



Safety Bulletin

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- Priest, Principal, Manager
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- Staffroom notice board
- Other

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Catholic Church Endowment Society Inc.

www.cshwsa.org.au

CATHOLIC SAFETY UPDATE

Welcome to the May edition of the Safety Bulletin.

We have several projects on the agenda for this year.

Psychological Intervention (see page 2):
 The Psychological Intervention Program is currently gathering baseline information from all sectors. Once this information has been collected, workgroups will be formed to build a framework based on the following overarching pillars of mitigating illness, preventing harm and promoting thriving and the Catholic Church Endowment Society (CCES) Workers Compensation Improvement Program. Lockton's have been engaged to manage the program and have completed the initial reviews of the selected sites, the findings of this review will be used to form key activities and interactions with Catholic Church Insurance. Individual site reports will be released in the following weeks.

The Catholic Safety Health & Welfare SA team would like for everyone to take extra care when dealing with electricity. Stop and assess the equipment you are about to use, look for cracked / broken cords, and check test and tagging dates. We have had seven (7) reportable electric shock incidents in the last four (4) months.

The following Hazard Alerts have been sent out:

- Laser Cutting Machines
- Electrical Incident Notification
- Overhead Cabling

They can be found on the [Hazard Alerts](#) page of the CSH&W SA Website. Please familiarise yourself with these alerts.

Stay safe

CSHWSA Team

Audits

As we are getting back into the swing of audits and many sites are closing out corrective actions these are some key reminders to be aware of.

Corrective actions from Hazard/Incident Reports

After conducting the investigation, the worksite is required to:

- ensure appropriate corrective action is taken to prevent recurrence based on the hierarchy of controls (elimination, substitution, engineering, administration and personal protective equipment);
- review and evaluate controls – modify if necessary.

Worksites are to close the incident report when the corrective actions have been implemented and reviewed.

Audit Actions and Follow-up

Worksites must review any non-conformances and observations, agree on actions to be taken and assign responsibility and timeframes in line with the risk. Risk timeframe are as follows:

- High – within seven (7) days;
- Medium – within thirty (30) days;
- Low – within sixty (60) days.

If these close out times cannot be met then the activity must cease until such time that they have been closed out or interim measures put in to decrease the risk and thus give more time to close out the action required.

If there are any questions please contact your CSH&W SA consultant.

Sexual Harassment

Sexual harassment is a workplace hazard that causes psychological and physical harm. It is also against the law.

Sexual harassment can happen at a worker's usual workplace or where the worker is carrying out work at a different location (such as a client's house). It can also happen during a work-related activity such as a work trip, training course, conference or if you host a work-related social activity.

Sexual harassment might come from co-workers, supervisors or managers, but it may also come from third-parties like your customers, clients or other businesses you work with, like suppliers.

Sexual harassment is not always obvious, repeated or continuous. Unlike bullying, which is characterised by repeated behaviour, sexual harassment can be a one-off incident.

Sexual harassment can take various forms. It can include:

- an unwelcome sexual advance
- unwelcome touching or physical contact
- suggestive comments or jokes
- sexually offensive pictures
- unwanted invitations to go on dates
- requests for sexual favours
- sexually explicit emails, text messages or online interactions

tions such as social media posts.

Acts such as indecent exposure, stalking, sexual assault and obscene or threatening communications (e.g. phone calls, letters, emails, text messages and posts on social media) should be referred to the police as well as managed under WHS laws. You may also need to report it to SafeWork SA as a notifiable incident.

[Employers must take a risk management approach](#) to eliminate or minimise the risks of sexual harassment from occurring in their workplace.

[Workers also have a role to play](#) in reducing or minimising the risk of sexual harassment in their workplace.

Related information

[Guide to preventing workplace sexual harassment](#) – Safe Work Australia

[Preventing workplace sexual harassment – advice for small business](#) – Safe Work Australia

[Workplace sexual harassment – advice for workers](#) – Safe Work Australia

[Ending workplace sexual harassment](#) – Australian Human Rights Commission

Source: SafeWork SA

News from SafeWork SA

SafeWork SA has fined a person with management and control of a workplace \$2,220 for failing to have an asbestos register as required by legislation.

Investigations by SafeWork SA identified that an asbestos register was not available for the workplace that was constructed before 31 December 2003.

