

# workplace

October 2001

ISSUES



## **This Issue:**

*Workplace Safe Week — Calendar of Events*

*Gala night for Awards presentation*

*Meet the WorkCover Tasmania Board*

No job is more important.

**Workplace  
Safe**

An initiative of  
WorkCover Tasmania  
and Workplace Standards Tasmania

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# Upcoming Events

## Working Safe 2001

### Tasmania's Premier OHS Conference and Trade Fair

The Working Safe 2001 OHS Conference and Trade Fair is to be held during Workplace Safe Week.

**When:** Tuesday 16 and Wednesday 17 October 2001

**Where:** Wrest Point Convention Centre, Hobart Tasmania

The conference objective is to bring business up to date with occupational health and safety (OHS) and workers compensation issues, and to provide the information and tools to help managers maintain safe workplaces.

There will be sessions covering workers compensation and OHS, and a review of recent legislative changes.

The conference will be of interest to OHS professionals from all fields, company management, policy makers, service providers, or anyone involved in managing safety.

Keep a look out for the trade show that is to be held in conjunction with the conference. OHS service providers will be showcasing the latest in OHS technology and systems.

For further information please contact:

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## Presenting the facts about Workers Compensation



Barry Heather (back left) takes time out during his session on the changes to workers compensation in Tasmania

What is workers compensation? What does 'settlement of claim by agreement' mean? And what do terms like 'sensitive and critical injury management', 'rehabilitation' and 'return-to-work' all mean?

CRS Australia decided they needed to find out, so they called on the expertise of Senior Inspector Barry Heather from Workplace Standards Tasmania. Barry presented a comprehensive view of the recent changes to workers compensation in Tasmania.

Barry used an informative PowerPoint presentation to clearly demonstrate the new amendments to the *Workers Rehabilitation and Compensation Act 1988*. His presentation answered many questions and raised a few previously unknown issues involving the management of injured workers, and roles and responsibilities under the Act for CRS staff.

This informative presentation can be viewed by going to our website at [www.wsa.tas.gov.au/wr&cc/](http://www.wsa.tas.gov.au/wr&cc/) and clicking on Workers Rehabilitation & Compensation Amendment Bill 2000 Presentation.

### And The Winner Is.....

Congratulations to **Robin Cocker** from ACL Bearing Company. Robin is the winner of 2 tickets to the Workplace Safe Awards presentation dinner. The competition featured in the July edition of *Workplace Issues*.

## Health and Safety at Work in the Waste Management and Recycling Industry

WorkCover NSW and the Victorian WorkCover Authority have developed a guide to waste management in the recycling industry. The guide was developed in conjunction with waste management contractors and recyclers' associations, local government and municipal associations, and a representative group of designers, manufacturers, operators and maintenance personnel directly involved in the industry.

*Health and Safety at Work – The Waste Management and Recycling Industry* provides the waste management industry with a minimum safety standard for the design, manufacture and operation of plant and equipment in Victoria and New South Wales.

The guide applies to machines used to collect, compact or transfer domestic and commercial refuse to tip sites. The guide does not include machines used to pick up toxic or hazardous materials, or surface cleaning machines – such as road sweepers.

If you wish to access a copy of the guide, it can be found at the following web site address: <http://www.workcover.vic.gov.au>

# KAREN

## A Positive Rehabilitation and Return-to-Work Story



Karen Hammersley in the factory at Amcor Fibre Packaging

**Karen injured her right hand at work. Her injury was so severe that it included amputation of fingers. Karen's story is like many: an injury sustained while at the workplace. But Karen's story is also about positive rehabilitation and return-to-work.**

Date: 8 February 1993  
Time: 11:40AM (approx)  
Place: Amcor Fibre Packaging, Remount Road, Mowbray, TAS  
Person Injured: Karen Hammersley  
Occupation: Die Cutter Operator  
Age: 25  
Injuries: Severe Injuries to Right Hand

On 8 February 1993, Karen Hammersley was feeding flat sheets of cardboard into a die cutting machine at the factory premises of Amcor Fibre Packaging at Remount Road Mowbray.

A die cutting machine is used for cutting out cardboard to form cardboard boxes. The machine consists of a series of cutting blades and a pressure roller that automatically feeds in the cardboard

sheets. Initially, the machine is manually loaded with cardboard; the operator then starts the machine and it runs automatically.

On the day of her accident, Karen was standing on an elevated platform feeding the die cutting machine. It would normally have been feeding automatically; however, because of the nature of the cardboard being used, Karen was holding the board down, using hand pressure to assist the 'feed in' operation.

Karen's right hand went under the guide plate, and came into contact with the die cutting plate.

Even in the early days of her long hospital stay, it was obvious to many that Karen was determined to remain positive. She began to teach herself to write with her left hand, painstakingly copying stories from magazines and newspapers.

Karen returned to work after three months. At this point, she really felt that her employer both valued and cared about her. Amcor Fibre Packaging was clearly committed to implementing a rehabilitation program that made Karen feel confident and positive about returning to work.

Karen said, "With this and my own self-belief, I was really assisted in recovering from the

injury as soon as possible and getting my life back to normal.

"The company placed me into the work areas where I could really contribute as a viable part of the workforce. They also consulted with me about other suitable positions as they became available."

Four years after Karen's accident, one such position became available. The company's occupational health and safety (OHS) coordinator resigned. The company offered Karen the job and then supported her transition to the new position with extensive OHS training.

With the appointment of new manager Robert Rooker, Karen was further encouraged in her OHS role. Committed to OHS management systems, Robert brought about many changes that positively impacted on employee safety awareness and responsibilities. Karen travelled to Queensland – at the company's cost – to train in safety management systems, which have now been implemented at the factory.

Amcor Fibre Packaging has introduced a safety motto within its workforce: that everyone should leave the workplace in the same condition in which they arrived. The safety committee continues to work towards making the workplace the safest it can be. They continue to review safety policies and continue to educate employees in all areas of safety. Accident prevention is large on the company agenda.

But the company are also firm in their continuing commitment to assisting Karen, and other workers, should an accident occur.

At the time of her accident, Karen was single. She has since married and now has two children. The company, in consultation with Karen, has designed a mutually beneficial work-plan that makes it easier for her to juggle work and home commitments.

Eight years on, this is a positive story of rehabilitation and return to work.

# Racecourse Crescent **Coles Supermarket**

## A Team Effort in ‘Serving You Better’

Racecourse Crescent’s Coles Supermarket in Launceston underwent eight months of major refurbishment, completed last year. During this time, the store aimed to continue to provide a safe environment for all its stakeholders – including customers, employees, contractors and subcontractors.

The aim was a challenge, as there was no change to normal trading hours during the entire refurbishment period. In order to reach the safety goal, it was necessary to develop systems which coordinated a combined effort of all Coles’ stakeholders.

The store not only achieved its target, but can also boast that there were no injuries throughout the entire operation to any of Coles’ customers, employees, contractors or subcontractors. In fact, Coles’ performance during this period of major refurbishment earned them the State’s nomination for the Coles National Excellence Award 2000, in which they were placed second.

Coles achieved its safety success by implementing a safety program that incorporated the views of all Coles’ stakeholders. This was achieved after consultation with Coles’ management, employees, contractors and subcontractors.

The safety program included initiatives such as:

- ensuring that the contractors and subcontractors involved in the operation received adequate induction before any work started
- ensuring that safety issues were examined from the customers’ viewpoint
- applying the SAFE steps of hazard management – spot the



(L to R) Fiona McCulloch Customer Services Manager, Peter Grossman Store Manager (both of Coles Supermarket Racecourse Crescent) and Jo Hendley Inspector Workplace Standards Tasmania

hazard, assess the risk, fix the problem, evaluate results

- good communication between all stakeholders during the refurbishment
- keeping everyone involved in an accident prevention mode
- discussions and team talks with a focus on safety before and during the refurbishment for all staff, by Coles store manager Peter Grossman
- meetings between the store manager and the Store Development Refurbishment Team to make sure that all safety measures were taken when work commenced
- weekly site meetings to review any safety issues and solutions arising, and to identify any new issues which might arise
- encouraging employees to maintain a safe work environment by using ‘Safe Day Charts.’ Near misses that occurred within work groups

were recorded in these charts so that risks could be managed to prevent an injury occurring.

The results of this combined effort tell the story: a major refurbishment program, carried out with minimal inconvenience to customers, and completed with **no injuries** occurring during the entire operation.

Over 400,000 Coles’ customers passed through the checkouts during the course of the refurbishment period, with relations between contractors, sub-contractors, staff and customers remaining friendly and cooperative.

Coles’ strategic approach to managing occupational health and safety during such a dynamic period of store change enabled them to experience exceptional safety results. In doing so, they have demonstrated the rewards and benefits that businesses can experience when a team approach to safety is adopted.

## Meet the members of the Board

### Mark Addis (Chairman)

Chairperson and Secretary of the Department of Infrastructure, Energy and Resources, Mark Addis holds an Economics degree from Monash University and began his career with the Commonwealth Government, holding various positions during the 1970s.

He has been General Manager of the Australian Productivity Council, and served a brief stint as Director of the Management and Investment Companies Licensing Board.

He has worked with the Australian Manufacturing Council, and from 1988-95 was Chief Executive of the Forest Industries Association of Tasmania and the Tasmanian Timber Promotion Board.

Before taking up his present position, Mark was Chief Executive of the Australian Bankers Association.

He is currently Secretary of the Tasmanian Department of Infrastructure, Energy and Resources and is strongly committed to working collaboratively with end users and stakeholders.

An experienced negotiator with the highest levels of government, industry, trade unions and community interest groups, Mark has had extensive experience in handling major policy issues with a high public profile.



The WorkCover Tasmania Board  
(Back L to R) Ian Davey, Robert Walters, Damon Thomas, Peter Tullgren, Mark Addis  
(Front L to R) Leigh Mackey, Neale Buchanan, Lynne Fitzgerald

### The WorkCover Tasmania Board has replaced the Workplace Safety Board of Tasmania.

The new Board was appointed as part of changes to the *Workers Rehabilitation and Compensation Act 1988*.

The Board's role is to monitor the workers compensation arrangements in Tasmania, and to minimise workplace injury and ensure safe and healthy workplaces.

The Board has been given a number of functions including:

- making recommendations on the policy and objectives of the workers rehabilitation and compensation, and workplace health and safety legislation
- making recommendations on amending or replacing the legislation
- monitoring performance
- promoting injury prevention and effective injury management
- reviewing premium rates
- issuing guidelines for the assessment of permanent impairment.

The new Board has increased representation from employers and employees to give them greater responsibility for the administration of the workers compensation system. Other members of the Board will provide legal, medical and insurance expertise, but will not have voting powers. The non-voting chair is the head of the Department of Infrastructure Energy and Resources (DIER).

The members of the new WorkCover Board are:

- Mark Addis, the Secretary of DIER (Chair)
- Lynne Fitzgerald, the Secretary of Unions Tasmania
- Peter Tullgren, also representing Unions Tasmania
- Damon Thomas, the Chief Executive of the Tasmanian Chamber of Commerce and Industry (TCCI)
- Neale Buchanan, also representing the TCCI
- Ian Davey, insurance adviser
- Robert Walters, general practitioner
- Leigh Mackey, lawyer.

# Tasmania Board

## Lynne Fitzgerald

Secretary of Unions Tasmania, Lynne Fitzgerald has also been senior adviser for the Community and Public Sector Union, Senior Private Secretary to the Minister for Employment, Industrial Relations and Training, and Occupational Health and Safety Training Officer for the Tasmanian Trades and Labor Council.

