Key stories inside

WorkSafe Awards winners
Safe Celebrations
Plan for Safety
MC Tom Gleeson onstage at the 2015 WorkSafe Tasmania Awards. See page 4 for full coverage of this prestigious event.

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Cover Story

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Throughout, the acronyms ‘WHS’ stands for work health and safety and ‘PCBU’ stands for person conducting a business or undertaking.
Congratulations

It gives me great pleasure to congratulate the winners and finalists in this year’s WorkSafe Awards.

These prestigious Awards recognise Tasmanian workplaces and individuals who lead the way in work health and safety, wellbeing and return to work. Their commitment to leadership, innovation and continual improvement makes our workplaces and state safer and better places for us all. The Awards prove that safety is good for business.

In these pages, you’ll learn about the achievements of our 2015 winners and finalists, including winners from across the Awards program’s illustrious 20 year history. I hope they inspire you to make safety a strong priority in your workplace.

This year’s WorkSafe Month delivered an exciting new program, with webinars, live streaming and videos presented by work health and safety professionals, business leaders and experts. These may be new in format, but they continue the Month’s tradition of helping workers, managers and employers learn how to manage workplace hazards, work safely, and understand their rights and responsibilities.

With this technological evolution comes even greater opportunity to learn, regardless of your working hours or location. The presentations are still available online, and I encourage you to watch them and share them with your colleagues. They’re just another example of how WorkSafe Tasmania is helping Tasmanian businesses achieve safe and healthy workplaces.

Congratulations to everyone who took the leap to enter the WorkSafe Awards, or who tuned in to a WorkSafe Month online presentation. It’s testament to your commitment that we can go home safely from work every day. I hope you carry that commitment and inspiration through to a safe and healthy new year.

Read the mag?
Now tell us what you think

We want to make sure Workplace Issues gives you the practical information you need to manage health and safety, return to work and wellbeing in your workplace.

What articles have met your needs in this edition? What do you want more of? And what could you do without?
Let us know at wstinfo@justice.tas.gov.au with the subject line ‘magazine’. Thank you!
Commitment to Body
Stressing Prevention – Baptcare Ltd
Karingal Community
Baptcare is very proud of this recognition for our work in manual handling

Beyond Compliance – Tas Water
We’re very proud of Tas Water!

Better Work Tasmania Award for WHS Leadership – Greg Slore Tas Water
I’m absolutely humbled by this recognition

Beyond Compliance
Bennett’s Petroleum Supplies Pty Ltd
I’m very excited for everyone who works for us

Best WHS Initiative – Devonport City Council
Fantastic - it’s recognition of the team at Devonport City Council

Beyond Compliance
Bennett’s Petroleum Supplies Pty Ltd
Fantastic - it’s recognition of the team at Devonport City Council

Better Work Tasmania Award for WHS Leadership - Ronald Young & Co Builders
It’s awesome to win - it’s all down to our awesome team!

Best WHS Initiative – Devonport City Council
Fantastic - it’s recognition of the team at Devonport City Council
This year we’ve made a number of changes to the Awards program, to better reflect how businesses approach innovation and manage WHS and wellbeing. What hasn’t changed is the prestige and glamour of the gala presentation dinner! This year we partied at the new Blundstone Arena Function Centre on 24 October, with MC Tom Gleeson.

Micro Business - Macro Wins - Turner Trading Pty Ltd
We’re stoked!

Better Work Tasmania Award for WHS Leadership - Ronald Young & Co Builders
It’s awesome to win - it’s all down to our awesome team!

Better Work Tasmania Award for WHS Leadership - Greg Store Tas Water
I’m absolutely humbled by this recognition

Best WHS Initiative - Tas Water
Ecstatic! We’re proud to be Tas Water employees
Tas Water took out the coveted Overall Winner award at this year’s WorkSafe Tasmania Awards.

Its standout entry in the Best WHS Initiative category was a device that eliminates the need for workers to be in confined and difficult workspaces. Greg Store, who works in the company’s Health and Safety Service, was recognised for his outstanding commitment to safety with a Better Work Tasmania Award for WHS Leadership. To top it off, Tas Water also took out the Beyond Compliance category, along with Bennett’s Petroleum Supplies Pty Ltd.

For the first time in any Australian WHS awards programs, the Overall Winner received a prize of $5,000 to develop and promote its initiatives to the Tasmanian working community, sharing the benefits of their innovation with more workers and businesses.

For insights into Tas Water’s impressive wins and what it will do with its $5,000 prize, see our full profile in the March 2015 edition of Workplace Issues.
15 WorkSafe Awards

(L to R) Peta Forster, Glen Jameson, Mike Brewster
Beyond Compliance

This award recognises organisations who demonstrate a commitment to continual improvement of WHS systems and culture.