An asbestos register is intended to ensure that workers and others at the workplace are aware of the presence of asbestos, so they do not disturb it.

It is the responsibility of the person with management or control of a workplace to have an asbestos register available and ensure it is readily accessible to workers and contractors on site.

SafeWork SA Acting Executive Director, Glenn Farrell said pleading ignorance to legislative requirements is no excuse.

“The requirement for having an asbestos register has been in place for more than 25 years.

There are multiple sources of information around asbestos including the Asbestos website at asbestos.sa.gov.au”.

“According to the Asbestos Safety and Eradication Agency (ASEA), asbestos kills more than 4,000 Australians each year from asbestos-related disease. The risks are clear, asbestos is carcinogenic and SafeWork SA will not hesitate to take action against people's disregard for others' health and safety”.

Gas Safety Gauges

A gas safety gauge is an all in one gas safety device. They are easy to fit and easy to use. Designed for use with LPG type gas and cylinders, commonly used with barbecues, outdoor heaters, caravans etc. They come as just the gauge or a combination of gauge, regulator and hose. These are readily available from gas stores and major hardware stores.

A gas safety gauge is a handy, low cost, all in one gas safety device that shows gas cylinder level at a glance, detects leaks and automatically shuts off the flow of gas in the event of a major leak. Average prices for the just the gauge are \$21.95 and for

the combination \$39.95.

While providing additional protection in case of a leak, they do not replace the need to visibly check the hose for damage and all connections for leaks, with soapy water, prior to use.

Please ensure to thoroughly read the information provided with these devices and follow the fitting instructions.

An ideal safety device for work and home.

Psychological Intervention Program

For Catholic Church Endowment Society (CCES) to embrace changes in the future of work, we need people within this organisation that are mentally healthy, and beyond that – thrive – in their work. In a thriving organisation, the mental health of all employees is protected and supported, regardless of cause. While supporting those experiencing mental illness is a vital part of any well-being initiative, there is an opportunity to do more to design work to protect against psychological harm and provide working environments that foster the development of positive mental health. Work is more than just a place to survive each day. Good work provides opportunities for meaning, connection, learning, and growth, which in turn support employees to thrive.

Senior leaders play a critical role in driving policies and practices that promote mental health in the workplace. Senior leaders can positively influence workplace culture, management practices and staff experience.

Psychosocial hazards or factors are anything in the design or management of work that increases the risk of work-related stress. A stress response is the physical, mental and emotional reactions that occur when a worker perceives the demands of their work exceed their ability or resources to cope. Work-related stress if prolonged and/or severe can cause both psychological and physical injury.

Mental Health in the workplace has been dealt with in various ways since 2005, but the projects / initiatives put in place have not been maintained for various reasons.

The cost of Mental Stress claims for CCES from 2010 to 2021 are over \$10 million dollars, this is the cost of the claim only and does not take into consideration the disruption to services.

It is proposed to build a framework based on the following overarching pillars:

- Mitigate Illness
- Prevent Harm
- Promote Thriving

The project outcomes are to decrease claims costs, enhance engagement of the workforce and improve our reputation as an employer of choice.

Online Abuse

Online abuse is behaviour that uses technology to threaten, intimidate, bully, harass or humiliate someone.

Online abuse is never acceptable and should never be considered as part of doing your job.

It can take place via online platforms (social media, online chat and messaging services), telephone (calls and text messages), email or other technology used in workplaces.

What can I do if I experience online abuse at work?

Depending on the type of abuse and how it is occurring, you may choose to do one or more of the following, if you feel safe and comfortable doing so:

- Ask for it to stop. You may be able to resolve a situation before it escalates by pointing out that the behaviour is inappropriate and makes you feel unsafe and asking that it stop.
- Remove yourself from the situation. Disconnect the call or use tools on social media or the device to block, hide or remove abusive content (see below point about collecting evidence).
- Ask for help. Seek support from your designated staff representative, other workers, your manager or human resources area.
- Report abusive content. You should report any abusive content to your employer.

After an incident you can:

- Seek support from a colleague, helpline, counselling service or employee representative such as a health and safety representative (HSR).
- Keep a record, include what happened, who, when, where and anything else you think may be important. Collect evidence through screenshots, voicemails and digital records.
- Report what happened to a supervisor, human resources area or the person designated by your organisation. Reporting abusive behaviour early can help make it stop and prevent it from escalating.

