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Special features: Bullying, farm safety

How to: First aid, workers comp

Register now: WorkSafe Conference, Month
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Throughout, the acronyms ‘WHS’ stands for work health and safety and ‘PCBU’ stands for person conducting a business or undertaking.
Our commitment to safety

The Tasmanian Government is committed to workplace safety as an important part of our Healthy Tasmania policy; we want to see workers returning home to their families at the end of every day. We want to see fewer injuries, and we want workers who are injured to be supported in their return to work.

Work health and safety should be a strong part of every workplace’s culture, no matter how big or small. The 2016 WorkSafe Month, Inaugural WorkSafe Tasmania Conference, and WorkSafe Awards are initiatives that can help us achieve that.

This year’s WorkSafe Month will include free statewide regional activities, involving WorkSafe’s Inspectors, Advisors, and officers from its Accreditation and Dangerous Goods and Mines and Major Hazard Facilities units.

The Month will close with an exciting new event, a two-day conference held at the Hotel Grand Chancellor in Launceston. The theme is ‘Leadership, culture and organisational safety’, focussing on ensuring every one of us is safe and well every day. The conference will explore the importance of intelligent, innovative leadership for creating workplaces that promote safe, productive and meaningful work.

The conference culminates in the presentation dinner for the 2016 WorkSafe Awards. These Awards celebrate the outstanding achievements of workplaces and individuals who lead the way in raising the standards of work health and safety, health and wellbeing, and return to work.

It’s not too late to register for WorkSafe Month events, or to buy tickets for the Conference and Award presentation dinner (go to www.worksafe.tas.gov.au). I encourage you to do so — and together, we will continue to work towards not just safer and healthier workplaces, but a better Tasmania for all of us.

Have you registered for WorkSafe month? It’s not too late!

This October, WorkSafe Tasmania is offering even more ways for you to learn new WHS information and emerging issues, experience professional development opportunities, and engage with high profile speakers, professionals, business leaders and experts.

WHS regional forums
No matter what your industry or role, these forums are an opportunity to discuss important safety issues.

These free sessions will include formal presentations and facilitated discussions, so you can explore the latest developments in safety, legislation and future directions.

Regional forums will be held in Hobart, Ulverstone, Smithton, Wynyard and Devonport.

Online presentations
Free online presentations will again run during WorkSafe Month. These give you the flexibility to learn in your own time, at your own pace.

Register now!
It’s not too late to register to participate in any of our WorkSafe Month events. To see the full program and to register, go to WorkSafe Tasmania Month at www.worksafe.tas.gov.au
WorkSafe’s new bullying campaign + resources

September sees the launch of WorkSafe’s new media campaign and practical resources focusing on workplace bullying.

Look out for the ads
Spearheading the campaign are a series of seven attention-grabbing ads for newspapers and online (see one of them on our back cover).
They’re designed to look just like real job ads — ranging from assistant and intern levels to manager and supervisors — and they highlight different aspects of bullying behaviours.

Get the resources
WorkSafe has developed practical resources to help workplaces manage bullying just as they would any other WHS hazard through:
• identifying the problem or potential for it
• implementing control measures to prevent it
• having a planned system of policies and procedures in place to manage it.

The comprehensive guide ‘How to prevent and respond to workplace bullying’ explains what bullying is and is not, how to prevent it, how to respond to it when it arises, including what to do if you are a victim or accused of bullying. It provides information for:
• persons conducting a business or undertaking (PCBUs) and managers who must manage the risks of workplace bullying
• anyone who thinks they are being bullied, so they can determine if workplace bullying is occurring and how the matter may be resolved
• anyone who has had a bullying report made against them.
This guide contains checklists and practical tools, including a sample policy. You’ll find some of these, plus posters, on our website at www.worksafe.tas.gov.au/bullying
To get your copy of guide and the posters, go to www.worksafe.tas.gov.au/bullying or call our Helpline on 1300 366 322.

Get a sneak peak
Over the next few editions of Workplace Issues, we’ll feature excerpts from the ‘How to prevent and respond to workplace bullying’ guide. See the first on the page opposite.

WorkSafe month focus
There’s also a special focus on workplace bullying during WorkSafe Month in October and the Inaugural WorkSafe Tasmanian Conference. For more details, go to www.worksafe.tas.gov.au and look under the Events link.
Bullying is a safety matter

This is an excerpt from WorkSafe's new guide, ‘How to prevent and manage workplace bullying’. To get your copy of the full guide, go to www.worksafe.tas.gov.au/bullying or call our Helpline on 1300 366 322.

Take a risk management approach

Bullying is a psychosocial hazard. Other psychosocial hazards include work-related stress, fatigue, work overload, conflict and aggression.

These hazards — and the risks to someone’s psychosocial health — should be approached in the same way as other work health and safety (WHS) hazards.

So you can and must prevent and manage workplace bullying like other workplace hazards, by:

• identifying its presence or potential
• putting control measures in place to prevent or manage it
• putting planning, resources and systems in place: for example, policies, procedures, consultation and training.

