



Safety Bulletin

Contents

Catholic Safety Update	1
National Safe Work Month	1
Task Manager	2
Toolbox Safety Talks	2
Managing Psychological Hazards at Work	3
Smoke Alarms	4

Contacts

WHS Enquiries 8215 6850
Website: <http://cshwsa.org.au>
Workers Compensation enquiries 8236 5456

Circulation

Distribute at WHS Committee, consultative meetings, staff meetings.

- 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 August 2022 edition of the Safety Bulletin

This month we go into self-insured renewal mode.

Injury Management & Work Health & Safety assessments will begin in October 2022. The sites chosen for the Work Health & Safety validation are:

1. Catholic Education Office
2. Centacare Catholic Country SA – Whyalla
3. Christian Brothers College
4. Nazareth College
5. St Brigid’s – Evanston



For the year July 2021 to June 2022:

- Decrease of incidents from two thousand one hundred twenty-seven (2127) to one thousand eight (1008) (53%)
- Incident to claims conversion rate of thirteen percent (13%)
- Thirty – four (34) procedural compliance audits completed
- Four (4) gap analyses
- Forty-one (41) ergonomic assessments
- Ten (10) procedure reviews
- One (1) new procedure created
- Five hundred eighteen (518) site visits
- One hundred twenty (120) training courses delivered

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

Stay Safe
CSHWSA Team

National Safe Work Month

This October is National Safe Work Month, and once again Safe Work Australia asks businesses, employers and workers to commit to providing workplaces that are safe and healthy. The theme this year is ‘know safety, work safely – make safety at work your priority’. Resources are available to advertise National Safety Work Month from the [website](#), including posters, email signatures and video call background images.

During National Safe Work Month there will be weekly topics to focus on key areas of interest:

Week 1: Injuries at work

- Week 2: Mental health
- Week 3: Managing WHS risks and preventing harm
- Week 4: Safe and healthy work for all

Also think about having a SafeTea event: grab a cuppa, gather your team and have a conversation about safety at work. Make safety an integral part of your work.

Further information will be available on the National Safe Work Month website and social media. There is still plenty of time to organize something to make safety at work your priority.

Task Manager

Historically CSH&W SA provided an electronic Task Manager system to support sites in completing their relevant work health and safety responsibilities. However, due to some issues related to usability, updating tasks, and storing evidence, the system was discontinued as of 16 June 2022.

There are a number of options available to help sites keep track of their work health and safety responsibilities. The first is the [Annual WHS Task Schedule \(080F\)](#) which is a spreadsheet that contains all the tasks that need to be completed during the year and space to show when they are due. The document can be printed and kept on a wall or pinboard to act as a visual reminder. It also includes an example plant register and preventative maintenance plan. A modified [Parish WHS and Maintenance Activity Schedule \(018T\)](#) is also available for Parishes.

Another resource is the [Procedure Verification Tool \(009T\)](#) which can be used like a self audit to review your worksite's health and safety compliance. This will identify any gaps that need to be addressed and support the implementation of the work health and safety system.

Each of the [CSH&W SA Procedures](#) also have an Auditable Outputs section that identifies some of the key areas that CSH&W SA Consultants look for when doing site audits. These outputs can be used as a guide to the different tasks that need to be completed at a site.

The removal of Task Manager does not affect access to the Incident Reporting Database. This should still be available for sites to report and investigate incidents. If you have any queries about the forms, tools, or databases, please contact the CSH&W SA Office on 8215 6850 or your WHS Consultant.

