

June 2016

Workplace

Issues

 Key stories inside

Enter the Awards

Construction, bullying, noise

GHS, SWA, COPs and more

Work Safe

TASMANIA

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COVER STORY

A new campaign for workplace bullying will be launched soon.
For details see page 4

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To see current and past editions, our warnings about telefraud and graphic images, and to subscribe, go to www.worksafe.tas.gov.au then choose the 'Resources' button then the 'Workplace Issues magazine' link.

Phone:
1300 366 322

Email:
wstinfo@justice.tas.gov.au

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

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Enter the **2016** **WorkSafe Tasmania** **Awards**

If you've come up with a way to make your workplace safer and healthier, you could be eligible for an award.

The WorkSafe Tasmania Awards recognise Tasmanian workplaces and individuals who are leading the way in work health and safety and return to work.

No matter how diverse your initiative or industry, you and your workplace could be celebrated at the 2016 WorkSafe Tasmania Awards presentation in Launceston on 28 October.

The categories:

- ▶ Best work health and safety management system
- ▶ Best solution to an identified work health and safety issue
- ▶ Best work health and safety practice/s in a small business
- ▶ Best individual contribution to work health and safety
- ▶ Best injury management and return to work program
- ▶ Health and safety representative of the year
- ▶ Commitment to a workplace health and wellbeing program

**To find out more and to enter, head to
www.worksafe.tas.gov.au and search for 'awards'.**

All entries must be submitted online by Sunday 10 July.

For assistance contact the Helpline on 1300 366 322.

Safety is good for business



Taking action against workplace bullying

In recent years, awareness of workplace bullying has risen. There's growing community acceptance that bullying in the workplace is unacceptable, and should be fixed when it occurs.

To meet that public concern, the WorkCover Board and WorkSafe is launching a new media and information campaign to support its Tasmanian Workplace Bullying Prevention Strategy.

What's bullying in Tas?

In 2013, the WorkCover Board commissioned independent research to examine the prevalence and impact of bullying in Tasmanian workplaces. Some of the findings revealed:

- 14.5% indicated they'd been bullied at some stage in their work life
- 10.4% had witnessed bullying in the past six months
- 68.1% of those who reported being bullied were women
- small business employers were more likely to be unaware or in denial about workplace bullying; workers of small businesses were less likely to recognise or report it
- people in 'direct supervisor' positions were most commonly identified as the perpetrators of bullying.

From this and further research, the Board developed its strategy for reducing the prevalence of workplace bullying and its impact when it does occur.

How will it do this?

The Board wants to encourage workplaces to apply seven guiding principles that are critical for achieving a positive workplace culture where bullying behaviour is unacceptable. These principles, developed after extensive research, are:

- everyone in a workplace should be treated fairly and with respect
- PCBUs should be proactive in meeting their duty of care to reduce the risk of unacceptable behaviours occurring in their workplace
- workers should be aware of their duty of care not to bully others in the workplace
- everyone in a workplace should have a clear understanding of what is and what it is not appropriate workplace behaviour
- everyone in a workplace should have an understanding of the options available if they experience or witness unacceptable workplace behaviour
- everyone in a workplace should feel that they are able to raise an issue of unacceptable workplace behaviour without fear of victimisation
- where unacceptable behaviour does occur in a workplace, intervention should be timely, fair and appropriate.

What's this mean for workplaces?

To translate these guiding principles into action in your workplace, WorkSafe is currently developing resources that capture the latest Australian thinking about how to prevent bullying, and how to manage it if it does happen. The guides will be practical, with tools and samples that you can use immediately.

Look out too for a thought-provoking media campaign that aims to start conversations about workplace bullying.

What can you do now?

While WorkSafe develops its practical resources, Safe Work Australia has guides that you can use now:

- Guide for Preventing and Responding to Workplace Bullying. It provides PCBUs and managers with practical advice for preventing, responding to, and investigating workplace bullying
- Dealing with Workplace Bullying: A Worker's Guide. It helps workers determine what is and what isn't bullying, and take steps if you're the victim of bullying — or if you're accused of bullying.

For these and other resources, go to www.safeworkaustralia.gov.au and search for 'bullying'.

WorkSafe Awards:

Get ready to enter!

Are you and your colleagues improving safety performance at your workplace, introducing initiatives for greater wellbeing, or supporting return to work in an outstanding way?

If you're committed to making your workplace safer and healthier for everyone, then you could be eligible for a WorkSafe Award! Whether it's an everyday achievement or a large-scale initiative, it could be worthy of being celebrated in the 2016 WorkSafe

Tasmania Awards.

The WorkSafe Awards are open to any Tasmanian business, organisation or individual with an initiative that fits one of the seven categories. These include recognition for return to work programs, health and safety reps, safety management systems, and wellbeing initiatives.

