



Safety Bulletin

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- Priest, Principal, Manager
- WHS Coordinator
- WHS Committee members
- WHS representatives
- Staffroom notice board
- Other

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Catholic Church Endowment Society Inc.

www.cshwsa.org.au

CATHOLIC SAFETY UPDATE

Welcome to the November 2022 edition of the Safety Bulletin.

The end of year is coming up fast and Christmas is just around the corner. At this time of year many worksites are busy finalising projects and organising events. It is a time to be mindful of what you are doing and how you are going to go about the various activities ... consider your risks, think through the activity, plan, and safely complete the actions ... and definitely enjoy them!

We would like to thank you all for your work in our many and varied workplaces during 2022 and we look forward to the coming year and continuing to work with you all to keep everyone safe.

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

Stay Safe
CSH&W SA Team



Use of Undisclosed Location on Incident Reporting Database

The use of the ‘Undisclosed Location’ on the RAPID Incident Reporting Database is not being used correctly. The undisclosed location is to be used for psychological / Bullying / Harassment of workers by other workers or managers, but is instead being used to disclosing the address of a student / client. These types of incidents should be allocated to the specific worksite site first and in the exact location write shopping centre / client’s home / excursion etc.

The use / process of the undisclosed location on RAPID:

- Incidents allocated to ‘Undisclosed Location’ will only be sent to Executive Manager – CSH&W SA.
- If the incident relates to worker against worker bullying, the incident will be sent to the manager / principal of the worker to investigate.
- If the incident is against the worker’s manager / principal, then the incident will be forwarded to either Catholic Education Office / Director / HR, depending on the sector, to investigate.
- Only those in the distribution list have access to the incident.

If you have any queries, please do not hesitate to contact Debbie Nation on dnation@cshwsa.org.au.

Training 2023

In 2023 we will be changing how we present information in some of our meetings. With the increasing popularity of online attendance, we are aiming to make more sessions available through Microsoft Teams. In addition, we are reducing the number of WHS Coordinators Meetings and will instead run other training sessions with a greater focus on core issues, such as Purchasing and Hazardous Work.

In addition to these changes, we will be trialing some other ways to share information. Throughout the year we will be running short online sessions where we look in depth at a single procedure. These Procedure Information Sessions will be aimed not only at WHS Coordinators, but anyone else that may benefit from understanding the requirements of a procedure. The goal will be to run one each month from February to November where you can jump online for about 15 minutes to get a more in depth understanding of a single procedure. More information about these sessions will be available early next year.

All other training and meeting sessions are now available on the CSH&W SA Website: [Booking and reservations for Catholic Safety Health & Welfare SA \(CSHWSA\) \(bookingbug.com\)](https://www.bookingbug.com).

What is Consultation—Let's All Talk and Keep Safe

Consultation requires that:

- relevant work health and safety information is shared with workers
- workers are given a reasonable opportunity to express their views and to raise health or safety issues
- workers are given a reasonable opportunity to contribute to the decision-making process relating to the health and safety matter
- the views of workers are taken into account, and
- workers are advised of the outcome of any consultation in a timely manner.

Consultation should include:

- what each will be doing, how, when and where and what plant or substances may be used
- who has control or influence over aspects of the work or the environment in which the work is being undertaken
- ways in which the activities of each duty holder may affect the work environment
- ways in which the activities of each duty holder may affect what others do
- identifying the workers that are or will be involved in the activity and who else may be affected by the activity
- what procedures or arrangements may be in place for the consultation and representation of workers, and for issue resolution
- what information may be needed by another duty holder for health and safety purposes
- what each knows about the hazards and risks associated with their activity
- whether the activities of others may introduce or increase hazards or risks
- what each will be providing for health and safety, particularly for controlling risks
- what further consultation or communication may be required to monitor health and safety or to identify any changes in the work or environment.

Records of consultation shall be retained at the worksite. It should include outcomes of discussions. Records can be brief and cover:

- what the safety matter is.
- who was identified as affected, or likely to be affected.
- who was involved in consultation.
- key issues consultation has identified.
- what decision has been made and why.
- who is to act and by when; and
- when the action was completed.



Storage of Fuel

Many worksites have grounds / maintenance sheds where some jerry cans of petrol are kept. Worksites are reminded to ensure they keep quantities as low as possible. There are a few legal requirements worksites must adhere to when storing Class 3 flammables such as petrol.

Storage and labelling

- Flammable liquids should be stored in compliant containers (e.g. jerry cans) and facilities (e.g. Flammable Goods Cabinets) according to Australian Standard AS1940: The storage and handling of flammable and combustible liquids.
- Flammable liquid storage areas should be clearly marked with warnings and signs. E.g. of Class 3 signs below:



OR

Warning sign:



- Flammable liquid containers and tanks should be clearly and correctly labelled.
- Pipes, hoses, pumps, valves and heaters should be clearly labelled for identification.
- The area around storage and processing should be kept free of combustible materials.

Placards

Placards are special signs required at some workplaces under work health and safety laws. You must display placards if you store hazardous chemicals above the placard quantities listed in the Placard and manifest requirements under the Work Health and Safety Regulations.

For flammable liquids, the placard quantities are:

- Category 1 flammable liquids – 50 litres (e.g. petrol)
- Category 2 flammable liquids – 250 litres
- Category 3 flammable liquids – 1,000 litres
- Category 4 flammable liquids – 10,000 litres

Placards are also required if the combined quantity of category 1, 2 and 3 flammable liquids stored at the workplace exceeds 1,000 litres, even if the flammable liquids do not exceed their individual placard quantities.

Specific placard requirements are set out in Schedule 13 of the Work Health and Safety Regulations, but have been summarised below.