**Joint**

**Bennett’s Petroleum Supplies Pty Ltd**

*Bennett’s Petroleum Supplies Pty Ltd* believes a safe workforce is a well workforce, and its Health and Wellbeing Committee seeks to influence the behaviour of every worker. The company provides its workers, suppliers and contractors with healthy food choices in staff rooms, massages, walks and access to financial advice. For its drivers and logistics workers, the company teamed with Cazaly Sports to develop the ‘Gutless Wonders’ program that has strategic objectives aligned to the transport industry’s needs. While it has reduced the hours of paid sick leave, the company’s approach is that the only true measure of success is the long-term health of its workers.

**Finalists**

Bennett’s Petroleum Supplies Pty Ltd

(L to R) Bennett’s Petroleum Pty Ltd’s Leigh Garth and Tony Bennett
Beyond Compliance

commitment to continual improvement of WHS systems and culture.

Winners

and

Tas Water

Tas Water’s health and wellbeing program was a response to the non-work related deaths of three workers from preventable illnesses and diseases. The program invites workers to have health assessments by a qualified professional. These provide workers with a baseline of their current health (particularly for their cardiovascular risk) for ongoing health assessments and guides them through managing their health and wellbeing.

(L to R) Tas Water’s Peta Forster and Rohen Fross
Best WHS Initiative

This award recognises excellence in developing and implementing an initiative that has contributed to a significant reduction in the risk of death, injury and disease. Entries for this award may include a product solution, design/engineering innovation, internal communication or consultation processes, or other risk control measure.

This category is proudly supported by IPM Safety

Winner

Large / Public Sector

Tas Water

Tas Water’s Haydn Charlton developed a prototype snorkel attachment to remove the risks associated with manning a pump hose while emptying pump wells. This task is done in confined spaces and under difficult conditions. The snorkel attachment is used with a pump hose connected to a vacuum truck, to maintain an air-to-liquid ratio for proper suction. This eliminated the need to manually handle the end of the pump hose, and also reduced the risk of blockages. Haydn was inspired to develop this solution after attending the 2014 WorkSafe Awards.

Finalists

Large / Public Sector

Statewide Independent Wholesalers Limited
Tas Water
Westpac Group

(L to R) Tas Water’s Haydn Charlton and Matt Loone
Best WHS Initiative

has contributed to a significant reduction in the risk of death, injury and disease, internal communication or consultation processes, or other risk control measure.

Winner
SME / Not for profit

Devonport City Council

Devonport City Council owns and maintains over 5,000 signs. Each sign post is secured with a key at its base, which must be removed during regular maintenance. The keys are wedged tightly and were formerly removed using a crowbar, requiring significant force. The keys would release suddenly and have caused property damage and several injuries, with some workers being hit in the face. After the task was deemed high risk, workers brainstormed and created a customised hydraulic jack, modified with components to prevent the keys from flying out. It cost less than $100 to build, was better than any commercial product available and removed the risks associated with the task.

Finalists
SME / Not for profit

Devonport City Council
Dulverton Waste Management
Retirement Benefits Fund

Highly Commended
Statewide Independent Wholesalers Limited
Westpac Group

Special Recognition
Nyrstar Australia Pty Ltd

(L to R) IPM Safety’s Michael Roberts and Devonport City Council’s Phillip Bourke
Better Work Tasmania Award for WHS Leadership

This award recognises workplace leaders and champions who significantly contribute to making WHS a strategic and operational priority, and improving WHS culture.

Winner

Individual

Greg Slore, Tas Water

Tas Water’s Greg Slore is responsible for the safety of field and office workers in the company’s southern region. Greg operates far beyond his role parameters, and is seen by his peers and management as a champion of workers’ health, safety, wellbeing and welfare. The creation of Tas Water in 2013 by amalgamating three corporations created many work health and safety policy challenges, and Greg was instrumental in the process and improving outcomes. Since 2013, the lost time injury frequency rate has reduced significantly by 71 per cent, and the total reportable injury frequency rate has reduced by 54 per cent.

Finalist

Individual

Elizabeth Biggs, Coca-Cola Amatil
Leesa Borojevic, University Of Tasmania
Ralph Cobban, Caterpillar Underground Mining
Greg Slore, Tas Water
Phil Turner, Turner Trading Pty Ltd
Better Work Tasmania Award for WHS Leadership

making WHS a strategic and operational priority, and improving WHS culture.

Winner
Team/Organisation

Ronald Young & Co Builders

Ronald Young & Co Builders is a residential construction company. Directors Paul and Lisa Burnell understand their obligation to provide for not only the safety, but the health and wellbeing of their workers. They have incorporated this philosophy directly into their strategic business plan, mission, core values, brand and operations. This has resulted in the company achieving many state and national business and safety awards.

Finalist
Team/Organisation

Ronald Young & Co Builders

(L to R) Ronald Young & Co Builders’ Lisa Burnell and Treasurer Peter Gutwein MP
Micro Business - Macro Wins

This award recognises the daily commitment by those who rely on their own safety, health and wellbeing to be able to operate their business.

