



Workplace Issues

December 2018

WORKSAFE TASMANIA AWARDS AND COCKTAIL EVENING

WorkSafe Tasmania Tasmanian Government

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Key stories inside

WorkSafe Awards and Month 2018

PTSD

Bullying, asbestos safety and more



Contents

COVER STORY

Donna Coetze and Daniel Teague from St Vincent Industries Incorporated at the 2018 WorkSafe Awards. Coverage starts on page 4 and see our back cover for more pics from the night



NEWS + EVENTS

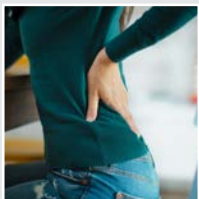
WorkSafe Month 2018: Around the state	4
2018 WorkSafe Awards winners	6
New Strategic Plan + Industry Snapshots	17
New standards life jackets	20

SAFETY



Be safe with asbestos	15
Workplace bullying: Who can help	16
Why you need to report + record incidents	18
Q&A: Construction induction white cards	19
AMSA update: Electrical safety on commercial vessels	21
Safe work procedures + instructions	25

WELLBEING



Stand up for your health	14
Update: Healthy Tasmanian Workplaces	23

THE LAWS

PTSD legislation announced	12
Jan 1: New diving regulations	20
Young people + work	26

RETURN TO WORK

All you need to know about IMPs	26
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REGULARS

From the Minister	3
Build a wellbeing program	22
Build a safety system	24
Everybody's Talking	27



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

Another successful year for workplace safety in Tasmania



Welcome to the December 2018 edition of Workplace Issues.

I am very proud to be taking on the ministerial responsibility for workplace safety in Tasmania. With the number of workplace injuries greatly improving over the past two decades, there could not be a better time to recognise and support the hard work and commitment of Tasmanian workplaces to improving workplace health, safety and wellbeing.

The number of injuries in Tasmanian workplaces has decreased from 7,224 claims in 2016, to 6,944 claims in 2017. This is part of a longer-term trend, with the number of injuries in Tasmanian workplaces falling by 23 per cent over the five year period to 2017.

This significant reduction in the number of injuries is something this generation of employers and workers should be justifiably proud of.

However, as encouraging as these trends are, as long as Tasmanian workers continue to be injured in the

workplace, there is still work to be done. Ensuring Tasmanians in the workforce are safe and healthy at work, both physically and mentally, is one of the Hodgman Liberal Government's key commitments. To that end, we have achieved a number of key outcomes, including:

- providing volunteer firefighters with the same protections under the law as paid firefighters by legislating to give these brave volunteers access to compensation based on the presumption that some cancers may be linked to occupational exposure
- amending the Workers Rehabilitation and Compensation Act 1988, cutting excessive red tape associated with the administration of the Workers Rehabilitation and Compensation Scheme and ensuring that the focus is on achieving positive outcomes for all workers, employers and insurers
- introducing an award-winning asbestos awareness and education campaign with a major focus on DIY home renovators
- adding a new wellbeing focus to our work health and safety advisors, recognising that healthy workplace is often a productive one.

We have also released the 2018–2023 WorkSafe Tasmania Strategic Plan, which aims to raise overall awareness and improve work health and safety across key industries in Tasmania. The plan identifies priority industries and activities that need to be focused on to ensure the safety of Tasmanian workers continues to improve. Those priority areas include construction, retail, agriculture, public administration and safety, dangerous substances, health care and social assistance, major hazards, mines, and road transport.

I am pleased that WorkSafe Month, where we focus on increasing community awareness and participation in work-related health and safety activities in order to reduce work-related death, injury and disease, continues to go from strength to strength.

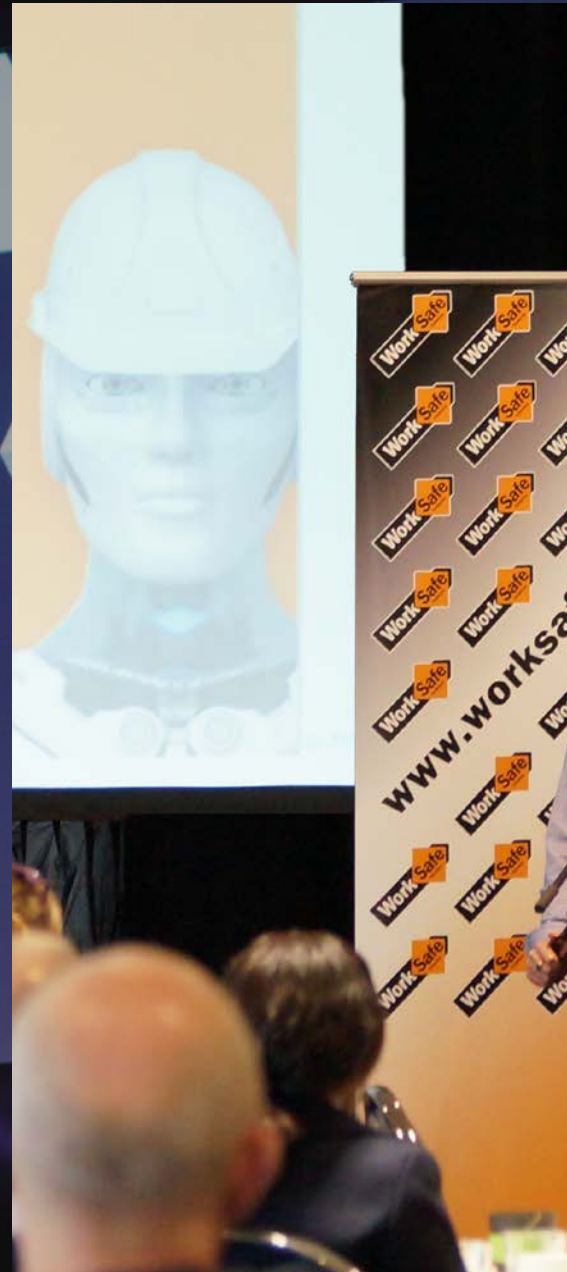
This October included a number of risk management workshops held around the state, where small to medium sized business heard how managing risk produces good business productivity and safety outcomes. Small businesses are an important part of every Tasmanian community, and helping them work more successfully is something the Hodgman Liberal Government is firmly committed to achieving.

The biennial WorkSafe Conference had an exciting program of speakers and topics focussing on the impact that emerging technologies and changes in working patterns will have on work health and safety and workers compensation over the next 20 years. These changes bring new opportunities and challenges in the work health, safety and wellbeing space. This year's Conference provided a great opportunity for participants to gain valuable insights into the known and unforeseen pressures on the modern work place environment.

Thank you for your efforts to make Tasmanian workplaces safer. It's only when employers and workers, government and the community work together with the same level of commitment that safer workplaces can become a reality.

We know that safety is everyone's responsibility, which is why I intend to continue building on the work already done and make Tasmanian workplaces the safest in the country.

WorkSafe Month 2018: Around



and the state



This year WorkSafe hosted its conference at the Hotel Grand Chancellor in Hobart. With the theme of 'Future Work, Future Challenges,' the conference explored the emerging trends that will impact on WHS and workers compensation in coming years.