She has a Bachelor of Education degree and is working towards completing a Post Graduate Diploma in Occupational Hazard Management.

Lynne is a member of the ACTU Executive and Council, a director on the Tasmanian Development Board, and a trustee director and board member of Tasplan. She is also a member of Amnesty International, APHEDA – a union aid organisation – and the Women's Electoral Lobby.

Lynne was a previous member on the Workplace Safety Board of Tasmania.

## Peter Tullgren

Unions Tasmania is also represented by Peter Tullgren, Industrial Officer for the Australian Liquor, Hospitality & Miscellaneous Workers' Union.

## Neale Buchanan

HR Manager at Cadbury Schweppes Pty Ltd, Neale Buchanan was the longest serving member on the Workplace Safety Board of Tasmania and brings a wealth of experience to his new position on the WorkCover Board.

He has qualifications in both business and human resource management and is a member of the Australian Human Resources Institute and the Industrial Relations Society.

Very active in the area of health and safety, Neale has been Chairperson of the TCCI Health and Safety Committee and an employer representative on the Workplace Safety Board. He was also an employer representative on the Workers Compensation Board and on the Tasmanian Rehabilitation Advisory Committee

## Damon Thomas

Chief Executive Officer of the Tasmanian Chamber of Commerce and Industry, Damon Thomas has also held the positions of Ombudsman, Electricity Ombudsman, Freedom of Information Commissioner and Health Complaints Commissioner for the State of Tasmania.

His qualifications include a Bachelor of Arts, Bachelor of Laws, Master of Laws, and Diploma of Company Administration. He also has skills in negotiation, and advanced communication and conciliation.

A barrister and solicitor to the Supreme Court of Tasmania, solicitor to the High Court of Australia and a Fellow with the Australian Institute of Management, he also holds the honorary positions of Board member for the National Heart Foundation, Vice President, Australian Institute of Management and Board member, Cancer Council of Tasmania.

## Ian Davey

Retired insurance manager and previous member on the Workplace Safety Board of Tasmania, Ian Davey has a wealth of experience in the workers compensation insurance business. Ian was General Manager of TGIO for a number of years.

He was involved in a review of workers compensation data, insurer performance standards and licence conditions as a member of the Workplace Safety Board of Tasmania.

In 1995, he was the insurer's nominee on the Tasmanian Workers Compensation Board, a member of Australian Insurance Industry Services Council in 1995 and 1996, and past President of the Tasmanian Insurance Institute.

## Dr Robert Walters

General practitioner and previous member of the Workplace Safety Board of Tasmania, Rob Walters is very active in the area of GP education. He has worked at preparing the medical profession to meet the performance and management requirements of employees who meet with workplace injury or illness.

He has worked in close collaboration with senior personnel from Workplace Standards Tasmania to implement medical practitioner accreditation, as provided for in the *Workers Rehabilitation and Compensation Act 1988*.

He has also recently been involved in negotiating with the Tasmanian medical profession for the implementation of more appropriate systems of certification, designed to develop both consistency and clear definitions in identifying and managing workplace injuries and illnesses.

## Leigh Mackey

An experienced legal practitioner, Leigh Mackey is a partner with Jennings, Elliott, Barristers and Solicitors. She is experienced in personal injury litigation, with an emphasis in the Workers Rehabilitation and Compensation Tribunal and the Tasmanian Supreme Court.

She has a Bachelor of Laws and Bachelor of Arts, certificates pursuant to the legal Practitioners Act 1959, and was admitted as a practitioner of the Supreme Court of Tasmania and High Court of Australia in 1992. She is a member of the Tasmanian Law Society, the Australian Plaintiff Lawyers Association and the Tasmanian Bar Association.

Leigh has extensive experience in the *Workers Rehabilitation and Compensation Act 1988* and the *Workplace Health and Safety Act 1995* – often advising on, interpreting, and promoting understanding in this area.

# Power Tool Vs Finger

## Tony's Story



**The story below is not an uncommon one. It is not about a workplace injury; however, similar accidents happen in the workplace. Tony's story is about the pain of an accident. It is also about inconvenience and frustration.**

"I would like to tell you what it is like to put your hand into a moving circular saw blade. I was at home, it was Saturday and I was using a bench saw. I had just finished cutting a piece of timber. I accidentally brushed my fingers against the moving blade, and felt my hand being drawn in. I turned off the saw, wrapped my hand in a clean rag, noticing with relief that all my fingers were still there, and called out to my wife.

"I was admitted to hospital within 20 minutes. A nurse cleaned the wounds, and gave me a tetanus shot and some pain relief. A doctor arrived and commented 'Nasty' and 'That will need a plastic surgeon'. I had an uncomfortable wait in a surgical ward for a further eight hours, before being taken to theatre. I was in surgery for an hour.

"My surgeon called by the next day to give me the news on the

injury. My thumb and middle finger had been significantly lacerated, but the major injury was to the top joint in my index finger, which had been severely cut. I had severed the tendon, some bone was missing and there was a lot of soft tissue damage. The bad news is that I am unlikely to ever regain full movement in my fingertip.

"I remained in hospital for two days. But it didn't end there.

"I returned home and then after several days it hit me just how annoying and inconvenient my accident had been. It was difficult having a shower, getting dressed, and all the other daily things I took for granted, like using a knife and fork and bringing in fire wood. Buttons proved a challenge, as did cleaning my teeth and even holding the steering wheel of my car. At work I couldn't type properly or write, and had to hold up my hand as much as possible. To prevent infection I had been prescribed extremely high doses of antibiotics, which made me feel spaced out, and I had to remain bandaged for about six weeks.

"Then of course there is the monetary cost. I managed to gather over \$3,000 in gross medical expenses.

"The surgeon said that I had got off very lightly. The majority of saw accidents he sees result in the loss of fingers. Interestingly, he said that most injuries occur in people who have many years' experience in using a circular saw.

"I have been using this particular saw for more than 20 years. I had a clear workspace, good lighting. I was wearing earmuffs and goggles and the blade guard was in place. I still had an accident. My injury was very painful and made a bloody mess."

Tony Beard is an employee with the Department of Infrastructure Energy and Resources. He shares his story with us in the hope that others will take that extra precaution to prevent personal injury.

## Record Fine for ESSO Gas Blast

In July this year, the Supreme Court found that the events of 25 September 1988 at Esso's Longford Gas Plant in Victoria were foreseeable and preventable.

In imposing a record \$2 million fine on Esso Australia Pty Ltd, Mr Justice Cummins said, "Prevention is the essence of workplace safety".

The judge said the explosion and fire, which resulted in two workers being killed, was "no mere accident" and the responsibility for the tragedy rested solely with the company.

After a trial lasting more than three months, a jury of seven women and five men took just nine hours to find Esso guilty of 11 charges – mostly of failing to provide a safe workplace. On two of the charges Justice Cummins imposed the maximum fine of \$250,000. With four of the fines, including the two maximums, he added additional penalties under the provisions relating to companies with previous convictions.

Victorian WorkCover Authority Chief Executive, Bill Mountford, said the decision sent a clear message that any company that puts its workers at risk would face the full force of the law.

Mr Mountford said the record fine confirmed the community's view that a safe workplace was a right, and not a privilege.

"In any democratic system the courts reflect the views of the community, and in this case Justice Cummins has made it clear the actions of the company were simply unacceptable," Mr Mountford said.

This fine is the highest ever imposed in a health and safety case in Australia, and brings to a successful conclusion the longest and most difficult case the Victorian WorkCover Authority has ever tackled.

Justice Cummins questioned Esso's attitude to the events of 25 September 1998, calling its failure to accept responsibility "lamentable".

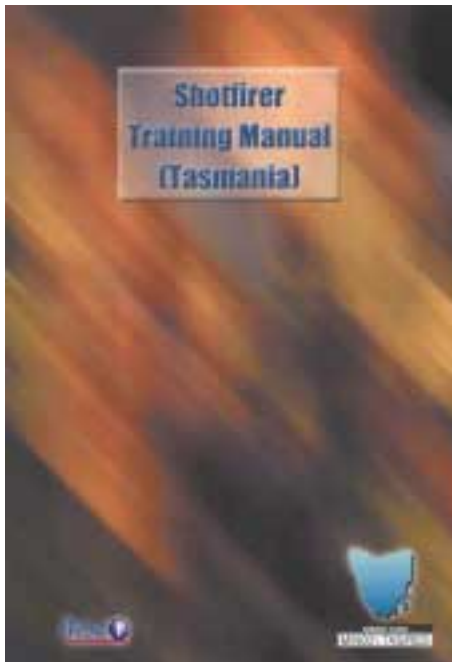
Mr Mountford said Esso's refusal to admit liability, and the manner in which it conducted its defence, had added to the trauma this case had caused to everyone concerned.

"While we can be pleased with today's outcome we must never lose sight of the fact that two men died and eight others were injured in the explosion and fire," Mr Mountford said. "Nothing can make up for that tragedy."

Mr Mountford paid tribute to the Esso workers who had been forced to relive the events of September 1998 through statements and court evidence on numerous occasions.

"We cannot over-estimate the trauma these men and their families have been through, but to their credit they have withstood sometimes unbearable pressure to ensure justice was done."

# Shotfirers: an explosive publication



A new publication is now available for shotfirers, and keepers and transporters of explosives within Tasmania. This new publication was an initiative of Workplace Standards Tasmania Senior Auditor/Assessor Peter Davis, who in cooperation with the publishers 'WestOne' adapted the shotfiring training manual from Western Australia to suit the Tasmanian situation.

The manual is designed to suit the Tasmanian explosive industry and incorporates:

- requirements on the use, storage and transport of explosives, taken from current Australian Standards/Codes
- the duties and obligations required by people handling explosives under the Dangerous Goods legislation
- practical applications following 'best industry practice'.

The *Shotfirer Training Manual* is a recommended text for training

providers. This publication has also been approved by Workplace Standards Tasmania as a reference source within the Tasmanian explosive industry.

The new *Shotfirer Training Manual* is now available directly from the Western Australian publishers, WestOne Services.

Persons wishing to purchase copies should quote the Order Code Number MIN001.TAS/RES and make their orders to:

WestOne Services

1 Prospect Place

West Perth 6005

Phone 08 9229 5252

or by Facsimile on

08 9229 5292

or by looking under 'eStore' for publications at [www.westone.wa.gov.au](http://www.westone.wa.gov.au)

## Clothes Dryer Hazard

**Is there a clothes dryer at your workplace? Is there a person responsible for its general daily maintenance? A clothes dryer that is not used and/or maintained correctly has the potential to be a fire hazard.**

Since mid-1998 Tasmanian Fire Service has attended 34 clothes dryer-related fires.

Due to the high number of clothes dryer fires Australia-wide, electricity regulators have lobbied through Australian Standards for additional safety instructions for operators. In an attempt to minimise the risk of fire, all new tumble dryers will soon carry the new safety instructions for the owner.

However, owners/operators of older clothes dryers need also to be aware of the following fire safety warning.

### **Clothes Dryer - Fire Safety Warning**

- Always follow the manufacturer's instructions closely.