We’ve included a hazard register in our guide, which shows how you can use your existing safety management tools to prevent and manage workplace bullying.

The effect on people

Workplace bullying is a risk to WHS because it may affect the mental and physical health of workers. It can be harmful to the person experiencing it and to those who witness it. The effects will vary and may include:

• distress, anxiety, panic attacks or sleep disturbance
• physical illness such as headaches, fatigue, digestive problems and muscular tension
• negative impact on work performance, concentration and ability to make decisions
• loss of self-esteem and feelings of isolation
• deteriorating relationships with colleagues, family and friends
• depression
• thoughts of suicide.

The effect on business

Workplace bullying can also have a negative impact on your work environment. It can damage the reputation of your business, incur direct and indirect costs for your business, and lead to:

• high staff turnover and associated recruitment and training costs
• increased absenteeism

• lost productivity
• disruption to work when complaints are being investigated
• costs for counselling, mediation and support
• costly workers compensation claims or legal action.

Who’s responsible

Everyone in a workplace should be treated fairly and with respect.

Everyone at the workplace has a WHS duty and can help ensure workplace bullying does not occur:

• PCBUs should be proactive in meeting their duty of care to reduce the risk of unacceptable behaviours occurring in their workplace
• workers should be aware of their duty of care not to bully others in the workplace.

Failing to take steps to manage the risk of bullying can result in a breach of the work health and safety laws.
Workplace bullying: Stats to know

As part of this edition’s special feature on workplace bullying, our infographic highlights some of WorkSafe’s data on workplace bullying and harassment.

In the last three years, there have been 462 claims as a result of workplace bullying and harassment.

Our new guide ‘How to prevent and respond to workplace bullying’ highlights the negative impact bullying can have on your business; for example:

• high staff turnover and associated recruitment and training costs
• costly disruptions to work when complaints are being investigated
• costs for counselling, mediation and support
• costly workers compensation claims or legal action.

Our data confirms this. To date, these 462 claims have cost over $10 million and incurred 19,400 days lost. That’s an average of 42 days lost and over $22,000 for each claim — double the average cost and time lost across all injuries over this 3 year period. In other words, a claim for bullying can cost more than a claim for a physical injury.

A common perception is that young workers and apprentices are victims of bullying. While these are at-risk groups, it might surprise you to learn that workers aged 45–54 were more likely to be affected than any other age group, with 35% of affected workers in this age group.

Women made almost two-thirds of the workplace bullying and harassment claims lodged.

The top three affected occupations are carers and aides, health professionals, and other labourers. The top five affected industries are:

• public administration and safety
• health care and social assistance
• education and training
• retail trade
• manufacturing.

Are you in one of these at risk industries or occupational groups? Then get a copy of WorkSafe’s new guide ‘How to prevent and respond to workplace bullying’ to learn how you can prevent it from occurring in your workplace. Go to www.worksafe.tas.gov.au/bullying

National psychosocial actions

Complimenting WorkSafe Tasmania’s new campaign and resources for workplace bullying is work being done at a national level.

Safe Work Australia has established a mental health reference group to develop national guidance on managing work-related psychosocial hazards and risks

• early intervention, recovery at work and return to work for those experiencing psychological injuries.

The group plans to focus the guidance on what workplaces can and should be doing in these areas — especially in preventing work-related psychosocial hazards.

One of the action areas in the Australian Work Health and Safety Strategy 2012–2022 focusses on ‘leadership and culture’, where leaders in communities and organisations promote a positive culture for health and safety (see our article in the December 2015 edition for an overview of this strategy).

A key aspect of this action area is understanding how workplace culture impacts on WHS attitudes and behaviours.

To do this, Safe Work Australia conducts surveys and collects data; in the past it has surveyed workers in focus industries such as construction, health and community services, and manufacturing.

This ongoing research provides useful information for developing WHS policy at a national and state level. It also identifies areas for improvement that regulators such as WorkSafe Tasmanian and business /industry can focus on.

Watch this space for updates.
In the last 3 years:

There have been 462 claims as a result of workplace bullying and harassment:

- To date, these claims have cost over $10m and incurred 19,400 days lost
- In 70% of cases, anxiety/stress disorders were the resulting injury/disease

Workplace bullying and harassment accounted for 31% of all mental stress claims

An average of 42 days lost and over $22,000 per claim
this is double the average cost and time lost across all injuries over this 3 year period.

Profile of bullying/harassment claimants

- 65% of workplace bullying and harassment claims were made by female workers
- 57% of claimants were aged 45 or older

The top three affected occupations

- Carers and Aides
- Health Professionals
- Other Labourers

Data selection is based on claims occurring in the calendar year 2013-2015 where cause of injury is stated as 'Work related harassment under/and or workplace bullying' or 'Other harassment'. For this infographic, the combined mechanisms are referred to as 'Workplace bullying and harassment'.