Participants heard experts discuss ageing and age diversity in the workplace, including the landscape in Tasmanian industry, the implications of sedentary behaviours for business, integrating mental health support into business practices such as performance management, leadership and workplace culture, and building mentally healthy and respectful workplaces.

Launching the Month was the walk for wellbeing through the Montrose Foreshore in the state's south. Wellbeing is a focus for the month, with various events addressing mental health and sedentary behaviours.

Health, Safety and Wellbeing Advisors Shaned Gaffney and Glenn Gregg travelled to Flinders Island, they met with students at Flinders Island High School and hosted a stand at the Flinders Island Show.

Finally, risk management workshops were held in regional locations around the state. WorkSafe's Work Health and Safety Advisor Paul Kilby and guest speaker Tania Van der Stap showed participants how to optimise productivity while ensuring safety compliance.



2018 WorkSafe Awards entrants

- Bell Bay Aluminium
- Bethlehem House Tasmania Inc
- Care Forward
- Degree C
- Family Based Care Association North West Inc
- Gradco Pty Ltd
- Hazell Bros Group
- Hobart City Council
- Hobart Paediatric Group
- Launceston General Hospital Food Services
- Miandetta Primary School (Department of Education)
- Mechanised Logging Pty Ltd
- Nyrstar Hobart Pty Ltd
- Oakdale Industries
- Royal Automobile Club of Tasmania
- Run to Work Pty Ltd
- Scorpion Pest Management Pty Ltd
- Sibelco Australia Limited
- Slick Promotions Pty Ltd
- St Vincent Industries Incorporated
- Stornoway Maintenance Pty Ltd
- TasFoods Limited
- Tasmanian Sliding Door Repairs
- Tasplan Pty Ltd
- TasRail
- TasTAFE
- TasWater (Rachael Evans)
- TasWater
- Tony Walsh
- VEC Civil Engineering Pty Ltd
- Waratah Wynyard Council (Josh Fraser)
- WorkBox Safety Pty Ltd
- Zinfra

2018 WorkSafe Awards winners

Leadership Excellence Award Winner

St Vincent Industries Incorporated



Daniel Teague from St Vincent Industries Incorporated and the Hon Guy Barnett

The Leadership Excellence Award recognises leadership excellence in:

- Health and safety
- Wellbeing
- Rehabilitation and return to work.

The winner of this award is based on:

- Leadership and fostering a positive safety culture
- Commitment to continuous improvement
- Engagement through participation and collaboration
- Commitment to sharing information and consultation.

Finalists in this category were nominated by the judges from entries submitted in categories one to seven.

Finalists

Gradco Pty Ltd, Mechanised Logging Pty Ltd, Royal Automobile Club of Tasmania, Sibelco Australia Limited, St Vincent Industries Incorporated, Tasplan Pty Ltd, TasRail, TasWater's Rachael Evans

Excellence in work health and safety culture

Winner large business: **TasRail**



Derek Van der Heide from TasRail and the Hon Guy Barnett

TasRail using the SafetyCircle (RTM) has proactively developed safety culture strategies to ensure sustainable and long-term safety outcomes. All workers — from first year rail operators to the CEO — take ownership of their safety, health and environmental responsibilities, understand their reasons for going home safe and well every day, feel comfortable calling out unsafe behaviour, and readily promote the safety culture to their colleagues.

Finalists large business

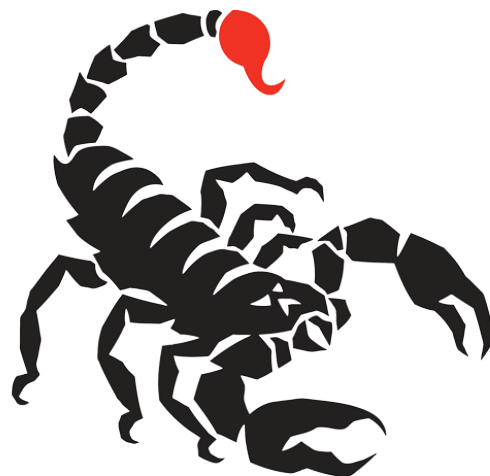
Royal Automobile Club of Tasmania, Sibelco Australia Limited, TasRail, VEC Civil Engineering Pty Ltd

Winner small business: **Scorpion Pest Management Pty Ltd**

Scorpion Pest Management Pty Ltd's health and safety culture is valued by all workers and stakeholders. It is supported by tools such as fortnightly team meetings, a safety handbook, and policies and procedures.

Finalists small business

Scorpion Pest Management Pty Ltd



SCORPION

2018 WorkSafe Awards winners

Best individual or team contribution to work health and safety

Individual winner: Rachael Evans from TasWater



Rachael Evans from TasWater provides administrative support to the Zeehan depot's Remote Locations team and is Health and Safety Representative for the region. She has demonstrated commitment beyond her HSR role, leading key initiatives that ensure safety for her workmates and local community. These include reviewing and improving chemical storage facilities and removing unsafe plant from operation.

Rachael Evans from TasWater and the Hon Guy Barnett

Team winner: Degree C

Degree C's team supported the regular complete shutdown maintenance at Cement Australia's Railton Kiln by manufacturing and installing critical sprayer tower components; and removing existing infrastructure. This complex, high risk work was carried out within a strict timeframe, using safe work methods statements and regular communication.



Chris Fontana from Degree C and the Hon Guy Barnett

Excellence in continuous improvement of rehabilitation and return to work through the implementation of an effective injury management system

Winner: TasTAFE



Angela Dougan from TasTAFE and the Hon Guy Barnett

TasTAFE promotes early intervention and understands returning to work has many health benefits for injured workers. Its dedicated workers compensation, injury management and return to work staff oversee claims and work with everyone involved in the injured worker's treatment.

Finalists

Degree C, TasTAFE

Excellence in an individual's contribution to rehabilitation and return to work

Winner: Josh Fraser from Waratah-Wynyard Council

Josh Fraser from Waratah-Wynyard Council identified the need to provide updated and clearer injury management guidance; and to address an unsustainable level of long-term workers compensation claims. The tools he developed have, for the first time in over 12 years, seen the council free of any ongoing workers compensation claims, and all workers previously on long-term medical restrictions cleared for full duties.



Josh Fraser from Waratah-Wynyard Council and the Hon Guy Barnett

2018 WorkSafe Awards winners

Excellence in developing and implementing an initiative (solution) to an identified work health and safety issue

Winner large business: Gradco Pty Ltd

Gradco Pty Ltd identified that significant structural damage meant brick chimneys in the Rhyndaston Rail Tunnel (built in the 1870s) were in danger of collapsing. It replaced these chimneys, managing the associated risks of falling objects, instability of the existing ventilation shafts, the active train line, and working at heights.

Highly commended large business

Hazell Bros Group, Oakdale Industries

Finalists large business

Gradco Pty Ltd, Hazell Bros Group, Oakdale Industries



Neil Armstrong from Gradco Pty Ltd and the Hon Guy Barnett

Joint winner small business: St Vincent Industries Incorporated

St Vincent Industries Incorporated had 30 year old rag-cutting equipment with a multitude of issues: it vibrated badly, was noisy, had inadequate dust extraction, over-heated easily, had no modern safety features, and was difficult to use and maintain. The organisation worked with TADTAS and the University of Tasmania's Engineering School to develop new machinery that could address these issues and be easily used by its workers, many of whom have a disability. The machinery was manufactured in Tasmania to relevant Australian Standards.



