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Contacts

OHS&W enquiries	8210 9342
OHS&W fax:	8210 9340
Website:	http://cshwsa.org.au
Workers Compensation enquiries	8236 5455

Circulation

Please ensure that this bulletin is circulated to your OHS coordinator, OHS committee and at consultative meetings for action.

- Priest, Principal, Manager
- OHSW Coordinator
- OHSW Committee members
- OHS representatives
- Senior staff
- Staff room noticeboard
- Other _____

Responsible entity: Catholic Church Endowment Society Inc.

<http://cshwsa.org.au>

A word from the RO

I hope this Safety Bulletin finds you well and safe in your workplaces.

During 2012 Occupational Health and Safety issues in the Catholic Church have been many and varied, with the following particularly significant:

- Implementation of a new website www.cshwsa.org.au
- Consolidation and review of the electronic Incident Reporting application
- The process for Notification of Incidents and Dangerous Occurrences to SafeWork SA was centralised
- Tool-Box style training for specific workgroups was introduced
- 3 Licence level Audits (Risk Assessments, Incident Reporting & Induction & Training) were conducted
- 2 Self Insured Governing Council meetings were held at worksites (1 Social Service & 1 School/Parish location)

Last month the Self Insured Governing Council met in Berri, where not only management business of the Licence was conducted, but the members walked through the facility enabling the opportunity to discuss local issues in relation to any hazards. Members also visited an area where a Notification of a Dangerous Occurrence happened earlier this year, experiencing in part the investigation of the incident.

This visit, to some of our rural worksites provided a great opportunity for

Governing Council to see work environments and activities in action. I would like to thank the worksites who welcomed and hosted this visit to help those at Governance level understand the work of our people.

Many of our services will be preparing for end of year celebrations during November/December and with these functions come a change in our work and work practices. This can be a dangerous time! We need to be mindful of what we are doing and how we are going to go about it. Have the risks been considered; is a Take 5 approach suitable: does the function need a documented Risk Assessment; consider these things and we go from ☹ to ☺ don't forget to contact CSHW SA if you would like some support.

Looking ahead to 2013, we will be working with you as South Australia implements the new (still to be enacted at this point in time) Work Health & Safety Legislation. Then, later in the year we are subject to another WorkCover Audit as our Safety Management System is evaluated to determine renewal of the Church's Self-Insurance status.

In closing, thank you for your work in 2012, and on behalf of all at Catholic Safety Health & Welfare I wish you and your families a safe and blessed Christmas.

Dale P West
Responsible Officer
CCES Self Insured Licence

CANDLES

As we approach the Christmas festive season, both parishes and schools will either be winding down or prepraing to give thanks and to celebrate.

There are various times and celebrations in a school worksite and the Church's liturgical Calendar where the use of candles increases the safety risk of the environment.

Please ensure if you are using candles over the period:

- Place them in a safe stable location – not close to material which may fly around in a breeze
- Ensure the candle is extinguished fol-



lowing use and especially before leaving a room/building

- If children are present, supervise at all times, do not leave fuel e.g. matches lighters in precarious locations.

An alternative to the use of lit candles are battery operated candles which provide a safe symbolic replacement.

<http://www.candlelite.com.au> or <http://www.glow-candles.com>



Safety doesn't happen by accident

REMINDERS

As we approach the end of the year and as busy as it becomes please ensure that the following have been completed or are in the process:

Procedure Verifications

The schedule of the Procedure Verifications is available from the CSH&WSA Website under Resources.

The Verifications are scheduled over a three year period with each year only requiring 8 or 9 to be processed.

If you are struggling or require information on these please do not hesitate to contact your OHS Consultant.

Business Manager

Business Manager will undergo an audit of the tasks at the end of the year 2012.

Please ensure your tasks for business manager have been completed throughout the year.

Again if you require assistance on the tasks or are having difficulty with completing same please ring our office or telephone your OHS Consultant direct.

Maintenance and Grounds Workshop

The Maintenance and Grounds personnel next meeting:

Sacred Heart College Senior School
(entrance via Scarborough Street and parking near main oval)

195-235 Brighton Rd, Somerton Park
Friday 30 November 2012 at 7.30am

Guest speaker: The Manager Project Green P/L, Tony Di Matteo

Please phone David Cassidy on 0439 085426 if you are attending as this is needed for catering purposes.