Safety is good for business. Go to www.worksafe.tas.gov.au for resources to help you
Have you registered for our inaugural safety conference?

Work health and safety should be a strong part of every workplace’s culture, no matter how big or small. The 2016 Inaugural WorkSafe Tasmania Conference is a new event that can help us achieve that.

Held at the Hotel Grand Chancellor in Launceston on 27 and 28 October, the theme for this exciting new two-day conference is ‘Leadership, culture and organisational safety’.

The focus of the conference program is ensuring every one of us is safe and well every day. It explores the importance of intelligent, innovative leadership for creating workplaces that nurture people to be engaged in safe, productive and meaningful work.

International, Australian and local experts will deliver topics focussing on:
- workplace bullying, complementing the new workplace guidance produced by WorkSafe Tasmania
- absenteeism, presenteeism, personality and job design
- emotional intelligence and safety leadership
- performance management and WHS risk.

The conference closes with the presentation dinner for the 2016 WorkSafe Awards (also at the Hotel Grand Chancellor in Launceston). The Awards celebrate the outstanding achievements of workplaces and individuals who lead the way in raising the standards of WHS, health and wellbeing, and return to work.

Participate in the 2016 Inaugural WorkSafe Tasmania Conference — and take back ideas for discussion and innovation in your workplaces, so you can stay safe and well every day.

To register for the conference, go to www.worksafe.tas.gov.au

We broadcast free online seminars that showcase the latest thinking, research, developments and best practice in work health and safety.

From live panel discussions to videos, webinars, podcasts, infographics and reports and, our seminars feature business leaders, academics and work health and safety experts sharing ideas, experiences, skills and knowledge to improve the lives of Australian workers.

The seminars are free and always available on the Safe Work Australia website, YouTube, Soundcloud and iTunes.

For regular updates and alerts follow our social media pages and subscribe to ‘Virtual Seminar Series’ from our website.

www.safeworkaustralia.gov.au
This year WorkSafe Month is offering even more ways for you to access information about safety, wellbeing and return to work.

The Inaugural WorkSafe Tasmania Conference 2016 focuses on Leadership, Culture and Organisational Safety.

This conference will be held at the Hotel Grand Chancellor, Launceston on the 27 – 28 October.

Don’t miss this excellent two day opportunity to hear from key international, national and local experts on aspects relating to:

• psychosocial hazards in the workplace
• absenteeism, presenteeism, personality and job design
• emotional intelligence and safety leadership

Also look out for face to face regional forums and online presentations - convenient for your whole workplace to take part, no matter where you are.

For full details or to register to attend events visit www.worksafe.tas.gov.au
According to Farmsafe Australia, there were 22 fatal incidents involving quad bikes, with at least 15 occurring on farms. To date this year there have been three deaths on farms and another three occurring elsewhere. There have also been 44 quad injury incidents reported in the media.

‘In the past four years, quads have overtaken tractors as the leading cause of on-farm fatal injury,’ said Farmsafe Australia Chairman Charles Armstrong. ‘We know that over half of these deaths result from the machines rolling over. Too many people are being asphyxiated or crushed to death.’

Are quad bikes the best option?

‘Quads have an illusion of stability and people often think that four wheels are safer than two wheels. This is simply not the case. Because of their instability, quads are often not the best or safest vehicle for the jobs that need to be undertaken on the farm,’ stated Charles.

‘In many cases a small ute, side-by-side vehicle or two-wheel motorbike will be a better alternative and while these carry their own risks, we know they are lower than those of quads.’

‘Farmers and operators need to understand the risks associated with using quad bikes,’ said Safe Farming Tasmania’s Phill John. ‘They should introduce some basic rules around using them safely – such as wearing an approved helmet and not carrying passengers – and therefore reduce their associated risks.’

‘Farmers must also make informed choices about whether quad bikes are the safest and most appropriate vehicles for particular tasks on their farms. For example, on a dairy farm, a two wheeled motorbike might be a better and safer choice for getting the cows in, particularly for younger workers under 16 years of age.’

The risk of rollover

‘Quad bikes can roll over in any direction,’ said Phill. ‘Rollover can occur suddenly and often at low speeds.’

The risk of rollover is increased if the quad bike:

• is traversing slopes
• is travelling at high speed
• is towing an implement
• is carrying a heavy or unstable load (like chemicals for spraying)
• has tyres that are under inflated or unevenly inflated.

Protection in a rollover

According to Farmsafe Australia, one way to reduce the number of deaths from rollovers is fitting a suitably approved operator protector device. These can prevent the operator being crushed if the quad bike rolls over. These devices are lightweight, can be fitted to most bike models, and don’t interfere with normal riding practices.

‘Fitting these devices will save lives and prevent many serious injuries in the event of a rollover,’ said Charles. ‘Whether riders have lots of experience or are novices, [these devices] make quad bikes safer.’

Other safety actions

Owners and operators of quads should keep children under 16 off quads of all sizes (see our ‘Child safety on farms’ article in this magazine), never carry passengers, maintain the vehicle in good condition (especially the tyre pressure and brakes) ensure training and supervision, work within load limits and wear a helmet.