Daniel Teague from St Vincent Industries Incorporated and the Hon Guy Barnett

Joint winner small business: Tasmanian Sliding Door Repairs

Tasmanian Sliding Door Repairs company's owner/operator, who usually works alone, must remove sliding glass doors from tracks and onto a work bench, often many times a day. The twisting motion and the doors' weight and awkward shape creates the risk of back strain. Inspired by the safe lifting mechanism of a motorcycle race stand, the solution incorporated these mechanisms into a hand trolley, using leverage to lift the door in and out. The trolley can also be used as a work bench if laid on its back.

Finalists small business

Bethlehem House Tasmania Inc, St Vincent Industries Incorporated, Tasmanian Sliding Door Repairs



Jamie Roberts from Tasmanian Sliding Doors Repairs and the Hon Guy Barnett

Best workplace health and wellbeing initiative

Winner: **Tasplan Pty Ltd**



Lisel Allen from Tasplan Pty Ltd and the Hon Guy Barnett

Tasplan Pty Ltd's health and wellbeing program includes free or low cost activities and resources from local providers and in-house resources, enabling many activities to be offered at low or no cost to the organisation. It has a comprehensive employee assistance program to help workers and their immediate family members meet the challenges of their work and personal lives.

Finalists

Care Forward, Department of Education, Miandetta Primary School, Launceston General Hospital Food Services, Tasplan Pty Ltd

Excellence in work health and safety through the implementation of an integrated systems approach

Winner: **Sibelco Australia Limited**

Sibelco Australia Limited implemented an environment, health and safety system to improve the quality of risk assessments and focus attention on safe work behaviours for everyone working at its sites.

Finalists

Degree C, Hobart City Council, Mechanised Logging Pty Ltd, Sibelco Australia Limited, Stornoway Maintenance Pty Ltd, TasTAFE



Leon Porter from Sibelco Australia Limited and the Hon Guy Barnett

Minister for Building and Construction, Sarah Courtney

PTSD legislation announced

As a community, we depend on those who put themselves on the line for others.

As a government, we are working to ensure those who do are looked after in return.

Tasmanians value the work of paramedics, police, firefighters, prison guards and other emergency service workers who keep our community safe. In often stressful and traumatic situations, it is first responders who put themselves forward, experiencing what most of us rarely see.

We know from listening and working with our first responders that they are confronted daily by tragedies and horrifying circumstances, particularly when involving children.

Ensuring our first responders are safe on the job is a whole-of-community responsibility, so too is supporting their mental health.

Post-Traumatic Stress Disorder can be difficult to diagnose and may be secondary to an initial injury. It may also be an underlying factor resulting from prolonged exposure to incidents over an extended period, which can be the case for emergency service personnel and first responders.

This is why the Hodgman Liberal Government is making a nation-leading reform so that the cause of PTSD is automatically presumed to be work-related when it comes to public sector workers compensation claims.

Government Agencies will have to prove that a claim for PTSD is not work-related, in order to refute the claim. This will help to remove any barriers first responders, and other government workers, may be currently experiencing in making an actual claim.

Work to progress the legislative presumption for public sector workers

has commenced, with the Bill to be introduced in Parliament in the 2019 Autumn session.

Our first responder workforce includes 1,259 full-time equivalent police officers, 310 career firefighters, and 22 State Emergency Service members, with in excess of 5,500 volunteer members across the state.

We also have more than 300 full time salaried Ambulance Tasmania staff, including paramedics and intensive care paramedics, who are supported by more than 300 volunteer officers.

First responders have been known to quit their careers over PTSD or, in some cases, over the fight for recognition and compensation.

This reversal of the traditional onus of proof is the right thing to do to support our first responders and other public service workers suffering from PTSD.



The changes recently announced in Parliament by my predecessor, the Hon Guy Barnett, are the result of a review of PTSD provisions in the Workers Rehabilitation and Compensation Act 1988.

While the legislative presumption will apply only to the public sector in the first instance, all Government Business Enterprises and State-owned Companies will be requested to adopt the presumption in administering and determining any PTSD claims made by their workers.

In the interim, an administrative employment direction has been made to Government Agencies to ensure the presumption applies as soon as practicable.

The presumption will not change the process of making a claim, or impact the ability of workers to secure a diagnosis in order to make a claim. And

the changes will not remove the ability for an employer to dispute the claim if there is sufficient reason to believe that the injury or disease is not work-related.

Critically, however, the changes will help increase acceptance by employees and employers that psychological injuries can and do arise from exposure to traumatic events.

The earlier someone seeks help and intervention, the better their chances of a full recovery and a return to their careers supporting our community.

There has been a significant shift in attitudes over the past few decades towards identifying and addressing mental health issues, including PTSD.

But more can be done. That's why the Hodgman Liberal Government continues to give workers the confidence to put their hands up to say they are struggling, without fear of any reprisal.

We are proud of our record to protect employees from the hazards of their duties.

We supported firefighters through the amendments to the Workers Rehabilitation and Compensation Act last year, which removed barriers to firefighter volunteers in accessing compensation for certain cancers.

We also launched the Keep Your Hands off our Ambos campaign in October 2017, in an effort to prevent the violent and aggressive behaviour toward paramedics and ambulance workers.

The Government is making sure that first responders are protected and we now look forward to support in Parliament for this important legislation on behalf of all Tasmanians.



Stand up for your **health**

Safe Work Australia's Workplace Safety Futures report identified the emerging trends and issues that will impact WHS and workers compensation over the next 20 years (see our June 2018 edition for an article on this report).

The issue

One of the issues identified was sedentary behaviour. In full, the report states that 'the amount of daily screen time has grown ... and there is a continued drift away from manual jobs towards sedentary jobs'. This sedentary lifestyle is associated with increased risk of diabetes, obesity, heart and cardiovascular disease; the rates of these and other chronic illnesses continue to rise.

These negative health effects are due to insufficient movement and muscle activity, low energy expenditure and a lack of changes in posture.

An earlier 2016 Safe Work Australia report estimated that half of workers across a number of industries and occupations report that they're sitting often or all the time they're at work.

What can be done

If you're desk-bound, simple things that can be done include:

- standing to read a document or talk on the phone
- walking to deliver a message to a colleague rather than emailing them.

Workplaces can promote and support a standing-friendly culture by encouraging standing meetings (or parts of meetings) and encouraging managers to model standing behaviours and regular movement. Environmental options are:

- investing in height-adjustable desks
- moving waste bins, printers and supplies away from individual offices/workstations to more central locations.

More and more of us wear activity trackers to count our steps, or have software programs that interrupt our work and remind us to get up and move.

However, the Workplace Safety Futures report warns that with this approach, 'there is a risk these technologies may see a resurgence of behavioural monitoring where the focus of WHS is on the individual worker's behaviour and not on implementing more reliable control measures'.