Manual handling

No industry or workplace is free from manual handling tasks. Poor manual handling practice is one of the most common hazards confronted by people in all workplaces. However, the degree of risk differs significantly from one activity to another. Manual handling seldom kills or disfigures anyone, but the injuries that occur, although invisible, are often disabling, long term and costly.

Each day we will either lift, move, push, pull, carry, hold or restrain an object.

Injuries often occur due to wear and tear, accumulated from frequent periods of manual handling activity that stress the body, such as repetitive work or heavy lifting. The effects of these injuries often become more disabling as workers become older.

As we approach the end of the year and our lives become more hectic take time out before handling the task to:

Identify and Observe

- What is required to be moved, lifted held etc.
- How heavy is the object
- Does it require repetitive movement
- Sustained or awkward posture
- Where is it to be placed etc.

Assess

- Work place environment
- Slippery, uneven floor surfaces
- Obstructions
- Lighting
- Consultation and staff available



- Type and availability of equipment for transferring (trolleys, sack trucks)
- Deadlines and productions

Control

- Consultation
- Review method
- Pre-purchase of equipment
- Seek advice from specialist
- Workplace design and systems of work used to carry out the task
- Altering systems of work

Further information on Manual Handling can be obtained from http://www.safework.sa.gov.au/show_page.jsp?id=2423

Scheduled work over Christmas/New Year period

If your worksite is planning scheduled work to be conducted at your worksite during the period over Christmas and New Year e.g. cleaning of gutters, air-conditioning maintenance; take time to consider the hazards and risks associated with the task to be undertaken.

If you have no procedures in place for the task, a risk assessment should be conducted, consider: height, equipment (mechanical, electrical etc.) working in isolation (contacts), weather

conditions, the equipment to be used is in good working order or suitable for the task etc. If a risk assessment does exist re-assess before the task commences. Prepare or re-assess the risk assessment with another person at the worksite as it is often good to have two sets of eyes.

Do all this prior to the site shutting down so that further controls which may be required, can be put in place prior to the work commencing, don't leave it to the last minute.

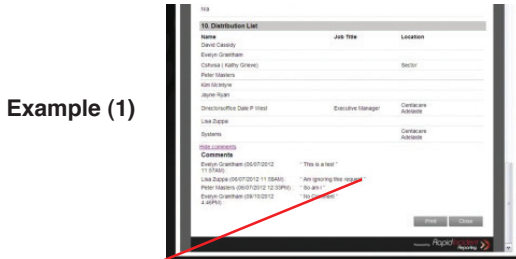


Wishing you all a very Merry Christmas and a safe and happy new year.

CSHWSA Incident Reporting Database

One of the questions sites regularly enquire about is the verification of an incident report being received and read by a Principal, Manager, Supervisor etc.

After an incident has been logged and distributed to those on the list all recipients have the ability via the email to make a "comment" or "no comment" on the reported incident. At your worksite you may like to request that all incidents received by the Principal/Manager to enter a "comment" on the incident or simply make "no comment" and this will then record onto the report. See examples (1) and (2) below.



Example (1)

Example (2)

10. Distribution List Comments

Evelyn Grantham (06/07/2012 11.57am)	This is a test
Lisa Zuppa (06/07/2012 11.58am)	Am ignoring this request
Peter Masters (06/07/2012 12.33pm)	So am I
Evelyn Grantham (06/07/2012 4.40pm)	No Comment

Reports of Incidents

Worksites now have the ability to produce their own reports for meetings etc. The Report tab is located fourth from the left at the top of the screen. Worksites will only have access to their own site

Report Subject: select which type of report you wish to create;