Fact sheet: 5 things to know about your WHS duties and COVID-19 vaccines

Like many small business owners, you have worked hard to manage the risk of exposure to COVID-19 at your workplace and meet your work health and safety (WHS) duties.

Here are 5 things you need to know about WHS duties and the COVID-19 vaccines.



1. A COVID-19 vaccine is voluntary and will be available in phases

The Australian Government is committed to providing all Australians with access to free, safe and effective COVID-19 vaccines. Receiving a vaccination is voluntary.

Australia's COVID-19 vaccines will be available in phases starting with older Australians and high-risk industries. The [Department of Health](#) can provide you with more information about COVID-19 vaccines and the rollout.



2. Keep doing all the things you have been doing to reduce the spread of COVID-19



A vaccine is only one part of keeping the Australian community safe.

You **must** continue to do all that you have been doing in your workplace to stop the spread of COVID-19 including [physical distancing](#), [good hygiene](#), [regular cleaning and maintenance](#) and using [personal protective equipment](#). Continue to make sure your workers do not to attend work if they are unwell.

You must also continue to comply with any [public health orders](#) that apply to you and your workplace.

For detailed, up to date guidance on WHS and the COVID-19 vaccine, including answers to common questions, go to the [COVID-19 vaccines information on the Safe Work Australia website](#).



3. Most small businesses won't need to require workers to be vaccinated to meet their WHS duties

For most small businesses, it is unlikely that a requirement to be vaccinated will be reasonably practicable. You can talk to your [WHS regulator](#), employer organisation or other legal service if you are unsure. Don't implement a mandatory vaccination policy without first talking to your workers and seeking advice.



4. Talk to your workers

You and your workers may have questions about the vaccines. Official government sources such as the [Department of Health](#) are the best sources for accurate and up-to-date information about COVID-19 vaccines.

Remember, you must also consult with your workers and their health and safety representatives before implementing any WHS changes in your workplace.



5. WHS is not the only thing you need to know about

You may have rights and responsibilities under other laws in relation to COVID-19 vaccines, including workplace relations, anti-discrimination and privacy laws.

Seek advice if you are unsure. For example, for help about what to do if a worker is not vaccinated, talk to your [WHS regulator](#), the [Fair Work Ombudsman](#), your employer organisation or other legal service.

Role and requirements

School crossing monitors are responsible for:

- giving reasonable directions to pedestrians for the safe and efficient movement of people and traffic
- exhibiting stop signs and/or flags requiring drivers, bike riders and motorcyclists to stop before driving over a school crossing
- storage of equipment at the end of the duty.

Monitors are legally required to be at least 10 years of age and be trained and authorised by South Australian Police (SAPOL). Training sessions take approximately 45-60 minutes and are conducted by officers from the Traffic Training and Promotion Section of SAPOL. Schools can book a training session by contacting by phone 8207 6585 or email DLSAPOLRoadSafetySection@police.sa.gov.au



Supervision

A school has a duty of care to supervise students who are monitoring school crossings. Such supervision could include observing road user behaviour, making sure that monitors are wearing appropriate vests and / or raincoats and managing the crossing correctly, ensuring that monitors take down flags at the end of each duty and checking that all equipment is stored securely when not in use. Some schools choose to include supervision of crossings in their yard duty roster.

Traffic infringements

Drivers and pedestrians who disobey monitors instructions or speed through the school crossing can be reported to the Police and are dealt with under the SAPOL Traffic Watch program.

School crossings equipment

In South Australia school crossing monitors are trained by South Australia Police officers to operate the crossings at their school with each crossing type requiring certain equipment.

Emu (flag) crossings

- Flags
- Stop signs (on poles)
- Whistles
- Raincoats
- High Visibility Vests
- Notebook and pencil

Koala (lights flashing) crossings

- Stop signs (on poles)
- Whistles
- Raincoats
- High visibility vests
- Notebook and pencil

Pedestrian actuated (push button) crossings

- High visibility vests
- Raincoats
- Whistles
- Notebook and pencil

Lights - Monitors should check that all crossing lights are working before every duty.

If the lights are not working the crossing should not be supervised by school crossing monitors.

Phone 1800 018 313 if lights are faulty or are not working.

Care of equipment - All equipment should be securely stored when not in use.

To replace lost or damaged crossing equipment:

Complete and submit your order online: www.dpti.sa.gov.au/Way2Go