Outer warning placards

Outer warning placards are required if the quantity of hazardous chemicals at the workplace exceeds the placard quantity (e.g. 50L of petrol). An outer warning placard must be located at each entrance to the workplace that may be used by emergency services and must look like this:



Fire safety

Fire safety equipment should be provided and maintained in accordance with the requirements of AS1940 (e.g. alarm systems, fire extinguishers, hydrants, hoses, fire blankets). Generally for the small amount our worksites store, fire extinguishers are sufficient in the sheds.

Should you require any assistance with the requirements regarding appropriate storage of fuel, any dangerous substance licencing requirements, please contact your WHS Consultant.

CCI Update

New injury management claims should be provided to Catholic Church Insurance (CCI) within three (3) business days of receiving the claim from the injured staff member. Early intervention is critical to recovery, and the sooner CCI is notified, the sooner they can act to help get the worker back to work. All claims must be emailed to workerscompensation@ccinsurance.org.au which is monitored during business hours and actioned within legislated timeframes.

ReturnToWorkSA (RTWSA) have a released Skill Building Program for 2022-2023 that provides free information and training sessions designed to support workers involved in injury management, such as manager, return to work coordinators, work health and safety coordinators and people and culture staff. These sessions aim to help workers maintain best practice standards for injury management. The flyer (page 5) contains contact details for booking into these sessions.

ELECTRICAL SAFETY PRINCIPLES

Worker's often work with a variety of electrical equipment which may expose them to electrical shocks. Tasks can be performed safely when safety principles are applied throughout the day. Some tasks may carry greater risks for injury if specific procedures or instructions are not followed.

General electrical safety principles would include:

- Keep your fingers or other materials off the prongs of a plug while inserting it in an outlet.
- Power tool/appliance plugs must match the outlet. Never modify a plug in any way.
- Before using any tool, electric, gas or non-motorized, check to ensure it is in proper working order. Ensure there are no cracks, splits, damaged guards, damaged cords or any other damage/excessive wear and tear that could lead to an injury if it were used.
- Never use the cord for carrying, pulling, or unplugging a power tool, appliance, or other equipment. Pulling on the cord could damage the cord and increased the risk of shocks.
- Do not use damaged cords or receptacles or cords that feel warm.
- Do not use untested or damaged extension leads.
- Do not expose power tools to rain or other wet weather conditions. Do not plug, use, or unplug electrical equipment with wet hands or while touching a wet or damp surface or standing on a wet surface.
- Do not use piggyback plugs (can be used for lighting in drama & art areas with supporting risk assessment)
- Never perform maintenance or repairs, remove a stuck item, or insert anything other than what is specified for the appliance when it is plugged in.
- When using power boards, these must have overload protection and each outlet on the power board has its own on /off switch.
- When moving, raising, or lowering beds, ensure that they do not come into contact with the receptacle or cords plugged into it.
- Never touch an electrocuted victim until the power has been turned off.
- Report any additional safety concerns to your supervisor.



Our skill building program provides Return to Work Coordinators and employers with free access to a variety of informative and interactive workshops to build capability in performing the Return to Work Coordinator role, managing physical and psychological injuries, and supporting workplace mental health and wellbeing.

Workshops will be delivered virtually (online), face-to-face or as a pre-recorded webinar.

Core learning

Introductory workshops for Return to Work Coordinators and employers to gain greater understanding of the Coordinator role, how to support recovery and return to work and create mentally healthy workplaces.

Return to Work Coordinator fundamentals (refresher training)

Supporting return to work – A guide for Managers

Demystifying suitable employment

Introduction to Mentally Healthy Workplaces

Enhanced learning

Increase knowledge and skills to effectively manage recovery and return to work and create a sustainable healthy workplace by taking a deeper dive into various areas of return to work, injury management and wellbeing.

Managing psychological injuries & claims

Understanding premiums & minimising impact

Applications for review: Understanding the dispute resolution process

Maximising scheme supports & services to assist your workers recovery

Managing psychological hazards and risk, with SafeWork SA

Managing psychosocial issues of musculoskeletal disorders

Building your workplace wellbeing program

The flexible workplace: Managing hybrid work environments

Small business basics: An introduction to return to work and mentally healthy workplaces

Thriving with SuperFriend: A Mentally Healthy Workplaces series

Facilitated by mental health organisation SuperFriend, this workshop series will provide workplaces with strategies and tools to support mental health, and help their business to thrive so everyone can perform at their best.

Supportive conversations in the workplace: Checking in and showing you care

A focus on you: Creating a culture of self-care in the workplace

Promoting positive mental health in times of challenge: Preventing stress, fatigue and burnout

Exploring the elements of a thriving workplace, with Superfriend

Breaking barriers with the experts

A selection of Q & A workshops where participants can seek guidance from professionals, share their experiences and develop strategies to overcome recovery and return to work barriers.

Managing musculoskeletal injuries with a **Physiotherapist and Exercise Physiologist**

Building relationships and influencing capacity with a **General Practitioner (GP)**

Supporting psychological recovery and return to work with a **Psychologist**

Partnering with your **Claims Agent and Mobile Claims Specialist** to deliver outcomes

Train the Trainer

Delivering an introduction to mentally healthy workplaces

Developed specifically for large employers (including self-insured employers), this half-day program provides participants the tools to deliver mentally healthy workplaces training within their own organisation.

To express interest in this program, email mentallyhealthy@rtwsa.com

One day program

Adelaide

Port Augusta

Port Lincoln



Active Return to Work Coordinators will automatically receive upcoming workshop information via our bi-monthly 'What's On: Learning' email. If you are not a Coordinator and would like to subscribe, scan the QR code or visit www.rtwsa.com/events to register for upcoming events.