- Clean the lint filter after every use.
- Never turn the dryer off before the cool-down period is over. Hot clothes left bunched up inside the dryer may combust.
- Items that have been spotted or soaked with vegetable or cooking oil, or contaminated by hair care products, are a fire hazard; placing them in a tumble dryer should be avoided if possible. (If these fabrics must be placed in a tumble dryer they should first be washed in hot water with extra detergent. This process will reduce, but not eliminate, the hazard. The cool-down cycle of the tumble dryer should be used to reduce the temperature of the items and they should not be removed from the tumble dryer, or piled or stacked, while hot.)
- Items that have been spotted with, or cleaned, washed or soaked in petrol/gasoline, dry-cleaning solvents or other flammable or explosive substances should not be placed in the tumble dryer.
- Items containing foam rubber, latex foam or similarly textured rubber like

materials should not be dried in a tumble dryer on a heat setting.

- Fabric softeners or similar products should only be used in a tumble dryer to eliminate the effects of static electricity if the manufacturer of the fabric softener or product specifically recommends this practice.
- Undergarments that contain metal reinforcements should not be placed in a tumble dryer. The dryer may be damaged if metal reinforcements come loose during drying. A drying rack is a better option for these items.
- Plastic articles such as shower caps or babies' waterproof napkin covers should not be placed in a tumble dryer.
- Rubber-backed articles, clothes fitted with foam rubber pads, rubber pillows, gumboots and rubber-coated tennis shoes should not be placed in a tumble dryer.

Much of the above information is included in Australian Standard AS/NZS 3350.2 11 1999 (*Safety of household and similar electrical appliances*, Part 2.11: particular requirements – Tumble dryers).

# Harris and Company Limited **presses on**



(L to R) Ross Drummond Harris Group Engineer, Ray Duhig Sales Engineer Erwin Sick, and John Englund OHS Coordinator Harris and Company with the upgraded guillotine

## **Harris and Company is working hard to overcome occupational health and safety (OHS) problems. The issues the company faces are unique to the type of work it carries out.**

Harris and Company has a long history, extending back to 1890 when it began as the Wellington Times Newspaper. The company has progressed and now incorporates the Advocate Newspaper, the Harris Print Centre, part-ownership the Examiner Newspaper, property and other investments.

2001 has seen a focus on OHS systems within all divisions of the group. The company's board of directors is committed to OHS and is fast-tracking resources to achieve best practice.

A recent audit of the company's OHS systems highlighted the shortcomings in existing risk management practices. Business unit managers were then charged with implementing measures to achieve best practice standards on each of the problems targeted.

Two main areas identified which needed to be addressed involved

computer input and manual handling tasks. This was mainly due to the nature of the company's operations – primarily newspapers and publishing.

## **Ergonomics and Computers**

After identifying computer input as a focus area, several measures were used to achieve better ergonomics at computer workstations:

- A staff member from within the IT department was appointed as an 'Ergonomics Champion'. His responsibility was to achieve compliance for all workstations.
- Adjustable monitor stands were installed throughout the group. This was to compensate for differences in monitor and user size; also, staff members of varying size often used the same workstation.
- To facilitate keyboard inputting while on the phone, telephone headsets were supplied for staff.
- An ergonomic exercise system was installed on computers at workstations where staff were involved in continuous work tasks.
- Toolbox meetings ran video training sessions in office ergonomics.

- Manager/supervisor training sessions have become an ongoing activity. These sessions raise personal awareness and are having a marked effect on OHS.
- Staff were introduced to the Alexander Technique as a means of highlighting the contribution posture plays in maintaining a safe workplace environment. (In spite of the introduction of ergonomic equipment, it had been noticed that posture at workstations showed alarming differences.)

## **The Alexander Technique**

A component of the OHS strategy at Harris and Company looked at how the individual impacted on the environment – or how staff 'used' themselves at their workstations.

Alexander Technique teacher Derek Smith developed an introductory program for staff attending the company's computer training course. The program he developed looked at increasing people's awareness of what happens in everyday activities – like moving from sitting to standing, and walking.

The Alexander Technique has enabled staff on the course to become more aware of how they 'use' themselves in any situation, and reinforces the idea that health and safety is the responsibility of everyone, all the time.

## **Other OHS improvements**

Improvements in OHS within the company have been based on identifying unsafe operations and dealing with them.

Major improvements include:

- compensating pallet stackers to eliminate bending involved with mailroom production
- a lifting cage to eliminate manual handling involved in carrying ink upstairs and also for elevated cleaning tasks
- the improved ergonomic set-up in the print centre's pre-press division
- Safe Work Operating Procedures (SWOP) for all sheet-fed and print centre equipment

## with OHS

- competency sign-off on all equipment
- upgrade of Personal Protective Equipment (PPE) policy
- extensive upgrade of guillotine.

### Upgrade of Guillotine

One of the most rewarding outcomes was achieved with the upgrade of a 1957 Schneider Senator Paper Guillotine. Because of the age of the machine, it did not meet the machine guarding requirements specified in the Australian Standard AS4024.

The estimated cost of replacing the guillotine would have been around \$120,000 for a new machine and \$60,000-\$100,000 for a second-hand machine.

Occupational Health and Safety Coordinator John Englund took advice from a number of people: Harris Group Engineer Ross Drummond, Ray Duhig of Erwin Sick – who specialise in electronic switching, BSH electricians, Workplace Standards Tasmania and consultant Andrew White of Australia Working Safely. A decision was made to investigate the possibility of upgrading the machine to AS4024.

The project involved fitting a light-sensitive screen, relocating the emergency stop button, metal guard screens with interlocking switches to the sides of the unit, foot pedal guard, lockout master switch and writing a SWOP which was then used to train employees.

The final cost of the project was around \$5200, a huge saving on the cost of a new machine.

For the Harris Group, one of the most encouraging outcomes of the exercise has been the leadership demonstrated by individuals to remedy the risks highlighted within their areas of responsibility.

The general awareness evident throughout all divisions of the group indicates that the Harris Company is working towards a safe workplace for all.

# TAFE – Bender Drive Campus



(L to R) Team Leader College of Aluminium Training Terry Hall, Team Leader Metal Fabrication Richard Blackwell, Teacher Patrick Haar

### The Institute of TAFE Tasmania's Metal Fabrication centre at Prince of Wales Bay, Hobart is an excellent example of safety in the workplace.

The centre has achieved international acclaim through its training of aluminium fabrication and welding skills for Incat catamarans in service around the world. It has provided specialist skills training to shipbuilders in and from Canada, the U.K., Korea, Spain and various parts of Australia.

And the centre's record in occupational health and safety (OHS) matches its record in skills excellence.

Since it was established more than four years ago, the centre has had 5000 apprentices, pre-employment students and others in a potentially very dangerous environment. There are also day and night classes, open to the general public.

"Students are less confident than experienced tradespeople in the workplace and are also less experienced with safety measures," says centre Team Leader Richard Blackwell. "And it is a high-risk industry, using power tools and other heavy equipment on a range of metals in a large workshop.

"But we have never had a significant accident."

Richard and fellow Team Leader Terry Hall attribute much of this record to the OHS emphasis in the centre's rigorous induction programs for new students. The centre's 13 teachers deliver introductory classes, and the new students are given Workplace Safe's New Worker Kits and a series of safety publications printed by TAFE Tasmania. Included with these is a red OHS page listing equipment students must have.

The compulsory equipment includes combination overalls, safety boots, safety spectacles, earmuffs, leather welding gauntlets, oxy welding goggles, welding helmets and riggers' gloves.

Teacher Patrick Haar pointed out that all the centre's teachers had previously worked in the industry and they had had a "huge input" into the facility's design, based on their industry experience.

Richard Blackwell said various aspects of the centre's safety consciousness included:

- double-glazed windows
- sound-proof grinding and sanding equipment
- hearing testing for all staff
- an enormous dust extraction system in the workshop
- overhead-hanging power leads with isolators and emergency stop buttons
- infra-red heating, ensuring personnel are heated and the warm air is not removed by the extractors
- a monitored electronic security system
- crane lifting equipment training
- a well-equipped first-aid and rest room
- staff trained in first-aid – all teachers are trained to St Johns Ambulance Service level 1 standard, one has a diploma and two have reached OHS Certificate 4 standard.

In summing up the centre's OHS policy, Richard said, "We want our graduates not only to be safe while they are here but then go into the workplace as safety-conscious employees equipped to spread the good word to others."

# Hobart City Council

## Reviews its Safety Policies

In the lead up to Workplace Safe Week, Hobart City Council has undertaken a comprehensive review of its occupational health and safety (OHS) policy. The review resulted in the council's safety management system being extended to include detailed policy in the areas of contractor safety management and blood borne viruses.

### Contractor Safety Management Policy

The aim of the council's contractor safety management policy is to ensure that contractors and their employees, working for Hobart City Council, work in a safe and supervised environment; that they use proper and safe plant, substances and systems of work.

The council's contractor safety management policy clearly defines minimum performance standards. It puts in place systems to verify that any person or corporation working on behalf of the council is able to fulfil the requirements of the contract safely, competently and legally.

The policy takes into consideration the requirements of the *Workplace Health and Safety Act 1995* and the *Workplace Health and Safety Regulations 1998*. The core themes of the policy are duty of care, and hazard and risk management.

### Blood Borne Virus Policy

The council's Blood Borne Virus (BBV) policy is aimed at protecting employees who, in the normal course of their duties, are exposed to materials that have the potential to infect. This includes viruses such as Human Immunodeficiency Virus (HIV) and the various strains of Hepatitis.

Civic Solutions is a Division of the Hobart City Council, where employees' work involves construction, development, management and maintenance of various facilities and systems. On occasion, this work brings employees into direct contact with potentially contaminated products. The work groups most at risk are those who manage areas such as sewage and wastewater plants and systems, public hygiene and recreational facilities.

The BBV policy sets down minimum standards that must be observed to minimise the risk of infection in high-risk work areas. This includes: immunization, operational procedures and personal protective equipment (PPE).

Civic Solutions undertook extensive consultation and research with management, staff and public health officials in the development of its BBV policy. The research and consultation process raised the need for education and training in BBVs.

The first step in the process was a training session organised for managers and supervisors. The training program covered the transmission of BBVs and the appropriate procedures to minimise the risk of infection. Topics included:

- What are BBV/diseases and risks?
- Who could have a BBV/disease?
- Methods of transmission.
- The life of each BBV/disease and what each needs to survive.
- What safe practices are required (e.g. vaccinations, hygiene, PPE, first-aid kit contents).
- Management and worker responsibilities.
- Vaccination and boosters – what is really needed?
- Incident reporting
  - OHS
  - Workers compensation
  - Preventative measures acts
  - Policies and protocols.

As a follow-on step in the process, all employees working in areas of potential risk will be given the opportunity to attend similar training sessions. It is hoped that workers will gain a better understanding of issues associated with BBVs.

Hobart City Council is planning BBV training sessions to coincide with Workplace Safe Week.

### Workplace Safe Week Activities

Along with BBV training, Hobart City Council will be offering training sessions for its employees throughout Workplace Safe Week. These training sessions include:

- fire safety training
- manual handling training
- first aid training.

## Prosecutions

### Failure of Employer to Ensure a Safe System of Work and Interfering with an Accident Scene

*(Workplace Health and Safety Act 1995)*

On 18 October 1999 Kevoral Reuben Marshall, at his workshop at East Devonport, instructed an employee to cut the lids off some 200-litre metal drums using an oxy-acetylene torch. The drums still contained traces of methanol (methyl alcohol).

When the employee applied the oxy-acetylene torch to the drum it exploded. The employee suffered burns to his legs, plus bruising and abrasions to his face and upper body.

Following the accident Mr Marshall interfered with the accident scene by moving plant and equipment without the approval of an inspector.

