



# Safety Bulletin

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- 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 edition of the *Safety Bulletin* finds you well and looking forward to Spring, which will put one in your step!

The team at Catholic Safety Health & Welfare SA (CSH&W SA) have focused on the *Risk Assessment Program* over the past few months. A Survey Monkey conducted in August indicated that workers were happy to continue the use of the current risk assessment documents. CSH&W SA are now turning their focus on this topic to plan training for key personnel who complete risk assessments. This training will be delivered at worksites and will be rolled out early in 2020.

The month of October is fast approaching and with it comes Safe Work Month. The national theme for 2019 is **Be a Safety CHAMPION**. CSH&W SA will concentrate on strategies to reduce the risk of slips, trips and falls in our workplaces. The latter is the largest causation of injury in our workplaces. Weekly safety messages will be emailed to all worksites and placed onto the CSH&W SA website and Facebook page.

Just a reminder that this time of year brings the necessary preparations for the Fete and Festa season in our schools and parishes. It may be necessary to inform SafeWork SA that your site is holding public events. Please check with your WHS Consultant if this is required and for support in communicating this information to SafeWork SA.

The WHS Evaluation for the Renewal of the Catholic Church Endowment Society Self Insurance has commenced. The ReturntoWorkSA Evaluator, Dave Parsons, has spent 1 ½ weeks in the CSH&W SA Office, where he has examined the Catholic Church’s safety management system to ensure that it is compliant with legislation and conforms to the Performance Standards for Self Insured Employers. Dave Parsons has now commenced visits to worksites. The purpose of his visits is to ensure that the Church’s system is implemented at our worksites.

The Injury Management Evaluation will commence in October and this involves the Evaluator spending time with Catholic Church Insurance (CCI) and talking with some injured workers.

I hope that in the next *Safety Bulletin* I will be able to provide you with some feedback in relation to the Evaluation, albeit that the Report will not arrive until early in 2020 and the renewal outcome not official until March 2020.

In closing, a reminder to us all that safety in the workplace is everyone’s responsibility.

Don’t forget 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)

Dale P West  
Chairperson SIGC

## Certificate IV in Work Health and Safety

CSH&W SA will be delivering the Certificate IV in Work Health and Safety (WHS) in 2020. The Certificate is a Nationally Recognised Qualification and is suitable for people currently working in WHS, or those seeking to pursue a career in this profession.

Cost for the Qualification is \$2,000 for 10 modules or you can complete a module for \$200.00 and achieve a Certificate of Attainment. Recognition of Prior Learning is also available.

If you are interested or have any questions regarding the Certificate IV in Work Health and Safety, please call CSH&W SA on 8215 6850.

## Risk Assessment—Control of Risks

This is the most important step in managing risks – eliminating the identified hazard so far as is reasonably practicable, or if that is not possible, minimising risks as far as reasonably practicable.

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest. This is known as the hierarchy of risk control.

Where possible, implement the highest order risk controls.

### Level 1:

**Eliminate:** Remove the hazard completely from the workplace, such as removing trip hazards on the floor or disposing of unwanted chemicals. This is the most effective control measure and must always be considered before anything else.

### Level 2:

**Substitute:** Substitute or replace the hazard with a less hazardous work practice, such as replacing solvent-based paints with water-based paints.

**Isolate:** As far as reasonably practicable, separate the hazard or hazardous work practice from people by distance or using barriers, such as placing guards around moving parts of machinery.

**Engineering controls:** These are physical control measures, such as using a trolley to lift heavy loads.

### Level 3:

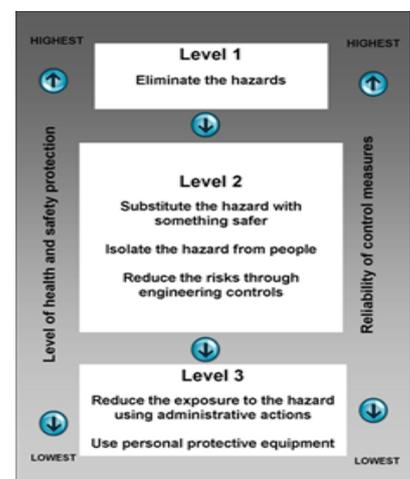
**Administrative controls:** These should only be considered when other higher order control measures are not practicable. These are work methods or procedures that are designed to minimise the exposure to a hazard, such as developing a procedure on how to operate machinery safely or using signs to warn people of a hazard.

**Personal Protective Equipment (PPE):** Ear muffs, hard hats, masks, gloves, protective eyewear and other forms of PPE should be a last option as they do nothing to change the hazard itself. Effectiveness also relies on the proper fit, use and maintenance of the equipment.

In some cases you may need to implement a combination of control measures to provide the highest level of protection that is reasonably practicable.

When selecting and implementing a combination of control measures it's important that you consider whether any new risks might be introduced as a result.

Refer to pages 13-17 of the [Code of Practice—How to manage work health and safety risks](#) or more information.



## Are You Spreading Your Germs?

This year, South Australia has seen a significant increase in the number of influenza cases with 19 people already losing their life. You may be unlucky and come down with a cold or flu. If you are feeling unwell (symptoms include fever, chills, fatigue, muscle pain, headache and accompanying cough are ones that really do call for bed rest or time on the couch with the remote), it is best you stay home to recover and prevent the spread of the virus. If your symptoms get worse then you should go and see your GP.

### Other ways to stop the spread

Other than staying away from work and public spaces, there are things you can do to stop the spread of your virus.