Training should be provided through a registered training organisation (RTO) and specifically, the course ‘Operate Quad Bikes’ (code AHCMOM212).

‘Wearing an approved safety helmet is vital, and makes operating a quad bike safer,’ said Phill.

Resources

WorkSafe Tasmania’s guide ‘Quad bike safety on farms’ covers selecting a vehicle for your needs and operations, safely using your quad bike (including training and supervision), and maintaining it. It includes practical checklists you can use. Go to www.worksafe.tas.gov.au and search for ‘quad bikes’.

You should also refer to and comply with your quad bike manufacturer’s instructions.

Safe Farming Tasmania is a joint initiative of WorkSafe Tasmania and the Department of Primary Industries, Parks, Water and the Environment (DPIPWE). To talk to Phill, call 0407 015 400.
Farming Feature

Child safety on farms

National Farm Safety Week, Farmsafe Australia stated that seven children died on Australian farms in the first six months of 2016.

Nationally, about 20% of on-farm fatalities are children under 15 years of age and there are many times more injuries each year, some with lifelong consequences.

The biggest risk is drowning, especially for children younger than 5 years of age. However, other major issues include quad bikes, machinery and vehicles.

‘Tragically, too many children are injured or, even worse, killed on our farms each year,’ said Farmsafe Australia chairman Charles Armstrong.

‘We really want all farmers to be proactive and take the steps that we know can protect our future farmers.’

‘There are very clear things we can do to protect our children. It’s not about wrapping them up in cotton wool, but it is about taking sensible steps to reduce the chance of things going wrong.

Play safe

‘A key area for all farms is to have a secure safe play area for children under 5 years. Whether you are parents of young children, a grandparent or simply have kids visiting on your property every now and then’ — around 30 per cent of the child deaths on Australian farms involve farm visitors — ‘a secure play area is a must.’

Quad bikes and kids

Farmsafe stated that quad bikes and children are another major concern. ‘We are pleading with parents to ensure that children under 16 years don’t ride or be carried as passengers on quads of any size,’ said Charles.

‘Last year we had three children killed. Put simply, the risk is not worth it, as kids don’t have the physical size, strength, coordination and emotional maturity to safely operate such a dangerous piece of equipment.

‘Of course we want to develop in our kids a love of the land and all things agricultural, but if you want them to help out, put them on a two wheeler, make sure it’s the right size for them, that they have a helmet and other protective gear, and are trained and supervised.

‘Yes they may still come a cropper, but the chances of serious injury or worse are far less, as two wheelers don’t crush or asphyxiate riders when they roll,’ said Charles.

To the point

‘The two things you can do straight away for young children that may live or visit your farm is to make sure you have a secure safe play area and not to allow children on quads,’ said Charles.

‘This may not make you popular but sometimes as the expression goes, you need to be ‘cruel to be kind’. Nobody likes to see children in these incidents, so let’s fix these issues for everyone.’
Being safe + profitable on our farms

National Farm Safety Week in late July puts the spotlight in safety in our rural industries. It raises awareness of farm safety issues across Australia and highlights some of the practical steps farmers can take to improve worker health and safety on farms.

Industry overview

Agriculture can be a rewarding industry to work in, but it can also be dangerous. According to Safe Work Australia, in 2013–14, 36 workers were killed and 2,565 workers were compensated for serious injuries and diseases in the agriculture industry. While these rates have been declining, improvements can still be made to reduce the number of deaths and injuries on farms.

Working with animals, manual handling and falls from height are the leading causes of injury to farm workers and single vehicle incidents are the leading cause of farm worker deaths.

FarmSafe Australia released figures for the first six months of 2016:
- number of deaths on farms: 30
- deaths involving quads bikes: 3
- deaths involving children: 7

‘Farm safety is something that we often take for granted. Of course no one wants to be injured or see others injured,’ said FarmSafe Australia chairman Charles Armstrong.

‘As an industry we have been improving our safety record, with reductions in the number of farm injury deaths approaching 60% over the past two decades. However, we still need to do more.’

What’s the cost?

‘Highly conservative estimates are that farm deaths and injuries in 2015 alone cost the agricultural sector over $250 million,’ said Charles. ‘Not to mention the whole social impact of these incidents. Inevitably these costs are passed onto our farm businesses.

‘[So] having safety as a major aspect of our business will not only reduce risks to those who work and live on our farms, it will also improve our bottom line as safe farms equal profit.

We want to see every farm across Australia take steps to improve safety each and every day.’

Watch the videos

To help people working on farms, Safe Work Australia has partnered with the National Farmers’ Federation to produce two short farm safety videos on machinery guarding and stockyard handling.

The videos outline four simple steps to manage risks when working with machinery and around the stockyard.

