



Safety Bulletin

Catholic Safety Health & Welfare SA

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Contacts

WHS Enquiries	8210 9342
WHS Fax:	8210 9340
Website:	http://cshwsa.org.au
Workers Compensation enquiries	8236 5455

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www.cshwsa.org.au

A WORD FROM THE CHAIR

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

This year has seen the implementation of the Work Health & Safety legislation, and that has consumed a significant amount of time and energy. I hope you have had an opportunity to attend one of the training and information sessions facilitated by the CSHW SA team across the state and our various sectors. If you are deemed an *Officer* in a role you hold, then I would expect you now know and understand your responsibilities under the new legislation. If not, then I suggest you contact CSHW SA as soon as possible for assistance to fill that gap.

The Self Insured Governing Council (SIGC) met in Wallaroo last month. It was a great opportunity to tour the Building Site at Star of the Sea Home for the Aged and to discuss local issues with staff and the Board members. I thank them all for their generous hospitality.

A topic that has received much discussion at SIGC, has been Pre Employment Health Assessments. There is clear evidence to support the use of Pre-Employment Health Screening, but it must relate to the capacity for the position being sought. Council members agreed that there is value in this assessment, but that it may not be an option for all roles. Therefore Council recommends that worksites explore the use of this tool in relation to the various roles at the worksite.

Should you like further information on this, please contact CSHW SA 08 8210 9342 or your WHS Consultant.

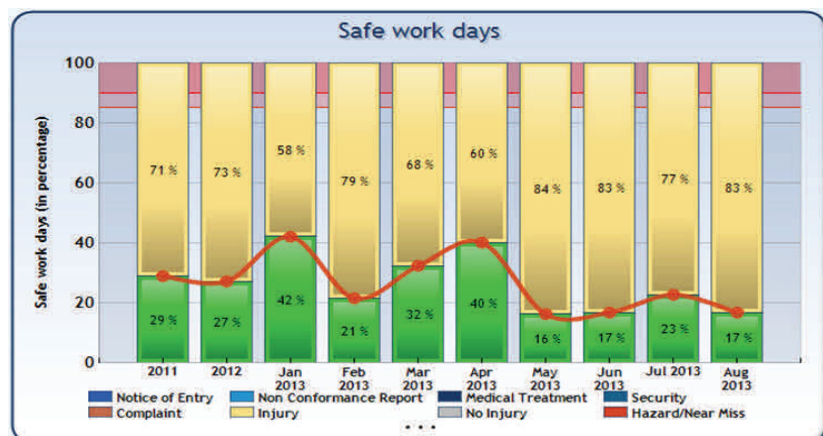
The overall safety performance for the Catholic Church has been consistent over the past few months. Currently we are tracking between 5-7 days per month being free of injury and/or significant incident. Year to date, 2013 is predicted to come in slightly safer than the past 2 years (see graph below).

The WorkCover Evaluation of the Catholic Church's Self Insurance Registration has commenced and we welcome Dave Parsons and Shirley Burchell (Evaluators) as we move through the process of verifying the work that we have done and identify areas that demand improvement. I will provide you with some feedback after the process is completed in late October. The registration is due for renewal in late March 2014.

In closing don't forget I am always interested in hearing about the good things you are doing in your worksites and about any issues related to safety that you wish to raise.

Keep up the good work and stay safe!

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



Depression and Anxiety

Depression and Anxiety disorders are the second leading cause of disability and mortality in Australia. Nearly three million people experience depression and/or anxiety each year, including many during their prime working years.

Mental health problems have a direct impact on workplaces through increased absenteeism, reduced productivity and increased costs. Workplace practices can alternatively protect against depression (i.e. through the support of supervisors and colleagues) or contribute to them (through workplace conflict, stress or burnout).

Statistics show that over six million working days are lost to depression and related symptoms in Australia annually, leading to 12 million days of reduced productivity each year (beyondblue, 2012).



The new 'science of positive psychology' offers a strategy to increase wellbeing, resilience and mental health in the workplace and beyond.

