoria's costs. The sentence was the subject of an appeal, however it has since been confirmed that Ms Jackson has withdrawn her appeal and was subsequently taken into custody to commence the six-month custodial sentence.

Individuals in Queensland and Victoria have previously received suspended custodial sentences for breaching WHS duty provisions and individuals have received custodial sentences after being charged with manslaughter following serious workplace incidents.

This custodial sentence imposed adds further weight to the argument that penalties imposed on businesses and individuals who fail to comply with their WHS duties are significantly increasing.

This trend is supported by recent data published by SafeWork Australia showing that in 2016-17, the total value of all court ordered WHS fines increased by 8%, despite a 24% decrease in the number of WHS prosecutions commenced compared to recent years. It's expected this trend will continue in 2019.

In February, only two months after this decision in Victoria, the Queensland District Court became the second Court in Australia to impose a prison sentence on an individual under WHS laws, with company director Gary Lavin imprisoned for 12 months (eight of which were suspended) following the 2014 death of a 62-year-old roofer at a worksite in Cooroy.

The matter was the first "category 1" prosecution under Queensland's model Work Health and Safety laws, and further reinforces the trends discussed above.

What does this mean for PCBU's?

There is a moral and legal obligation to ensure people are not injured at work. A PCBU must put safety first—if they don't, the consequences for an injured worker and their family can be devastating. As this case shows, it can also lead to custodial sentence for individuals.

The sentence imposed on Ms Jackson emphasises the importance of understanding individual duties under safety laws.

It is also important to understand your rights when interacting with a Regulator. As penalties and greater individual accountability increases, it has never been so critically important to fully understand your role as well as your rights at law.

Thank you to Luke Holland from Sparke Helmore Lawyers for providing the article.

Physical Activity

Being physically active and limiting sedentary behaviour is essential for your physical, social and mental wellbeing.

However only 47% of South Australians currently meet the recommended daily activity levels of 30 minutes of moderate exercise, and unfortunately obesity is on the rise nationally.

There are negative factors at play in the environment we live in today, such as physical inactivity, static or sedentary work, prolonged sitting, inactive screen time, use of automated devices and easy access to unhealthy food.

These factors can contribute to [fatigue](#), poor sleep, [stress, anxiety and depression](#), which in turn can affect fitness for work as well as productivity.

Take personal responsibility

Having a responsible attitude to physical activity is an important part of your overall health and wellbeing.

Try to create regular opportunities for a range of activities that you enjoy and make you feel good, which in turn will help improve your health. Find something that suits you and that you're likely to stick to.

These activities can also be shared in the company of friends and family ... or even your workmates. All it takes is 30 minutes a day to feel better, have more energy and help you live longer.

Read our [Top 10 Tips](#) to maintaining and improving your own health and wellbeing. Notice what you are already doing well, and be honest with yourself. For example, if you think you need to join a regular walking group to make your activity commitment, write it down as an area for improvement.

Feel good about yourself for making small changes – these can lead to big improvements over time.

Seek information and support if you need it:

- [Get Healthy Information and Coaching Service](#): free, confidential telephone-based coaching service where qualified coaches help adults make changes in relation to healthy eating, being physically active and achieving and maintaining a healthy weight. Call 1300 806 258, Monday to Friday.
- SA Health: [be active tips](#)
- Baker Heart and Diabetes Institute: download the [Rise & Recharge phone app to help get you moving more](#)

Safety solutions at work

Persons conducting a business or undertaking (PCBUs) have a

responsibility to protect the overall health and wellbeing of their workers. If you identify a physical activity-related hazard in your workplace, you need to eliminate or reduce any related harm, as far as is practicable.

Workplaces can be a good setting for promoting healthy attitudes towards physical activity, especially through education and awareness. You can also create opportunities for everyone to become more active and less sedentary in their working day and beyond. A little support and encouragement can go a long way towards people making healthier choices.

The most effective work health and wellbeing programs follow the same steps as successful safety programs, so your efforts are best done as part of an integrated approach.

Our [Simple Steps to Safety](#) guide, with useful templates and checklists, will help you to include work health and safety as part of your business planning. Following these steps can help you create a positive work health, safety and wellbeing culture that contributes to the success of your business.

Use our [health and safety checklist](#) to help identify physical activity-related hazards in your workplace and find areas for improvement. Ask yourself these questions:

- Are work tasks designed to include healthy dynamic muscular movement, including large limb and trunk movement to encourage circulation?
- Are workstations and/or equipment designed to encourage the above?
- Are tasks designed to encourage frequent eye movement and change of focus?
- Are regular walking or stretching breaks an accepted part of your workplace culture?
- Is information available on local physical activity opportunities and the benefits of activity and regular movement, such as stretching regularly at work?

View our [Top 10 Tips video](#), which can be used as a discussion starter or inspiration for toolbox talks and group exercises around sharing the responsibility for maintaining and improving health and wellbeing.

Seek information, advice and support from our [free workplace advisory service](#) if you need it.