You’ll find these on the Safe Work Australian YouTube channel, which you can access by going to www.safework.australia.gov.au and choosing the YouTube icon in the top right hand corner.
This series has guided you through building a safety management system. So far we’ve tackled four specific steps to do this, with practical, concrete guidance:

- writing a WHS policy (September 2015)
- planning (December 2015)
- resourcing (March 2016)
- responsibility and accountability (June 2016).

You can find these articles at www.worksafe.tas.gov.au — search for ‘magazine’.

There’s still more work to do, but now is a good point to check your progress so far.

**Policy**

Have you defined and documented your policy and commitment to WHS?

Have you created your policy in consultation with your workers and/or their representatives?

Is it consistent with relevant legal requirements?

Does it include a commitment to risk management, providing WHS training and information to workers, consulting with workers? Your WHS objectives and targets, to ensure you’re focussed on continual improvements?

Is it available to everyone, including contractors, suppliers, visitors and inspectors?

Do you regularly review it so it remains relevant and appropriate to your WHS risks?

**Planning**

Do you keep up to date with the requirements of the WHS laws, standards, codes of practice, agreements and guidelines that are relevant to your operation?

Do your procedures, safe work instructions, and work practices reflect these requirements? When there are changes to these laws and so on, do you review your procedures?

Are the relevant people in your workplace advised of and have access to these laws and so on?

Does your organisation and/or workers satisfy the legal requirements for certain activities, work and equipment — for example, through licences, notifications, registrations, approvals or exemptions?

**Objectives and targets**

Are your WHS objectives and targets documented? Appropriate to your activities? Specific and measurable?

Have they been assigned to all relevant functions and levels in your organisation?

Do they consider legal requirements, standards and codes and other guidelines, hazards and risks, your past safety performance, technological developments, and your leadership/senior management involvement?

Have you set WHS performance indicators consistent with your WHS objectives and targets?

Do you monitor your progress towards meeting your WHS objectives and targets? Take corrective actions where needed, to stay on track?

**Plans**

Does the safety management plan you’ve pulled together respond to legal requirements? Aim to reduce or remove workplace injury or illness? Define your priorities? Set timeframes for these? Allocate responsibilities for achieving your objectives and targets? State how you’ll monitor the plan?

Do you keep your plan up to date by reviewing it regularly and when there are changes to your activities, processes, products or services?

**Responsibility and accountability**

Do your senior managers understand your organisation’s legal obligations for WHS? Can they demonstrate how they fulfil these obligations?

Has a senior manager been allocated overall responsibility for your safety management system? Do they report on its performance?

Have the WHS responsibilities and authority of people been defined, documented and communicated?

If you use contractors, have your and their WHS responsibilities and authority been defined, documented and communicated to one another?

Are workers held accountable for WHS performance, according to their defined responsibilities?

**Moving forward**

In upcoming editions we’ll look at training, consultation and reporting.

Have you used this series to start your own safety management system?

Or to check your existing one is up to scratch? Let us know by emailing wstinfo@justice.tas.gov.au with the subject line ‘magazine’. Thank you!
Do we need a first aid kit?

WorkSafe Tasmania's Helpline is frequently asked about requirements for first aid. Below is the section of the Code of Practice 'First Aid in the Workplace' that Helpline inspectors refer to. You can find this code on the WorkSafe Tasmania website. Go to www.worksafe.tas.gov.au and search for 'CP108'.

All workers must be able to access a first aid kit. This will require at least one first aid kit to be provided at their workplace.

Contents

The first aid kit should provide basic equipment for administering first aid for injuries including:
- cuts, scratches, punctures, grazes and splinters
- muscular sprains and strains
- minor burns
- amputations and/or major bleeding wounds
- broken bones
- eye injuries
- shock.

The contents of first aid kits should be based on a risk assessment. For example, there may be higher risk of eye injuries and a need for additional eye pads in a workplace where:
- chemical liquids or powders are handled in open containers
- spraying, hosing or abrasive blasting operations are carried out
- there is any possibility of flying particles causing eye injuries
- there is a risk of splashing or spraying of infectious materials
- welding, cutting or machining operations are carried out.

Additional equipment may be needed for serious burns and remote workplaces.

You’ll find the recommended content of a typical first aid kit and information on additional equipment in the article opposite.

Design of kits

First aid kits can be any size, shape or type to suit your workplace, but each kit should:
- be large enough to contain all the necessary items
- be immediately identifiable with a white cross on green background that is prominently displayed on the outside
- contain a list of the contents for that kit
- be made of material that will protect the contents from dust, moisture and contamination.

Location

In the event of a serious injury or illness, quick access to the kit is vital. First aid kits should be kept in a prominent, accessible location and able to be retrieved promptly. Access should also be ensured in security-controlled workplaces.

First aid kits should be located close to areas where there is a higher risk of injury or illness. For example, a school with a science laboratory or carpentry workshop should have first aid kits located in these areas. If the workplace occupies several floors in a multi-storey building, at least one kit should be located on every second floor. Emergency floor plans displayed in the workplace should include the location of first aid kits.