The size of your business is not significant; however, the category 'Best work health and safety practice/s in a small business' specifically caters for

those with fewer than 20 workers. We've had winners in the past who employ only three tradespeople — so small can be very successful!

Finalists and winners will be announced at a presentation dinner at the Hotel Grand Chancellor in Launceston on Friday 28 October.

So what are you waiting for? You'll find all the details, criteria and online entry form on the WorkSafe website — go to www.worksafe.tas.gov.au and search for 'awards'.

Here comes

WorkSafe Month!

WorkSafe Month for 2016 is coming soon. It's a great opportunity for you and your colleagues to learn the latest in WHS, return to work and wellbeing directly from the experts.

This year, there'll be a two-day conference at the Hotel Grand Chancellor in Launceston (Thursday 27 and Friday 28 October), which will culminate in the WorkSafe Awards

presentation dinner that Friday night (see more about the Awards above). It's a departure from our usual free offerings, but we're certain that the program we're developing will meet all your needs and expectations.

There'll be a regional program of face-to-face events involving WorkSafe's own experts: inspectors, advisors and officers who specialise in workplace safety, mine safety, farm safety,

dangerous goods and more.

And online pre-recorded seminars and live-streamed events will be once again available.

As the program for all these activities develop, you can find more information and register for events at our website. Go to www.worksafe.tas.gov.au and look for a link under the Events heading on the home page.



Working **safely** at height

What's the issue?

Falling from height is the most common cause of fatalities on building and construction sites. Particularly hazardous situations for construction workers include working:

- from unsecured ladders
- from elevated work platforms or scissor lifts
- near unprotected open edges of floors or roofs
- near unguarded excavations, trenches or shafts
- from unstable structures such as incomplete or incorrect scaffolding.

What do the regs say?

The Work Health and Safety Regulations 2012 (specifically regulations 78 and 79) require that the risk of a fall from one level to another be eliminated where possible, or at least minimised.

Controlling the risk of falling

To select the right control measure for preventing the risk of falling, ask yourself these questions:

1. Can the work be done on the ground, to eliminate the need to even work at height at all?
2. Can a fall be prevented by working on a solid construction? That is, in an existing building or structure (such as a flat roof with permanently installed guard rails around the edges).

3. Can the risk of a fall be reduced by providing and maintaining a safe system of work, such as a fall prevention device (like installing guard rails); or if that's not practicable, a work positioning system (like an industrial rope access system); or if that's not practicable, a fall arrest system.

Working your way through these questions *in this order* will help you come up with the best solutions, which may even be a combination of options.

The options in detail

You can find more practical detail for those three questions in the 'Preventing Falls in Housing Construction' code of practice:

- section 3 provides examples of work that can be done on the ground; and exactly what counts as a solid construction
- section 4 details and gives example of fall prevention devices
- section 5 explains work positioning systems and when they are suitable
- section 6 covers and gives examples of fall-arrest systems.

Find the code on the WorkSafe website at www.worksafe.tas.gov.au by searching for 'CP127'.

Supporting measures

Once you have arrived at the option (or options) best suited to your worksite and risks, don't forget the work you

need to do to make these controls work effectively:

- develop safe work procedures for them, which includes a schedule for inspections and maintenance
- train your workers in how to use them correctly
- supervise your workers, especially if they're unfamiliar with the working environment or they're being trained in how to use the control measure.

And don't forget to review whatever option you choose, to make sure it is working as planned and isn't introducing new problems.

What about 2 metres?

Our Helpline often gets asked about specific heights — usually, when working at 2 metres or higher. The Work Health and Safety Regulations 2012 considers this to be 'high risk work', which requires a safe work methods statement to be completed. For guidance on these, see our March 2016 edition of Workplace Issues.

See also...

In our March 2016 edition of Workplace Issues, we provided an extract from the 'Preventing Falls in Housing Construction' code of practice dealing with edge protection, void protection, wall framing and guarding openings. If you don't have this edition, look on the WorkSafe website under the resources tab.

Security fencing around worksites

What's the issue?

Children love to explore, and on their adventures they may find themselves in places they shouldn't be! Of course, it's not just kids, and anyone who makes their way onto a building site without authorisation may be exposed to hazards that could seriously harm or even kill them.

What do the regs say?

The Work Health and Safety Regulations 2012 require the person with management or control of a workplace where construction work is carried out to make sure the workplace is secured from unauthorised public access (so far as is reasonably practicable). This is to make sure the public is not exposed to any of the risks that arise from the construction work.

The Regulations are deliberately not prescriptive, to recognise that different locations will have different risks. For that reason it's important to allow flexibility in how to comply.

When is fencing needed around construction sites?