Winner

Turner Trading Pty Ltd

Though this building business employs only three tradespeople, Turner Trading Pty Ltd has a systematic approach to managing WHS. It has documented policies and procedures, and comprehensive training and consultation with workers. Owner Phil Turner is passionate about safety and extends support to all workers, apprentices and contractors who enter Turner Trading worksites, taking the time to explain the need for compliance. Phil’s approach has maintained a low record of reported incidents. Even though Phil runs a micro business, he has the tenacity and drive to ensure his workplace addresses compliance in a similar way to larger businesses.
Commitment to body stressing prevention

This award recognises organisations in high-risk industries that demonstrate commitment to:

- implementing initiatives to improve awareness and understanding of body stressing injuries
- best practice injury management and return to work programs that improve outcomes for those already injured, and to prevent re-injury.

Winner

Baptcare Ltd – Karingal Community

At Baptcare Ltd – Karingal Community, there are challenges with manual handling and body stressing for workers, an ageing workforce, changes to resident wellbeing, and maintaining the residents’ dignity at all times. In understanding these challenges, Karingal implemented the Back Attack program, teaching workers to undertake tasks such as making a bed or transferring a client in and out of a chair without using their back as a hinge. With active promotion and encouragement, the Back Attack program has resulted in a workers compensation premium rate lower than the industry average, reduced staff turnover, and provided better care for residents.
Commitment to WHS Excellence

Celebrating 20 years of Tasmanian Safety Awards

Bell Bay Aluminium

This Special Award recognises Bell Bay Aluminium’s long-term commitment to developing and maintaining a culture that balances innovation with health and safe work practices at the business’ core. This has been reflected through its multiple entries and recognition in the Awards Program since 1996.

Bell Bay Aluminium’s Damian King and Treasurer Peter Gutwein MP
It’s party season — time to farewell 2015! But if you serve alcohol at your workplace social event, you need to consider how to make your celebrations safe ones. This includes making sure your workers are safe once they leave the workplace too.

Some ways to do this include:
• make sure your drug and alcohol policy addresses alcohol at workplace social events
• make sure everyone knows they are expected to act responsibly
• provide plenty of non-alcoholic drinks
• provide plenty of food, and not just salty, greasy options that can make people thirsty. Foods rich in protein and carbohydrates stay in the stomach longer and slow the absorption of alcohol into the bloodstream
• designate ‘party managers’ to implement your drug and alcohol policy if necessary

• anticipate the need for alternative transport (such as taxis or public transport) and encourage people to use this if necessary
• stop serving alcohol before the event officially ends.

A drug and alcohol policy
A drug and alcohol policy supports your broad WHS policy. You can find a template to adapt at the WorkSafe website. Go to www.worksafe.tas.gov.au and under the ‘safety’ tab, choose ‘safety advisors’ then ‘sample forms, policies and registers’.

Your policy should state:
• that you will not allow drugs or alcohol in your workplace (except prescription or over-the-counter medication taken for legitimate medical reasons, or any specified workplace-based social event), and you take their threat to personal and workplace health and safety seriously
• the ways you will reduce or remove drugs and alcohol from your workplace
• the procedures and disciplinary actions you will take if you find someone drinking or using drugs at your workplace, or working under the influence.

More important than writing a policy is enforcing it, fairly and consistently. WorkSafe Tasmania, the unions or the courts will consider if or how your policy, procedures and disciplinary actions have been followed (for example, if they have been applied to some workers but not others).

Make sure everyone knows and understands your drug and alcohol policy. Before your event, circulate it by email or internal mail to everyone, display it on notice boards, and discuss it at staff meetings (it should be part of your regular training and inductions, too).

This is the first in a two part series. In the next edition of Workplace Issues, we’ll discuss workplace drug and alcohol testing.
WorkSafe Month

Over the years, WorkSafe Month has successfully helped workers, managers and employers learn how to manage workplace hazards, comply with the laws, understand their rights and responsibilities, manage positive return to work outcomes, and become healthier, too.

This year we introduced webinars, video presentations and recorded events to compliment the live seminars. The motivation behind this new development was to provide everyone with the opportunity and flexibility to learn in their own time and at their own pace.

These online events were well ‘attended’ and feedback already received has been positive (see below). While close to 1,000 registered people hooked in to a webinar, many told us they shared the experience with their colleagues.

Find us online

Many of these online events will be available from WorkSafe’s YouTube channel from December 7. So if you missed seeing them in October or want to share them with your colleagues, you can go to www.youtube.com/user/WorkSafeTas

Live streaming and recording of interactive panels ran in conjunction with the University of Tasmania. The online recordings have received over 5,000 views, with the number growing each day. To watch these yourself, go to http://livestream.com/UniversityofTasmania

In action

WorkSafe Month also supported the ‘Fit for Life, Fit for Work’ events at venues in Hobart, Launceston, Devonport and Smithton. These explored how your health, wellbeing and fitness can change over your working life — and how this impacts on work performance and safe work practices.