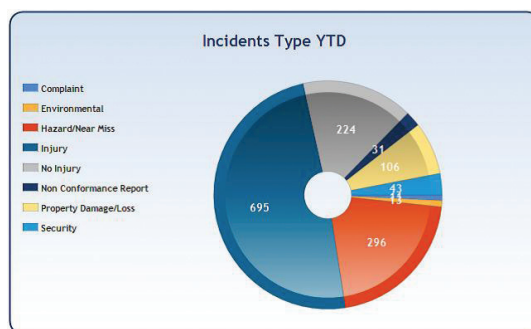
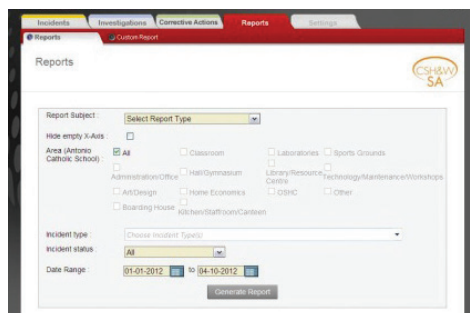
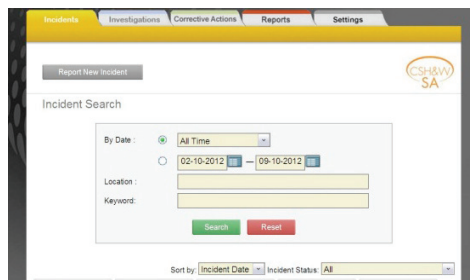
You can then choose **All** for the whole worksite or break it down into Area;

Incident Type: either select all or one or several Types;

Incident Status: this may be both open/closed or one or the other;

Date Range: choose a period of time you wish to report to and from;

Then select **Generate Report**.



An example of just one type of report - pictured right.

USEFUL EMERGENCY ASSISTANCE NUMBERS

CALLING 000

In an emergency, it is important to stay focused, stay relevant, stay on the line.



- Is someone seriously injured or in need of urgent medical help?
- Is your life or property being threatened?
- Have you witnessed a serious accident or crime?

If you answered YES call Triple Zero (000). These calls are free.

When you call Triple Zero (000)

- Do you want Police, Fire or Ambulance?
- Stay calm, don't shout, speak slowly and clearly
- Provide address and location.

If you are deaf or have a speech or hearing impairment call 106



- This is a TEXT Emergency Call, NOT SMS
- You can call from teletypewriters
- Advise what service you need and the address of the location.

Call 132 500 for storm and flood assistance.



Police 131 444
Save 000 for emergencies

Call 131 444 for Police other than in an emergency.

Further information can be obtained at: <http://www.triplezero.gov.au/Pages/default.aspx>.

Bushfire season

If you work, reside or even visit a rural or semi-urban environment now is the time to to develop and implement your Bushfire Safety and Survival policy, plan and procedures.

You may already have these in place, but review them to ensure they are relevant and up to date, every season is different.

The "CFS" have developed a *Bushfire Safety & Survival For Business & Organisations* booklet. Contact CFS Community Education: (08) 8212 9858 or email community.ed@cfs.sa.gov.au to obtain a copy.

For further information visit www.cfs.sa.gov.au.

ASTHMA - SPACERS

As the weather warms up and the air becomes dry, pollen counts are up, there is the possibility of an increase of asthma attacks and the use of a spacer.

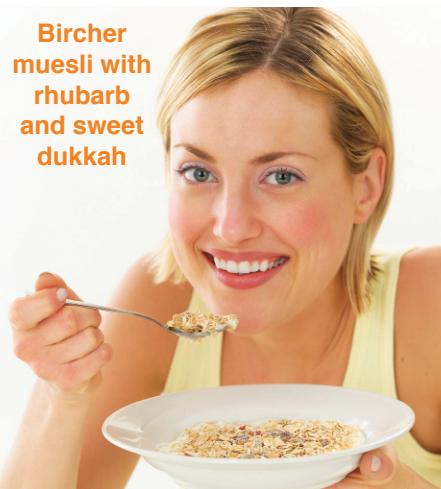
The Asthma Australia website: asthmaaustralia.org.au and the National Health Medical and Research Council, are good reference points for any information required around asthma.

A few things to consider when using a spacer:

- single-use medical devices should not be reprocessed. (Spacers are labelled single person use.)
- These items come into contact with mucous membranes and should be single use or sterilised after each use.
- Any instrument that goes inside the nose, mouth or other orifice, or touches broken skin, is either sterilised or disinfected to a high level. (eg Autoclaving)
- If patient-care devices (eg blood pressure cuffs, nebulisers, mobility aids) are shared between patients without being reprocessed between uses, they may transmit infectious agents.

Health and Wellbeing

A healthy breakfast is a great way to start the day, it gives your body the nutrients it needs to get your metabolism working for the day. Try the following easy breakfast idea!