Reference: SafeWork SA <https://www.safework.sa.gov.au/health-safety/health-wellbeing/physical-activity-nutrition/physical-activity#>

Emergency Lights That Test Themselves

Please find attached an article that explains how a self-testing emergency exit light tests itself. There are 4 levels of indicators that show what phase the testing is in. Also if you are contemplating replacing exit light follow this link for a cost effective record keeping system. <https://clevertronics.com.au/option/clevertest-plus-system/>

CSHW Phone Numbers

The contact number for Catholic Safety Health and Welfare was changed in 2016 to 8215 6850. The old lines have recently been disconnected entirely so please check that your contact lists are up to date. This also applies to the fax number which has been disconnected.

What is the Difference Between a 'Hazard' and a 'Risk'?

What is the difference between a 'hazard' and a 'risk'?

A **hazard** is something that can cause harm, e.g. electricity, chemicals, working up a ladder, noise, a keyboard, a bully at work, stress, etc.

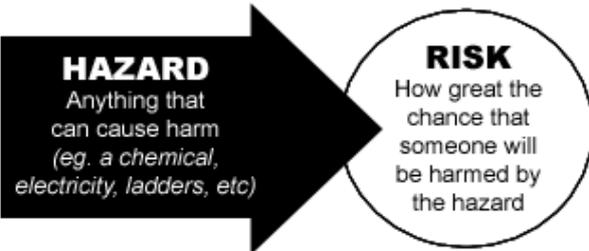
A **risk** is the chance, high or low, that any hazard will actually cause somebody harm

What is the purpose of risk assessment?

A risk assessment is a systematic examination of a job, task or process that you carry out at work for the purpose of identifying the significant hazards, the risk of someone being harmed and deciding what further control measures must you take to reduce the risk to an acceptable level.

FIVE STEPS TO A RISK ASSESSMENT

- Step 1: Identify the hazards.
- Step 2: Decide who might be harmed and how.
- Step 3: Evaluate the risks and decide on precautions.
- Step 4: Record your findings and implement them.
- Step 5: Review your assessment and update if necessary.



What are the benefits of risk assessment?

Conducting a risk assessment in your workplace will allow you to minimise risks and comply with workplace safety regulations to help you to create and maintain a healthier work environment. Internal assessments/workplace inspections are the number one way to uncover risks in your workplace.

What are control measures in risk assessment?

Control measures include actions that can be taken to reduce the potential of exposure to the hazard, or the control measure could be to remove the hazard or to reduce the likelihood of the risk of the exposure to that hazard being realised.

Why do risk assessments need to be regularly revised?

It's important to review and update your risk assessment because of the everyday changes that happen in all businesses. Few workplaces stay the same. Sooner or later, you will bring in new equipment or hazardous chemicals that could lead to new hazards.

NEXT BULLETIN – IDENTIFYING HAZARDS

Are You Prepared for an Emergency?

We've seen the images in the media recently of the flooding in North Queensland. Many lost their homes, business, and huge loss of livestock. Schools closed, aged care facilities had to relocate residents.

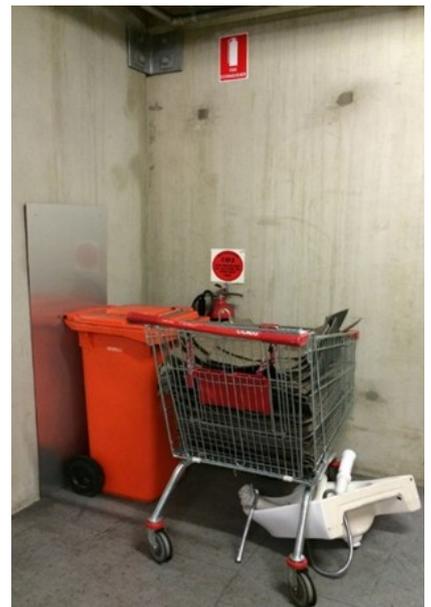
Would your workplace be able to recover after a critical incident such as flooding, fire, storm damage etc?

Throughout the 2018 WHS Audits, many worksites did not have a Disaster Recovery/ Business Continuity Plan in place. If your worksite does not have one, please ensure one is developed and implemented. A sample is available at <http://www.cshwsa.org.au/download/1481/>

It is a timely reminder for all our worksites to review your plans. The Government of South Australia has produced a State Emergency Management Plan. An overview is available at: https://www.dpc.sa.gov.au/_data/assets/pdf_file/0019/14905/SEMP_Part1_Overview.pdf

It's important to think about the risks to your business and what can you do to recover and what support you may need. It's also ideal to have an understanding of what role the various government agencies have in managing emergencies (look at pages 12 and 14 of the document).

Should your worksite require assistance, please make contact with your WHS Consultant.



EMERGENCY LIGHTS THAT TEST THEMSELVES!

