



Safety Bulletin

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www.cshwsa.org.au

A WORD FROM THE CHAIR

I hope this Safety Bulletin finds you safe and well.

As the year moves along there is plenty of activity within the CCES Self Insurance management teams of CSHW and CCI. Our focus is directed towards the *Return to Work SA* (formally *WorkCover SA*) Evaluation which will take place in August. There is also the change in Injury Management legislation, with the *Return to Work Act 2014* to be implemented on July 1 2015.

If you are uncertain about your need to attend training related to the change in legislation, or have any questions on the matter I suggest you call Belinda Loh at CCI 08 8236 5400. Now that the WHS Act 2012 has been implemented we are able to take a closer look at our internal processes. As a result some continuous improvement processes are in progress.

Procedure Management:

Historically our large and varied organisation has required procedures specific to the four industries we service.

The Catholic Church as an organisation, has an improved safety knowledge base and matured safety management systems. This along with WHS legislative changes has provided opportunity to streamline procedure development and review.

The process, which has been consulted with end users and stakeholders, is that there is now one CCES procedure for each safety element.

Consultation will be via the CSHW website for a period of one month, prior to approval by the CSHW Unit. This will improve efficiency and reduce the risk of gaps or errors in multiple procedures.

Task Manager and Audit Program:

An improved Task Manager system will be released in June. This will remove the requirement for worksites to complete procedure verifications. I trust the latter will be most welcome news to WHS Coordinators!

The CSHW Team are to begin using an electronic audit tool to reduce variances and improve validation of our safety system.

Finally, it was great to catch up with those who attended the Annual Separately Incorporated Briefing last week; thank you for coming along to hear of legislative changes, and the latest activities and planned work for the self-insurance registration. This demonstrates good commitment and contributes to your due diligence as Officers in your organisations.

Don't forget, if you would like to contact me about any safety issues I can be found at dpwest@centacare.org.au.

Keep warm and safe as we head into the cold, wet months.

Dale P West
Chairperson
Self-Insured Governing Council (SIGC)

MAGMAG Workshop

Are you confused about electrical safety requirements for your workplace? Not sure about testing requirements; when to obtain a Certificate of Compliance; who is deemed a 'competent person' to carry out testing? Then come along to the next MAGMAG meeting. An Inspector/Auditor from the Office of the Technical Regulator (OTR) will be the guest speaker who will be able to answer any questions you might have. The OTR assists the Technical Regulator in the administration of the Electricity Act (Gas Act, Energy Products Act and Water Industry Act). Its primary objectives are ensuring the safety of workers, consumers and property as well as compliance with legislation and applicable technical

standards in the electricity, gas and water industries. Details for the next workshop are:

DATE: Wednesday 3rd June 2015
 LOCATION: Mary MacKillop College
 10 – 14 High St,
 KENSINGTON
 TIME: 7:30am (breakfast)
 RSVP: 29th May 2015

Please book online through the bookingbug at: <https://www.bookingbug.com/home/120671-Catholic-Safety-Health--Welfare-SA-CSHWSA>

Digital Eye Strain

How many hours do you log on your computer, smartphone or tablet every week?

From computer-dependent jobs to fun time surfing the net, our eyes are focused on screens too much. Because of this constant screen time, digital eyestrain is the most common workplace complaint today. In fact, nearly 90 percent of people who work on a computer at least 3 hours a day suffer from eye trouble, which may actually be symptoms of digital eye strain (or computer vision syndrome).

Symptoms of Digital Eye Strain

If you're experiencing two or more of these symptoms daily, you can be pretty sure you're struggling with computer eye strain.

- **Blurred vision.** Tops the list. When you shift your focus from the computer screen to things further away, you could notice actual blurred vision or a delay in focusing your eyes, and this is particularly obvious at the end of the day driving home.
- **Dry eyes.** If you feel like there's a burning, stinging or gritty feeling, your eyes are probably dry.
- **Eye strain.** Vague eye discomfort you can't quite put your finger on that makes you squint or frown when you're at the computer.
- **Glare sensitivity.** If your monitor is too dark or bright, your eyes are working harder to see it and can get tired.
- **Headaches** and not just those in the eye area.
- **Neck and shoulder pain.** Like eyestrain, other bodily aches could signal ergonomic problems in your workstation.

If these symptoms hit a little close to home, talk to your optometrist. You may need to consider: making adjustments to your office environment; need special eyewear; eye drops or a combination approach. Also, a thorough eye exam may reveal that

your computer vision problems are related to a different condition that needs treatment.