#### Court Case – 27 June 2001 – Devonport

Kevoral Reuben Marshall was found guilty to breaches of Section 9(1)(a)(ii) and 48 of the *Workplace Health and Safety Act 1995* – failure to ensure a safe system of work and interfering with an accident site.

The Magistrate in addressing the defendant stated that the offence was a serious breach of the Act: one he should have been aware of and acted on appropriately, as it exposed his employee to a totally unacceptable risk.

The Magistrate also said that he believed the defendant was well aware of his potential liability, as he had tried to interfere with the accident scene and the evidence to protect himself from blame.

Kevoral Reuben Marshall was fined a global penalty of \$3,500.

The maximum fines were \$50,000 (failure of employer to ensure a safe system of work) and \$2000 (interfering with an accident scene).

# Tasmanian Industrial Commission

## Industrial Relations Dispute

*(Industrial Relations Act 1984)*

(T No 9469, T No 9471, T No 9472 and T No 9473 of 2001)

Following an extensive investigation, four disputes were referred by the Department to the Industrial Commission; these involved alleged breaches of the Security Industry Award by employer Southern State Holdings Pty Ltd.

The breaches of the Security Industry Award included ordinary wage rates, overtime, weekend, public holiday, shift allowances, and annual leave and uniform cleaning allowance.

The employees referred to in the dispute worked as guards and as patrolmen. They worked different shifts including day shift, afternoon shift, night shift, weekend and public holidays. These shifts attract penalty payments; however, the four employees were paid flat rates of pay for all time worked.

On 19 June 2001, the Commissioner issued orders that Southern State Holdings Pty Ltd pay to the four employees the sums of \$7369.30, \$5,561.40, \$5,886.30 and \$3,245.20 respectively.

The total arrears awarded to the four former employees of the company were \$22,062.20.

*Employers are required to ensure that all employees are paid the appropriate penalty rates when employees work outside ordinary hours or are on a shift roster.*

## Long Service Leave Dispute

*(Long Service Leave Act 1976)*

In a recent case (T9548 of 2001) before the Tasmanian Industrial Commission, an employee claimed an entitlement for long service leave under section 8(2)(a)(i) of the Act. The employee claimed that after completing 18 years of continuous employment he had an entitlement to long service leave. His reason for terminating his employment was to become a full-time carer for his wheelchair-bound girlfriend.

The employee claimed that he commenced employment in 1982 and had been employed continuously for 18 years by Kevin Geoffrey and Patricia Eraine Lahey trading as Lahey's Bodyworks.

The employer agreed with the Department's investigation findings but put submissions before the Commission of his capacity to pay the entitlement.

The Deputy President, after taking into consideration the financial situation of the employer, issued an order that Kevin Geoffrey and Patricia Eraine Lahey trading as Lahey's Bodyworks pay \$6,100.59 to the employee in two equal amounts within 6 months.

# Cascade Brewery Company Receives Ministerial Safety Award



The Minister for Infrastructure Energy and Resources, Paul Lennon (second from left) presents Cascade employees (L to R) Peter Woolley, Jonathon Traynor, Max Burslem, Paul Richardson and Anthony Genge with a Ministerial Safety Award

## Cascade Brewery Company Pty Ltd has been officially recognised with a Ministerial Safety Award for Excellence in Workplace Health and Safety.

Presenting the award to the company on 6 September 2001, the Deputy Premier, Paul Lennon, said that Cascade Brewery Company was now the best performing plant in the Carlton and United Breweries (CUB) Group in terms of workplace safety and accident reduction.

Mr Lennon praised Cascade employees and management for working hard to change attitudes and behaviour through the use of a wide range of initiatives. These had included walk-through inspections, the recording and investigating of all accidents, induction of new employees, team meetings, risk assessments, training programs, a rehabilitation and injury

management program and targeted capital investment.

The benefits flowing from the safety-focussed initiatives now in place at Cascade include:

- greater employee participation
- raised morale
- less material damage or wastage
- improved employee well-being
- increased productivity and efficiency
- improved communication and understanding
- lower insurance premiums.

"It is equally important that Government and industry work together with the same commitment to addressing health and safety issues in the workplace.

"The Government and Workplace Standards Tasmania appreciate the example that companies such as Cascade set for all Tasmanian industries, and the flow-on effect this commitment has on the State's economy," Mr Lennon said.

# Paying the **Correct Wages?**

Over the years Workplace Standards has received thousands of calls to the Helpline from employees or ex-employees enquiring into underpayment of wages. Many employers don't realise that industrial relations is an important part of their business and must be managed accordingly. They fail to maintain their employment records as required by the *Tasmanian Industrial Relations Act 1984*.

## **Records of Employment**

The *Tasmanian Industrial Relations Act 1984* requires employers to keep accurate records of employment. A worker's record of employment should include:

- his/her full name and address
- date of birth of the employee if under the age of 21 years
- the date employment commenced
- the employment category, (i.e. full-time, part-time or casual)
- the award or agreement and the classification applying to the employee
- the rate of pay to which the employee is entitled under the award or agreement
- the number of hours worked by the employee during each day and week
- start and finish times for each day's work
- the times when rest and meal breaks are taken
- the gross and net amounts of wages paid to each employee
- details of deductions made from wages
- details of annual leave credited or granted or any sick leave payments to the employee

- details of any payments made by the employer into a superannuation fund prescribed by an award or agreement
- other particulars that may be necessary to show that the hours of work, rates of pay and general conditions of employment prescribed by the relevant award or registered agreement are being complied with
- any other matter for which an award or agreement requires a record to be kept.

**This is by no means a complete list of what must be kept.**

An employer must make a worker's record of employment available to him/her and also allow the worker to take copies.

State and Federal Government departments such as the Australian Tax Office may require additional information to be recorded. An employer could choose to include the above records as part of other required employment-related records.

If these records are not kept, it becomes very difficult for an employer to build an adequate defence against a claim for underpayment of a worker's wages, or breach of the award or agreement.

Some employees keep their own detailed record of their hours of work, breaks, overtime, weekend work and rates of pay – a 'diary' of employment.

In the absence of any employer-kept records, the worker's diary may be regarded as 'best evidence'.

*An employer in the Industrial Commission, disputing a claim for underpayment of wages and unable to produce proper employment records, has a problem. However, if the worker has kept detailed records, and produces them, the employer may have an even bigger problem.*

This information relates to employers covered by State awards and legislation. The *Workplace Relations Act 1996* contains the record-keeping requirements for employers covered by federal awards.

## **So, are you paying the correct wages?**

Some cases have been taken to the Industrial Commission. A number of employers have had to pay existing employees or ex-employees back-wages of up to \$15,000; many smaller claims have also been paid.

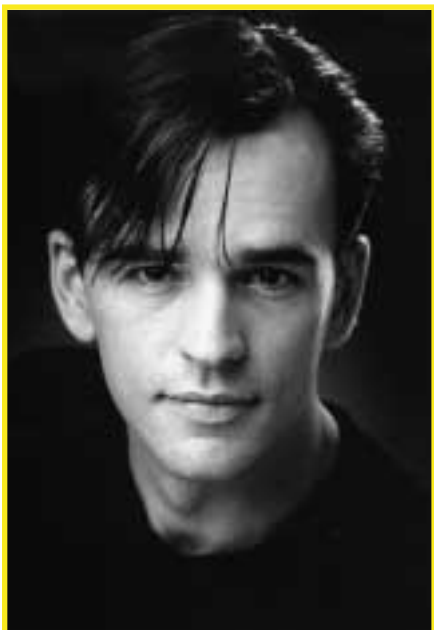
All of these industrial relations cases stem from the employer not paying the correct wage or penalty rate to the employee in accordance with their award or agreement.

It is a requirement of the *Industrial Relations Act 1984* that all employers have an up-to-date copy of their relevant industry award, which is available for all employees to view, at their place of work. Awards may be obtained from the Printing Authority of Tasmania on 1800 030 940.

*So, is this keeping of records just another time-consuming chore for employers? It doesn't need to be. Get your employees to fill in and sign a daily time sheet. Record start and finish times, and rest and meal breaks. Remember to check the time sheets.*

**For more information on State or Federal awards, phone the Workplace Standards Helpline on 1300 366 322 (in Tasmania) or (03) 6233 7657 (outside Tasmania).**

# Gala Night for Workplace Safe Awards Presentation



Host of the 2001 Workplace Safe Awards, Tim Ferguson

The Workplace Safe Awards are an annual highlight of Workplace Safe Week, giving employers and their workers the opportunity to gain recognition for the hard work they put into making their workplaces safer.

This year the presentation dinner on Friday 19 October features well-known entertainer Tim Ferguson taking on the role of MC and local band The Giant Hamsters providing entertainment late into the night.

The Awards will take place in the Tasman Room, Wrest Point Casino, Hobart.

Unlike previous years, the names of this year's finalists will remain secret until the presentation dinner when Tim Ferguson will reveal category winners and the overall winner.

Tickets are selling fast and cost just \$85 per person or \$800 for a table of 10

and include a delicious three-course dinner and drinks. **Don't miss out! Bookings close on Friday 5 October.**

To book your place at the Awards, please telephone the Wrest Point Service Centre on 6221 1700.

This year, as well as an overall winner, awards will be presented in seven categories.

The Awards aim to:

- encourage public and private workplaces throughout Tasmania to develop and implement initiatives that help to achieve a safer work environment
- share learning and help the award-winning initiatives find their way into widespread practical application in workplaces around Tasmania
- publicly highlight significant achievements in workplace health and safety Statewide.

## Manual Handling Focus for

## Workplace Safe Week

This year's Workplace Safe Week (15-19 October) carries the theme of *'Use Your Brain, Avoid the Strain'*, highlighting one of Tasmania's biggest occupational health and safety problems—manual handling.

Manual handling includes a wide range of activities such as lifting and lowering, pushing, pulling, holding, restraining or moving objects, people or animals, and repetitive actions such as typing or using a tool or lever.

The Week commences with the unveiling of the new campaign to inform both employers and workers about the dangers of incorrect manual handling and the injuries that can result. Manual Handling is an issue for every worker and employer as hazards are found every day and in every occupation.

Body strain is the name for injuries resulting from unsafe manual handling. These injuries can be totally debilitating and, as with all workplace injuries, have wide ranging emotional, social, physical and financial implications.

While the emotional and physical costs of these injuries can't be calculated, the dollar cost to Tasmanian businesses was estimated at \$35.4 million last year, accounting for one-third of all reported workplace injuries.

Employers, workers and the public are encouraged to get involved in Workplace Safe Week activities being held throughout the State.

More than 70 events organised by public and private workplaces are planned, including occupational health and safety displays, workplace safety committee meetings, training courses, conferences and information sessions.


All of the events aim to inform and educate Tasmanians about the

prevention and management of potential workplace hazards and to emphasise this year's theme.

Some activities specifically related to manual handling include:

- the Working Safe 2001 Conference in Hobart on 16 and 17 October hosted by the Tasmanian Chamber of Commerce and Industry.
- a reservoir cleaning display hosted by Cradle Coast Water, which will use a crane and a 'man cage' to highlight all aspects of manual handling. This event takes place in Forth on Wednesday 17 October and is open to the public.
- a manual handling display in the main foyer of St Luke's Private Hospital in Launceston addressing work station ergonomic issues.

For more information and a complete calendar of activities and events planned for the Week, please turn the page.


 = Open to the Public

## STATEWIDE

### Coles Supermarkets Tasmania

Statewide

(03) 6341 1234

 Practice fire drill and emergency evacuation procedures.