A portable first aid kit should be provided in the vehicles of mobile workers if that is their workplace (for example, couriers, taxi drivers, sales representatives, bus drivers and inspectors). These kits should be safely located so as not to become a projectile in the event of an accident.

Restocking and maintaining kits

A person in the workplace should be nominated to maintain the first aid kit (usually a first aider) and should:
- monitor access to the first aid kit and ensure any items used are replaced as soon as practicable after use
- undertake regular checks (after each use or, if the kit is not used, at least once every 12 months) to ensure the kit contains a complete set of the required items (an inventory list in the kit should be signed and dated after each check)
- ensure that items are in good working order, have not deteriorated and are within their expiry dates and that sterile products are sealed and have not been tampered with.
What should go in our first aid kit?

For most workplaces, a first aid kit should include the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions for providing first aid, including Cardio-Pulmonary Resuscitation (CPR) flow chart</td>
<td>1</td>
</tr>
<tr>
<td>Note book and pen</td>
<td>1</td>
</tr>
<tr>
<td>Resuscitation face mask or face shield</td>
<td>1</td>
</tr>
<tr>
<td>Disposable nitrile examination gloves</td>
<td>5 pairs</td>
</tr>
<tr>
<td>Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)</td>
<td>5 packs</td>
</tr>
<tr>
<td>Saline (15 ml)</td>
<td>8</td>
</tr>
<tr>
<td>Wound cleaning wipe (single 1% Cetrimide BP)</td>
<td>10</td>
</tr>
<tr>
<td>Adhesive dressing strips – plastic or fabric (packet of 50)</td>
<td>1</td>
</tr>
<tr>
<td>Splinter probes (single use, disposable)</td>
<td>10</td>
</tr>
<tr>
<td>Tweezers/forceps</td>
<td>1</td>
</tr>
<tr>
<td>Antiseptic liquid/spray (50 ml)</td>
<td>1</td>
</tr>
<tr>
<td>Non-adherent wound dressing/pad 5 x 5 cm (small)</td>
<td>6</td>
</tr>
<tr>
<td>Non-adherent wound dressing/pad 7.5 x 10 cm (medium)</td>
<td>3</td>
</tr>
<tr>
<td>Non-adherent wound dressing/pad 10 x 10 cm (large)</td>
<td>1</td>
</tr>
<tr>
<td>Conforming cotton bandage, 5 cm width</td>
<td>3</td>
</tr>
<tr>
<td>Conforming cotton bandage, 7.5 cm width</td>
<td>3</td>
</tr>
<tr>
<td>Crepe bandage 10 cm (for serious bleeding and pressure application)</td>
<td>1</td>
</tr>
<tr>
<td>Scissors</td>
<td>1</td>
</tr>
<tr>
<td>Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll</td>
<td>1</td>
</tr>
<tr>
<td>Safety pins (packet of 6)</td>
<td>1</td>
</tr>
<tr>
<td>BPC wound dressings No. 14, medium</td>
<td>1</td>
</tr>
<tr>
<td>BPC wound dressings No. 15, large</td>
<td>1</td>
</tr>
<tr>
<td>Dressing – Combine Pad 9 x 20 cm</td>
<td>1</td>
</tr>
<tr>
<td>Plastic bags - clip seal</td>
<td>1</td>
</tr>
<tr>
<td>Triangular bandage (calico or cotton minimum width 90 cm)</td>
<td>2</td>
</tr>
<tr>
<td>Emergency rescue blanket (for shock or hypothermia)</td>
<td>1</td>
</tr>
<tr>
<td>Eye pad (single use)</td>
<td>4</td>
</tr>
<tr>
<td>Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)</td>
<td>5</td>
</tr>
<tr>
<td>Instant ice pack (e.g. for treatment of soft tissue injuries and some stings)</td>
<td>1</td>
</tr>
</tbody>
</table>

Medication (including analgesics such as paracetamol and aspirin) should not be included in first aid kits because of their potential to cause adverse health effects in some people, including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and over the counter medications should carry their own medication for their personal use as necessary.

Some types of workplaces may require additional items to treat specific types of injuries or illnesses.

Outdoor work

If work is performed outside and there is a risk of insect or plant stings or snake bites, assess whether the following items should also be included in the first aid kit:
- a heavy duty crepe bandage
- sting relief cream, gel or spray.

Remote work

Where people work in remote locations, a first aid kit should include:
- a heavy duty crepe bandage 10 cm
- large clean sheeting for covering burns
- thermal blanket for treating shock
- whistle for attracting attention
- torch/flashlight.

The appropriate contents will vary according to the nature of the work and its associated risks.

Burn injuries

If your workers are at risk of receiving burns, you should include the following items:
- burn treatment instructions on two water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the emergency shower or water supply
- hydro gel (8 × 3.5 gram sachets)
- hydro gel dressings
- clean polythene sheets (small, medium and large)
- 7.5cm cotton conforming bandage.