Simple Steps to Relief

Here are some simple steps you can take to help minimize the impact of digital eye strain:

- **Keep blinking.** It washes your eyes in naturally therapeutic tears.
- **Remember the 20-20-20 rule.** Every 20 minutes, spend 20 seconds looking at something at least 20 feet (6 metres) away.
- **Get the right light.** Good lighting isn't just flattering – it's healthy for your eyes. So, keep bright lighting overhead to a minimum. Direct your desk lamp to shine on your desk, not you. Try to keep window light off to the side, rather than in front or behind you and use blinds to cut reflective glare. Position the computer screen to reduce reflections from windows or overhead lights.
- **Monitor your monitor.** Set the screen at least 50cm from your eyes (an arm's length away). Adjust the screen so you look at it slightly downward so your eye height is at the level of the toolbar or top of the screen. Adjust brightness and contrast to comfortable levels.
- **Adjust your posture.** For every 2cm forward you lean into your screen there's 14kg weighing on your neck!
- **Wear those computer specs.** Your optometrist can prescribe a pair of glasses designed for working at a computer, laptop or tablet and give some great tips on use of your smartphone.

Talk to your optometrist about your digital demands Get your eyes examined regularly.

Lift Safety

Recently we had a couple of incidents where people have been stuck in the lift. Where this has occurred, clearly there has been a malfunction of the lift. Lift malfunctions are considered a 'notifiable incident', thus we are required to report it to SafeWork SA.

One worksite recently had handover of their new building which had a lift installed. There were issues with water getting in to the lift well, thus rendering it unsafe for use. This particular incident required notification to SafeWork SA as it involved the inrush of water and other legal responsibilities placed on owners of plant. The worksite has been liaising with SafeWork SA and the builders to rectify the problem and obtain lift registration.

If your worksite has a lift, it must be registered with SafeWork SA. Lifts must be included on the worksites preventative maintenance schedule and be serviced regularly.

Ever been stuck in a lift? Do you know what to do?

What are the risks?

If people force doors of a malfunctioned lift open or attempt to climb out of the lift, they may fall down the shaft or suffer a crushing injury if the lift restarts. Lift machine rooms and shafts may also have exposed live electrical equipment and rotating machinery. They must not be entered by anyone who doesn't have knowledge of the equipment as they may inadvertently restart the lift and cause

injury to themselves, passengers in the lift or rescue workers.

What is a solution to the problem?

All lifts must be fitted with alarms, emergency lighting and communications systems. If a lift malfunctions, the lift service company should be called to assist anyone trapped in the lift. The lift must be put out of service by the service company (or building management) until it is repaired.

Lifts must be regularly maintained to eliminate or minimise the risks associated with using them. Maintenance records must be kept.

Never exceed the lift capacity stated inside the lift.

Port Pirie Diocesan Clergy Golf Day

CSH&WSA would like to thank Fr. Paul Bourke for inviting us to the Port Pirie Diocesan Clergy Golf Day. Peter Masters, Dave Barrett and Keith Johns attended. Peter and Keith played golf while Dave was the driver of the buggy. It was a great opportunity for us to spend an informal, relaxing and slightly competitive day with the clergy.



On a well air conditioned Monday, the 5th of May, 12 Priests were joined by 23 Laity for the Annual Clergy Golf Day at the Port Augusta Golf Course. It made for some interesting stories of windswept proportions and elemental difficulties. The day started at the Clubhouse with a most hospitable welcome from various Committee people and a more than ample lunch provided by the Catholic Women's League.

Fr. Matthew Newman won the Catholic Church Insurance Trophy, carding a wind assisted 88, with Fr. Paul Bourke not quite yapping at his heels having 92. Fr. John Folkman with 33 Stableford Points won the Bishop De Campo Shield and Fr. Ron Davoren had the best Nett with 75, a fitting result as he will be joining the Sydney Clergy after a midyear move. He has been a great supporter and organizer of our Priests Golf over the years. A youthful Fr. Bob Rice easily won the Bradman award! Fr. Matthew Newman won the Longest Drive (a monster one) and Fr. John Herd Nearest the Pin.

Robert Baker with 83 was the Laity winner and Richard Earl with 85 was his runner up. A first timer at this event, Keith Johns, didn't allow for any nerves as he won the Stableford with 41 points. Dr. Martin Nwabunor from Whyalla had the game of his life and managed to win the Bradman Trophy. Terry Costello won the Long Drive and Rob Burt the Nearest the Pin.



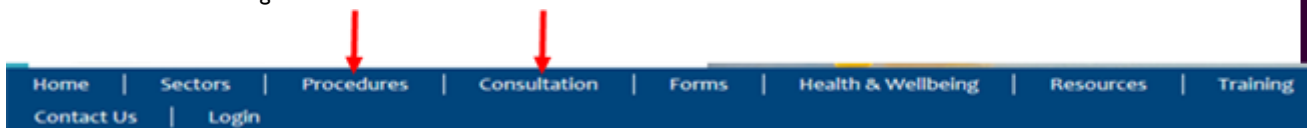
Trophies were presented at the Parish Centre after an excellent 4 course meal courtesy of the Knights of the Southern Cross with around 50 enjoying the meal. Bishop Greg O'Kelly was a most welcome guest as were other non-golfing Priests. John Lemm from Catholic Church Insurance assisted Bishop O'Kelly present the Trophies amid 19th Hole woes and appreciative thanks.

