



# 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

Welcome to the first Safety Bulletin for 2020, and I hope it finds you safe and well.

The CSHW SA team has undergone a major change over the past month, with the retirement of Kathy Grieve and the appointment of Debbie Nation into the vacating position. Kathy has worked for 15 years as the Executive Manager CSHW SA, providing support and guidance to many of our worksites and the CSHW SA Team. I thank Kathy for her service to the CCES registration and wish Kathy a long and of course safe, retirement.

Debbie Nation has commenced with us on 15<sup>th</sup> January 2020. Debbie has worked as a Safety & Injury Management Professional for over 30 years in various industries and sectors, including Ingham’s Chickens, BHP Billiton, BAE Systems, Nilsen Electrical, ISS Facility Services & Helping Hand Aged Care. Debbie has a Degree in Health Science; Graduate Diploma in WHS; Training and Auditing qualifications along with various other qualifications. I look forward to supporting Debbie in her transition into the role.

Debbie has organised a planning day for the CSHWSA Team for the end of January 2020, where the team will be reviewing the following:

- Current Structure
- Audit Schedules
- Audit Plan
- WHS Operational Plan
- Risk Assessment Program
- Programs for the year

Debbie will also be working with Catholic Church Insurance on Guidelines for Early Intervention and Labour Hire.

ReturnToWorkSA have completed the Evaluation of the Catholic Church Endowment Society safety management system. Based on defined considerations, the recommended term of renewal is three (3) years, and we hope to have confirmation in early March 2020 and will update you further then.

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

Dale P West  
Chairperson SIGC

## Incident Database—De-Identifying Information

When reporting incidents on the Incident Reporting Database, it is important to remove private information for clients, students and others. To assist with this process, CSHW SA have added generic names into the database that can be used by anyone. Instead of adding a new person and typing in their personal information, type in one of the generic names below and select that option.

Student	Parishioner
Client	Resident
Visitor	Volunteer
Contractor	

Initials of the person involved can be included in the Incident Details section if necessary. Following this process should prevent student, client, visitor and other people’s information from being saved into the Incident Database.

## Parish Work Health and Safety

### Remote and Isolated Work, Occupational Violence

As per the Remote and Isolated Work Procedure, it is a requirement to conduct a risk assessment and implement a site specific procedure in relation to remote and isolated work.

In a parish setting, we can easily combine the areas of Working in Isolation and Occupational Violence. To assist the parishes with these requirements, we have attached a draft Site Procedure and draft [Risk Assessment](#).

Remote and Isolated Work also includes long distance and remote driving. This may not be applicable to all parishes as it generally refers to driving of more than 2 hours or driving in remote rural settings. We attach a draft [Site Specific Procedure](#) to assist parishes that do engage in long distance and remote driving.

### Disaster Recovery Plan

Disaster recovery is the mechanism by which infrastructure, IT systems and assets are recovered following a disaster such as a fire, storm damage, earthquake or prolonged loss of a utility (electricity, water). Having a Disaster Recovery Plan in place enables a parish to maintain or quickly resume mission-critical functions following such a disruption.

A draft [Disaster Recovery Plan](#) is made available. This template should prompt some discussions with regards to the ability of the parish to recover from a disaster. Although an obvious focus may be on identifying alternative sites to continue with the liturgy, one area that may not be at the forefront is the issue of securing and storing of data. Imagine losing the one computer in the parish office of which no data back-ups have been made.

### Please remember

The provided draft documents are only examples and it is important to review and adapt the documents to best suit your parish. (A big thanks to the parishes of Brighton and Whyalla who made available their versions of these procedures which greatly assisted in drafting templates for other parishes).

## Bushfires

We've seen the devastation across the country. We've seen the images in the media, on various social media platforms and yet many of us think thank god I live in a built up area, in the suburbs. Or when we go on holidays, we never think to plan for what if the area I'm visiting is involved in a fire.

If travelling to areas you are not familiar with, it is worth checking the CFS site to identify where the [bushfire safer places](#) are.

It's a timely reminder that we should all think about ensuring we know what to do in the event of a bush fire. Does your family know what your plans are? Do you know what your workplaces bushfire policy is?

CFS have valuable information which can be found at: [https://www.cfs.sa.gov.au/site/resources/fact\\_sheets.jsp](https://www.cfs.sa.gov.au/site/resources/fact_sheets.jsp)

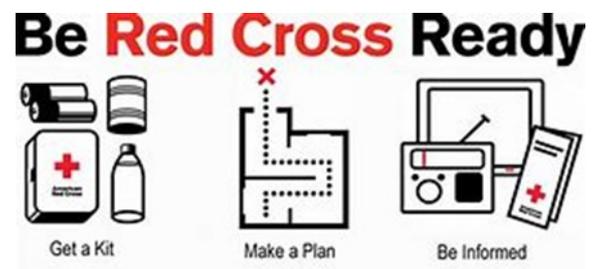
Don't leave it until the last minute to plan on what to do. By then it could be too late.