Scientific research and clinical experience show that an individual state of wellbeing can be measured and improved. Wellbeing theory states that a person's wellbeing has five measurable elements that count towards it (PERMA): (1) Positive emotion (of which happiness and life satisfaction are all aspects), (2) Engagement, (3) Relationships, (4) Meaning, and (5) Achievement.

Programs targeting PERMA to improve people's 'states of wellbeing' have shown clear benefits in levels of mental resilience, productivity and positivity, as well as decreases in overall experiences of depression and anxiety.

A small focus group from the Social Services Sector forum, in conjunction with both Flinders University and the University of SA are working toward developing a training program based on the approach of positive psychology and resilience.

Simple suggestions for looking after your personal wellbeing

- Keep yourself safe
- Get some sleep
- Take care of yourself: eat well, exercise, relax and enjoy!
- Practice Compassion
- Do more of what makes you feel most alive
- Give your brain a breather
- Notice something beautiful



Go Home On Time Day 2013

SafeWork SA and The Australia Institute encourage South Australians to participate in *Go Home On Time Day* on 20 November 2013, the day Australia bucks the trend of long working hours and says no to last-minute meetings and unpaid overtime. Go to www.gohomeontimeday.org.au for more information.

Education Sector Survey

Education Sector Forum recently distributed a survey titled 'Responding to Bullying and Harassment in the workplace'. All CESA staff are invited to participate. The survey takes approximately 15 minutes to complete. Survey participants will remain anonymous. The following link gives access to the survey:

<https://www.surveymonkey.com/s/DY5532Q>

The survey will be used to investigate the extent to which bullying and harassment exists in Catholic schools/CEO's. It will also inform CESA's future prevention training strategies and review of policy and practice to ensure compliance with Work Health and Safety legislation.

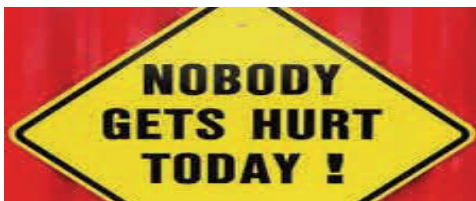
If you haven't completed the survey, we encourage you to do so. Survey closes Friday 27th September 2013.

Reporting Notifiable Incidents to SafeWork SA

Many worksites have construction work occurring or will have construction work commencing in the immediate future. Queries have been raised as to whether or not our worksites have a responsibility to report a notifiable incident.

A person conducting a business or undertaking must ensure that SafeWork SA is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred. Section 38 of the WHS Act states *A person who conducts a business or undertaking must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.* The legislation does not identify if it is the responsibility of the Principal Contractor that the worksite has engaged that should make the report.

Catholic Safety Health and Welfare, on becoming aware of a notifiable incident will report the matter to SafeWork SA on behalf of the relevant PCBU within the Church's Self Insurance.



Pre-Purchase Risk Assessments

CCSM Document No. 20 Purchasing outlines the requirements for purchasing plant, equipment, hazardous substances etc. The purpose is to ensure that there are adequate controls:

- to eliminate or mitigate risks associated with purchasing or supplying goods and services; and
- to reduce the likelihood of introducing new or additional hazards into the workplace associated with purchasing or hiring goods and services.

Pre-purchase risk assessments will ensure that you consider critical things such as:

- What is the purpose of the item being purchased?
- How will it be used?
- Who will use it?
- What are the servicing / maintenance requirements?
- Does it comply with Australian Standards?
- Is it OK for use in the workplace? (e.g. Industrial rated ladders vs domestic)
- Have any other new hazards been introduced?

It is essential to ensure that appropriate persons are consulted when purchasing new items or introducing new plant into the workplace. Pre-purchase risk assessments must be documented.

Introducing Keith Johns

During August CSHW SA welcomed Keith Johns to the team. Keith has commenced a new role within the Unit, that of WHS Coordinator. This role will work with the Unit's WHS Consultants, in particular assisting Parishes in completing the Annual Health and Safety Report (The P.O.P).