Thanks were extended to CCI the major sponsor of the event and to all who donated other prizes, the CWL and KSC for their, in kind, sponsorship, Fr. Paul Bourke for his organization of the day and especially to the Port Augusta Golf Club for its seamless hosting of the day.

CSHW Website Update

CSHW have changed the process for Procedure review and approval. Part of this change included consolidating Sector Procedures into a single CCES Procedure for each element of the Safety System.

To accommodate the changes the CSHW SA website has additional tabs for Procedures and Consultation.



The Procedures tab contains all of the currently approved procedures and the Consultation tab will have procedures and other documents that are available for comment and feedback.

To refresh you regarding the process for a procedure review, it is:

- Procedure will be reviewed by CSHW SA (3 yearly or if required through legislation change, audit findings).
- Reviewed procedure will be placed on the CSHW website for Consultation for a period of 1 month.
- WHS Coordinators will be informed of Consultation via email.
- Following Consultation the procedure will be finalised by CSHW.
- Approval will be by the CSHW Executive Manager.
- Approved procedure will be placed on the CSHW website under the Procedures tab.
- All WHS Coordinators will be informed of reviewed procedures via email and the soon to be released Task Manager.

Talkin' Safety

The importance of providing a safe system for working at heights.

South Australian workplace injuries resulting from falls from buildings and other structures has almost doubled in recent years. There were 6 recorded falls in 2013 and in 2014, this number increased to 11.

Recently, a local shed manufacturer and installer received a conviction in the Industrial Court and was fined \$10,000, plus court costs, after a worker sustained injuries to his back when he fell through a roof.

The magistrate ruled that the company failed to provide the following:

- a safe system of work,
- adequate training of the employee for working at height and,
- ensuring the employee understood the safety measures required of him.

The worker fell around six metres through a polycarbonate roof sheet being installed on a shed and sustaining various injuries including fractures to his vertebrae and sternum and he was hospitalised for ten days.

The magistrate indicated he would have imposed a \$145,000 fine for the company however he decided to allow a 40 per cent reduction for an early guilty plea and a further reduction due to the defendant's plea of financial hardship.

It's important that all sites refer to the Fall Prevention Procedure 25 in the Catholic Safety Manual for guidance on working at heights.

Remember, if you have any queries about health and safety, please speak with your Work Health & Safety Consultant. Their role is to provide you with guidance and assistance with any work health and safety related matter.

Do You Know About EAP?

An Employee Assistance Program (EAP) is a confidential counselling service designed to offer an effective means of assisting employees with problems that may eventually affect job performance and personal well-being.

Through this program, employees, (and in some cases, their families) have access to qualified counsellors who are located outside the workplace. These counsellors are trained to help people identify and resolve their problems.

Employees are often concerned about the confidentiality of the service. Your EAP is totally confidential.

- There is no way that your employer can know who contacts the EAP.

- What you talk about with your counsellor is not shared with anyone else, unless you give your written permission.

- All counsellors are bound by strict professional codes of ethics and confidentiality.

Why use EAP?

EAPs give employees support to deal with all types of problems.

The most common problems addressed include:

- Depression
- Dealing with difficult people
- Anxiety
- Trauma counselling
- Work-related stress
- Bereavements
- Dealing with change
- Alcohol and drug abuse
- Marital and family problems
- Interpersonal conflict

Anyone can use EAP. Make sure you know who your EAP is and keep their phone number handy as you never know when you might need it.

It's Up To Me—Poem by Don Merrell

*I want a workplace that's injury free
And if that's going to happen, then it's up to me.*

*I can't take for granted, that someone,
Has done all the things, that I should have done.*

*I must, take the time, with each task I do,
To look for the hazards, and think the job through.*

*To check the procedures and follow them all,
And reject taking shortcuts, no matter how small.*

*When I walk through the workplace, I must stay
alert*

*To watch for those things, that could get people
hurt.*

*And if I see a hazard, I won't rest until,
I have made the thing safe, or know someone will.*

*I must question each unsafe behavior I see,
And encourage all others to do that for me.*

*I must always give safety, the best I can do.
And expect that performance of all others too.*

*I must always remember to let people see,
That their safe behavior, is important to me.*

*Every act is important, no matter how small.
For the safety of one, is the safety of all.*

*We can all have a workplace that's injury free,
If we each one commit, to making it be.*

*If we all do our part, and each of us see,
If it's going to happen, – then it's up to me*

This is a reminder to all of us that if you see a hazard, do something about it if you can. If not, report it to leadership. Don't just ignore it as it could potentially result in an injury to someone.