Toolbox Safety Talks

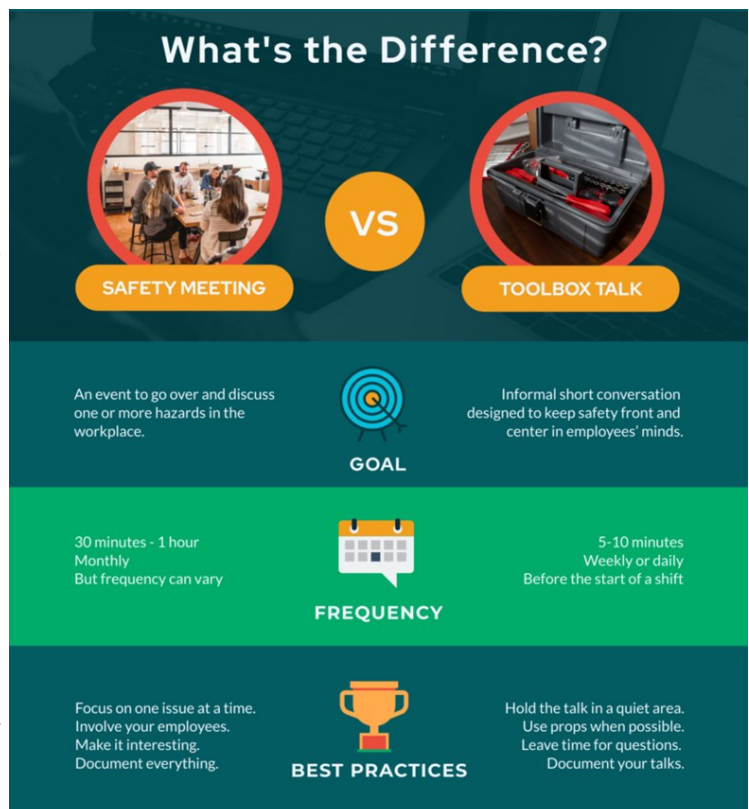
Provision of WHS information can be in a variety of different forms; through formal training (online, Face to Face), e-mails, posters, newsletters etc. Another way is through 'Toolbox talks'. Toolbox talks can be used as a means to consult with workers.

Effective consultation encourages greater awareness of issues and can lead to improved safety outcomes. Talking with the people who complete the work enables information sharing before making any decisions that may impact on them. You and others who complete the work are often the best people to understand the risks in the workplace.

If your workplace doesn't have a forum for you to raise issues or you'd like to provide information to your workers in a short, simple way, then consider a 'Toolbox talk'.

To assist businesses to deliver safety talks, Safe-Work SA have developed a series of short presentations on work health and safety topics. These Toolbox Safety Talks cover various topics and can be found at [Toolbox safety talks | Safe-Work SA](#).

People often ask what the difference is between a safety meeting and a toolbox talk. The diagram opposite highlights some of these differences.



Managing Psychological Hazards at Work

Preventing psychological harm is an essential part of creating a healthy and safe workplace.

The model work health and safety (WHS) laws now include regulations on psychosocial *hazards*. A new [model Code of Practice on Managing psychosocial hazards at work](#) explains the laws and how to comply with them, including practical steps to manage workplace *risks* to psychological health.

Safe Work Australia Chief Executive *Officer* Michelle Baxter said that “under work health and safety laws, *PCBUs* have a positive duty to do everything they reasonably can to prevent exposure to psychosocial hazards and risks.

“Psychosocial hazards are anything at work that may cause psychological harm.

“They can come from the way work is designed and managed, the working environment, or behaviours including bullying, harassment, discrimination, aggression and violence.”

Ms Baxter said work-related psychological injuries and illness have a significant negative impact on workers, their families and business.

“On average, work-related psychological injuries have longer recovery times, higher costs, and require more time away from work when compared with physical injuries.

“Workers’ compensation claims for psychological injury and illness have increased and impose high costs to employers through time off and workers’ compensation costs.

“Managing psychosocial risks protects workers, decreases staff turnover and absenteeism, and may improve broader organisational performance and productivity.”

The model WHS Regulations and Code of Practice: *Managing psychosocial hazards at work* were developed through Safe Work Australia’s tripartite process which includes Commonwealth, state and territory governments, and employer and worker representatives.

The [model Code of Practice: Managing psychosocial hazards at work](#) is available on the Safe Work Australia website along with other materials including new model WHS Regulations to support *PCBUs* to meet their WHS duties.

Background

Safe Work Australia is an Australian government statutory agency. We develop national policy to improve WHS and workers’ compensation arrangements across Australia.