Your worksites will continue to have the allocated WHS Consultant and this is your point of contact for assistance. Parishes who require assistance with or have questions in relation to completing the P.O.P should contact Keith directly on 0408 021 716.

Keith has been working in Occupational, Health and Safety for just over 6 years, working for a defence company, supplying vehicles and services to the Australian Military Forces, and for a mining company that has various sites across Australia. He is a diesel mechanic by trade and has worked within this industry for over 19 years before becoming involved in Safety.

Prior to taking on the role of Health & Safety consultant in August of 2013 he was a Safety and Training Coordinator within the mining sector.

Keith holds qualifications in Certificate IV of Occupational Health & Safety, Quality Management and Training & Assessment. He is currently studying his Diploma in Occupational Health & Safety.

Keith is committed to Health and Safety and passes on his knowledge freely and positively so as to help others promote and improve safety cultures within their own workplace.

TRAINING/WORKSHOPS October—December 2013

If you have not secured a place for any of the listed training and you wish to attend please access the online registration database from the CSH&WSA Website under "Training" "Calendar 2013"

WHS for Officers

Thursday 24 October
8:30am—11:30am
Rm 8 CEO Thebarton

WHS for Supervisors/Managers

Thursday 24 October
1:00pm—2:30pm
Rm 8 CEO Thebarton

Ageing Workforce in Health

Friday 25 October
10:00am—2:00pm
Centacare Seaton
413 Grange Road

Promoting Continence Care

Wednesday 6 November
9:30am—12:00pm
Rm 8 CEO Thebarton

Regional WHS Co-ords Meeting

Thursday 21 November
9:30am—1:30pm
Centacare Training Room Pt Pirie

WHS Co-ordinators Meeting

Friday 22 November
1:30pm—4:30pm
Rm 7 CEO Thebarton

We welcome any suggestions for the 2014 calendar. Please contact Chris on 8210 9342.

HAZARD ALERTS

There has been another Alert that has been sent since the last bulletin. Please take some time to review it on the Catholic Safety Health & Welfare website found at www.cshwsa.org.au. The information can be found in the Resources header under Hazard Alerts.

The Alert was issued for:

- Damaged Office Chair

While there, take some time to become familiar with the website and make use of the information and resources on offer.

Work Health and Safety Laws

The new Work Health and Safety Act and Regulations commenced in SA in January. Most of you will have heard about the changes ... especially those safety minded individuals that read our bulletin.

9 months on....

We have also been rolling out information sessions for "Officers", including Board members and some diligent organisations have taken the initiative to brief all their workers.

At this point in time there has been no legal precedence set in legal proceedings following the introduction of the new Act.

The team at CSHWSA are busy reviewing procedures to reflect changes and assist organisations comply with legislative requirements.

By now you may be familiar with some of the new terminology such as:

Person Conducting a Business or Undertaking (PCBU)

- This term replaces 'employer' the PCBU has the primary duty of care. Note: under modern corporate law the PCBU generally refers to the organisation.

Officer is a person who has significant influence and control over the business, including human and financial resources.

- Officers have a legal duty and must exercise due diligence to ensure that the PCBU complies with its workplace health and safety obligations.
- Officers are workers too

Worker

- replaces 'employee' and anyone carrying out activities for the organisation, eg paid staff, volunteer, contractor, sub-contractor, student

Additional changes

- Increased penalties and a wide range of compliance and enforcement options
- duties to consult with other duty holders and with workers
- Union Right of Entry

Importantly for all workers:

- Work safely and don't put yourself or anyone else at risk
- Let someone know if you think something isn't safe or an incident or injury happens ... report it!
- Use your work procedures and processes
- Be proactive in safety
- Talk, get involved and be active
- Ring a friend ... your WHS consultant

Importantly for all Officers: as well as the above:

Know your responsibilities and demonstrate Due Diligence in your leadership role

- Have knowledge of WHS matters
- Understand the hazards and risks of your business
- Ensure adequate resources (human and financial) are in place
- Check that your incident reporting, investigation and control process is effective
- Make sure compliance is being met
- Verify your processes and systems are effective