### Boral Construction Materials Group Ltd

Statewide

0409 794 240

Conducting men's health awareness programs on site.

### Boral Construction Materials Group Ltd

Statewide

0409 794 240

Presentation of safety awards recognising injury free status at each site.

### University of Tasmania

Statewide

(03) 6226 7535

Ergonomic assessments.

## SOUTH

### University of Tasmania

Sandy Bay

(03) 6226 7535

Workplace stress reduction massage.

### New Town High School

New Town

(03) 6228 0257

Workshop safety competition.

### New Town High School

New Town


(03) 6228 0257

Creating a safe workplace through a better understanding of the dangers of noise and dust.

### Foamland

Hobart

(03) 6231 2087

 Display of non-slip safety matting and anti-fatigue workplace matting products.

### Glenorchy City Council

Glenorchy

(03) 6274 0759

Worksite health promotion.

### The Gardens

Claremont

(03) 6249 7090

Back care awareness week.

### The Gardens

Claremont

(03) 6249 7090

Display of safety achievements and improvements to the work environment.

### Department of Health and Human Services Royal Hobart Hospital

Hobart

(03) 6222 5277

 Display all week covering safety, manual handling, hospital watch.

### Department of Health and Human Services Royal Hobart Hospital

Hobart


(03) 6222 5277

Employee safety representative challenge for the safest workplace.

### Government Info Shop

Hobart

(03) 6234 1403

 Full scale window display with appropriate publications, Workplace Standards posters and display material.

### Calvary Health Care Tasmania

Lenah Valley

(03) 6278 5355

Travelling road show across 3 campuses promoting the "No Lift" manual handling policy and training program. Demonstrations of new equipment and a competition for staff "How well I lift that load" adhering to the "No Lift" manual handling policy.

### Calvary Health Care Tasmania

Lenah Valley

(03) 6278 5355

Launch of the new safety information package booklet to be given to all staff and at orientation, "We are all responsible for health and safety in the workplace".

### Hobart Water

Hobart

(03) 6233 6533

Safety Week Newsletter devoted to safety related information.

### Hobart Water

Hobart

(03) 6233 6533

Crossword competition based on the Safety Week Newsletter.

### Hobart Water

Goodwood

(03) 6233 6533

Photographic display of safety improvements undertaken over last 3 years.

### Hobart Water

Hobart

(03) 6233 6533


Spot the hazard incentive program to promote the identification and control of hazards in the workplace.

## NORTH

### St Luke's Private Hospital

Launceston

(03) 6335 3377

 Display (main foyer) showing innovative and simple approach to addressing manual handling, ergonomic issues relating to a specific workstation.

### ACL Bearing Company

Rocherlea

(03) 6324 4600

Compressed air safety.

# Workplace Safe Week

# DAY TO DAY EVENTS

 = Open to the Public

## ACL Bearing Company

 Rocherlea

(03) 6324 4600

Various activities including first aid, re-induction training and risk assessment.

## Temtrol Technologies

 George Town

(03) 6382 4144

Training and implementation of new workplace safety modules.

## University of Tasmania

 Launceston


(03) 6226 7535

Workplace stress reduction massage.

## Workplace Standards Tasmania

 Launceston

(03) 6336 2259

 OHS display in Henty House foyer.

## NORTH WEST

## Classic Foods Pty Ltd

 Edith Creek

(03) 6452 0000

Hazard reporting.

## Burnie City Council

 Burnie


(03) 6430 5718

 Return to work program.

## Parkside Community Mental Health Team

 South Burnie


(03) 6434 6434

 Display of OHS innovations relevant to the workplace.

## SOUTH

### SUNDAY

## Official launch of Workplace Safe Week 2001

 Hobart

1300 366 322

### MONDAY

## Hobart City Council and Civic Solutions

 Hobart

(03) 6238 2748

Fire safety training – level 1 course.

## Coles Supermarkets Tasmania

 Southern Stores

(03) 6341 1234

Introduce Safe Day charts into all departments to try to identify near misses so they can be addressed immediately before injury occurs.

## Department of Health and Human Services Community Nursing

 Battery Point

(03) 6222 5277

Spot the hazard activity.

## Cadbury Schweppes Pty Ltd

 Claremont

(03) 6249 0111

Hazard reporting competition – finalists to be judged by the Claremont OHS committee.

## Boral Window Systems

 Moonah

(03) 6228 2990

Conducting men's health awareness program.

## Stornoway Maintenance Pty Ltd

 Bridgewater

(03) 6263 3968

OHS audit to AS4801, Australian Standard for OHS management systems.

### TUESDAY

## Hobart City Council and Civic Solutions

 Hobart

(03) 6238 2748

Manual handling training.

## Hobart City Council and Civic Solutions

 Hobart

(03) 6238 2748

Blood borne virus training session.

## University of Tasmania Marine Research Laboratory

 Taroona

(03) 6226 7535

Risk assessment.

## University of Tasmania

 Sandy Bay

(03) 6226 7535

Responsible officer training.

## Tasmanian Chamber of Commerce and Industry

 Hobart


(03) 6234 5933

 Working Safe 2001 OHS Conference.

## Alcohol and Drug Services

 New Town


(03) 6222 7511

 Display for Working Safe 2001 OHS Conference.

## Division of Transport and Workplace Standards Tasmania

 Hobart

(03) 6233 7682

 Roadworthiness, drivers licence, registration and health safety inspections of loaded log trucks, between 10am and 2pm at Market Place.

## Department of Justice and Industrial Relations


 Hobart

(03) 6233 2528

"Stress Detectives" focussing on moving management towards the realisation that they have opportunities as well as responsibilities around identification, prevention and management of occupational strain.

 = Open to the Public

## University of Tasmania

 Sandy Bay

(03) 6226 7535

Manual handling training.


## Brighton Council

 Gagebrook


(03) 6268 7000

Safety workshop to consider safety issues in the workplace.

## Cascade Brewery Company Pty Ltd

 South Hobart

(03) 6221 8304

 Tours of the Robotic Kegline. Tour to include a video showing kegle operations prior to and after conversion with the emphasis on the reduction of manual handling injuries. Tour time is 10am to 11am. Persons to report to reception 30 mins. prior to start time and must wear fully enclosed shoes (preferably steel caps) and trousers.

## Department of Infrastructure, Energy and Resources

 Hobart

(03) 6233 2102


Fitball classes for staff.

## WEDNESDAY

## Tasmanian Chamber of Commerce and Industry

 Hobart

(03) 6234 5933

 Working Safe 2001 OHS Conference.

## Alcohol and Drug Services

 New Town


(03) 6222 7511

 Display for Working Safe 2001 OHS Conference.


## Division of Transport and Workplace Standards Tasmania

 Hobart

(03) 6233 7682

 Roadworthiness, drivers licence, registration and health safety inspections of loaded log trucks, between 10am and 2pm on the Brooker Highway near the Derwent Entertainment Centre.


## Oakdale Services Tasmania

 Rosny Park

(03) 6244 8846

Staff, management, Board of Directors and invited guests will be attending the "Re-launch of the Health and Safety Policy Manual" which will incorporate a new manual handling policy.

## Oakdale Services Tasmania

 Rosny Park

(03) 6244 8846

Clients, staff and invited guests will be participating in a health and safety education forum which has been developed to cover areas such as fire safety and hazards around the home.

## Housing Tasmania

 Hobart

(03) 6233 8836

Morning tea with a video and guest speaker – topic "Managing Workplace Aggression".

## Freemasons Homes of Southern Tas Inc

 Lindisfarne

(03) 6243 8600

Quiz competition with three representatives from each area to comprise the contesting panels.


## Workplace Standards Tasmania and Mineral Resources Tasmania

 Rosny Park

(03) 6233 7651

Poster competition for staff and their families to design a poster depicting a workplace injury.


## Workplace Standards Tasmania and Mineral Resources Tasmania

 Rosny Park

(03) 6233 7651

Breakfast followed by manual handling presentation by consultant physiotherapist.

## Cascade Brewery Company Pty Ltd

 South Hobart

(03) 6221 8304

 Presentation at the Working Safe 2001 OHS Conference.

## Tasmanian Group Training Ltd

 Moonah

(03) 6228 2277

Awareness program for staff with the emphasis on OHS legislation, rehabilitation and compensation act including amendments.

## Brighton Council

 Gagebrook

(03) 6268 7000

Safety workshop run by a business safety consultant.

## Department of Health and Human Service Community Nursing

 Battery Point

(03) 6222 5277

Manual handling assessment and double bed making.

## University of Tasmania

 Sandy Bay


(03) 6226 7535

OHS legislative training for accountable persons (including risk assessments).

## Cascade Brewery Company Pty Ltd

 South Hobart

(03) 6221 8304


 Tours of the Robotic Kegline. Tour to include a video showing kegle operations prior to and after conversion with the emphasis on the reduction of manual handling injuries. Tour time is 10am to 11am. Persons to report to reception 30 mins. prior to start time and must wear fully enclosed shoes (preferably steel caps) and trousers.

## Department of Infrastructure, Energy and Resources

 Hobart

(03) 6233 2102

Neck and shoulder massages by a qualified masseuse.

 = Open to the Public

## THURSDAY

### Hobart Water

Goodwood  
(03) 6233 6533

Innovation Awards.


### Hobart Water

Goodwood  
(03) 6233 6533

Innovation of the Year Award.

### Division of Transport and Workplace Standards Tasmania

Hobart  
(03) 6233 7682

 Roadworthiness, drivers licence, registration and health safety inspections of loaded log trucks, between 10am and 2pm on the Tasman Highway near the Dampier Street overpass.

### Freemasons Homes of Southern Tas Inc

Lindisfarne  
(03) 6243 8600

Inventory and audit of hazardous substances.

### Tasmanian Group Training Ltd

Moonah  
(03) 6228 2277

Awareness program for staff with the emphasis on OHS legislation, rehabilitation and compensation act including amendments.

### Department of Health and Human Services Midlands Multipurpose Health Centre

Oatlands  
(03) 6222 5277

New Norfolk and Midlands Occupational Health and Safety Committee meeting.

### Glenorchy City Council

Glenorchy  
(03) 6274 0759  
Safety and vehicles.

### CRS Australia

Hobart  
(03) 6244 8494

 Seminar for small business operators – Workplace Safety Everyone's Business.

### Department of Justice and Industrial Relations

Hobart  
(03) 6233 2528  
Joint workplace health and safety steering committee and employee representatives meeting with guest speaker.

### Top Form Furniture

Glenorchy  
(03) 6272 1444  
Practice fire drill and emergency evacuation.

### Top Form Furniture

Glenorchy  
(03) 6272 1444  
Safety check of all plant.


### Department of Health and Human Service Community Nursing

Battery Point  
(03) 6222 5277  
Site inspection and forum on OHS issues.

### Aquatats

Margate  
(03) 6267 6740  
Forklift safety revision training.

### Cascade Brewery Company Pty Ltd

South Hobart  
(03) 6221 8304  
 Tours of the Robotic Kegline. Tour to include a video showing kegle operations prior to and after conversion with the emphasis on the reduction of manual handling injuries. Tour time is 10am to 11am. Persons to report to reception 30 mins prior to start time and must wear fully enclosed shoes (preferably steel caps) and trousers.

### Department of Infrastructure, Energy and Resources

Hobart  
(03) 6233 2102  
Fitball classes for staff.

## FRIDAY

### Presentation of Workplace Safe Awards 2001

Hobart  
Comedian Tim Ferguson presents the Workplace Safe Awards.  
1300 366 322

### Department of Health and Human Service Community Nursing

Battery Point  
(03) 6222 5277  
OHS video viewing.

