



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

CATHOLIC SAFETY UPDATE

Welcome to the May 2022 edition of the Safety Bulletin.

Self-Insurance reassessment is coming up later in the year. Sites that will be audited will be notified after the scoping meeting with ReturnToWorkSA in August 2022.

A single Hazard Alerts has been sent out since the last bulletin: Metal Awning Collapse. This and previous hazard alerts can be found on the CSHWSA Website or (<https://cshwsa.org.au/resources/hazard-alerts/>).

Please familiarise yourself with this and other alerts.

SafeWork SA have the following campaigns going currently.

Class 3, Packing Group I & II Flammable Liquids

CSH&WSA has recently become aware that hand sanitiser is classified as a Class 3, Packing Group II product (due to the isopropyl alcohol or ethanol content) and needs to be included in calculating quantities of Class 3, Packing Group I & II substances at workplaces. Workplaces can have up to 120 litres of Class 3, Packing Group I & II substances onsite provided they are contained in packaging which has a capacity of not more than 60 litres, without requiring a Dangerous Substances Licence.

The purchasing, use and availability of hand sanitiser at some workplaces may have resulted in the 120 litres threshold being reached or exceeded, potentially requiring a Dangerous Substances Licence.

CSH&WSA have sent out a Legislative Compliance Directive to sites to complete an audit of their Class 3, Packing Group I & II Flammable Liquids and will work with those sites to either reduce the quantities or apply for Dangerous Substance Licence if they have not already obtained one.

SafeWork SA Playground Proactive Campaign

SafeWork SA is conducting an initiative-taking compliance campaign regarding nature play and playgrounds. School playgrounds in both the metropolitan and regional areas are to be

audited from April 2022 to September 2022. Please note that the audits conducted in the regional areas will only focus on playgrounds and play equipment, not nature play areas.

An email was sent to schools providing them with the audit tools that will be used by the Inspectors in both the Metropolitan and Regional areas. The campaign will inspect and review the systems in relation to the safety of nature play and playgrounds at child care centres and schools.

Inspectors will contact individual schools and child care centres to arrange the audits. Schools and child care centres will be selected randomly, so not all worksites will be contacted.

If your site is selected, contact your CSH&WSA WHS Consultant for guidance and support during the audit.

SafeWork SA Asbestos Management Proactive Compliance Campaign

SafeWork SA are also running an Asbestos Management Compliance Campaign.

SafeWork SA inspectors will be checking that a person with management and control of the workplace has ensured:

- the location of asbestos is clearly identified and recorded in an asbestos register
- there is a written asbestos management plan if asbestos has been identified (or is likely to be present from time to time)
- that the asbestos register has been reviewed / revised prior to demolition or refurbishment commencing.

Details can be found here: [Asbestos Management Proactive Compliance Campaign](#)

Remember if you need any assistance with Work Health & Safety, please contact your WHS Consultant.

Stay Safe
CSHWSA Team

National Safe Work Month Campaign Launched

Safe Work Australia has released the theme and campaign kit for National Safe Work Month 2022 ahead of the official campaign launch on 1 October.

The theme for 2022 is Know safety, work safely - encouraging everyone to make health and safety in the workplace a priority.

The campaign will run throughout October. The campaign kit has digital customisable resources, including:

- NSWMM logo
- digital wallpaper
- website header
- social media tiles
- video call background
- email signature
- posters



Join National Safe Work Month 2022

Start planning your work health and safety activities for October by joining National Safe Work Month. To participate, follow these steps:

- Go to the [National Safe Work Month Website](#) and download resources from our campaign kit.
- Customise and share the resources with your workplace.
- Follow Safe Work Australia on [social media](#) to keep up to date on new campaign materials and to share National Safe Work Month updates.
- Use the hashtags #safeworkmonth, #KnowSafety and #WorkSafely when promoting National Safe Work Month 2022 on social media.
- [Subscribe](#) to our mailing list and select 'National Safe Work Month' to keep up to date on the latest news.