Red Cross have also produced some fantastic resources. <https://www.redcross.org.au/prepare>

### Staying Informed is Important

- Find information on:
- CFS website [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)
- Bushfire Information Hotline **1800 362 361**
- social media – follow @cfsalerts and @cfstalk on Twitter, or like SA Country Fire Service and CFSUpdates on Facebook.
- local ABC radio, FIVEaa, or one of our other Emergency Broadcast Partners

*Do not rely on a single source for emergency warning information.*



## Notifiable Incidents

Recently CSHW SA have been notified of a notifiable incident long after the incident has occurred or we have also had some sites notify SafeWork SA themselves. The procedure states:

**The workplace must inform their CSH&W SA Work Health and Safety Consultant immediately, or after hours on 0417 534 020.**

- Do not disturb the scene unless to assist the injured worker. SafeWork SA Inspectors may want to investigate the scene.
- CSHW SA will notify SafeWork SA and Office of the Technical Regulator (OTR) where applicable e.g. electrical or gas incident.
- CSHW SA will complete Notifiable Incident Report Form which is forwarded to SafeWork SA and upload to the Incident Reporting Database.

**What is a notifiable incident –**

### INFORMATION RELATING TO NOTIFIABLE INCIDENTS OR SERIOUS INJURY OR ILLNESS

#### WHS Act Part 3 Incident Notification

##### 35 What is a *notifiable incident*

In this Act, *notifiable incident* means:

- a) the death of a person; or
- b) a serious injury or illness of a person; or
- c) a dangerous incident

##### 36 What is a *serious injury or illness*

In this Part, *serious injury or illness* of a person means an injury or illness requiring the person to have:

- immediate treatment as an in-patient in a hospital; or
- immediate treatment for:
  - a) The amputation of any part of his or her body; or
  - b) A serious head injury; or
  - c) A serious eye injury; or
  - d) A serious burn; or
  - e) The separation of his or her skin from an underlying tissue (such as degloving or scalping); or
  - f) The loss of a bodily function; or
  - g) Serious lacerations; or
- medical treatment within 48 hours of exposure to a substance, and any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

##### 37 What is a *dangerous incident* -

In this Part, a *dangerous incident* means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- a) An uncontrolled escape, spillage or leakage of a substance; or
- b) An uncontrolled implosion, explosion or fire;
- c) An uncontrolled escape of gas or steam; or
- d) An uncontrolled escape of a pressurised substance; or
- e) Electric shock; or
- f) The fall or release from a height of any plant, substance or thing; or
- g) The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- h) The collapse or partial collapse of a structure; or
- i) The collapse or failure of an excavation or of any shoring supporting an excavation; or
- j) The inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- k) The interruption of the main system of ventilation in an underground excavation or tunnel; or
- l) Any other event prescribed by the regulations, but does not include an incident of a prescribed kind.

## Coronavirus (COVID-19)

Following are interim recommendations and information in regard to Coronavirus (COVID-19). Note that these interim recommendations are based on current evidence and containment measures and may be subject to change as more information becomes available.

While coronavirus is of concern, it is important to remember that most people displaying symptoms' such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness – not coronavirus.

Coronavirus is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious
- close contact with a person with a confirmed infection who cough's or sneeze's, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infections, and then touching your mouth or face

Most infections are only transmitted by people when they have symptoms'. These can include fever, a cough, sore throat, tiredness and shortness of breath.

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover you cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser
- and if unwell avoid contact with others (touching, kissing, hugging, and other intimate contact

If you suspect you may have Coronavirus disease you must isolate yourself, which means you stay at home and do not attend public places, including work, school, childcare or university.

You should telephone your doctor or hospital Emergency Department (ED) before presenting and let them know that you suspect you may have Coronavirus, they will inform you of what you need to do next.