As a national policy body, we do not regulate WHS laws or administer workers’ compensation arrangements. The Commonwealth, states and territories regulate and enforce WHS laws and administer workers’ compensation schemes in their jurisdictions.

The [model WHS Regulations](#) and model Code of Practice do not automatically apply in a jurisdiction. Find information on WHS in your jurisdiction by contacting your [WHS regulator](#).

Mental health support

As well as resources to help you manage psychosocial risks there are also services to help if you, your family, friend or colleague are feeling depressed, stressed or anxious.

- [Lifeline](#)
- [Beyond Blue](#)
- [Black Dog Institute](#)
- [SANE](#)

Source: *SafeWork Australia*

Smoke Alarms

Regulation 76B of the Regulations under the Development Act, 1993 requires that smoke alarms complying with Australian Standard 3786 be fitted to all “Class 1 and 2 buildings.” (Compliance with Australian Standard 3786 will be shown on the smoke alarm packaging.)

“Class 1 and 2 buildings” means:

- Any single dwelling including detached houses or attached houses such as row houses, terrace houses, town houses, villa units, etc.
- A boarding house, guest house, hostel, or the like with a total floor area not exceeding 300m² and in which not more than 12 persons would ordinarily be resident. Note: Larger buildings of these types will require a commercial type of fire alarm system.
- Any building containing two or more sole-occupancy units each being a separate dwelling (i.e., flats, motel units, apartments, and the like) where the building is not required to be fitted with a commercial type of fire alarm system.

The Building Code of Australia also requires domestic smoke alarms complying with Australian Standard 3786 in Class 3 and 4 buildings.

- Class 3 building means a residential building, other than a Class 1 or 2 building, which is a common place of long term or transient living for several unrelated persons (maximum 20 persons 2 storeys or less). Example: boarding-house, hostel, backpackers’ accommodation or residential part of a hotel, motel, school, or detention centre.
- Class 4 means a dwelling in a building not purpose built for accommodation. Example: A flat over a shop.

Building Approval on or After 1 January 1995

Since 1 January 1995, smoke alarms have been required in all new homes in South Australia. These alarms must be hard-wired to the 240-volt mains power supply unless the dwelling is not connected to such a supply.

They should also be fitted with a back-up battery to provide power in case of a mains power supply failure.

In dwellings not connected to mains power, smoke alarms powered by 10-year life, non-replaceable, non-removable, permanently connected batteries may be installed.

Existing Buildings

As a minimum requirement all homes where building approval was granted before 1 January 1995 are required to be fitted with a smoke alarm powered by a replaceable



battery subject to the following change of ownership conditions.

Change of ownership on or after 1 February 1998 from 1 February 1998, if there is a change of ownership of the land on which any building covered by this legislation is built, the new owner must, within 6 months of title transfer, install smoke alarms either:

- hard-wired to the 240-volt household power supply (unless the dwelling is not connected to such a supply); or
- powered by 10-year life, non-replaceable, non-removable, permanently connected batteries.

Homeowners were required to comply with the smoke alarm legislation for existing buildings by 1 January 2000.

Interconnection Of Alarms

- From 1 May 2014, smoke alarms have been required to be interconnected in all new class 1 dwellings, within sole-occupancy units of class 2 and 3 buildings and in class 4 parts of buildings. (Class 4 is a single dwelling in an office building, retail building, storage building, manufacturing building or public building.)
- In existing buildings (i.e., those approved before 1 May 2014) any extension or addition (approved from 1 May 2014) which requires more than one smoke alarm must have those alarms interconnected however there is not a requirement to interconnect to alarms in the existing building.

Smoke alarms in subsequent extensions will be required to interconnect to any alarms in extensions approved after 1 May 2014.

How Many Smoke Alarms and Where?

The Development Regulations require that one or more smoke alarms must be installed in every dwelling in locations that will provide reasonable warning to occupants of sleeping areas so that they may safely evacuate in the event of a fire.

Smoke Alarms Connected to a Remote

Some smoke alarms can be connected to a wall-mounted remote to make testing easier and makes it much easier to turn off when you get those nuisance false alarms from burning the toast!

Source: South Australian Metropolitan Fire Service