Pressure Testing of Firefighting Equipment

A Guide for Building Services Managers

According to the Australian Standard, fire extinguishers should be pressure tested (a process called hydrostatic testing) after 5 years to ensure that the cylinder is safe to use. Testing necessitates the complete discharge of the extinguisher (i.e., it has to be emptied). If the extinguisher passes the pressure test, it needs to be recharged with replacement extinguisher.

If you add in the cost of transport, labour and a possible failure rate, it is generally cheaper to replace a dry chemical DCP extinguisher, than it is to test & recharge it. A new extinguisher looks better, and of course has better usable life.

CO₂ Pressure Testing

The main cost of a CO₂ fire extinguisher is mostly in its cylinder, so testing and recharging a CO₂ fire extinguisher is usually cost effective: i.e., the test and recharge cost is usually less than the cost of replacing them with new ones.

If an extinguisher fails the hydrostatic pressure test, then you will also incur a disposal fee. The correct disposal of fire extinguishers should be left to the experts, there are rules to conform to!

With water, AFFF (foam type), and wet chemical fire extinguishers, it may be economic to test and recharge for the larger ones, but generally not for the smaller ones.

There is an inconvenience factor to consider- you can't just ship them off to be tested unless you have something to replace them with. Many fire service companies will do this for you, but you should ask for a quote first, the total is likely to be higher than replacing them. Don't just ask your fire service company to quote on replacing, they often overcharge.

If you replace like with like, you do not need any particular expertise. Replacing the fire extinguishers with new ones can be done by your building handyman.

New Guidance on Respiratory Protective Equipment

SafeWork SA has published new information and [guidance on Respiratory Protective Equipment](#) (RPE).

Recent [compliance program audits](#) relating to crystalline silica and licensed asbestos removal has highlighted the need for greater education and understanding on the correct selection and use of RPE as a control measure in managing the risk of occupational exposure.

SafeWork SA has issued 162 statutory notices associated with RPE in the past 3 years. Of these, 78% of prohibition notices and 48% of improvement notices were issued to the construction industry. Many of these notices were issued for the incorrect selection of RPE providing inadequate protection for the wearer, poor fit or failure to train wearers in the use of RPE when working with hazardous substances such as asbestos and silica dust. These substances can cause serious health conditions if breathed in by a worker.

SafeWork SA Executive Director, Martyn Campbell said “selecting the incorrect RPE for the task or RPE that does not fit correctly is ineffective and may give the wearer a false sense of protection. For many workers, the incorrect use of RPE is putting their health at risk.

RPE should be used to manage residual risks of exposure after all other reasonably practicable control measures have been implemented.

Our aim is that by providing guidance on RPE, we will provide clarity on expectations under the WHS Act”.

SafeWork SA's [new guidance information on RPE](#) covers:

- identifying a hazardous substance and the form it takes (liquid, gas)
- identifying the most appropriate RPE for the type of hazardous substance
- using RPE to minimise risk of exposure to a hazardous substance
- using RPE as a control measure
- training in the correct use and maintenance of RPE
- fit testing and fit-checking of tight-fitting RPE
- monitoring the health of a worker who is required to use RPE
- inspecting, maintaining, repairing and storage of RPE
- recordkeeping.



Source: SafeWork SA

Lock Out Tag Out—What Is It?

Lock out, tag out (LOTO) is a safety procedure used to ensure that dangerous equipment is properly shut off and not able to be started up again prior to the completion of maintenance or repair work. It requires that hazardous energy sources be "isolated and rendered inoperative" before work is started on the equipment in question. The isolated power sources are then locked and a tag is placed on the lock identifying the worker and reason the LOTO is placed on it. The worker then holds the key for the lock, ensuring that only he or she can remove the lock and start the equipment. This prevents accidental startup of equipment while it is in a hazardous state or while a worker is in direct contact with it.

Additionally, LOTO can be used for situations where plant / equipment is not working effectively in the workplace. To prevent continued use of the item, it should be locked out. Or tags placed advising 'Out of Service'. Below are example of locks used to cover electrical plugs:

It is a timely reminder to check what procedures does your worksite have to Lock Out / Tag Out. Do you have Danger Tags / Out of Service tags available? Do you have covers to lock out electrical equipment?