This information is taken from Appendix C of the Code of Practice Code of Practice ‘First Aid in the Workplace’. You can find this code on the WorkSafe Tasmania website. Go to www.worksafe.tas.gov.au and search for ‘CP108’.
During recent intense weather conditions, my partner had to continue working outdoors and on the roads. What precautions should have been taken?

Just like any workplace task, a risk assessment needs to be done before starting work. To do this, you can use the How to Manage Work Health and Safety Risks Code of Practice, which provides practical instruction on:

- identifying the hazards, such as snow, ice, high winds, fallen or windswept debris, flooding
- assessing the risks (the type of harm, severity and likelihood) associated, such as personal injury, hypothermia, damage to equipment
- controlling the risk: removing or reducing the risks through measures such as re-scheduling non-essential travel, providing specialised equipment and personal protective equipment
- reviewing these controls: consulting your workers and their health and safety representatives. If problems are found, go back through the risk management steps, review your information, and make further decisions about risk control.

Monitoring weather alerts issued by the Bureau of Meteorology, Tasmania Police and the State Emergency Service should trigger this process at your workplace.

To find the How to Manage Work Health and Safety Risks Code of Practice, go to www.worksafe.tas.gov.au and search for ‘CP112’.

Who needs to be told of WHS concerns?

Consultation involves sharing information, giving workers a reasonable opportunity to express their views, and taking those views into account before making decisions. It allows you to really get to know your workplace, workers and the hazards they face.

You must consult on safety matters with workers, their health and safety representatives, and anyone else you engage to carry out work for you (this includes your contractors and sub-contractors and their workers, labour hire workers, volunteers and anyone else working for you and who is directly affected by any WHS matter). You should also consult with HSR representatives.

You must consult with your workers when:

- identifying hazards and assessing risks to health or safety arising from the work you carry out (or that’s about to be carried out)
- making decisions about ways to remove or reduce those risks
- making decisions about the adequacy of workers’ facilities
- proposing changes that may affect the health or safety of workers
- making decisions about the procedures for consulting with workers, resolving safety issues in your workplace, monitoring the health of workers, monitoring the conditions at your workplace, and/or providing information and training for your workers.

You must also involve your workers as you develop or review:

- your policies and procedures for WHS and incident reporting
- safe work method statements (for construction work)
- safety checklists.

Ways to encourage talking about safety include:

- holding regular staff/toolbox meetings and make WHS a topic to discuss. If you engage contractors, include them in this process and seek their feedback too
- holding practical training sessions
- encouraging your workers to hold elections for health and safety representatives
- establishing a health and safety committee.

When are the 2016 Tasmanian Show Days?
Under the Tasmanian Statutory Holidays Act 2000 they are:
• Burnie Show: Friday 30 September
• Royal Launceston Show: Thursday 6 October
• Flinders Island Show: Thursday 13 October
• Royal Hobart Show: Thursday 20 October
• Devonport Show: Friday 25 November

On our website’s home page at www.worksafe.tas.gov.au you will find the link ‘Public Holidays’. Use this to check the 2016 listing for Tasmanian regions applicable to each day.

Call the Fair Work Infoline on 13 13 94 to check your award or agreement and to determine your eligibility.

How do I make a workers compensation claim?
Under the Workers Rehabilitation and Compensation Act 1988, your worker’s compensation claim is lodged (activated) by giving your employer a completed:
• Worker’s Claim for Compensation Form and
• Workers Compensation Medical Certificate, obtained from an accredited medical practitioner*.

The Worker’s Claim for Compensation Form is a multi-copy form; you’ll write your details into the part ‘Injured Worker’s Details’ and keep the bottom page (brown coloured) as your copy.

Don’t confuse this form with an incident report form that your employer may require you to complete.

It’s important to know that until you give these two forms to the employer, your claim has not been lodged.

* Please note: Not all medical practitioners in Tasmania are accredited to issue workers compensation medical certificates.

Does my employer have the right to phone my doctor and discuss my medical condition?
Until your claim is lodged, an employer has no right to request medical information from your treating doctor.

However, this situation can change after a claim is lodged, if you sign an authority on the claim form to allow your employer or their insurer to be provided with information specific to your claim.

Can my employer attend my appointment with me?
It’s great that employers are interested and involved in a worker’s treatment and return to work.

However, you can have your usual confidential appointment with your doctor before inviting your employer, employer’s representative or insurance company representative into the doctor’s office.

Your doctor can then provide these people with a summary of your condition and proposed management of your condition, including the return to work program.

Must I go to the doctor recommended by my employer?
Only if you want to. You are free to select the doctor of your choice (known in the process as ‘primary treating medical practitioner’).

You are also allowed to change doctors if you feel you’re not being properly cared for.

However, your employer or their insurer can require you to submit to an independent medical review, but only if they have discussed the matter with your doctor, and have informed you in writing of the reasons for the review.

If necessary, you can refer the matter to the Workers Rehabilitation and Compensation Tribunal within 30 days.
Reviewing the regulator

WorkSafe recently conducted a survey of the stakeholders it has worked with over the past 12 months, to learn how industry and business view their working relationship with us.