Other activities we supported were the Beach to Bay Strahan Fun Run, the annual HSR Conferences, safe farming talks on King and Flinders Island, and industry events on managing heavy construction materials and school camps.

Feedback

Participants told us:
• ‘(my) first webinar. Very cost effective and efficient way to learn’
• ‘will show the (recorded) version to my team when it is available’
• ‘much easier to participate than having to attend a venue in valuable work time’
• ‘webinar presentations mean I can attend more sessions as I don’t have to travel’
• ‘this was my first webinar experience. It was really easy to participate. Great way of sharing and presenting information’

And presenters told us:
• ‘What a great WorkSafe month again this year. We thoroughly enjoyed rolling out our first webinar to WorkSafe Month participants’ — from the Office of the Anti-Discrimination Commissioner

•
WorkSafe Tasmania would like the following businesses and initiatives that gave their time to raise employer, worker and community awareness and understanding of WHS issues during WorkSafe Tasmania Month 2015:

- ACTIVE Strahan Inc
- AHRI
- Australian Institute of Management (Genos International)
- Australian Physiotherapy Association Tasmanian Branch
- Better Work Tasmania
- beyondblue
- Body-Brain Performance Institute
- BUPA
- Catholic Education Office
- Cazaly Sports-Health
- Cement and Concrete Aggregates Australia and Institute of Quarrying of Australia
- Department of Health and Human Services
- Department of Health Queensland Government
- Devonport City Council
- e3Learning
- Employer of Choice
- Farmers and Graziers Association
- Flinders Island Council
- Forestecwhs
- Health and Wellbeing Training Consultants
- Health Seek
- Heart Foundation
- Incolink
- IPAR Rehabilitation Pty Ltd
- IPM Safety
- KBC, Klaus Baur Consulting and Happy Ground
- King Island Council
- Life Be In It
- Mental Health Council of Tasmania
- Migrant Resource Centre
- MotorSafe Tasmania
- myosh safety management software
- National Stroke Foundation Tasmania
- Office of the Anti-Discrimination Commissioner
- OzHelp Tasmania
- P2group
- Physiotherapy and Industrial Solutions
- Psychology Works
- Relationships Australia
- Ronald Young and Co Builders Pty Ltd
- Safe Farming Tasmania
- Safe Work Australia
- Skills Tasmania
- Small Business Safety Systems: State Service Management Office
- Stay ChatTy
- Sustainable Safety
- TAFE Tasmania
- Tas Ergonomic Collaborative
- Tasmanian Building and Construction Training Board
- Tasmanian Chamber of Commerce and Industry
- Tasmanian Health Service South
- Tasmanian Health Service-North West
- Tasmanian Institute of Agriculture
- Tasmanian Suicide Prevention Community Network
- Thinking Success
- Unions Tasmania
- University of Tasmania
- Wellness Designs
- Worker Assist
- Worker Rehabilitation and Compensation Tribunal

Participants in the Run the Rivulet with Ronald fun run held in WorkSafe Month 2015.
1 January 2016: New WHS requirements for small quarries

On 1 January 2016, all mining operations in Tasmania must have a health and safety management system in place.

This extends the requirements of the Mines Work Health and Safety (Supplementary Requirements) Act 2012 to small quarries.

What is required?
Mine holders and mine operators must develop, implement, maintain and review a WHS management system for their mine or quarry.

This system must be appropriate to the nature, size and complexity of the mine and mining operations, and any hazards that exist. Potential risks must be addressed by implementing appropriate control measures.

What is a safety management system?
Part 4 of the Mines Work Health and Safety (Supplementary Requirements) Act 2012 defines a safety management system as an auditable, documented system that:

• systematically protects (so far as is reasonably practicable) the health and safety of mine workers and other people who may be exposed to risks arising from mining operations

• complies with the requirements stated in the Mines Work Health and Safety (Supplementary Requirements) Regulations 2012.

What should the system cover?
Under these laws, your safety management system must include (but is not limited to) elements such as:

• your management structure — who has been appointed as appropriately qualified and competent people with authority to manage and control activities at your site. List these people so everyone knows who is in charge and what responsibilities they have

• risk assessments — these should be done for all hazards at your site that have the potential to cause injury or harm to anyone. This requires taking a good look around your site to identify any hazards that exist, and consider control measures to reduce the associated risks. You should also keep a register of the risks

• the safety of plant and machinery — all plant and machinery should be properly maintained with protective guarding, safety features and emergency stop facilities. This includes mobile plant such as trucks, excavators, loaders, bulldozers and light vehicles; and fixed plant such as screens, crushers and conveyor systems

• the safety of the working environment — this covers managing the roadways, working faces, benches, dust and airborne contaminants at your site; plus general workplace hazards such as slips, trips and falls, manual handling and electrical safety

• the training and supervision of workers — you must provide any information, training, instruction or supervision needed to protect workers from risks to their health and safety.

