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Safety Bulletin

Catholic Safety Update

Welcome to the November 2023 edition of the Safety & Injury Management 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 2023 and we look forward to the coming year and continuing to work with you all to keep everyone safe.

You've got us

We've got you

Work Health and Safety System Audit Program 2021—2023 (to date)

It is coming to the end of our third year of the current WHS System Audit program (audit against key elements of all 32 WHS Procedures). Feedback has generally been positive with those sites audited recognising the program has been a good stock take for them, not only highlighting what they are doing well but also providing clear detail regarding opportunities for improvement. The Audit program is intended to assist with ongoing continuous improvement and regulatory compliance. Both of which are equally important.

Outcomes from the system audits have seen a mix of outstanding performance (no non-conformances) and poor performance (numerous non-conformances identified), along with a range of outcomes in between. It is recognised that several sites' outcomes were very good with only a couple of non-conformances identified.

Key factors that have contributed to those sites who have achieved an outstanding result has been the clear commitment demonstrated by Leadership (i.e., Principal, CEO, etc.) of the importance of WHS including providing adequate resourcing (i.e., time for the WHS Coordinator), and the experience and/or formal qualifications of the WHS Coordinator.

We would like to recognise those sites that over the past 3 years have achieved an outstanding result. These are:

- Holy Family Catholic School – 2021
- Cardijn College (Marian Campus) – 2022
- Tennison Woods College – 2023
- Our Lady of La Vang School – 2023
- Star of the Sea Home for the Aged Care – 2023
- St Catherine's School – 2023
- The Society of Saint Hilarion Aged Care (Fulham Gardens) – 2023
- St Joseph's School (Hectorville) – 2023
- St Francis Xavier's Regional School – 2023

Finger Guards on toilet doors

A serious incident occurred at a school where a student sustained a significant cut to their finger when the door closed on their hand.

Incidents of this nature occur frequently in our schools, especially in the junior primary school toilets. To manage the risk, schools should complete a risk assessment and determine if it is appropriate to place finger guards over the door jamb.

Pictured on the right is an example of a finger guard on a toilet door jamb to prevent children placing their hands in the door jamb and sustaining serious injuries.



WHIP Playground Safety Update

Commencing in 2021, SafeWork SA have been conducting a Nature Play and Playground Proactive Compliance Campaign. This program involved SafeWork SA inspectors conducting inspections of playground equipment across the state. During 2023, this campaign included a number of Catholic Schools in regional areas.

A number of common issues have been identified from this program including inadequate maintenance of equipment, inadequate loose fill, and a lack of annual inspections.

Further information is included in the Work Health Improvement Practice included with this bulletin.

Audit Preparation Tools

The end of 2023 is near and that means 2024 audit dates for sites will be announced very shortly!

The team at CSaIM have developed an 'audit preparation tool'

which will step you through how best to prepare and ensure that your site gets 100%

The Audit Preparation Tool can be found included with this Bulletin.

Don't forget, Preparation is key!



Safety warning issued over guarding against slasher injuries

SafeWork SA recently issued a safety warning on the safe use of slashers being used to cut long grass when bystanders may be nearby when machinery is in operation. More information can be found at: [Guarding against slasher injuries | SafeWork SA](#)

Reminder: Please ensure risk assessments are completed on the use of your tractors and where relevant, SOP's are implemented.



Industrial Manslaughter to be criminalised in SA

On the 29th November 2023, SafeWork SA issued an article detailing the new laws making industrial manslaughter a criminal offence in South Australia. These laws have now passed Parliament and *'will ensure the most serious health and safety breaches carry a penalty which sends a clear message that people who place workers' lives at risk will be held to account. These penalties also recognise the significant loss suffered by the families of workers who die in preventable workplace incidents.'*

For more information can be found on the SafeWork SA website, or via the link below.

[Industrial manslaughter to be criminalised in SA | SafeWork SA](#)

Reference: SafeWork SA

What is the Early Intervention Program?

The Early Intervention Program is a way of supporting an injured Worker who sustains a Minor injury in the workplace without the need to lodge a formal Workplace Injury Claim.

Under the Early Intervention Program, the site will normally pay for several doctors' visits, medication, and allied health sessions (e.g., physio, chiro, hydro etc.), without the requirement for the injured Worker to lodge a form Workplace Injury Claim. The general guideline for visits is up to four (4) GP consults and up to six (6) allied health sessions.

Early Intervention should not be used for injuries or illnesses that have incurred lost time.

For more information on the Early Intervention Program, please refer to the [Early Intervention Program Guideline for Member Employers](#).

5 Ways you can look after yourself during the silly season

1 GET MOVING

Keeping active doesn't always mean going to the gym 6 times a week. There are plenty of ways that we can positively move our bodies without moving 5kg weights! Taking a walk, playing with your pets or playing sport are some of the simple ways to get moving. Keeping active improves our moods, increases our energy levels and helps us sleep better at night. Start with just 30 minutes a day!