See what others are doing

Comcare's website has collected resources and case studies that go deeper into the issue and provide practical strategies. Find it at www.comcare.gov.au by searching for 'sedentary work'.

One of these resources we like is a video by VicHealth. It discusses the problem and some easy to implement solutions — and a fact about breaks and productivity that may surprise you. Go to www.vichealth.vic.gov.au and search for 'reducing sitting'.

Get the reports

Get the full Workplace Safety Futures report to learn about all the megatrends in greater detail, go to www.safeworkaustralia.gov.au and search for 'future of work'.

To find Safe Work Australia's 2016 report 'Sedentary Work: Evidence on an Emergent Work Health and Safety Issue', go to www.safeworkaustralia.gov.au and search for 'sedentary work'.

Be safe with asbestos

Summer holidays are almost here, and maybe you have some home renovations planned over your break?

Be asbestos aware

Many people are unaware of where asbestos can be found in and around their homes: in flooring and wall sheeting, in gutters and roofing, in fencing; in kitchens, bathrooms, garages and sheds — and many more.

With research showing us that the next wave of asbestos-related disease will be amongst DIY home renovators. It's been estimated that around 200,000–250,000 adults could be at risk of exposure to asbestos every year through unsafe home renovation activity. These are the men and women who are renovating their homes themselves and the family members, friends and tradespeople who help them.

This number is not likely to decrease in the immediate future. By 2020, two to three million Australians could have been exposed to asbestos fibres and put at risk of disease through DIY home renovation.

Awareness of the dangers of asbestos is high in Australia: around 75% in the general community and around 95% among tradespeople and DIYs.

However, risk awareness does not translate into caution and protective behaviour; and in DIY renovators, safety is not top of mind.

So it's important to understand where asbestos is around your home, and the dangers of disturbing or removing it.

(Statistics: the Australian Government Asbestos Safety Eradication Agency)

What about building inspection reports?

It's not mandatory for building inspection reports to identify asbestos in homes. The seller is not obliged to tell you if the house contains asbestos, either. Therefore, it's possible that asbestos may be present in your home.

As a general guide, if your house was built:

- before the mid-1980s: it's highly likely it contains some asbestos products
- between the mid-1980s and 1990: it's likely it would contain asbestos
- after 1990: it's unlikely it would contain asbestos.

Get an expert

To know where asbestos is in your home, especially if you're planning renovations, we recommend you get a licenced asbestos assessor. To find one, go to www.worksafe.tas.gov.au and search for 'asbestos assessor search'.

They will:

- conduct an audit of your property to identify asbestos containing material
- provide you with a report making recommendations on removal or management strategies.

You may also consider getting an asbestos survey done before you purchase a property.

Carefully read the report and any recommendations made by the asbestos assessor. If you're unsure about any aspects of the report, ask them for further advice or explanation.

You should also provide a copy of the report to any tradies who intend to carry out work on your home, so they're aware of the presence of asbestos in your property.

Workplace bullying: Who can help

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

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

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

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

Creating a safe workplace

Employers must ensure the health and safety of their workers, including their physical and psychological health. This means employers must take reasonable steps to ensure the mental health of its workers, and could face penalties if they fail to take steps to identify and prevent bullying in their workplace.

WorkSafe's free Advisory Service can help you develop your safety management system, and support you to create a mentally safe and healthy workplace — a known factor in preventing workplace bullying. Our Advisors can help you with practical tools and resources to do this. Book a free visit with an Advisor by going to www.worksafe.tas.gov.au/safety/request_a_visit

WorkSafe's role

WorkSafe will only investigate when:

- the bullying is still occurring, and
- the victim has exhausted all options within their workplace to stop the bullying

It is an inspector's role to investigate and determine if those involved have met their obligations under the Act: for example, if the employer has a policy and procedure in place for preventing and responding to bullying.

It is not an inspector's role to mediate between the victim and the alleged bully or become involved in the specific details of the reported bullying activities.

An inspector may issue verbal advice and/or improvement or prohibition notices.

If you're considering a complaint, you may use our online form — go to www.worksafe.tas.gov.au and chose the 'lodge a complaint' button on the home page — or phone our Helpline on 1300 366 322.

Fair Work's role

If you reasonably believe you've been bullied at work, you may apply to the Fair Work Commission for an order to stop the workplace bullying.

The Fair Work Commission's anti-bullying jurisdiction does not cover all Australian workers (for example, those employed by local councils and state governments).

The Fair Work Commission can help you identify if you're eligible to apply for an order. Its anti-bullying jurisdiction is limited to preventing someone from being bullied at work. It cannot issue fines or penalties and cannot award financial compensation. The focus is on resolving the matter and enabling normal working relationships to resume.

For more information, and to see if you are eligible to apply for an order, go to www.fwc.gov.au or call 1300 799 675 or email hobart@fwc.gov.au.

Matters other than bullying

Unreasonable behaviour may involve unlawful discrimination or sexual harassment which, in isolation, is not bullying:

- sexual harassment includes unwelcome sexual advances, requests for sexual favours or other unwelcome conduct of a sexual nature that could be expected to make a person feel offended, humiliated or intimidated
- discrimination on the basis of a protected trait in employment may be unlawful under anti-discrimination, equal employment opportunity, workplace relations and human rights laws.

Generally, unlawful discrimination is where a person or group of people are treated unfairly or less favourably than others because they have a particular characteristic or belong to a

particular group of people. Protected traits include race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin. For example, it would be unlawful for an employer not to employ or promote a woman because she is pregnant or may become pregnant.

For help with these matters, contact:

- Equal Opportunity Tasmania: 1300 305 062, www.equalopportunity.tas.gov.au
- Fair Work Commission: 1300 799 675, www.fwc.gov.au
- The Australian Human Rights Commission: 1300 656 419, www.humanrights.gov.au

You could also contact:

- Tasmanian Chamber of Commerce and Industry: 1300 559 122, www.tcci.com.au
- Unions Tasmania: 6216 7600, unionstas.com.au

(The Work Health and Safety Act 2012 includes specific protections around discriminating against someone for raising WHS concerns or performing legitimate safety-related functions.)

New Strategic Plan + Industry Snapshots

WorkSafe has released its new Strategic Plan 2018–2023. This plan identifies the priority industries and activities WorkSafe will focus on in order to advance work health, safety and wellbeing.

The priority industry and activity areas include construction, retail, agriculture, public administration and safety, dangerous substances, health care and social assistance, major hazards and mines, and road transport.

Since 1996, the number of Tasmanians who suffered work-related injuries or illnesses has more than halved, from 16,167 to 6,941 in 2017. WorkSafe will keep working to lower this number even more.

To learn out how, find the new Strategic Plan 2018–2023 at www.worksafe.tas.gov.au/about_worksafe

WorkSafe has published a series of online Industry Snapshots, reports and posters that cover safety performance data and trends for each of the 19 industries found in Tasmania.

These new documents have easy to understand visuals; the posters are ideal for putting up on your noticeboards. They also highlight the key areas that WorkSafe will focus in each industry to aid improvement.

The new Industry Snapshots reveal an 18% decrease in serious injury frequency rates across Tasmania over the last 10 years.