Where can you get information and help?
Code of practice and safety guides
Go to the WorkSafe Tasmania website at www.worksafe.tas.gov.au to find safety guides aimed at small business and creating safety management systems. Useful ones include:

• Safety Management Toolkit — this practical document will help you develop and implement a safety management system in your workplace. It has sections on creating WHS policies, doing risk assessments and using hazard checklists, and consulting, training and inducting your workers. Search our website for ‘GB315’

• Codes of practice on How to Manage Work Health and Safety Risks (search for ‘CP112’), Managing the Risks of Plant in the Workplace (search for ‘CP123’) and ‘Managing the Work Environment and Facilities’ (search for ‘CP124’). There are others on noise, manual handling, consulting with your workers, and more. Codes of practice are practical easy to understand guides to managing WHS.

Free and personal advice
Get a free visit from a WorkSafe Tasmania Health and Safety Advisor. They can help small business by:

• providing you with practical tools to help you identify hazards in your workplace

• helping you implement solutions that are relevant, practical and affordable

• checking that the safety plans and policies you have in place are on track

• providing you with ongoing support. Our Advisors are free and confidential and carry no threat of enforcement or fines. Go to www.worksafe.tas.gov.au and search for ‘request a visit’ or call 1300 366 322.

Onsite visits
WorkSafe’s mines inspectors aim to visit all quarries in Tasmania, as part of a routine program. These visits will ensure your safety management systems achieve the required standard; and you have risk assessments and control measures in place appropriate to your operations and equipment.
In progress: 
Australian WHS Strategy 2012–2022


The progress report provides a snapshot of the activities undertaken by Safe Work Australia and state WHS regulators like WorkSafe Tasmania to improve WHS, between October 2013 and October 2014.

Action areas
The Australian Strategy focusses on ‘seven action areas’. These are categories that focus national and local activity on areas that collectively are expected to result in the greatest improvement in WHS.

They include supply chains and networks; leadership and culture; and healthy and safe workplaces by design.

Small business
The progress report also highlights what Safe Work Australia and its members are doing to support small business:

• providing practical guidance and information, advisory services, toolkits and online resources such as videos
• improving safety performance without imposing further regulatory burden.

Priority industries
The progress report summarises what’s being done in the seven sectors identified as ‘priority industries’ because of their high rates of injuries/fatalities or because they are inherently hazardous. These include agriculture, construction, health care and social assistance, and manufacturing.

WorkSafe Tasmania is strategically targeting many of these industries. For example, inspectors are working with those in the health care and social assistance sector to address manual handling injuries. The Safe Farming Tasmania program, a joint initiative between WorkSafe and DPIWPE, aims to reduce farm-work related death, injury and disease and improve the health and safety of workers in the farming industry.

Priority disorders
The progress report highlights what Safe Work Australia and its members are doing to address the six disorders identified in the Australian Strategy as ‘national priorities’.

Noise-induced hearing loss, mental disorders, musculoskeletal disorders and others have been targeted because of the severity of consequences, the number of people estimated to be affected, and the existence of known prevention options.

Measuring progress against the targets
Finally, the progress report highlights what Safe Work Australia and its members are doing to measure the progress towards achieving the vision:

• a reduction of at least 20% in the number of worker fatalities due to injury
• a reduction of at least 30% in the incidence rate of claims resulting in one or more weeks off work
• a reduction of at least 30% in the incidence rate of claims for musculoskeletal disorders resulting in one or more weeks off work.

The report includes links to informative case studies and online material of WHS regulators and other member organisations.

You can find the full progress report at the Safe Work Australia website. Go to www.safeworkaustralia.gov.au and search for ‘second progress report’.

About the Australian Strategy
The Australian Strategy is a framework to drive national/local activity to realise the vision of healthy, safe and productive working lives. It sets four outcomes to be achieved by 2022:

• reduced incidence of work-related death, injury and illness, achieved by
• reduced exposure to hazards and risks using
• improved hazard controls and supported by
• an improved WHS infrastructure.
In our last edition of Workplace Issues, we helped you develop your WHS policy: this time, we’ll explain what you need to cover in safety planning. Improvements in WHS only happen with planning; how complex your planning is depends on how complex your organisation and operations are.

What’s your legal environment?
That is, what laws apply to your operations? There’s the work health and safety laws of course, but do you need to abide by other industry-specific laws, Australian Standards and codes of practice to ensure the safety of your workers?

List them all, and keep this list up to date. One way to do this is to read Workplace Issues magazine; your industry association can also keep you informed of any changes. It might be appropriate to make sure job descriptions list any specific responsibilities (especially those for employers, managers and officers).

Your WHS policies, procedures and other safety information you provide your workers should also reflect these requirements.

What about licences?
And certificates of competency, registrations, approvals or exemptions, and notifications?

