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CSaIM *Bulletin*

Lithium Battery Disposal

People are being urged to help address a growing fire risk by dropping off embedded battery products found in common rechargeable appliances at sites across Adelaide.

Embedded batteries especially lithium-ion batteries can spark fires if they are put in bins that are compacted with other materials in collection trucks and waste facilities-putting truck drivers, facilities and households at risk.

The State Government supported by the Green Industries SA has established four new dedicated collection points to safely manage battery disposal and provide more ways for people to recycle their old products or unwanted items.

The free service is available at Campbelltown Works Depot, the Adelaide Waste and Recycling Centre in North Plympton, the Heathfield Resource Recovery Centre and the NAWMA Resource Recovery Centre at Edinburgh North.

Accepted embedded battery items include Bluetooth speakers and headphones; flashing / light up remote controlled and ride on toys; e-scooters.

The Advertiser 12th January 2026

Noticeboards

Safety noticeboards act as a centralised, highly visible hub for critical health and safety information, ensuring compliance with regulations, reducing risk, and fostering a safety-first culture.

Key Importance of Safety Noticeboards:

- Ensuring compliance and legal obligations: The PCBU is legally required to display specific safety information (e.g. HSR details, injury procedures).
- Prompt information dissemination: They allow for the quick, efficient communication of new hazards, updated safety protocols, or incident reports to all staff, visitors, and contractors.
- Enhanced hazard awareness and risk reduction: By constantly reminding workers of potential dangers and proper safety procedures, these boards actively reduce the risk of accidents and injuries.
- Clear emergency procedures and emergency response: They provide immediate access to evacuation routes, first-aid officer details, and emergency contact numbers, which are crucial during urgent situations.
- Improved safety culture: A well-maintained board demonstrates that management takes safety seriously, encouraging a proactive safety mindset among employees.

To assist with this, see the included Guideline that identifies items that should be included on a noticeboard. In addition, the included Injured at Work poster can be added to the noticeboard to provide information related to injury management.

Notifiable Incidents

While anyone at a workplace can report a notifiable incident, the PCBU is legally obligated to do so. You must notify Catholic Safety & Injury Management as soon as practicable after having become aware of the incident.

You must report:

- fatalities
- serious injuries and illnesses
- dangerous incidents
- cases of COVID-19, if it can be reliably attributed to a workplace exposure; and results either in
 - ◆ the person receiving treatment as an in-patient in hospital; or
 - ◆ death.

Notifiable incidents must be reported to the worksite's CSaIM Safety Business Partner immediately. For afterhours incidents, contact the Acting Director, CSaIM (0407 490 652).

- CSaIM will notify SafeWork SA and Office of the Technical Regulator (OTR) (for electrical or gas incidents) of the incident as soon as the CSaIM Safety Business Partner is made aware of it.

- Executives / Leadership should be notified as soon as possible. CSaIM will complete the Notifiable Incident Report Form and upload it to the Incident Reporting Database.
- The person responsible for managing or controlling the area where a notifiable incident has occurred must ensure, so far as is reasonably practicable, that the site is not disturbed – including any plant, substance, structure, or thing associated with the notifiable incident – until an inspector from SafeWork SA arrives at the site or any earlier time the inspector directs.

Workers may only disturb the site:

- to assist an injured person.
- to allow emergency services to rescue, provide aid or remove a deceased person.
- to make the site safe or to minimise the risk of a further notifiable incident.
- to comply with a police investigation; or
- where permission has been given by an inspector of the regulator.

CCES Notifiable Incidents 2026

Bluetooth speaker caught fire.

- Speaker had charged overnight. It was plugged in but was not turned on when it caught fire. Fire alarm activated and school was evacuated. Fire brigade attended and isolated speaker in bucket of water. Deemed to be a 'small content fire'.

Serious laceration from chainsaw.

- Grounds and Maintenance Worker was using chainsaw cutting tree stump. It 'jacked' cutting his left ankle.

Laptop computer caused fire.

- Year 7 student was carrying their laptop in a laptop bag to class. Noticed that the laptop bag was smouldering and on fire. The battery over heated causing the fire.

Electric shock unplugging laptop charger.