Why not download the report and poster for your industry to see performance statistics and trends. You'll find them under www.worksafe.tas.gov.au by searching for 'industry snapshots'.

Why you need to report + record incidents

We have covered incident notification in previous editions of *Workplace Issues* and on our website (see boxed info below).

But this time we want to focus on your internal hazard and incident reporting systems. Have you got a simple process in place that captures when something goes wrong — or *almost* goes wrong — so you know what needs to be fixed in your workplace?

You need to know

You may think the less you hear about WHS, the better, but this couldn't be further from the truth. A lack of reporting — of hazards, incidents, near misses and injuries — doesn't necessarily mean your workplace is safe. Instead, it often indicates:

- there's no system in place for workers to report these issues to you
- your workers feel uncomfortable mentioning WHS problems.

Perhaps they believe you'll think they're a nuisance or a complainer, and speaking up may jeopardise their employment (especially if they're casual). It's easier to say nothing.

Reports of hazards, incidents, near misses and injuries should be welcomed, as they enable you to take corrective action where necessary and reduce the likelihood of future injury, illness or incidents.

Knowing about these is a free opportunity to fix a problem before a worker is injured. It makes good business sense.

What system should you have for internal reporting?

You don't need an elaborate reporting system in place: it could be an official form (modelled on our incident notification form) or simply a dedicated notebook or whiteboard in the lunch room. Encourage your workers to use this, then make sure you check it.

It's important that your workers are comfortable reporting hazards to you, and you're prepared to listen and act. Make sure your workers are confident about reporting any safety or health problems as soon as they notice them.

You must also keep written records of these incidents, illnesses and hazards.

Our Build a safety system column in this magazine goes into further detail on keeping records of your safety information and data.

Notifying WorkSafe

You must notify WorkSafe Tasmania if any of the following incidents have occurred in your workplace:

- a death, or
- someone suffers a **serious injury or serious illness** (they require immediate hospitalisation or medical treatment), or
- a **dangerous incident** (for example a fire, explosion,

infrastructure collapse, chemical spill or leak, electric shock).

Electric shocks must also be reported to TasNetworks on 13 2004.

To report the incident to WorkSafe immediately, phone 1300 366 322. You must follow this up within 48 hours, by lodging our Incident Notice form to WorkSafe by email, fax or by mail. Find it at www.worksafe.tas.gov.au by hitting the 'report an incident' button.

Finally, you must keep a record of each notifiable incident for at least five years from the day that notice of the incident is given to the regulator.

There are penalties for not doing this — just as there are penalties for not telling WorkSafe about a notifiable incident. See more on this page or in the September 2017 edition of *Workplace Issues*, which you can find at www.worksafe.tas.gov.au/resources.

Q&A:

Construction induction white cards

Who needs a white card and how do I get one?

If you work in the construction industry you need one. Even project managers who don't get their hands dirty need one!

To get a white card, you must:

- successfully complete general construction induction training (either online or face-to-face) in Tasmania
- apply at a Service Tasmania shop (unless your online training provider shows that it issues a card directly to you — this will be a Queensland card, but is fine to use in Tasmania).

To apply, you'll need:

- a completed application form; go to www.worksafe.tas.gov.au and search for 'GF087'
- a copy of the Statement of Attainment confirming you've successfully completed the course
- evidence of identity documents; for example, driver's licence, passport and so on. A full list is on the application form.

You'll also need to pay a fee (listed on the application form).

Service Tasmania reviews your paperwork and forwards your application to WorkSafe. You should receive your white card in 60 days.

People who don't need a white card are:

- visitors to a construction site who are accompanied by someone who has received the induction training
- people temporarily at a construction site to deliver supplies, materials, plant or services where a risk assessment shows that any risks to them can be controlled through other measures: for example, your visitor management plans, restricted access to low-risk areas, and visitor sign-in/out procedures.

I need to start work on a new building site tomorrow and I've lost my white card. I've been told I'm not allowed on site without it!

First, get a replacement application form from our website: go to www.worksafe.tas.gov.au and search for 'GF017'. Complete this and take it to a Service Tasmania shop, and keep the payment receipt.

The current laws do require you to keep your white card available for inspection — but this doesn't apply if your card's been lost, stolen or destroyed, and you've applied for a replacement and not yet received it.

So you can work while you wait for your replacement: just provide another form

of evidence, such as your card number (available by calling the WorkSafe Tasmania Helpline on 1300 366 322) and that important Service Tas receipt.

If you've only just completed the training, paid for your card at Service Tas but not yet received it, the workplace should accept your certificate of completion issued by the training provider and your Service Tas receipt.

More information

Find more information on applying for a white card, what to do if you have a white card from another state, and more at www.worksafe.tas.gov.au/licensing/construction_induction.

You'll also find information in section 6 of the Construction Work code of practice. Go to our website again and search for 'CP104'.

New standard life jackets required on boats by 2020

Everyone who owns a life jacket must, by December 2020, replace jackets labelled with the old Australian Standards numbers of 1512, 1499 and 2260. This Australian Standard was made redundant in 2010 and will all be written out of legislation in 2020.

All life jackets in use on Tasmanian boats will need to adhere to the new standard AS4758.1 by 1 January 2021.

For more information, go to the Marine and Safety Tasmania (MAST) website at www.mast.tas.gov.au/recreational/boating/life-jackets

Jan 1: New diving regulations

New WHS regulations covering diving work will begin on 1 January 2019.

The regulations set out the duties a PCBU must follow to ensure the health and safety of those who carry out general and high risk diving work. Specifically, to ensure that:

- divers are medically fit and competent through qualifications and/or experience for the type of diving work being carried out
- a dive supervisor with the required level of competence is appointed to supervise workers carrying out general diving work
- a dive plan is prepared by the dive supervisor
- a dive safety log is prepared.

Penalties can apply for not complying with the regulations. But the regulations go into prescriptive detail, so the obligations are clear.

For example, the requirements for the dive plan are fully spelt out. A dive plan must state all of the following:

- the method of carrying out the diving work to which it relates
- the tasks and duties of each person involved in the dive
- the diving equipment, breathing gases and procedures to be used in the dive

- as applicable, dive times, bottom times and decompression profiles
- hazards relating to the dive and measures to be implemented in the control of risks associated with those hazards
- emergency procedures.

The PCBU must ensure, so far as is reasonably practicable, that general diving work is carried out in accordance with the dive plan prepared for it. And finally, the PCBU must ensure that a competent person (appointed by the person under regulation 177) gives workers instruction for the dive plan before starting the diving work that the plan relates to.

You can find the *Work Health and Safety Regulations 2012* at www.worksafe.tas.gov.au/laws/the_legislation

Background

The specific regulations covering diving work are set out in Part 4.8 of the *Work Health and Safety Regulations 2012*. Regulations 168, 169, 170, 178, 179, 180 and 181 were introduced when the regulations first started in 2012, but their commencement was deferred. This has provided industry with a transition period.

AMSA Update: Electrical Safety on commercial vessels



The Australian Maritime Safety Authority (AMSA) is the national regulator for all domestic commercial vessels under the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* (the National Law). A domestic commercial vessel is any vessel used in connection with a commercial, governmental or research activity within Australian waters.