Experts recommend:

- Coughing into your arm (the vampire cough) and sneezing into a tissue (and be sure to dispose of it properly)
- Washing your hands regularly with soap and water or use alcohol rubs — particularly after travelling on public transport and visiting hospitals or your GP
- Wearing a surgical mask. (<https://www.abc.net.au/life/when-am-i-sick-enough-to-stay-home-from-work/11110604>)

Further information can be found at SA Health

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+conditions+prevention+and+treatment/infectious+diseases/flu/flu+seasonal+-+including+symptoms+treatment+and+prevention>

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+conditions+prevention+and+treatment/infectious+diseases/flu/flu>



## Working in Heat

As the weather heats up, it's time to review your workplace to make sure you and your workers stay safe.

Safe Work Australia has published a new [Guide for managing the risks of working in heat](#). You can access the new guide and more information on their website.

Heat is a hazard in many Australian workplaces, whether work is performed indoors or outdoors. People in control of the workplace, such as managers and supervisors, and workers all have duties under work health and safety laws to manage risks to worker health and safety, such as those associated with working in heat.

### First aid fact sheet now available

Need help in a hurry? See our [First aid fact sheet](#) for information on recognising and treating the most common forms of heat-related illness.

(source: Safe Work Australia)



## Evacuation Diagrams

As discussed at the recent WHS Coordinator's meeting, we have now included on the CSH&W SA website a template for evacuation diagrams (on the Resources tab and under [Emergency and Disaster Recovery Guidelines](#)). Although the template was developed with parishes in mind, the same principles, as found in AS 3745 – 2010, *Planning for emergencies in facilities* (the Standard), apply to other types of facilities.

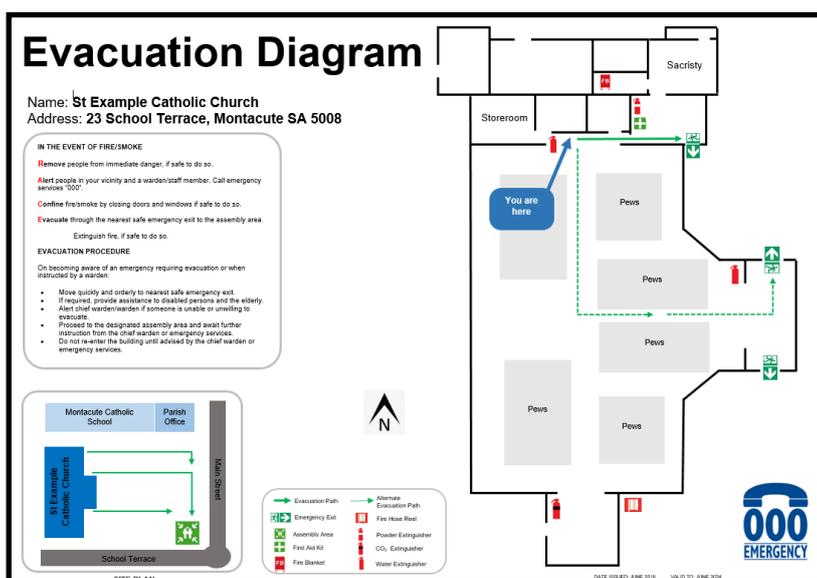
The template was created in Microsoft Word to enable anyone with basic computer skills to draft evacuation diagrams for their site.

The following steps are recommended to adapt the template to your site requirements:

1. Move symbols/evacuation path arrows away from the floor plan to the side of the template.
2. Delete the existing floor plan.
3. Create a draft of your own floor plan in a separate Word document and then cut and paste it onto the template making use of the Snipping Tool. (Tip – stay as close as possible to the edges of your newly created floor plan when snipping.)
4. You can now relocate the symbols and evacuation path arrows on the template as required.
5. Remove from the floor plan and legend symbols not in use or add additional symbols from the provided resource. (Evacuation Diagram – Symbols)
6. Remember to correctly orientate the floor plan and the site plan (including the assembly area) with regard to the direction of egress. The orientation should also correctly reflect the “You are here” point.
7. The provided template includes optional elements and therefore has to be printed A3 size.
8. Refer to the revised Guidance Notes – Evacuation Diagrams for additional information from the Standard.

A demonstration on how to carry out the above steps will be undertaken at the next WHS Coordinators meeting.

We trust that the template and revised Guidance Notes will assist you all in creating compliant evacuation diagrams.



Assembly Area	
Fire Hydrant	
Fire Blanket	
First Aid	
Fire Hose Reel	
Water Extinguisher	
CO2 Extinguisher	
Dry Chemical Powder Extinguisher	
Foam Extinguisher	
Wet Chemical Extinguisher	
Emergency Exit	
You are here	
Manual Call Point	
Automated External Defibrillator	
Emergency Contact	
North	

## 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.

### Resources

Heart Foundation: [workplace wellness resources that encourage more movement and less sitting](#)

Exercise Right: [finding the right exercises for a wide range of jobs and professions](#)

Challenge yourself, friends and workmates: [free 10 000 Steps program](#) which encourages increased physical activity

Bike SA: [how to create a cycling friendly workplace](#)

WorkSafe Tasmania: [practical guide to encouraging workers to move more and sit less](#)

### Motivation events

Focus days or events can be a great motivator to do something positive about improving health and wellbeing, either personally or as a workplace group. Try the following:

[Exercise Right Week](#)

[Walktober](#) (October): encouraging everyone to move more and sit less

[Walk to Work Day](#) (October): to help everyone build regular walking into their daily routine (Diabetes Australia)

[Ride2Work Day](#) (October): Bike SA's campaign to get more people choosing to cycle their commute to work

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