Bircher muesli with rhubarb and sweet dukkah

You will need:

- 1 1/2 cups (135g) rolled oats
- 1 1/2 cups (375ml) orange juice
- 1 Granny Smith apple, peeled, grated
- 1/2 cup (120g) Greek-style yoghurt
- Honey, to drizzle
- Sweet dukkah (refer to recipe)

Baked Rhubarb:

- 1 bunch rhubarb, stems cut 3cm lengths
- 100g brown sugar
- 1 cinnamon quill

Combine: Place the oats and orange juice in a bowl and stir to combine. Cover and leave to soak in the fridge overnight.

Rrhubarb – preheat oven to 190°C. Combine the ingredients in a baking dish, cover with foil and bake for 10 minutes until rhubarb is softened but maintains its shape.

When ready to serve, add apple and yoghurt to oats and combine well. Serve bircher muesli with extra yoghurt, honey, rhubarb and its juices. Sprinkle dukkah.

Sweet Dukkah:

- 1/3 cup (4 tbs) sesame seeds
- 2 tbs poppy seeds
- 2/3 cup toasted almonds, roughly chopped
- 1/4 cup (40g) pine nuts
- 3 tsp Fragrant Sweet Spices or ground cinnamon (see notes)
- Olive oil, to drizzle
- 1 tbs honey

Sweet Dukkuah Method:

Preheat oven to 200°C. Line tray with baking paper. Combine seeds, almonds, pine nuts and spices, and spread on the tray. Drizzle with a little olive oil and toast for 4 minutes. Add honey and stir. Toast for extra 5-7 minutes until golden. Allow to cool completely, then pulse in a food processor until roughly chopped.

Holiday stress relief

The holidays may be a time of joy, but they aren't always a time of peace. Balancing your family's expectations with work commitments and social obligations can make this the most stressful time of the year. At the office, you may discover that the work is still coming in, but most of your colleagues aren't. You may even be planning to take some time off yourself. Before the season gets too busy, try these strategies for reducing holiday stress in the workplace.

Plan - create a calendar for the holiday period, noting who will be at work on which days. If you know in advance that the office will be short-staffed at certain times, you can make plans. This might include reassigning essential tasks, prioritising duties or hiring temporary help. If most of the office is on vacation, just having an extra person there to answer the telephone could reduce your stress level dramatically.

Prioritise - what absolutely has to be done today, and what can wait until after the holidays? Ask yourself this question when you begin to feel stress at work. If a task can be held for completion in a week or two, set it aside.

Keep it simple - one reason for holiday stress is the desire to make everything "perfect". If you're working during this season, you may have less time for shopping, cooking, social events or travel. Lower your stress level by simplifying your holiday plans.

Organise your workspace - if you're going on vacation, organise your desk before leaving. Label files so that others can find information easily and leave a list of projects that you're working on. If something needs to be done in your absence, leave written instructions. Your voice mail message should include the date of your return and the name and

telephone number of someone in the office who could take an urgent message.

Take care – fatigue, headache, elevated blood pressure, shortness of breath, increased irritability and insomnia. These are all symptoms of stress. You can reduce these symptoms by taking care of yourself during the holiday season. Eat balanced meals, get plenty of sleep, avoid alcohol and exercise regularly. Exercise is particularly important for energy and good health during the holiday season. Get a head start on your New Year's resolution: Talk to your doctor now about creating the right exercise program for you.

Breathe – if work becomes too stressful, stop and take a number of slow, deep breaths. Inhale, count to 3 slowly and gradually exhale. After four or five breaths, you probably will feel much more relaxed.

(Source: <http://safetytoolboxtalks.com/Seasonal/holiday-safety-gift-ideas.html>)

Sector News

HEALTH SECTOR FORUM

The Health Sector Forum meets during the year and at the last meeting in June a guest speaker from SafeWork Inspector David Beer attended the Sector Forum meeting to discuss "Confined Space".

~~The handouts (flow) were issued~~ and can be sourced from SafeWork SA website:

- Safeguards – GS 38 Working in Confined Space
- OHS&W Regulation, Part 2 – General Workplace, Division 4 – Confined Space.