Examples include the requirements for high risk plant, asbestos removal or high risk work, construction industry induction cards hazardous chemical storage, and even driver’s licences.

What do you want to achieve?
Now that you’ve set out the context you work in, start thinking about your WHS objectives and targets. To do so, consider:

• your legal requirements, as set out above
• the WHS risks and hazards in your workplace and in your industry
• your operations and physical work environment
• your past WHS performance (for example, incident reports)
• any risk assessments you’ve done
• changes in technology that affect your operations
• your workforce and your safety culture.

Objectives can be broad, and cover the whole organisation. Targets are the detail, the ‘how’. Targets should be specific, especially as they apply to your departments or business units or workgroups (even individuals!). For example:

• your objective is ‘Provide WHS induction training to all new workers’
• your target is ‘Induction training to be provided to 100% of workers within their first week of employment’.

So what, how, how much, when? What human, financial or other resources and actions do you need? Set achievable, measureable but motivating targets to make your workplace safer and healthier.

Involve your workers to develop these objectives and targets. Their experience can provide valuable input, and it will foster greater buy-in for safety in the long run. It’s important that everyone identifies with and contributes to your objectives and targets.

What about KPIs?
Remember, what gets measured, gets done! Performance indicators are simply measures of the actions you’ve taken to prevent and reduce injuries. So, in our example above, what percentage of your new workers were actually given induction training in their first week on the job?

Tracking how you’re going can demonstrate you’re on the right track, or help you see where you need to work harder and smarter.

Build it in
Now you can integrate these objectives and targets across all the departments and functions of your organisation, and make them integral to your every day work. Workers will see safety as part of their routine activities, not just for the obviously dangerous ones.

So make WHS a regular agenda item for your staff meetings. Include your objectives and targets in your business plans, and in individual performance plans. Display them on your noticeboards and include them in any staff newsletters or emails, with regular progress updates on them.

Gather it all together
All this work can be pulled together into a safety management plan. So, document the work you’ve now done. Keep your it simple and straightforward.

State:
• your legal requirements
• who has responsibility for what
• your hazards and risks
• your safety objectives, targets and performance indicators, including the how (resources, actions) and the when
• the policies, procedures or other things you have in place to support achieving your safety objectives
• how you’ll consult with your workers to develop the plan, and to tell them about it once completed.

Your plan might also include, for each year:
• the number of workplace safety inspections you’ll do
• the number of safety committee meetings you’ll hold
• the lost time injury frequency rates (or equivalent) you want to achieve
• how many polices and procedures you’ll review or write.

Keeping it on track
You should also clearly state how you’ll monitor your plan. Again, this is to see if you’re making the improvements you desire, if your targets are realistic, if your resourcing is adequate — or whether you need to take a different approach.

Changes to your plan are inevitable. Changes to your operations, industry, clients, workforce, technology and laws can impact your business and so affect your WHS outlook.

So review your plan regularly (say once a year) or whenever changes happen that affect your organisation.

This series will help you build your safety management system. If you have particular issues you would like addressed, email us at wstinfo@justice.tas.gov.au with the subject line ‘magazine safety article’.

Can I work off a trestle ladder scaffold?
It depends on what work you want to do. Trestle ladder scaffolds are only suited to light duty tasks, such as painting and rendering.
They are only suitable for using at heights greater than two metres when guard rails and toe boards are incorporated to prevent people and materials falling off the working platform. The system (including planks) should be assembled according to the manufacturer’s specifications with the complete set of compatible components.
Work should only be performed between the trestles. The minimum width of the working platform should not be less than 450 mm.
You should probably consider alternatives to trestle ladders, such as small scissor lifts, light duty aluminium mobile scaffolds, boom arms and modular scaffolding.

I heard you’re not allowed to use ladders at work any more — is this true?
Ladders are primarily a means of access — getting to and from somewhere. Many falls take place when people are working from ladders. Your working width and movement is limited on a ladder; the time involved in moving and setting up ladders is often underestimated when planning work; and your working position on ladders is often uncomfortable — the need to stretch sideways, work above shoulder height and stand on narrow rungs for a long time — and may cause body stressing and strain injuries.
For these reasons, you should consider whether an elevating work platform or scaffolding would be safer and more efficient.

If you do use ladders, they must be selected to suit the task you’re doing. Do a risk assessment of the task you want to do. Consider the duration of the task, the physical surroundings of where you’re doing the work, and (if you’re outside) the prevailing weather conditions.
Ladders should have a load rating of at least 120 kg and be manufactured for industrial use.
See our guidance over the next page on using your ladder safely.