In the following scenario's you **cannot** go to work if you have;

- left, or transited through a country which has been confirmed as a high risk destination (e.g. China, Iran, Korea and Italy) you must isolate yourselves for 14 days from leaving that country)
- been in close contact with a confirmed case of coronavirus in the last 14 days (you must isolate yourself for 14 days after the date of the last contact with the confirmed case)

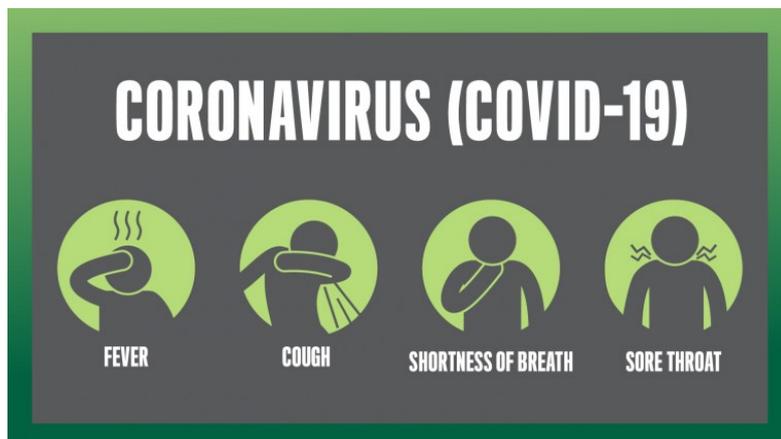
If you have to put yourself into isolation due to one of the above situations you should alert your manager and depending on the type of work, and provided you are well, you can discuss alternative arrangements such as working from home.

Managers should provide information and brief all workers, contract staff, clients, residents, students, parents on relevant information and procedures to prevent the spread of coronavirus, for their relevant sectors.

Information can be found:

<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources#for-employers>

Managers should also consult with workers with regards to contingency plans for continuation of services where possible or where not possible mitigations to limit risk to workers and clients / residents / students.



## POTENTIAL HAZARDS AND RISKS FOR **WORKING IN HEAT**

When assessing the risk to workers' health from working in heat, **personal and environmental factors should be considered.**

The following factors may increase the risk of heat-related illness:

- ☀ Work being done outside or in a roof cavity, especially during the day and in summer can put workers at higher risk of heat-related illness. Radiant temperatures may be higher when working in the sun on a concrete or metal roof, or near hot machinery.
- ☀ Minimal air movement in confined or poorly ventilated spaces can make workers feel hotter. Humidity makes it harder for a person to cool down.
- ☀ If there is no access to air conditioning, shelter or cool drinking water, workers may also be at a higher risk of dehydration.
- ☀ If working alone or remotely, the worker may not be able to seek help, access first aiders or emergency services. Heat-related illness can be fatal if left untreated.
- ☀ During a heat wave, hot days and nights can contribute to worker fatigue.
- ☀ An apprentice may take longer to do tasks, exposing them and their supervisor to heat for a longer time.

- ☀ Workers with medical conditions, who are younger (under 25), older (over 54) and less physically fit may be at a higher risk of heat-related illness.
- ☀ Clothing, such as uniforms and personal protective equipment (PPE), may impair the evaporation of sweat.
- ☀ Workers who are not acclimatised, or are returning to work after an absence can be more affected by heat.
- ☀ Sunburn can occur in as little as 11 minutes and whether serious or mild, can cause permanent and irreversible skin damage.
- ☀ Work being carried out for an extended period of time or requires high amounts of physical exertion increases risk of heat-related illness.

You must do everything that is reasonably practicable to eliminate the risks associated with working in heat. This may include:

- ☀ Rescheduling tasks to cooler parts of the day or year, and
- ☀ Waiting for hot conditions to pass.

# POTENTIAL HAZARDS AND RISKS FOR WORKING IN HEAT

If you cannot eliminate the risk, you must minimise it as much as reasonably practicable. You may find a combination of controls to be the most effective. Some examples of controls are outlined below.

- ☀ Reorganise outdoor work so that workers carry out alternative tasks, rotate work or work in shade, particularly around 11 am–3 pm when heat and solar ultraviolet radiation is the most intense.
- ☀ Where possible, use plant or other equipment to reduce manual labour.
- ☀ Provide fans and shaded or air-conditioned break areas.
- ☀ Provide accessible, cool drinking water, or when necessary, electrolyte solutions. Encourage frequent water breaks.
- ☀ Where possible, don't allow workers to work alone. If they must, then establish procedures for monitoring them and ensuring they can easily seek help.
- ☀ Provide information, training and instruction to workers on how to follow safe work procedures, report problems and recognise the symptoms of heat-related illness.
- ☀ Provide suitable PPE like a wide brim hat, and sunscreen. Modify the uniform or PPE so that the fabric is lighter and more breathable.

## Further Information

[Guide for managing the risks of working in heat](#)

[First aid for heat-related illness](#)

[Checklist for risk-managing heat in the workplace](#)

[Code of practice: Managing the Work Environment and Facilities](#)

[Code of practice: First aid in the workplace](#)

[Guidance material: Guide on exposure to solar ultraviolet radiation](#)

[Workplace Health and Safety Queensland's heat stress basic calculator](#)

[Bureau of Meteorology's Heatwave Service for Australia](#)



**safe work australia**