The outcome from this information session is that health sites have limited confined

space e.g lift wells (which must be checked on an annual basis). We discussed ceiling spaces which is not classified as a confined space but a risk assessment still needs to be implemented based on the nature, tasks and activities, frequency and exposure and to include contingency plans if someone does become trapped or injures themselves.

If any site requires further clarification or has any queries David Beer – Senior OHS Inspector can be contacted on:
(w) 8303 0249 (m) 0401 125 735.

PARISH NEWS

Parish worksites are reminded that they must complete a workplace inspection of their premises every 6 months. This is in addition to the completion of the Parish OHS Program (POP). Catholic Church Safety Manual Document 14: Hazard Management contains sample Workplace Inspection Forms that you can use OR you may have your own forms that you can complete. Should you require any assistance with completing a workplace inspection, please make contact with your OHS Consultant.

Working with solvents



Solvents are useful but dangerous chemicals. During the use of solvents people's health is at risk and should be supervised and monitored.

Symptoms arising from the use of solvent poisoning are:

- dizziness,
- headaches,
- unconsciousness and in some cases
- death (depending upon the degree of exposure).

Ill health and accidents from solvents can be prevented.

Proper storage of solvents must be adhered to as many solvents are highly flammable and can be explosive.

If there is a safer alternative substance, solvents should not be used.

Helpful Hints:

- Use water-based products or safer alternative processes wherever possible.
- Read the label before use and follow the instructions for safe use.
- MSDS must be made available and read prior to use.
- If required an approved respirator should be used for the type and concentration of solvent.



Adequate systems of ventilation, this may be by way of opening the area or hiring the necessary equipment to disperse fumes.

- Protective clothing e.g. gloves, overalls.
- Solvents should not be used to clean hands or skin
- Correct and adequate disposal of the solvent is mandatory.

Information for this article was obtained from "Safeguard GS48" further information is available from the Safework SA website http://www.safework.sa.gov.au/show_page.jsp?id=2309

TRAINING / WORKSHOPS November - December 2012

If you have not secured a place for any of the listed training and you wish to attend please contact Catholic Safety Health & Welfare SA
Email: egrantham@cshwsa.org.au
Telephone: 8210 9342

WHS/OHS Coordinators Meeting

All Sectors - WHS/OHS Coordinators
Wed, 28 November, 1:30pm – 4:30pm
Room 6, CEO, 116 George Street, Thebarton

Maintenance & Grounds Network Workshop - All Sectors

Friday, 30 November, 7:30am – 9:00am
Sacred Heart College Senior
Brighton Road, Somerton Park

Training/Workshops Programme – 2013

The 2013 Training Programme will be forwarded to Education sites as an attachment with the Safety Bulletin. All other Sectors will receive a copy in the post.

In 2013 we will be introducing an online database for registering bookings. Further information will be forthcoming on the use and availability in the new year. In the meantime please register interest in the usual manner e.g. either by phone or email.

Prior to making bookings please refer to the latest updated version of the Training Programme (available on CSH&WSA website) as it is edited throughout the year.