2 EAT HEALTHY

The silly season is a time where it is very easy to over-indulge with Christmas parties and end of year celebrations filled with food and drinks. Whilst it is important to enjoy a treat here and there, try to find a balance between indulgence and good nutrition. Plan your meals for the week to avoid over eating and skipping meals and prioritise daily water intake. Preparation is key!

3 REST

The end of the year is near, celebrations are in full swing and it is easy to forget about yourself! Things like planning some down time and getting a good night sleep are two very simple things we can do for ourselves, our mind and our wellbeing. Be realistic about what you can and can't do. You can't do it all! Be kind to yourself during this time and preserve your mental energy.

4 STAY CONNECTED

Whilst the festive season is an exciting time of year for a lot of us, it is not the case for everyone. This time of year can be difficult for people who may have recently experienced loss or grief, financial struggles or general poor mental health. It may even be a lonely time of year for some, so it is important that we check in on those around us whether that be a phone call or an invitation to a celebration. Small gestures of kindness can mean the world to someone who is having a hard time.

5 HAVE FUN

It is important to not get caught up in festive planning and miss out on all the fun! Spending time with our loved ones and people who bring joy to our lives is incredibly beneficial and what better time to bring people together!





Workplace Health Improvement Practice

PLAYGROUND SAFETY

Initial 8 August 2023

Update 20th November 2023

WHS 2012, s 17 Management of Risks; WHS Regulations 2012 Chapter 3 General risk and workplace management.

OBJECTIVE:

To ensure that all playground equipment is regularly inspected and maintained.

BACKGROUND:

Between November 2021 and July 2022, SafeWork SA undertook a compliance campaign titled “Nature Play and Playground Proactive Compliance Campaign”. During this time, 49 compliance audits were completed across the state with 65 statutory notices being issued, including 2 prohibition notices and 63 improvement notices.

The most common areas of non-compliance identified that resulted in an Improvement notice was:

- inadequate maintenance of installed play equipment – 37 notices
- lack of hazard identification – 9 notices
- inadequate loose fill – 8 notices
- lack of annual inspections – 7 notices
- nil evidence of structural integrity – 3 notices

Recently SafeWork SA have commenced Stage 2 of a proactive six-month compliance campaign, that will target school playgrounds in both the metropolitan and regional areas from July 2023 to December 2023. Two regional schools have already been visited and notices issued: 2 prohibition notices and 18 improvement notices.

PREVENTATIVE ACTIONS:

- Ensure appropriate inspections are undertaken of the playground / nature play areas as follows by a competent person (a person is considered to be a competent person if they have acquired through training, qualification or experience the knowledge and relevant technical skills to carry out the task) SafeWork SA have indicated that they require a nationally accredited playground training course to be completed for the annual inspections, but a person who has a trade background or has been instructed by the CSaIM Safety Team can complete the routine and operational checks:
 - **Routine (daily/weekly):** Identify obvious hazards resulting from vandalism, wear and tear, or weather conditions. (e.g., Damaged parts, broken glass, syringes, loss of playground surfacing).
 - **Operational (1 – 3 monthly):** Check the operation and stability of equipment, wear of components such as ball bearings and moving joints.
 - **Comprehensive (Annually):** To be conducted by a competent person. Check for compliance with Australian Standards for playground safety. Check the overall stability of the equipment, footings, surfacing, structural integrity, corrosion/rotting. Check for safety of any changes made due to repairs/replaced components. Comprehensive risk assessments to be undertaken of all playground equipment and documented.

- Ensuring equipment is installed according to manufacturers' specifications.
- Information, training, and instruction are provided to workers to enable them to competently inspect and maintain playground equipment.
- Fall impact protection is adequate such as ensuring loose fill is at the appropriate depth. Rubber Softfall is impact tested every three (3) years. Considerations for types of Softfall
 - Rubber Softfall – cost of impact testing and initial installation.
 - Bark – continual top-ups required, choke hazard, bark taken out of area.
- Play equipment does not have screws or bolts protruding from it.
- Landing platforms are secured.

Further information on the playground audit can be found at: [Nature-Play-and-Playground-Campaign-Closure-Report-A2736840.pdf \(safework.sa.gov.au\)](#)

Further information on playground safety can be located at: [Playground safety | Kidsafe SA](#)

FOR ENQUIRIES OR FURTHER INFORMATION PLEASE CONTACT YOUR SAFETY BUSINESS PARTNER



Preparing for a Work Health and Safety Audit



Informed of Audit

- Confirm date with auditor
- Ensure leadership are aware



Audit preparation

- Desktop review: go through the audit tool provided
 - Utilise the procedure verifications to assist in identifying any potential gaps
 - Gather and collate applicable evidence (hardcopy or electronic - whatever is best for the worksite)



Advise others

- Inform workers of the upcoming audit
- Ensure those with specific responsibilities are prepared and have their documentation accessible (e.g. G&M, Contractor Management, Volunteer Management)



Book meeting room

- Ensure an appropriate meeting room is booked for the auditor/s
- If documentation is kept electronically, ensure technology has been tested and is working
- Collect all relevant folders and have available in the meeting room / office for the auditors to review