### Department of Health and Human Service Royal Hobart Hospital

Hobart  
(03) 6222 5277  
Debate "Safety is Just Common Sense".

### Hobart City Council and Civic Solutions

Mornington  
(03) 6238 2748  
First aid training.

### Stornoway Maintenance Pty Ltd

Bridgewater  
(03) 6263 3968  
Manual handling training.

## NORTH

## MONDAY

### Tasmanian Alkaloids


Westbury  
(03) 6393 5202  
Housekeeping and plant inspections.

### Coles Supermarkets Tasmania

Northern Stores  
(03) 6341 1234  
Introduce Safe Day charts into all departments to try to identify near misses so they can be addressed immediately before injury occurs.

# Workplace Safe Week

# DAY TO DAY EVENTS

 = Open to the Public

## University of Tasmania

■ Launceston


(03) 6226 7535

Workplace stress reduction massage.

## International Foot and Shoe Clinic

■ Launceston


(03) 6331 2270

 Free assessment from the feet up for anyone who is suffering back, knee, heel pain and any other foot related aches and pains. By appointment only.

## Department of Health and Human Services North East Soldiers Memorial Hospital

■ Scottsdale

(03) 6222 5277


 Manual handling workshops in conjunction with local industry.

## TUESDAY

### Tasmanian Alkaloids

■ Westbury

(03) 6393 5202


 Ergonomics for the home computer user. Bookings essential, please call Louise Scott on 6393 5180.

## WEDNESDAY

### International Foot and Shoe Clinic

■ Launceston

(03) 6331 2270

 Free assessment from the feet up for anyone who is suffering back, knee, heel pain and any other foot related aches and pains. By appointment only.

### Wise Work Pty Ltd

■ Nile

(03) 6398 6212

Training course "Manutention of Loads" certificate 2 level. A practical course in safe manual handling techniques.

### Tasmanian Alkaloids

■ Westbury

(03) 6393 5202

Safety committee meeting.

### Department of Health and Human Services St Helens Hospital

■ St Helens

(03) 6222 5277

Training session "OHS Roles and Responsibilities at Work".

### Department of Health and Human Services North East Soldiers Memorial Hospital

■ Scottsdale

(03) 6222 5277

Manual handling workshop for staff.

### Department of Health and Human Services Launceston General Hospital

■ Launceston

(03) 6222 5277

OHS display with staff member in attendance. Literature available.

### Tasmanian Group Training

■ Launceston

(03) 6228 2277

Awareness program for staff with the emphasis on OHS legislation, rehabilitation and compensation act including amendments.

### Stornoway Maintenance Pty Ltd

■ Breadalbane

(03) 6263 3968 or 0417 010 928

Ergonomic assessments.

## THURSDAY

### Department of Health and Human Services Launceston General Hospital

■ Launceston

(03) 6222 5277

OHS display with staff member in attendance. Literature available.

### Tasmanian Group Training

■ Launceston

(03) 6228 2277

Awareness program for staff with the emphasis on OHS legislation, rehabilitation and compensation act including amendments.

### Wise Work Pty Ltd

■ Nile

(03) 6398 6212

Training course "Manutention of Loads" certificate 2 level. A practical course in safe manual handling techniques.

### Tasmanian Alkaloids

■ Westbury

(03) 6393 5202

Housekeeping and plant inspections.

### J Boag and Son Brewing Ltd

■ Launceston

(03) 6331 9311

Lunchtime event to celebrate achieving certification of standards (AS4801-2000), occupational health and safety management systems.

### University of Tasmania

■ Launceston

(03) 6226 7535

Manual handling training.

### Department of Infrastructure, Energy and Resources

Launceston

(03) 6336 2150

Neck and shoulder massages by a qualified masseuse.

## FRIDAY

### University of Tasmania

■ Launceston


(03) 6226 7535


OHS legislative training for accountable persons (including risk assessment).

### International Foot and Shoe Clinic

■ Launceston

(03) 6331 2270

 Free assessment from the feet up for anyone who is suffering back, knee, heel pain and any other foot related aches and pains. By appointment only.

 = Open to the Public

## Department of Health and Human Services Launceston General Hospital

■ Launceston

(03) 6222 5277

OHS display with staff member in attendance. Literature available.

## NORTH WEST

### MONDAY

#### Coles Supermarkets Tasmania

■ North Western Stores

(03) 6341 1234

Introduce Safe Day charts into all departments to try to identify near misses so they can be addressed immediately before injury occurs.

#### Field Fresh Tasmania

■ Forth

(03) 6428 3555

OHS meeting.

### TUESDAY

#### Field Fresh Tasmania

■ Forth

(03) 6428 3555

New safety audit and inspection program.

#### SERS Roofing Services and SERS Sheetmetal Works

■ South Burnie

(03) 6431 9991

Practice a fire drill and emergency evacuation for workshop and office employees.

### WEDNESDAY

#### Bolduans Bay Oysters

■ Smithton

(03) 6452 2262

Fire drill.

#### Bolduans Bay Oysters

■ Smithton

(03) 6452 2262

Getting all employees to submit a form of hazards arising in the workplace that they think needs attention, concentrating on sprains and strains.

#### Waratah-Wynyard Council

■ Wynyard

(03) 6443 8351

Workplace "Spot the Hazard" competition for staff.

#### Waratah-Wynyard Council

■ Wynyard

(03) 6443 8351

Safety and risk management committee meeting.

#### Parkside Community Mental Health Team

■ South Burnie

(03) 6434 6434

"Take Back Your Life" workshop – handle stress constructively. Open to mental health staff and consumers.

#### Tasmanian Group Training

■ Burnie


(03) 6228 2277

Awareness program for staff with the emphasis on OHS legislation, rehabilitation and compensation act including amendments.

#### Cradle Coast Water

■ Forth

(03) 64282339

 Reservoir cleaning display using a crane and "man cage". All aspects of manual handling will be highlighted during this demonstration.

#### Department of Health and Human Services West Coast District Hospital

■ Queenstown

(03) 6222 5277

Training session "OHS Roles and Responsibilities at Work".

### THURSDAY

#### Department of Health and Human Services North West Regional Hospital

■ Burnie

(03) 6222 5277

OHS display with staff member in attendance. Literature available.

#### Department of Health and Human Services North West Regional Hospital

■ Burnie

(03) 6222 5277

Training session "OHS Roles and Responsibilities at Work".

#### Tasmanian Group Training

■ Burnie

(03) 6228 2277

Awareness program for staff with the emphasis on OHS legislation, rehabilitation and compensation act including amendments.

#### Cradle Coast Water

■ Forth

(03) 64282339

Safety committee meeting and safety display.

#### North West Christian School

■ Penguin

(03) 6437 2705

 Fire drill and evacuation.

#### Department of Infrastructure, Energy and Resources

■ Burnie

(03) 6233 2102

Fitball class for staff.

### FRIDAY

#### SERS Roofing Services and SERS Sheetmetal Works

■ South Burnie

(03) 6431 9991

Demonstrate safe scaffold installation and hand over for use.

# GUIDANCE NOTE – CEMENT BAG HANDLING

A 28 year old Victorian shop assistant at a builder's hardware store lifted a bag of cement from a pallet, carried it 5 to 10 metres and placed it into a car boot for a customer. The employee sustained a partial rupture of a disc in the lower back and after 6 months he was still off work.

## Risk assessment

Risk assessment conducted under the OH&S (Manual Handling) Regulations 1999\* on this task following the incident established that there was a risk due to high force being involved in the task:

- Lifting, lowering 40kg cement bags.  
*Most adults are at a risk of sustaining a musculoskeletal injury just lifting or lowering such a weight. This risk is significantly increased if bending and twisting occurs together.*
- Carrying 40kg cement bags.  
*Most adults are at a risk of sustaining a musculoskeletal injury when carrying such a weight over any distance.*
- Applying uneven, jerky forces to manoeuvre bags during handling.
- Applying sudden or unexpected forces ie. handling wet, dusty or otherwise slippery bags.
- Using an open-handed grip to handle heavy bags.
- Applying sudden or unexpected forces to carry objects ie. carrying over uneven terrain, or around objects and materials in the path of the worker, or when avoiding pedestrians and vehicles in the workplace.

## Contributing factors

### Workplace layout

- Location where bags are stored and where customer vehicles are parked determines how far bags are moved and the route required to be taken. Bags stored on pallets at floor level mean that workers and customers need to bend to pick up bags from bottom layers.
- Layout of aisles. Narrow aisles may restrict the use of forklifts.
- Racking design. Workers may need to adopt awkward postures when handling bags due to the racking design.

Carrying a load over long distances increases muscle fatigue and can affect the ability to safely carry out other manual handling tasks afterwards. The risk of injury increases with the distance the load is carried. Bending and twisting while handling the bag was required to load it into the boot of the car.

### Nature of object

- Weight of cement bag is 40kg.
- Design of bag. The compact design of a cement bag gives the impression that one person can lift the bag. The current design of cement bags result in a poor technique being most often employed to lift/carry them. There are no handles on the bags to prompt bag orientation. If the bag is lifted flat the worker cannot get the load close to the body. The risk of injury increases as the distance the load is carried away from the body. If the bag is picked up and carried on end then the hands, arm and shoulders are supporting the weight predominantly. The risk of injury increases if smaller muscle groups handle the load.

### Tools and equipment

- No mechanical aids such as trolleys, wheelbarrows, pallet lifters etc. were available

### Work organisation

- Other persons were not available to assist in handling the bag.

### Task design

- Making up several customer orders within a short period of time may require sales assistant to handle 40kg bags for a considerable period.
- Lifting of 40kg bags from one pallet to another for restocking purposes only.

### Physical environment

- Inclement weather may mean that the task needs to be done quickly.
- Dusty environment may make the bags more slippery to handle.

## Recommendations

- If the customer is buying cement bags to make concrete, consider elimination of bag handling and sand/screenings handling by getting customer to purchase concrete supplied in a concrete truck directly to job.

- If a customer requires multiple bags for making cement render, brick mortar, tiling applications etc. provide bags on a pallet and deliver to site using mechanical aids or source larger containers such as 1000L bulky box or other bulk bag.
- Manually carrying heavy objects over a distance should be avoided. Use a suitable trolley for transporting the bags. If loading into the boot of a vehicle, consider height adjustable trolleys or other such devices to allow sliding of the product rather than lifting and carrying. Cement bags to be stored as close as possible to the customer parking area.

*See illustrations below for manual handling aids*

- The risk of a manual handling injury increases as the weight of the load increases. Minimise the risk of injury by either reducing the weight and size of bags or increasing their size to the extent that they cannot be handled manually. For example, bulk bags of 200kg or more may be more cost effective and would require the use of mechanical aids. Alternatively, only allow smaller 20kg bags of cement in your workplace.

Permanent controls such as described above should be introduced as soon as practicable

- Storage of cement bags. Store cement bags as close as possible to waist-height if shelves or racks are used. Maintain clear space around and above stored cement bags so that they can be handled without awkward postures.
- If hand palletising cement bags, ensure devices such as pallet lifters and turntables or other such materials handling systems are used to eliminate the need to repetitively bend to handle bags on the pallet.
- Interim controls should be put in place where workers are currently required to manually lift 40kg bags. These could include obtaining alternative supplies of smaller bags or reduce lifting by sliding the bags onto and off trolleys.