Give me proof!
We often get asked to ‘show me where it’s written that I have to …’. This is usually asked about a method of risk reduction; for example, wearing hi-vis clothing around an operating forklift.
Some callers have difficulty understanding that a precaution doesn’t need to be spelled out in legislation to make it a best practice method of protecting your workers and ensuring you meet your duty of care.
What our WHS laws do have ‘written down’ is your duty of care, your obligation to manage and reduce risks. This includes the expectation that you will do risk assessments and put into place (as far as is reasonably practical to) control measures for your workplace’s specific risks.
The laws are not prescriptive about how you do that — what actions you take or solutions you put into practice in your workplace. It would not be practical for them to cover every possible workplace situation.
But some PCBUs interpret this as a ‘free card’ and refuse to implement a control. This may put them at odds with the law and subject to prosecution.
Some implement different measures for the same risk over different worksites, creating inconsistency in their safety management plans.
The easiest way to get your head around it is to imagine yourself standing in front of a magistrate and a prosecutor, explaining why you thought it was a good idea to ignore a particular risk control — especially if this has resulted in the serious injury or death of one of your workers.

Take this example of two businesses that operate warehouses:

• the safety management plan for Warehouse ABC specifies that all pedestrians entering the area where forklifts are operating must wear hi-vis clothing, and only walk in designated walkways. The forklift has a flashing light, a reversing beeper, and a skilled and licensed operator. Where possible, there are physical barriers to separate pedestrians and traffic, and public access is restricted. The PCBU of this site strictly enforces its safety rules; these are regularly repeated to workers and there are signs at the entrance to the warehouse

• the PCBU of Warehouse XYZ, however, takes a more relaxed view of things. It doesn’t believe hi-vis clothing is necessary ‘because there is no rule saying you have to wear it’. There are no designated walkways or signage ‘because there is no rule saying you have to’. On top of this attitude, the reversing beeper on the forklift has been broken for months; the operator is not licensed and has limited experience; and the public can wander unchecked through the warehouse. Safety is not a message communicated to workers.

In a courtroom, facing a prosecution under the Work Health and Safety Act and Regulations, which PCBU will best be able to explain its actions to the magistrate and/or the grieving family? Which one will be able to live with the knowledge that it did everything reasonably practicable to avoid an injury or death in its workplace?

<table>
<thead>
<tr>
<th>Safe use of ladders</th>
<th>Quad bike safety</th>
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| Any ladder used at a workplace must be set up on a solid and stable surface, and set up so as to prevent the ladder from slipping. You can prevent single and extension ladders from slipping by: | Quad bikes are the leading cause of death and serious injury on Australian farms. ‘In the past four years, quad bikes have overtaken tractors as the leading cause of on-farm fatal injury. We know that over half of these deaths result from the machines rolling over. Too many people are being … crushed to death,’ said Chairman of Farmsafe Australia Charles Armstrong. ‘And this is not to mention the serious and life-changing non-fatal injuries that are all too frequent.’

• placing ladders at a slope of 4:1, and setting up stepladders in the fully opened position | Are quad bikes the best option? Quad bikes have an illusion of stability, and people often think that four wheels are safer than two wheels. ‘This is simply not the case,’ said Charles. ‘Because of their instability, quad bikes are often not the best or safest vehicle for the jobs that need to be undertaken on the farm.’

• securing ladders at the top or bottom, or if necessary, at both ends. When a ladder is used, you should make sure it is: | ‘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 [risk] than that of quad bikes. In fact many farmers have moved away from using quad bikes at all because the risk of rollover is too high.’

• in good condition. Inspect it for faults such as broken rungs, stiles and footing before it is used. Remove it from service if it is damaged | Safe Farming Tasmania’s Phill John said for many farmers (particularly dairy

• set up on firm, stable and level ground |

• the correct height for the task, to avoid over-reaching or stretching |

• not too close or too far from the support structure. The distance between the ladder base and the supporting structure should be about one metre for every four metres of working ladder height (4:1 ratio) |

• secured against slipping or sliding, and/or there is another person holding the base of the ladder |

• not placed so that the weight of the ladder and any person using the ladder is supported by the rungs. You should make sure: |

• all the locking devices on the ladder are secure |

• materials or tools are not carried while climbing the ladder. Use a tool belt or side pouch |

• only light duty work is done on the ladder, where three points of contact can be maintained and tools can be operated safely with one hand |

• slip resistant base, rungs or steps are provided |

• slip resistant shoes are worn. You should also make sure ladders are not used, without additional appropriate precautions, when: |

• in access areas or doorways. If necessary, erect a barrier or lock the door shut |

• on scaffolding or an elevating work platform to get extra height |

• next to power lines unless the worker is trained and authorised and the appropriate ladder is being used |

• in very wet or windy conditions |

• next to traffic areas, unless the working area is barricaded. |
Quad bike safety: Time for action

Quad bikes are indispensable equipment and used almost every day. ‘But farmers and operators need to understand the risks associated with using quad bikes. 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,’ he said.

‘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 key to reducing the number of deaths from rollovers is fitting a suitably approved operator protector device, which can prevent the operator being crushed if the quad bike rolls over. These lightweight devices can be fitted to most bike models and don’t interfere with normal riding practices or how the bikes handle.