- Clevertest™ luminaires automatically test every six months
- Discharge Test status is provided via LED indicator
- No data cable or central PC required
- Complies with the requirements as per AS 2293



The Clevertest™ range of exit and emergency lighting is designed to provide specifiers, building owners and occupiers with a cost-effective and thorough means of testing emergency and exit luminaires individually and automatically, in accordance with the mandatory requirements of Australian Standard AS/NZS2293.2 section 3 Inspection and Maintenance Procedures for Single Point Systems.

Clevertest™ emergency luminaires are programmed to perform 90 minute discharge tests at 6 month intervals. This allows maintenance personnel to schedule their visits with the confidence that all luminaires have completed their test and only a quick visual inspection of the Status Indicator is required to determine a pass or fail.

Additional features and benefits of Clevertest™ emergency luminaires include:

- All faulty units identified immediately following the completion of each test.
- No data cable network or PC's required.
- Eliminate the extra capital cost of installing a computerised testing system.
- Drastically reduce the on-going cost of attended manual testing.
- Comply with the mandatory test and reporting criteria, in accordance with the relevant sections of the Australian Standard AS2293.

HOW DO CLEVERTEST™ FITTINGS OPERATE?

	Indicator shows	Indicates luminaire
CONTINUOUS GREEN ILLUMINATION		Indicates the luminaire is in normal state awaiting next discharge test.
SLOW YELLOW & GREEN FLASH (2s ON 2s OFF)		Indicates the luminaire is currently under test.
SLOW YELLOW & GREEN FLASH (4s ON 1s OFF)		Indicates the luminaire was recently tested and remained illuminated for the required duration i.e it has "Passed Test". The indication remains for 5 days after which it reverts to a steady red or "normal state"
FAST YELLOW & GREEN FLASH (0.5s ON 0.5s OFF)		Indicates the luminaire was recently tested and failed to remain illuminated for the required duration. This indication will be maintained until the fault has been rectified and the luminaire passes a subsequent discharge test.

The Clevertest™ option is available for most Clevertronics emergency products.
For ordering information, please consult respective product brochures.

CLEVERTEST™ FUNCTIONS

IMMEDIATE DISCHARGE TEST

An immediate discharge test, on Clevertest™ emergency luminaires, can be initiated in two ways

Pressing the test switch on an individual luminaire 3 times within a 5 second period - the unit will immediately switch to "test" mode.

Switching the MCB for the circuit off for a period of 20 seconds and then on again.

All emergency luminaires on that circuit will immediately switch to "test" mode.

24 HOUR DELAYED DISCHARGE TEST

A discharge test can be triggered to occur 24 hours after activation. This allows the battery to charge fully before commencement of a test without re-attendance of service personnel.

Press and hold the test switch on an individual luminaire until the yellow LED indicator flashes rapidly and release the test switch (about 10 seconds). The unit will continue charging for a 24 hour period before starting a discharge test.

COMMISSIONING 120 MINUTE TEST

The first test for any Clevertest™ Emergency luminaire will be 120 minutes in duration as per AS2293 requirements.

The first test can be initiated by either of the methods mentioned above.

RE-SETTING TEST DATES

Groups of Clevertest™ units can be synchronised to automatically test at the same time by switching the circuit breaker off then on again 3 times in a 5 second period. All the Clevertest™ units on the relevant circuit will immediately perform a discharge test and perform subsequent tests as a synchronised group at six monthly intervals. This will ensure that selected groups of emergency luminaires will test at the same time.

CLEVERTRONICS EMERGENCY LIGHTING TEST OPTIONS

Single-point unit (SPU)	Clevertest™	Zoneworks*
Single point emergency fittings are manually discharge tested via a test switch located at each electrical distribution board. Attendance is required during testing.	Clevertest™ emergency fittings automatically discharge test themselves, at 6 monthly intervals. Manual testing can also be performed from each fitting or at the electrical board. Attendance is not required during testing.	*Zoneworks* emergency fittings have discharge tests programmed by a Central Server. Testing of individual and/or groups of fittings can be either scheduled or done in real time. Attendance is not required during testing.
Test results can only be determined via visual inspection of each emergency light immediately following 90/120 minute test period.	Clevertest™ emergency fittings have a multi-function LED status indicator Test results can be determined via visual inspection of this indicator at any time after a test.	Test results are accessed via menu on the Zoneworks* server. Results of all site tests can be viewed at anytime. Visual inspection of individual fittings is not required.
Tests results are recorded manually in a site log book.	Test results are recorded manually in a site log book.	Test results, as well as detailed battery and lamp status reports, are recorded by the Zoneworks* server. Printed reports are available.

Clevertest™ emergency fittings use an on-board microprocessor controller to automate testing without the need for a central PC or network.

Zoneworks Monitored testing system uses Powerline Carrier Technology to communicate to emergency fittings. This leading edge technology delivers significant savings in both installation and maintenance costs on medium to large sites.

Version: May 2015-3

Please check our website for your closest Clevertronics office and local representative. Due to changes in industry standards and Clevertronics policy of product improvement, specification details are subject to change without notice.

www.clevertronics.com.au