- Education Support Officer sustained suspected electric shock when unplugging her laptop charger from power board under office desk. There was another charger plugged into the power board that ESO got zap from. Power board had override protection on it. RCD did not trip.

Tree limb fell.

- Large tree limb came down into Vacation Care Sandpit area and fell onto bench seat.

Swing broke from frame.

- During BBQ father was pushing his child on the double wooden swing set when the swing broke. The metal component had dislodged from the wooden frame.

Lift failure.

- Worker caught the lift to go to the first floor. The doors closed and the lift started to move upwards, then jolted to a stop. Two colleagues went to the lift (one at the ground floor and one at the first floor) and 'jiggled' their keys in each respective lift key lock and the lift moved, opening the doors on the ground floor.

Training

Under the WHS Regulations 2012 Part 2 – General workplace management, Division 1 – Information, training and instruction, Section 39 – provision of information, training and instruction, a Person Conducting a Business or Undertaking (PCBU) must ensure that information, training and instruction is provided to a worker is suitable and adequate having regard to:

- The nature of the work carried out by the worker; and
- The nature of risks associated with the work at the time the information, training or instruction is provided.

The PCBU must ensure also as far as reasonably practicable, that the information, training and instruction provided to the worker is provided in a way that is readily understandable by any person whom it is provided.

To assist with this regulation CSaIM has a variety of training relating to workers roles in our sectors. To ensure your workers receive the appropriate information, instruction or training refer to the [Catholic Safety & Injury Management](#) website. Under the “Resource” tab you will find “Booking Calendar” with all the training that will be facilitated this year. Some of the training is face to face and online. If you have any queries, please discuss with your WHS Coordinator or any other general enquiries call 8210 8101.

Psychosocial Hazards

Psychosocial hazards at work are aspects of work and situations that may cause a stress response and could lead to psychological or physical harm and injury/illness. These hazards can stem from:

- the way tasks or jobs are designed, organised, managed and supervised;
- tasks or jobs where there are inherent psychosocial hazards and risks;
- the equipment, working environment or requirements to undertake duties in physically hazardous environments;
- social and/or cultural factors at work, workplace relationships and social interactions.

To assist our workers the posters below can be displayed on the WHS Notice Board. Identifying and understanding the hazards that can lead to psychosocial injury and harm is the first step to putting controls in place to support workers from them.

Poster can be found on the CSaIM website [Psychosocial Hazards | Catholic Safety & Injury Management](#)

Posters

Good Governance for Psychological Health and Safety (568KB PDF)



Lack of Support Poster (141KB PDF)



Make it Safe to Speak Up Poster (581KB PDF)



Minimal Job Control Poster (228KB PDF)



Poor Change Management Poster (203KB PDF)



Poor Relationships Poster (194KB PDF)



Unclear Roles Poster (153KB PDF)



Work Health Safety and Injury Management Noticeboards - Guideline

It is recommended that all workplaces have a WHS and IM Noticeboard. Below are items that should be included on your WHS & IM Noticeboard:

- [WHS & IM Policy](#)
- Emergency Plan – with list of Emergency Wardens with their contact details, evacuation diagram showing location of Emergency Exits, Assembly point, location of emergency equipment, first aid kit/s
- First Aid – list of Designated First Aiders with their contact details, location of AED
- Incident / Hazard Reporting process - Donesafe
- Key personnel details e.g.
 - WHS Coordinator
 - Health and Safety Representatives (if applicable)
 - Contact Officers
 - Rehabilitation and Return to Work Coordinator
- WHS Committee Meeting minutes (where a WHS Committee exists)
- Employee Assistance provider with their contact details ([ACCESS programs](#))
- Responsibility, Authority and Accountability Matrix for [Workers](#) and [Managers / Supervisors](#)
- Injured at Work? Poster
- CSaIM Bulletin
- [Knowing Your Rights brochure](#)
- [Psychosocial Posters](#)

Injured at Work?



Tell your Supervisor



Seek medical advice



Talk to your Return to Work
Coordinator



Report an injury / make a
claim



Stay in touch with your
Supervisor

Return to Work

Our return to work coordinator is:

Name:
Telephone:

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