*Caution: In most situations two-person lifting of 40kg bags is a poor interim solution due to the poor grip, uneven load when moving and the twisting of the body during handling.*

(Substantially based on a Worksafe Guidance Note produced by Worksafe Victoria)

- All workers have a risk of sustaining a manual handling injury when handling these bags. If your workers also include young persons then they are at a higher risk as they may have less experience and expertise in safe handling techniques. In addition, young workers are at a greater risk of injury as their spine and other joints are still developing and are more easily damaged.

The following are required if workers are required to manually handle these bags:

- General and specific manual handling training and instruction at induction and on an ongoing basis;
- Direct supervision of manual handling tasks;
- Assessment of the tasks, including taking into consideration young workers who may have a lack of practical experience and expertise in safe manual handling techniques.

### Manual handling aids

Some trolley designs (right) have table heights that are fully adjustable. Table height can be altered to assist loading and unloading at different heights. Adjusting table height allows bags to be slid on and off the table instead of lifting.



The trolleys (below) fitted with scissor lifts demonstrate some of the variations available. They include offset tables where the scissor lift is not directly under the centre of the table and multiple scissor mechanisms to increase the height of the platform.



The common wheelbarrow (below) is often overlooked as a manual handling aid. The wheelbarrow, left, has the load evenly spread, making it more balanced and easier to operate.



### Further information

*Body strain Prevention Kit: Your guide to avoiding manual handling injuries in the Workplace.* Workplace Standards Tasmania (available 15 October 2001)

The Victorian *Code of Practice for Manual Handling*

Workplace Health and Safety Regulations 1988 (Tasmania)

Victorian Department of Labour: *Young workers and manual handling, Issues for employers*

WorkSafe Western Australia, SafetyLine Solution: *Bag handling*

WorkCover NSW Health and Safety Notes: *Manual Handling of Cement Bags*

Contact the Workplace Standards Helpline 1300 366 322

If you are a Tasmanian employer, you have duties under regulation 17 of the Workplace Health and Safety Regulations 1988 to protect your employees (and any contractors and their employees you hire) from the risk of a musculoskeletal disorder (MSD).

You must:

- identify tasks in your workplace that involve *hazardous manual handling*
- assess the risk of MSD associated with the task
- eliminate the risk of MSD or, if this is not practicable, reduce the risk.

#### Consultation

*It is important to consult your employees including any health and safety representatives, when looking at tasks, finding out the risk and considering solutions.*

\*The relevant requirement in Tasmania is regulation 17 of the Workplace Health and Safety Regulations 1998

# Fireworks who is responsible?



On 28 February 1997 at Newcastle Showground, NSW, a spectator viewing a fireworks display suffered extensive injuries when an unexploded fireworks shell struck her on the face.

Following an extensive investigation, during which expert evidence was obtained, prosecution action against Howard & Sons Fireworks Spectacular Pty Limited was commenced.

The case was heard before Justice Boland in the Industrial Relations Commission in Court Session at Newcastle, NSW. Judgment was handed down on Tuesday 31 October 2000.

In discussing the case, Justice Boland stated that the risk to the health or safety of northeastern spectators was readily foreseeable:

- The mortar was pointing in the direction of the northeastern spectators.
- These spectators were inside the safety distance of 100 metres set by guidelines.
- The defendant was required to comply with those guidelines as a condition of its 'Permit to Conduct Fireworks Displays'.
- The defendant knew that shells could fail to explode.
- The defendant knew that unexploded shells would deviate from their predicted flight path.
- The defendant did not know how far the 100mm unexploded shell would travel from a mortar angled at five degrees from the vertical.

Justice Boland found the offence proven.

On 29 May 2001, in the Industrial Relations Commission in Court Session, Justice Boland handed down judgment, fining the company \$55,000.

In setting the penalty, Justice Boland noted that Howard & Sons had a remarkably good record over a long period of time, with only one other conviction. The judge also suggested "a thorough training program of all personnel involved in conducting fireworks displays would be appropriate, with refresher courses from time to time".

## Do you **Import** or **Export** **Dangerous** **Goods** through a Tasmanian Seaport?

The *Dangerous Goods Act 1998* and subordinate Regulations set out the legislative requirements for the import, export, transport, storage and handling of dangerous goods in Tasmania.

Under Dangerous Goods (General) Regulation 38 – Handling of dangerous goods in ports:

*A person must not handle dangerous goods in a port except in accordance with the AAPMA Rules or a code, standard, guideline or rule that has been approved by the Competent Authority and notified in writing to the port operator responsible for the port.*

However, the Association of Australian Port and Marine Authorities (AAPMA) has withdrawn the Rules, following the introduction of Australian Standard 3846 - The handling and transport of dangerous cargoes in port areas.

At the request of the Tasmanian Port Authorities, the Competent Authority has approved the use of AS 3846 in lieu of the AAPMA rules from July 2001.

If you import/export dangerous goods through a Tasmanian seaport, you should seek advice from the relevant port operator on what these changes mean to you and your customers and business.

Additional information on the transporting of dangerous goods can be found at the federal Department of Transport and Regional Services web page [http://www.dotrs.gov.au/land/RoadTransport/Danger/dgo\\_odsum.htm](http://www.dotrs.gov.au/land/RoadTransport/Danger/dgo_odsum.htm) or by calling Workplace Standards Tasmania on 1300 366 322.

The Tasmanian Transport Association and the Transport Workers' Union Vic-Tas Branch, on behalf of the Tasmanian Transport Industry Safety Group (TTISG), bring you

*A seminar for operators, drivers and anyone interested in truck and bus safety.*

# Heavy Vehicle **Safety** in Tasmania



8.30 a.m. to 12.30 p.m. Tuesday 16 October 2001

**Launceston International Hotel**

29 Cameron Street Launceston

**Keynote Speaker: Dr Philip Swann**

Nationally and internationally renowned expert on fatigue, drugs, alcohol and other human factors affecting accident risk.

### Topics include:

- Chain of responsibility and duty of care
- Shift work and lifestyle
- Fatigue (and what to do about it)
- Inattention (and driving for the conditions)
- Vehicle instability (and knowing your vehicle)
- Dealing with drugs and alcohol in the workplace
- Curbing excessive speed
- Seatbelts – the law and the statistics
- Forklifts – tools or terrors
- Industry Code of Conduct.

Cost: \$40.00 per head (incl GST)

Numbers are strictly limited. Register your interest now.

### Fax to: (03) 62447910

Please reserve ..... places at the seminar and send me more information.

Name: ..... Position: .....

Business: .....

Address: .....

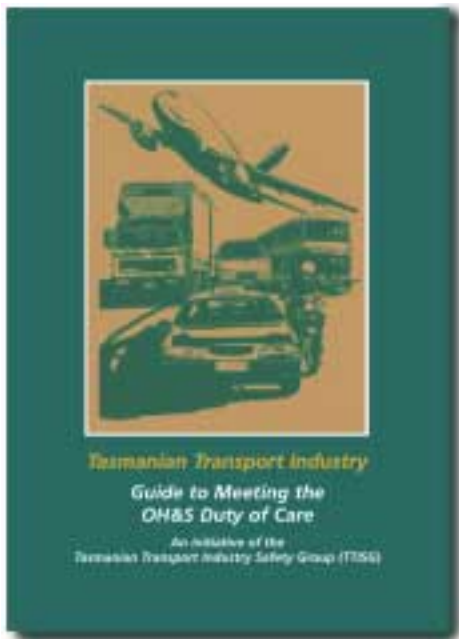
Telephone: ..... Fax: ..... Email: .....

The TTISG comprises:

- Land Transport Safety (Division of Department of Infrastructure, Energy and Resources)
- Tasmania Bus Association
- Tasmanian Transport Association
- Tasmanian Transport Council
- Traffic Liaison Service (Tasmania Police)
- Transport Workers' Union of Australia (Victorian/Tasmanian Branch)
- Workplace Standards Tasmania (Department of Infrastructure, Energy and Resources)

# IMPORTANT Transport Industry Information

## The Tasmanian Transport Industry Guide to Meeting the OH&S Duty of Care



The Tasmanian Transport Industry Safety Group (TTISG) recently launched its new publication – *The Tasmanian Transport Industry Guide to Meeting the OH&S Duty of Care*.

The TTISG is made up of representatives from the Transport Workers Union of Australia – Victorian/Tasmanian Branch, Tasmanian Transport Council, Tasmanian Transport Association, Tasmanian Bus Association Ltd, The Department of Infrastructure Energy and Resources (Workplace Standards Tasmania Division and Land Transport Safety Division), Coroners Office and Tasmania Police.

The new guide was produced as an advisory document to provide information and guidance on occupational health and safety matters for employers, employees and others who may be involved in the transport industry. It is mainly aimed at employers, prime contractors, employees and sub-contractors, and may be used in combination with appropriate training and consultation to improve workplace and public road users' safety.

For a copy of the booklet, call the Workplace Standards Tasmania Helpline on 1300 366 322

### Transport Industry Safety Advice on Heavy Vehicle Rollovers

In the first half of 2001 there were a number of heavy vehicle rollovers in Tasmania. Each case was unique and resulted from a range of factors however, the rollovers would not have occurred if the vehicles had been going slower.

#### Why?

The last few years have seen a number of heavier vehicles travelling on air suspension. Typical accidents are shown below:

- A driver proceeding at the same speed as he has done for many years rounds a bend and loses his load. He was well within the speed limit but just going too fast for the heavier, higher load he was carrying.
- A driver used to operating a rig on steel suspension is moved to an air suspended combination. The new rig is smooth, quiet and handles well. But as it goes round the corner it gives no indication of rolling – until it's too late.

#### What is the effect?

The obvious effect is the trauma of injury and death resulting from a serious accident. But even if there are no injuries, the loss of productivity through downtime, direct expenses and lost business is carried by everyone in the firm. Also, insurance premiums increase at the expense of both operators and drivers.

#### What can you do?

- Know your rig. Take it easy until you are familiar with a new vehicle or combination. Be particularly careful in an air suspended vehicle. The smooth handling can be deceptive.
- Know your load. If it is heavy and high, drive with particular care. Remember that this week's load may be heavier than last week's. Drive that bit more carefully.
- Know your route. Know where to take particular care. Talk to other drivers. Remember dangerous corners.
- Know your speed. Stay alert. Don't be a cowboy. It's not cool to be dead!

*This article is substantially based on Safety Advice NO. 1/2001 issued by the Tasmanian Transport Industry Safety Group.  
C/-GPO Box 936 HOBART 7001  
Phone: (03) 6233 5347*

## Look out for log truck inspections in action during Workplace Safe Week

Inspectors from the Department of Infrastructure Energy and Resources – the Division of Transport and Workplace Standards Tasmania – will be carrying out a joint exercise during Workplace Safe Week.

Inspectors will be carrying out inspections of loaded log trucks for: roadworthiness, driver's license, registration, and health and safety.

The exercise is being carried out in highly visible areas, which allow ease of access for interested members of the public.

An invitation is offered to members of the public to attend one of the inspection sites and ask questions about, or just observe, the safety requirements for this section of the industry. It is hoped that the general public will gain a greater awareness of the high degree of compliance log truck operators must meet.

**Members of the public are invited to attend any of the working inspection sites listed.**

**Tuesday 16 October** at Market Place, Hobart, from 10.00am to 2.00pm.

**Wednesday 17 October** on the Brooker Highway, opposite the Derwent Entertainment Centre (north-bound traffic), from 10.00am to 2.00pm.

**Thursday 18 October** on the Tasman Highway, near the Dampier Street overpass (east-bound traffic), from 10.00am to 2.00pm.