REVIEW SCHEDULE OF POLICIES AND PROCEDURES

LICENCE POLICY				SECTOR PROCEDURES							
NO.	TITLE		DATE	EDUCATION		HEALTH		SOCIAL SERVICES		PARISH	
1	OHS&W Policy	V7	6 Feb 12								
2	Incident Reporting	V1	1 Dec 08	V3	14 Sep 10	V5	14 Apr 12	V4	11 Aug 10	V3	11 Oct 10
3	Smoking	V1	7 Dec 09	V4	6 May 10	V3	19 May 10	V3	27 Apr 10	V2	18 May 10
4	Asbestos	V1	7 Dec 09	V5	July 11	V5	July 11	V4	July 11	V3	July 11
5	Consultation	V1	7 Dec 09	V4	7 Dec 10	V4	9 Feb 11	V4	26 Oct 10	V3	8 Feb 11
6	Contractor Management	V1	1 Dec 08	V4	14 Sep 10	V5	29 Sep 10	V4	26 Oct 10	V4	8 Apr 11
7	Audit	V1	7 Dec 09	V5	6 May 10	V5	19 May 10	V5	27 Apr 10	V5	18 May 10
8	Vehicles	V1	2 Feb 09	V3	7 Dec 10	V3	9 Feb 11	V4	26 Oct 10	V3	4 Jun 12
9	Electrical	V1	7 Dec 09	V6	18 Sep 12	V4	17 Aug 11	V4	25 Aug 11	V5	6 Aug 12
10	Emergency & Critical Incident	V1	1 Dec 08	V4	6 May 10	V3	19 May 10	V5	27 Apr 10	V2	11 Oct 10
11	First Aid	V1	7 Dec 09	V5	Jun 11	V5	12 Jul 11	V6	23 Jun 11	V4	July 11
12	Sun Safety Protection	V1	7 Dec 09	V4	7 Dec 10	V4	9 Feb 11	V3	26 Oct 10	V3	6 Feb 12
13	Induction & Training	V1	1 Dec 08	V6	24 Jul 12	V4	9 Feb 11	V4	14 Dec 10	V3	4 Jun 12
14	Hazard Management	V1	7 Dec 09	V5	14 Sep 10	V4	9 Feb 11	V5	1 Dec 11	V3	11 Oct 10
15	Management of Plant	V1	7 Dec 09	V3	14 Sep 10	V4	9 Feb 11	V4	26 Oct 10	V3	6 Jun 11
16	Manual Handling	V1	7 Dec 09	V5	30 Aug 11	V4	17 Aug 11	V4	23 Jun 11	V3	5 Apr 11
17.1	Remote or Isolated Work	V1	7 Dec 09	V5	8 May 12	V2	9 Feb 11	V2	24 Feb 11	V2	6 Aug 12
17.2	Confined Space	V1	7 Dec 09	V2	8 Feb 11	V2	9 Feb 11	V1	24 Feb 11	V1	8 Feb 11
18	Health & Wellbeing			V1	9 Oct 06	Education Only					
18.1	Psychological Health	V1	7 Dec 09	V1	5 Jun 06	V1	3 Apr 06	V1	6 Aug 07		
18.2	Occupational Violence	V1	7 Dec 09	V2	30 Aug 11	V2	17 Aug 11	V2	1 Dec 11	V1	12 Oct 11
18.3	Fitness for Work	V1	7 Dec 09	V2	5 Feb 07	V1	3 Apr 06	V2	8 May 12	V1	6 Feb 12
18.4	Conflict Resolution	V1	7 Dec 09	V1	5 Feb 07	V1	7 Aug 06	V1	2 Apr 07		
18.5	Bullying & Harassment	V1	7 Dec 09	V1	5 Feb 07	V1	7 Aug 06	V1	6 Aug 07		
18.6	Behaviour Management	(Education Only) This policy/procedure has been removed from the manual as it is absorbed into other procedures. Policy/Procedure 18.6 can be removed from the CCSM.									
19	Management of Substances	V1	7 Dec 09	V4	8 Feb 11	V3	9 Feb 11	V3	24 Feb 11	V3	6 Feb 12
20	Purchasing	V1	7 Dec 09	V2	8 Feb 11	V2	9 Feb 11	V2	24 Feb 11	V1	6 Jun 11
21	Voice	V1	7 Dec 09	V3	7 Dec 10	V2	9 Feb 11	V3	14 Dec 10	V2	6 Jun 11
22	Volunteers	V1	7 Dec 09	V4	5 Apr 11	V4	14 Dec 11	V4	24 Feb 11	V3	6 Jun 11
23	Workers Compensation and Rehabilitation	V1	1 Feb 10	V4	27 Sep 11	V3	16 Feb 12	V3	8 May 12	V3	4 Jun 12
24	Document Control	V1	1 Dec 08	V4	30 Aug 11	V2	14 Dec 11	V2	25 Aug 11	V3	4 Jun 12
25	Fall Prevention/ Working at Heights	V1	7 Dec 09	V3	6 May 10	V3	19 May 10	V3	27 Apr 10	V2	18 May 10
26	Environment	V1	7 Dec 09								
26.1	Infection Control	V1	7 Dec 09	V1	8 Feb 11	V2	9 Feb 11	V1	24 Feb 11		
26.2	Waste Management	V1	7 Dec 09	V1	8 Feb 11	V2	14 Dec 11	V1	24 Feb 11		

LEGEND: SIGC POLICY APPROVED
 SECTOR PROCEDURE APPROVED
A AMENDMENT