A domestic commercial vessel is also considered to be a workplace under the *Tasmanian Work Health and Safety Act 2012*.

AMSA has a memorandum of understanding with WorkSafe Tasmania to work together to improve safety in and around Tasmanian maritime workplaces and respond to maritime incidents.

Electrical safety on board commercial vessels

What is a residual current device?

A residual current device (RCD) is an electrical safety device which is designed to immediately switch off the power when electricity is 'leaking' to earth at a level that is harmful to a person.

As a result of fatalities, coroners have recommended that power sockets be fitted with RCD protection. This means if a power tool is plugged into a protected power socket, the operator is unlikely to

receive a fatal electrocution if the power tool, the electrical cord or the socket happen to get wet.

Do I need to install RCDs?

Yes. AMSA considers that the general safety duties imposed by the National Law require RCDs to be installed on all General Purpose Outlets.

WorkSafe Tasmania also issued a Safety Alert in 2016 (SA104) which makes it clear that RCDs must protect all circuits used to supply portable electrical equipment on board domestic commercial vessels.

Maintenance of RCDs

RCDs are only effective if maintained correctly. RCDs should be tested annually by a competent person (i.e. a licensed electrician), and should be verified by an accredited marine surveyor during a survey.

If the RCD trips it means there is leakage of current from either the active or neutral conductor to ground and it is indicating a fault. It is possible to install a fault monitoring system that can indicate when the power has tripped.

What other periodical electrical testing is required?

The Australian Standards, which apply to domestic commercial vessels both

through the National Law and through the *Work Health and Safety Act 2012*, require annual testing of RCDs, annual testing and tagging of electrical equipment (electrical compliance certificate) and a five yearly insulation resistance test (megger test).

Remember—RCDs are important safety devices designed to protect you and your crew from fatal electrocution.

More information

If you wish to discuss the requirements for operating your commercial vessel please visit www.amsa.gov.au or call AMSA Connect on 1800 627 484.

AMSA's fact sheet *Electrical Safety on Board Vessels* (AMSA661) has further information and is available on the AMSA website.

Article supplied by Australian Maritime Safety Authority www.amsa.gov.au

Build a wellbeing program: Policies and

Write it down

We don't want to get too formal, but just as you would with safety, it's a good idea to support your wellbeing program with a written policy and plan. Both help keep you focussed and organised, and demonstrate your workplace's commitment to wellbeing.

Get started with our templates

We have templates for both a policy and a plan on our website at www.worksafe.tas.gov.au/safety/advisors. You'll find both under the link for 'top time saving wellbeing resources'.

Customise them to capture what you want your wellbeing program to do.

And just like your safety policy and plans, review these regularly as your program grows. You might be starting out small so your policy may just cover physical activity to start with. As you gain momentum and branch out into more areas for your program, re-visit your policy.

It's important to communicate your policy and plan with your workers, and display them in your workplace where workers can see them.

Let's now look in more detail at your plan.

Draw up your plan

Your plan doesn't have to be formal or complex, but should guide the direction you want your program to take.

To develop your plan:

- set a program goal
- determine your program objectives
- identify the strategies or activities for each objective, and set a timeline of these activities
- identify the resources, facilities and expertise you'll need for each activity
- choose activities that appeal to a broad spectrum of your workers.

To do these, you'll need to know what your workers need and want. We covered how to find these out in our September 2018 edition.

Setting goals

First up: keep your program realistic. Don't try to 'fix' all the issues at once.

Look at the strongest issues, the ones that stood out in your staff survey. For example, maybe your survey showed that workers only eat about half the recommended daily intake of fruit and vegetables.

Your overall goal may be that workers have access to healthier food options inside your workplace (in your tea room or canteen). Your specific objective might be to increase intake of fruit and vegetables by 20% over the next 12 months.

How to meet your goals

Now create practical strategies and activities to meet your goals and objectives.

For example, your strategy could be to organise a cost-recovery fruit and vegetable bowl in the workplace kitchen. Your specific activities might include:

- sourcing a supplier (do you have a nearby fruit market or supermarket?)
- investigating delivery options
- working out how you'd keep track of the quality and freshness of the produce
- working out how much you need and your workers consume, so there's no expensive waste.

Mix it up

Ideally, there should be a mix of strategies that target people, places and policies:

- strategies that focus on *people* are aimed at educating your workers and raising awareness, and creating change in their behaviours
- strategies that focus on *places* target the physical environments or infrastructure in which we work, which supports the changes we wish for
- strategies that focus on *policies* usually provide a formal 'back up' to these other two areas.

Targeting all these areas improves your chances of success and change.

plans

Resources, facilities, expertise

Identify resources, facilities and expertise: both within your workplace and in your local community. For example: do you have a room that would be suitable for a yoga class, or are participants better off going to a nearby community venue? Which option would encourage the greatest participation rate? Which will be easiest for your workers? Which will be most cost effective for you?

The sample action plan template we mentioned at the beginning shows you some ideas and the kind of detail you'll need to think about.

Remember, change and success takes time, no matter how enthusiastic or well-resourced you are! Doing one or two things is better than doing nothing at all, and better than trying to do lots and getting overwhelmed.

Update: Healthy Tasmanian Workplaces

It's been a year since Healthy Tasmanian Workplaces was launched, during WorkSafe Month 2017. This important initiative aims to help workplaces turn their good intentions into sustainable healthy habits, and improve health and wellbeing for Tasmanian workers, particularly focusing on smoking, obesity, poor nutrition and low physical activity levels.

Healthy Tasmanian Workplaces is part of the Tasmanian Government's Healthy Tasmania Five Year Strategic Plan (find this on the Department of Health and Human Service's website at www.dhhs.tas.gov.au).

Healthy Tasmanian Workplaces will focus on a holistic approach to physical and psychosocial lifestyle habits, and will build on existing resources, tools and partnerships.

Resources

WorkSafe Tasmania has many tools and resources for health and wellbeing, including:

- the online Simple Guide to Workplace Health and Wellbeing (go to www.worksafe.tas.gov.au and search for 'simple guide')
- our free, face-to-face Health, Safety and Wellbeing Advisory Service
- Better Work Tasmania networking events and online resources for members (go to www.betterwork.tas.gov.au).

And don't forget the magazine you're reading right now! Building a wellbeing program is a regular column, and we highlight other resources for you — for example, in our September edition we

told you about Safe Work Australia's new guide for employers and workers, 'Work-related psychological health and safety: A systematic approach to meeting your duties' (go to www.safeworkaustralia.gov.au and search for 'psychological health and safety').

Ritualize

Ritualize is a corporate health and wellbeing provider that helps foster the adoption of healthy habits using its smartphone app and website. It does this by:

- challenging participants to embed incremental healthier and safer behaviours, including eating, physical activity, sleep, and resilience
- providing a useful and practical engagement tool for workplaces to promote health, safety and wellbeing.

It is available free to every workplace, so there's no budgetary reasons for you not to get involved. To find out more go to www.ritualize.com/main/healthytasmania

Results

Since the program launched in November 2017, more than 5,800 people have signed up. As of October 2018, participants have logged 600,000 Rituals or healthy habits, including 66,000 serves of veg, 27,000 alcohol-free days and 18,000 junk food-free days. The program has also shown that participants' mental wellbeing and their 'bioage' has improved too.