The officers in charge of the exercise will be Transport Tasmania Senior Inspector Russell Clark and Workplace Standards Senior Inspector Roger Geeves.

*The Division of Transport and Workplace Standards Tasmania would like to thank the Hobart City Council for their assistance in permitting the restriction to traffic flow in Market Place on Tuesday 16 October.*

# WORKERS' COMPENSATION STATISTICAL REPORT

## SCOPE OF THE REPORT

These statistics were extracted from the first of the six-monthly comprehensive reports produced for the WorkCover Tasmania Board. The full report is available on our website <http://www.wsa.tas.gov.au/wr&cc/Statistics/quarter.htm>. The statistics present data based on moving 12-month aggregates to the end of the quarter.

The previous Workplace Safety Board approved a new statistical reporting format in February of this year. The first (September) and third (March) quarterly reports will provide a brief overview of major trends in claim numbers, payments and premiums, while the second (December) and fourth (June) quarterly reports will provide a more comprehensive examination of nominated indicators including a comparison of safety performance for industry sector groups classified by the

Workplace Safety Inspectorate of Workplace Standards Tasmania.

The number of claims, lost time injuries, and claim payments were extracted from the WorkCover Tasmania Board's data collection.

## Claim Numbers

The number of claims lodged decreased by 2.2% from 11,841 for the 12 months ending March 2000 to 11,575 for the 12 months ending March 2001.

Eight fatalities were reported in the 12 months ending March 2001. This is two more than the number reported in the period to March 2000 (6 fatalities).

The number of lost time claims (claims with lost time of one day or more) increased slightly (by 2.1% during the 12-month period ending March 2001). The number of minor injuries (as

represented by 'no lost time' claims) declined at a higher rate - 4.4%.

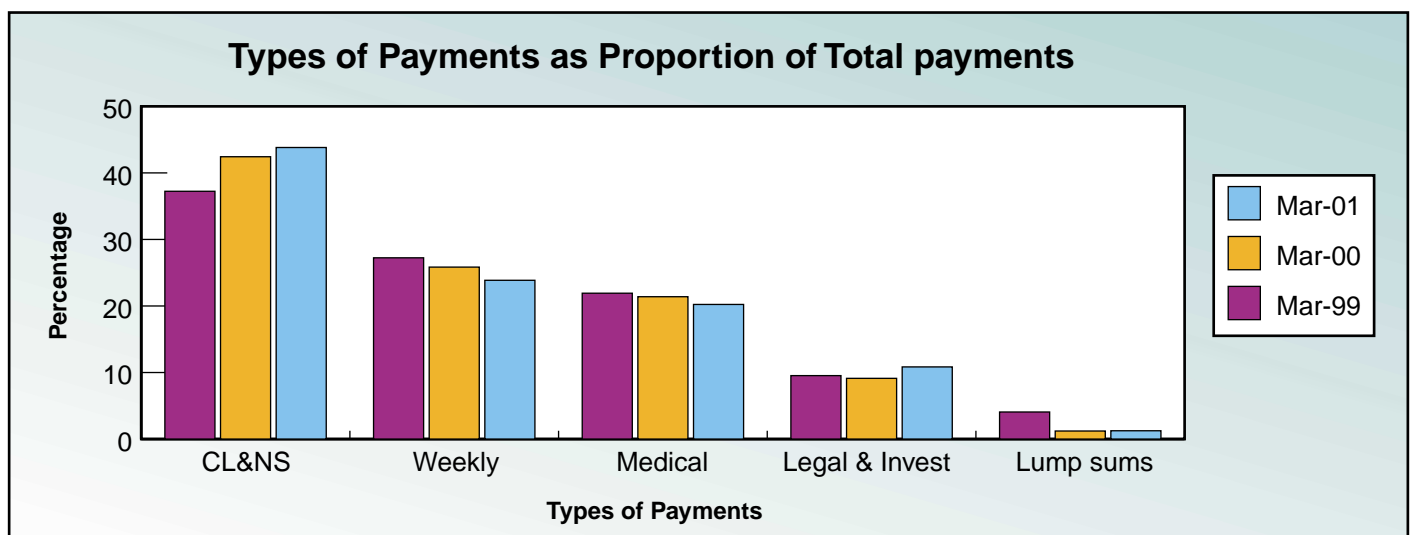
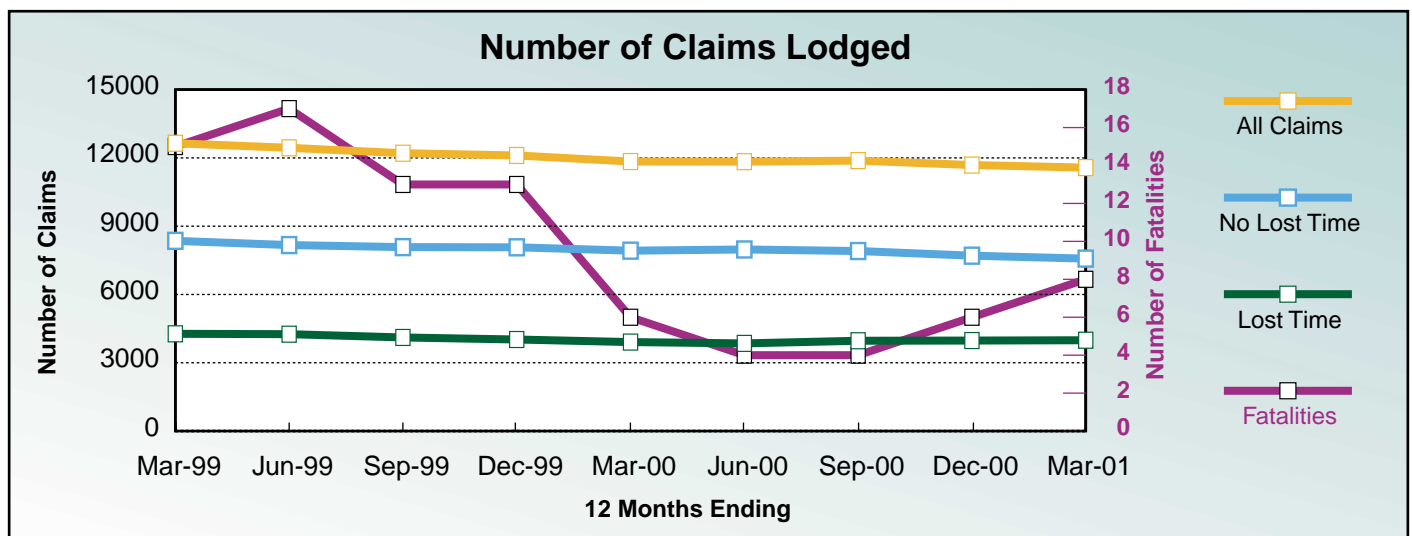
Over the past three years, lost time claims, on average, accounted for approximately 34% of all claims reported.

## Claim Payments

A total of \$128.87million was paid out during the 12 months ending March 2001. This amount decreased by 5.5% on the amount paid out in the same period in 2000.

Common law payments and negotiated settlements combined was the major component of total payments in the period to March 2001 (43%), followed by weekly benefits (23.8%), and medical costs (20.2%).

Legal and investigation costs constituted 10.8% of total payments, with lump sum payments contributing 1.2% to the total.



# Filling LPG Powered Fork Lift Trucks



The photo of the LPG cylinder accompanying the article on page.17 of *Workplace Issues* July 2001 appeared incorrectly. We have re-printed the article with the corrected photo.

The correct orientation of Fork Lift Truck LPG cylinders fitted with this type of Automatic Fill Limiter (AFL) is vertical +/- 5 degrees. To assist you, the AFL is usually marked in some way indicating the correct orientation, or alternatively consult your LPG or cylinder supplier.

## Details:

It has come to the attention of Workplace Standards Tasmania that some operators of LPG powered forklift trucks are confusing the different container (cylinder) filling systems.

There are two types of filling systems: one for fixed containers (in situ filling on a vehicle) and one for removable containers.

Owners and operators of forklift trucks need to recognise the difference between the two types of container filling systems.

Each filling system requires the container to have different components that comply with ASNZS 1425, SAA Automotive LP Gas Code.

## Recommendations:

Owners and operators should select, where possible, a single type of container filling system for the site or work area.

Site container filling systems are to be compatible with the container.

Owners and operators (including maintenance personnel) are to be instructed and trained in the correct container filling procedures used on site.

Major LPG suppliers should confirm with site owners that they are aware of this Safety Alert.

If action is not taken by owners to rectify faults, LPG supply should be refused.

## Clause 3.3

### COMPONENTS FOR FIXED CONTAINERS

A container system that is installed for in situ filling on a vehicle shall be provided with the following components:

- (a) Filler connection.
  - (b) Filler cap.
  - (c) Filler non-return valve system.
  - (d) Automatic fill limiter.
  - (e) Service valve.
  - (f) Excess-flow valve (except for a vapour withdrawal service outlet.)
  - (g) Safety valve.
  - (h) Contents gauge.
  - (i) Automatic fuel shut-off device.
- (Not applicable to New Zealand.)

## Clause 3.4

### COMPONENTS FOR REMOVABLE CONTAINERS

A container that is removed from the vehicle for filling shall be provided with at least the following components:

- (a) Filler connection.
- (b) Filler cap.
- (c) Service valve.
- (d) Excess-flow valve (except for a vapour withdrawal service outlet)
- (e) Fixed liquid level gauge or automatic fill limiter, (only if filled by monitoring volume instead of by mass).
- (f) Safety valve.

## SAFETY ALERTS Published by other agencies

Workplace Standards Tasmania has received the Safety Alerts listed below in the last quarter. For copies phone 1300 366 322.

CODE	TITLE	AUTHOR
W119SA		
01	WorkSafe Alert Damage to interlock safety device results in fatality	WorkSafe Victoria
02	WorkSafe Alert Two workers injured in explosive powered tool incident	WorkSafe Victoria
03	WorkSafe Guidance Note Cement bag handling (published in this issue)	WorkSafe Victoria
04	WorkSafe Alert Precautions in jumping tower cranes	WorkSafe Victoria
05	WorkSafe Alert Further precautions in jumping tower cranes	WorkSafe Victoria
06	Hazard Alert Operating plant near overhead power lines	Department of Administrative and Information Services – Workplace Services

All Queensland Workplace Health and Safety Information Sheets and Safety Alerts are now available through the Internet at [www.detir.qld.gov.au/hs/hs.htm](http://www.detir.qld.gov.au/hs/hs.htm)

All South Australia Hazard Alerts can be accessed on their main website at [www.eric.sa.gov.au](http://www.eric.sa.gov.au)

# workplace ISSUES

**Attention:** Employers, Managers, OHS Coordinators,  
HR Coordinators, Employees.....

## Who should read *Workplace Issues* magazine?

Anyone in your workplace who has an interest in what happens in workplaces.

*Workplace Issues* is not just an OHS magazine.

We look at problems and solutions, innovations and ideas — anything that might affect you at your place of work.

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LAUNCESTON 7250

**BURNIE**

Reece House  
46 Mount Street (PO Box 287)  
BURNIE 7320

**Phone:** 1300 366 322 (inside Tasmania)  
(03) 6233 7657 (outside Tasmania)

**Fax:** (03) 6233 8338

**Email:** [wstinfo@dier.tas.gov.au](mailto:wstinfo@dier.tas.gov.au)

**Internet:** [www.wsa.tas.gov.au](http://www.wsa.tas.gov.au)



Workplace Standards  
Tasmania