Farmsafe Australia says these devices will limit people being crushed by quad bikes when they do rollover (this is supported by national research).

‘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, [operator protector devices] make quad bikes safer.’

Other safety actions
‘We also reinforce the message that all owners and operators of quads should keep children under 16 off quads of all sizes, 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,’ said Charles. Training should be provided through a registered training organisation (RTO) and specifically, the course ‘Operate Quad Bikes’ (code AHCMMOM212A).

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

WorkSafe Tasmania is currently producing a guide to quad bike safety on farms. In the meantime, you’ll find useful and practical guidance on the Farmsafe Australia website. Go to www.farmsafe.org.au and search for ‘quad safety’ for information you and your workers can share. 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, Park, Water and the Environment (DPIPWE). To talk to Phill, call 0407 015 400.

Between 2011 and 2015, there have been over 210 quad bike deaths in Australia.

In 2015 alone there were 15 fatal incidents in Australia, with at least 12 occurring on farms.

Rollovers are involved in 60% of fatal incidents; 84% of these occur on farms.

Children account for around 20% of these deaths. Quad bikes of all sizes, including those made for kids, have been involved in child deaths.

Statistics from Farmsafe Australia www.farmsafe.org.au
SAFETY

Be safe near overhead power lines

When machinery, equipment or other objects comes close to or makes contact with overhead power lines, it can result in death, electric shock and significant property damage.

WorkSafe has updated its guide to working safely near overhead power lines, and you don’t need to be in the electricity industry to read it. If you have overhead lines near your work environment — perhaps you’re a farmer or you operate mobile plant near them — get the guide to avoid danger.

You can find the Guide to Working Safely with Mobile Plant Near Overhead and Underground Electrical Lines at www.worksafe.tas.gov.au; search for ‘GB137’. Here’s an overview of some important pointers.

What to do — and not to do

If you’re doing work near overhead power lines, take these minimum precautions:

- do a risk assessment before you start work. Your safety control measures may include consulting with TasNetworks
- do not enter or work inside the overhead electrical line no go zones unless you have written permission from TasNetworks or the private owner of the line (whichever is applicable). The diagram on the right shows the no go zones for electrical lines; the zones for towers are different and are shown in the
- make sure every time your worksite is moved, you thoroughly check the distances between your worksite and the electrical lines
- do not store, stack or keep objects, plant, machinery or equipment under overhead electrical lines
- know the exact height of your equipment — specifically, the exact height when it is fully raised or extended. And take into account factors such as height when loaded on a transporter, the movement of any load being lifted, and the ground conditions, for example
- use a dedicated safety observer to observe clearances and provide direction to the operator
- be vigilant at all times.

The ABC to WORKING SAFELY Near POWERLINES

Assess Safe Distances
Be Cautious and Seek Assistance from a Safety Observer
Contact Electricity Supplier (13 2004) & seek advice

A SAFETY OBSERVER is required when working under Power Lines

Objects, Plant, Machinery or Equipment are NOT to be stored, stacked or kept under Power Lines

Open area
outside 6.4m of power lines

Overhead power lines less than 133KV

Safety observer required between 3m each side or below

Safety observer required between 3 to 6.4m and underneath power lines

Safety observer required between 3 to 6.4m and underneath power lines

Open area outside 6.4m of power lines

A B C

NO GO ZONE

Anywhere above the power line and within 3m each side or below

B

3m

3m

3m

A SAFETY OBSERVER is required when working under Power Lines

Objects, Plant, Machinery or Equipment are NOT to be stored, stacked or kept under Power Lines
There have been 355 claims to date in 2015. That equates to 1 in 26 employed in the industry who have been injured.

There have been 2,285 days lost to date this year from these 355 claims, at a cost of almost $1.2 million. All statistics are for Tasmania. Data is at 23 September 2015.

Safety is good for business. Go to www.worksafe.tas.gov.au for resources to help you.
Safe business is good business

Free work health and safety advice

Free and confidential
Our services are free and confidential and carry no threat of enforcement or fines.

Booking a visit
Booking a visit from a Work Health and Safety Advisor is a simple process. Our Advisors will come to your workplace free of charge and at a time that suits you, and conduct a walk-through safety overview. Or if you’d prefer, our Advisors can meet with you at a coffee shop or other location that is convenient. This free and confidential service is available statewide.

Contact our Work Health and Safety Advisors today on:
P: 1300 366 322
E: worksafeadvisors@justice.tas.gov.au
www.worksafe.tas.gov.au

A healthy workplace begins with healthy advice

“Can you afford not to?”

Booking a visit
Booking a visit from a WorkSafe Health and Wellbeing Advisor is a simple process. Our Advisors will come to you free of charge at a time that suits, and walk you through some cost-effective strategies to suit your workplace. This free and confidential service is available statewide.

Contact our Health and Wellbeing Advisors today.
P: 1300 366 322
E: worksafeadvisors@justice.tas.gov.au
www.worksafe.tas.gov.au