Information from ritualize.com/healthy-tasmanian-workplaces-progress-far



Build a safety system: Document it

We've been running this series for over three years now! The very first column in September 2015 covered writing a safety policy; our last in September 2018 explained reporting.

A common message in just about every column over the last three years has been write it down, keep a record. So this edition's theme of documentation should come as no surprise — we know you're already doing it!

Why document

At the most basic level, documenting your safety policies, procedures and other material will guide your workers to put health and safety into practice. It also:

- demonstrates that you're managing WHS and complying with the laws (to your workers, the regulator, investors, shareholders, customers)
- demonstrates how you made your decisions about controlling risks.

What to document

As we've been telling you all along: document everything. This means not just the final approved published policy or procedure or decision — but (for example) the notes from meetings you've had when consulting with your workers, or the information you've gathered from suppliers or manufacturers, or your injury rates data or reports of near misses.

In some cases, it's okay to make a link or reference to where people could find these (such as those stats).

The detail and extent of your records will depend on the size of your workplace and the potential for major WHS issues. It's useful to keep information on:

- the identified hazards, assessed risks and chosen control measures. This includes any hazard checklists and forms, worksheets and assessment tools you used
- hazards, incidents, near misses and injuries that your workers tell you about
- how and when the control measures were implemented, monitored and reviewed
- who you consulted with
- how current your training records are
- any proposed plans for change in your workplace.

Under the Regulations, there are specific record keeping requirements for hazards (such as hazardous chemicals). If you have these hazards, make sure you comply with requirements. Make sure that everyone is aware of your record keeping (including which records are accessible and where they are kept) and the requirements.

Where to keep it

Your key safety documents must be easily accessible to everyone at your workplace.

So while a central deposit of everything in your office or online is great for record keeping or audit purposes, having one single safety manual is not

practical day-to-day for your workers.

So spread them around your workplace: display policies on your noticeboard, keep the a register of the chemicals used on your worksite printed out in their main storage area, and make safe work procedures into posters that are positioned near each piece of equipment.

We've covered safe work procedures in the separate article on the opposite page.

Keeping your documents up to date

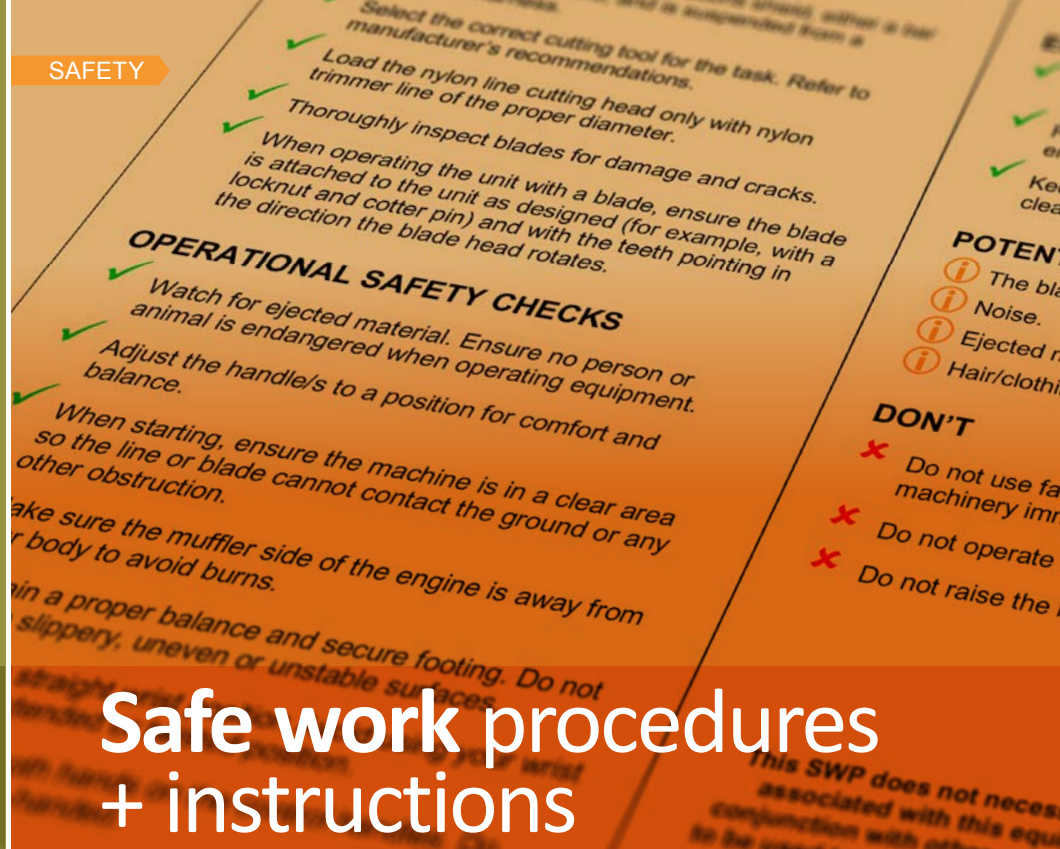
Out of date safety policies, plans and procedures are, simply, useless. Do they refer to people no longer working in your organisation or working in a different area with different responsibilities? Old phone numbers, obsolete legislation or standards or codes, and incorrect how-tos? If so, you need to update them.

Once a year is generally a good timeframe for reviewing your documents. You should also review your documents if you introduce changes to your work environment, business, key personnel, the equipment or chemicals you use. You should also review them if:

- they are not effectively managing the risk
- you identify new hazards or risks
- if consultation indicates you need to review them, or your workers ask you to review them
- if you have an incident.



SAFETY



Safe work procedures + instructions

But wait!

Don't shred them or completely overwrite them, as you may need to refer to these for legal and/or 'knowledge preservation' purposes.

So to make sure there's no confusion, and no one can use them:

- clearly mark them as obsolete. A big red stamp or watermark across the page that says 'replaced' with a date may be all you need!
- move them into an archival area (whether that's electronic or physical).

Make sure you tell everyone that there are new versions that should now be used. If you have documents displayed or used around your workplace, remove and replace them.

Get a system in place

Document control sounds bureaucratic but it's simply a matter of noting dates, version numbers, status (draft or final/approved) and who authorised the versions.

It's important that you can show your documents have been approved by the highest possible authority in your workplace.

Be specific

It's important that your safe work procedures are specific to the work tasks, equipment and chemicals in your workplace — and if necessary, each worksite in your organisation.

This is especially important when/where:

- your procedures are for activities that carry risk: such as construction work or the use of hazardous chemicals
- your work tasks are complex or detailed
- you have specific requirements for emergency procedures
- there are specific certification/licensing requirements for workers using certain equipment or performing certain processes/tasks.

Why write down a procedure

Safe work procedures are a practical and consistent way for everyone to commit to safety. They clearly:

- document the sequence of steps for doing the task safely
- incorporate the appropriate risk control measures into those steps.