Catholic Safety Health and Welfare SA have developed a Guideline to assist worksites with managing this. The Lock Out / Tag Out Guideline can be found at <https://cshwsa.org.au/download/4482/>

Further information about LOTO can be found at: [Expanded Guide to Lock Out Tag Out](#).



Changes to Reviewed Procedures for Consultation

Contractor Management (6)

Scheduled Review

- Removed sections 5.7 SWMS & 5.8 Permit to Work
- Added section 5.8 Incident Reporting
- Removed reference to Contractor Safety Handbook (021G) and added relevant content to Contractor Induction Checklist (028F)

Electrical Procedure (9)

Scheduled Review

- Added symptoms of electric shock
- Removed picture of electric shock victim section 3.1.1
- Removed section 3.1.2 Electrical Rescue Techniques
- Added symptoms of electric shock section 3.1.2
- Added information on Domestic electrical appliances not requiring a pre-purchase checklist and removed table 1 section 5.3
- Referenced table 2 to table 1 section 5.5.2.1.

Emergency Management Procedure (10)

After queries from WHS Coordinator to clarify minimum requirements that smoke detectors are to be tested.

- Added Chief Warden should be onsite for most of the working day section 5.1.2
- Changed reference to Emergency Management Plan (007T) to Emergency Management / Disaster Recovery Plan (007T) and added an Emergency Management / Disaster Recovery Plan – Parish (015T) section 5.2 & 5.2.2
- Added wording around Emergency Evacuation Diagram Guidelines (034G) being the minimum requirements.
- Removed word training and replaced with information section 5.4.3.1
- Removed words heat alarms and replaces with thermal detectors and added service providers advice / requirements to the inspection / maintained requirements section 5.6.2

Hazard Management Procedure (14)

Scheduled Review

- Added wording around hazards being recorded on ei-

ther the incident reporting database or be paper based section 5.1.1

Personal Protective Equipment (PPE) Procedure (30)

Scheduled Review

- Removed reference to Pre-Purchase Checklist (046F) section 5.1 and 6.2
- Added Protective footwear (safety footwear) section 5.3.8
- Added Fall Arrest Protection section 5.3.9
- Took out reference to students replaced with others and added education to training section 5.6
- Added examples where signage is required section 5.8
- Removed disposal records from section 8
- Added signage to section 8

Hazardous Work (32)

After review of Audits and other procedures hazardous work needed clarity

- New Procedure

Reviewed Procedures with administrative changes only.

Challenging Behaviours Aggression & Violence Procedure (18)

- Reviewed content & reformatted only

Bullying & Harassment Procedure (21)

- Reviewed content & reformatted only

Traffic Management Procedure (27)

- Reviewed content & reformatted only

Reviewed Procedures updates for clarification on content only.

Communication & Consultation (5)

After complaint from a worker and queries from the site with regards to Work Groups.

- Included more information on formation of Work Group(s) 5.4.1
- Introduced a Setting up a Work Group Tool (017T)

Injury Risk from Panel Saws

SafeWork SA has recently seen two separate injuries to experienced and competent workers using horizontal panel saws that resulted in partial amputations of fingers. In both instances the workers were cutting small items and were working close to the saw blade. In one of those incidents, the saw blade guard had been removed to allow better access for cutting the small pieces.

Minimising the risk

To reduce the occurrence of incidents and injuries when operating a panel saw:

- undertake a risk assessment of all tasks involving the use of a panel saw by identifying hazards, assessing risks, and identifying suitable controls to eliminate or minimise the risks to health and safety
- determine whether the panel saw is fit for purpose, especially when the task involves the cutting of smaller items,

as other types of plant may be more appropriate and safer to use

- follow the manufacturer's recommendations and guidelines regarding safe use
- ensure that available safety measures, such as the riving knife and saw blade guard, are in place and correctly set up prior to use
- develop and implement a safe system of work for the operation of the panel saw and ensure that workers receive the required information, training and instruction
- ensure that the panel saw is inspected and maintained as per the manufacturer's recommendations
- provide adequate supervision to ensure tasks are being undertaken in a safe manner and in accordance with the purpose and design of the panel saw.