The survey was conducted by an external researcher and gathered the feedback of almost 150 PCBUs. It examined their interactions with inspectors or advisors — after a conversation with or visit from an inspector, for example.

Results showed that these visits increased manager’s and PCBU’s understanding of the WHS laws significantly — from almost 60% to over 80%. These and other measures demonstrate that inspectors and advisors play a significant role in improving industry’s knowledge and understanding around WHS.

86% of respondents said they implemented safety improvements as a result of their dealings with WorkSafe. You might think this is because a notice was given out — but this action motivated only 3% of these respondents. More than half said it was simply from general discussions they had with an inspector or advisor.

We’ve interpreted this to mean that there’s a genuine desire by PCBUs and managers to improve WHS — rather than implementing changes because of the potential threat of enforcement actions like fines, notices and other penalties.

What can you do?

To find out more about WorkSafe’s inspectors, call our Helpline on 1300 366 322 and request a copy of our guide ‘What to expect when a WorkSafe Tasmania inspector visits’. You’ll also find information by going to www.worksafe.tas.gov.au and searching for ‘compliance’.

And to make safety improvements of your own, you can request a free visit from one of our Health and Safety Advisors. They help small to medium sized business to better manage safety and implement solutions that are relevant, practical and affordable. Go to www.worksafe.tas.gov.au and search for ‘advisors’.

Helping doctors with return to work

The WorkCover Tasmania Board’s Medical Advisory and Mentoring Service (MAMS) improves the health outcomes of injured workers by increasing the information, support and advice available to doctors who are part of the workers compensation scheme.

Doctors with skills, experience and confidence in the Tasmanian workers compensation system can help more than just their patients. These experienced doctors will mentor other doctors by providing information and support that will help them to work more effectively, resulting in better outcomes for injured workers.

So if you’re a doctor who needs help identifying treatment options, assessing work capacity or identifying alternative duties for your workers compensation patient, call the WorkSafe Tasmania Helpline on 1300 366 322 (during business hours) to be put in touch with one of MAMS’ medical mentors.

New national database: Easier access to chemical info

Safe Work Australia’s new, easy to search database provides better access to chemicals that have been classified in accordance with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

The Hazardous Chemical Information System features classification and labelling information for over 4,500 chemicals (including pictograms) and a searchable database of workplace exposure standards.

It replaces the previous Hazardous Substance Information System, and will make it easier for manufacturers, importers, suppliers and end-users of chemicals to meet the requirements of the GHS.

The GHS comes into effect on 1 January 2017. You can read more about the GHS in our June 2016 edition.

To find the new database, go to www.safeworkaustralia.gov.au and search for ‘HCIS’.

Safety reminder for shot-firers

WorkSafe Tasmania reminds all shot-firers and people commissioning blasting work to call Dial Before You Dig on 1100 or go to the Dial Before You Dig website at www.1100.com.au to find out what underground services are near.

You can also find more information about the Tasmanian Gas Pipeline at www.tasmaniangaspipeline.com.au
Construction conversations with Better Work

Better Work Tasmania continues to roll out regular networking events; two recent events have focussed on WHS issues in the construction industry.

Those attending the June and August event (both in person and online) heard industry and research experts discussing two important issues for the construction industry: contractor management, and positive safety cultures.

Helping PCBUs understand and meet their WHS obligations in these areas was a key focus; the speakers discussed practical ways to do this. Speakers like Samantha Forrest from Tasmanian Health Service–North West and Julian Proud and Glenn Sutton from Hansen Yuncken shared their years of experience in managing construction projects and contractors, and working collaboratively and to improve safety on site.

Helen Lingard from the Royal Melbourne Institute of Technology’s Centre for Construction WHS Safety Research shared findings from research in the construction industry about culture and the design of work.

So have you joined Better Work yet? You too could be gaining valuable and practical insights for improving safety and wellbeing in your workplace. Go to www.betterwork.tas.gov.au to reap the benefits today.

Don’t forget the Better Work Tasmania website, a hub for free resources including the online safety induction tool and information about the networking and mentoring programs.
MALICIOUS MANAGER

Are you a senior manager who leads with an iron fist? Do you have what it takes to achieve results with abusive and aggressive behaviour? A talent for dressing down subordinates in front of their peers would be an advantage. The ability to instil fear is essential.

Nobody deliberately employs a workplace bully, but they do exist.

But keeping the workplace safe from bullying — that’s a real job, for everyone.

Bullying is just another workplace hazard. If you’re an employer, it’s up to you to prevent it or manage it. If you’re a worker who is experiencing repeated and unreasonable behaviour, it’s up to you to report it.

Whether you’re a worker, employer or manager, get WorkSafe Tasmania’s practical information on psychosocial hazards and workplace bullying, including posters and checklists, from www.worksafe.tas.gov.au/bullying or call our Helpline on 1300 366 322.