When trained how to use a safe work procedure, everyone in your workplace will know the safe way to do their job, and will work the same way. They won't need to guess or make things up as they go along.

What to include

- A description of the activity/process.
- The person or position who is responsible for supervising the activity/process (note that if you use a person's name, you should update the procedure if the person leaves or is no longer responsible for supervising).
- A clear, logical, step by step explanation of the stages comprising the activity/process, from beginning to end.
- An explanation of the potential hazards and safety controls needed to minimise potential risk.
- Any other safety precautions to be taken while performing the activity/process.

Consult with your workers

Never underestimate the value of your workers' input when it comes to knowing about the hazards associated with their work. They often have ideas about how to reduce safety risks, make improvements and find solutions. We've covered consultation in previous columns.

You can also look at information from manufacturers, suppliers, operator's manuals and relevant codes of practice.

We also have examples that might provide a starting point for you. Go to www.worksafe.tas.gov.au and search for 'sample procedures'.

All you need to know about injury management programs

Injury management is a co-ordinated and managed process. It consists of activities and procedures that aim to facilitate an injured worker's recovery and achieve the best results for their timely, safe and durable return to work.

An important tool for supporting injury management is the injury management program (IMP).

What is an IMP?

An IMP is a series of documented policies and procedures that detail how workplace injuries will be managed, in order to achieve the best results for timely, safe and durable return to work for injured workers.

An IMP must be approved by the WorkCover Tasmania Board.

According to WorkCover's guidelines, an IMP must be:

- consistent with the Workers Rehabilitation and Compensation Act 1988 and supporting legislation
- reinforce the objective of returning injured workers to work
- be a transparent process for managing workplace injuries and claims for workers compensation
- clearly identifiable and readily accessible to everyone in your workplace.

Who must have one?

Everyone! Whether you're a Tasmanian government agency, a large multi-national organisation, or a very small business, you must have an IMP.

Who develops an IMP?

If you have a workers compensation policy with a licensed insurer, your insurer will create an IMP that suits your needs. So if you're a small business, don't worry that this will be an onerous

task that you don't have time for. Talk to your workers compensation insurer.

If you're a self insurer, you need to create your own. Tasmanian State Service Agencies (all self insurers) must create their own IMPs, too.

You can find how-to guidelines on the WorkCover website at www.workcover.tas.gov.au/insurance/injury_management_programs.

Injury management co-ordinators are also involved in developing and implementing injury management programs.

What's in an IMP?

In detail, an IMP will include elements such as:

- an injury management policy
- how communication in the injury management process will be managed
- the roles of the injury management co-ordinator, workplace rehabilitation provider, return to work co-ordinator, and medical practitioners
- return to work plans and injury management plans
- how alternative work duties will be managed.

Do you have to comply with your IMP?

Yes! You must comply with your approved IMP. WorkCover's audit program monitors this compliance, and you can be fined for not complying with your IMP.

Need more info?

If you have a workers compensation policy with a licensed insurer, call your insurer for more information about your IMP.



Young people

Around this time of year, many young people are looking for holiday work or starting their first job. Is there a minimum working age for children in Tasmania?

Laws administered by WorkSafe have no prescribed minimum age for employment. However, other laws may prescribe when a child must be at school and the types of work they can do.

Other laws may prevent young people from performing certain jobs such as gaming and selling tobacco products or alcohol.

The Fair Work Infoline on 131394 can provide information on the correct rate of pay they should receive.

Safety to consider

The Work Health and Safety Act 2012 requires employers to provide a safe and healthy workplace, and this would have to be considered when employing young people: for example, providing appropriate supervision, or following specific requirements for operating equipment such as forklifts.

You should satisfy yourself that the workplace will suitably induct and supervise your children while they're



+ work

Everybody's Talking...

Questions and answers from our Helpline

Can I get a copy of my working at heights and confined space licences from WorkSafe?

No. Workers do training courses and assessments for matters such as working at heights and confined spaces through registered training organisations (RTOs). These courses are based on national training competencies.

Upon successful completion of the course, workers are issued a certificate and/or wallet card certifying their satisfactory completion of the course by the RTO. Details of the training are retained by the RTO — they are not sent to WorkSafe.

So WorkSafe has no record of people who complete training like this. This also means that if you lose your card or have it stolen, you'll need to contact the RTO for a replacement.

Where do I find the fees for workers rehabilitation and compensation services?

Neither the legislation nor the WorkCover Tasmania Board dictate the fees for medical or rehabilitation services.

Any fee can be disputed within 28 days of receipt by the employer if it is considered 'unreasonable'.

The matter is then determined by the Workers Rehabilitation and Compensation Tribunal.

Find more information in our Guide to Workers Rehabilitation and Compensation in Tasmania. Go to www.worksafe.tas.gov.au and search for 'GB260'.

Can I 'cash in' my long service leave?

An employee covered by the Long Service Leave Act 1976 who exceeds 10 years of continuous service may, by agreement with the employer, elect to accept payment in lieu of the period of long service leave. By agreement, an employee may also take a mixture of cash and leave.

An employee is entitled to 8 (8.667) weeks' pay for 10 years of service, 4 weeks' pay for each subsequent 5 years of service, and on termination also receives a proportional amount for all other service accrued.

Please note that mining employees receive 13 weeks' pay for 10 years of service.

For more details go to www.worksafe.tas.gov.au and search for 'long service leave'.

I know it's not a workplace, but have you any safety tips for installing my Christmas lights around the home?

If you're going to use a ladder, please make sure it is well maintained and suitable for the job. If possible, secure it or have someone 'foot' it for you, and don't climb right to the top!

We have a handy guide to ladder safety: go to www.worksafe.tas.gov.au and search for 'GN049'.

For outdoor displays, only use lights and equipment that are designed for outdoor use. Don't overload your power points or power boards.

Use electricity sensibly, so you don't end up having a shocking Christmas!

at work to ensure their safety. Our March 2018 edition featured an article for parents and guardians of a young person looking for work, or about to start their first job, work experience placement, apprenticeship or traineeship. It covered how you can discuss WHS with your child. You'll find this edition at www.worksafe.tas.gov.au/resources/wpi-magazine.

Online resources

Some good online resources for young people to acquaint themselves with WHS include:

- SafeWork SA at www.safework.sa.gov.au/learning-centre/online-learning-programs, which includes virtual inductions of generic workplaces (office, supermarket)
- WorkSafe WA's Smartmoves website at smartmove.safetyline.wa.gov.au: look under its resources tab for additional links for a list of useful to websites
- WorkSafe Tasmania has a guide for young workers, so why not download a copy to go through with your child? Go to www.worksafe.tas.gov.au and search for 'GB140'.



WORKSAFE TASMANIA 2018 AWARDS

SAFE AND WELL EVERYDAY



2018 WorkSafe Awards

Congratulations to all winners, highly commended and finalists in the 2018 WorkSafe Awards.

St Vincent Industries Incorporated took out this year's prestigious Leadership Excellence Awards, presented by WorkCover Tasmania Board representative **Julieann Buchanan**.

All the award recipients were announced at the WorkSafe Tasmania Awards and Cocktail Evening, hosted by MC John X, on Monday 22 October at the Hotel Grand Chancellor Hobart.