Unauthorised visitors might not:

- be deterred by or understand warning signs
- understand the dangers present on

a building site: such as falling from heights, being crushed by collapsing materials, coming into contact with hazardous substances, falling into open excavations or onto protruding reinforcement bars, and more

- understand the risks they may be exposed to once on the site.

Ideally, you should be trying to remove all hazards and risks on your building site, but this isn't always achievable.

Therefore fencing can be an effective way of restricting unauthorised entry to a building site when hazards are present.

Get the checklist

The principal contractor should strongly consider installing a fence around a building site when it is:

- near a school, or on a route travelled by children to and from school
- close to parks or recreational areas
- in a built-up area.

Our guidance note 'Making housing construction sites secure against unauthorised public access' includes a checklist to help you determine if you need safety and security fencing for your construction site.

Find it on the WorkSafe website at www.worksafe.tas.gov.au by searching for 'GN051'.

What type of fence is needed?

The perimeter fence must be adequate for its purpose and you should consider these factors when determining the fence's construction:

- it should be high enough to deter entry
- it should be difficult to climb
- it should be difficult to get underneath
- it should be stable, and able to withstand anticipated winds
- any gates and joints in the fence should be securely connected to prevent anyone from finding a weak point for entry.

Existing boundary fences are acceptable provided they sufficiently restrict access to the construction site.

What's not acceptable?

These options are not satisfactory for security fencing:

- sheets of reinforcing mesh: because children can get hand and foot holds to climb over, and the protruding ends of the sheets could result in penetrating injuries
- barrier mesh/fencing with star pickets: because this can easily be climbed over or crawled under.

What sort of incidents **must** you report to WorkSafe?

Since January this year, WorkSafe has received over 350 incident notifications from workplaces.

You don't need to report every incident that occurs to WorkSafe; in their caution, some workplaces are reporting insignificant injuries. So which ones must you tell us about, and how?

What to notify

Report these to WorkSafe:

- if someone **dies**, or
- if someone suffers a **serious injury or serious illness** (they require immediate hospitalisation or medical treatment), or
- if a **dangerous incident** occurs (for example a fire, explosion, infrastructure collapse, chemical spill or leak, electric shock).

You can find fully detailed definitions of the last two categories on the WorkSafe Tasmania website. Go to www.worksafe.tas.gov.au and choose the 'report an incident' button.

Electric shocks must be notified to both WorkSafe Tasmania and TasNetworks (call 132 004).

Triggers for notifying

Safe Work Australia has produced a fact sheet that lists various types of triggers for notification, and gives examples of things that are and are not notifiable.

The key trigger is that the incident **arises out of the conduct of the business or undertaking**.

Using this as a guide, it can be seen that something like a child at school falling over while playing sport, an elderly resident of a nursing home suffering a heart attack, or a minor

motor vehicle accident will **not** normally be notifiable.

Think in terms of an incident being caused by:

- a failure of a process
- a fault in a piece of equipment, or
- insufficient training or supervision.

This will help your decision on notification.

This fact sheet also covers public places and sporting events.

To find this fact sheet, go to www.safeworkaustralia.gov.au and search for 'incident notification'.

What doesn't need notifying

An incident is not notifiable just because it happens at or near a workplace. To be notifiable, an incident must arise out of the conduct of the business or undertaking.

Only work-related incidents are notifiable.

Incidents may happen for reasons that don't have anything to do with work or the conduct of the business or undertaking. For example:

- a worker or another person suffers a heart attack while at work, which is unrelated to work or the conduct of the business or undertaking
- an amateur athlete is injured while playing for the local soccer team and requires immediate medical treatment (this is not work)
- a person driving to work is injured in a car accident (where driving is not part of their work)
- a person with epilepsy has a seizure at work.

These kinds of incidents are not notifiable.

How to notify

You can notify WorkSafe Tasmania at any time by calling 1300 366 322.

You must follow this up within 48 hours, by lodging our Incident Notice Form to WorkSafe by email, fax or mail. Find this form on our website — go to www.worksafe.tas.gov.au and choose the 'report an incident' button.

You must also preserve the site of the incident until an inspector arrives. However, there are exceptions to this:

- to help an injured person
- to remove a deceased person
- when it is essential to make the site safe or to reduce the risk of a further notifiable incident happening
- when it is associated with a police investigation
- when an inspector or the regulator gives permission.

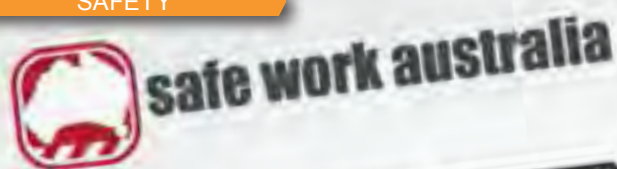
Record keeping

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.

Even without notifying

Even when WorkSafe Tasmania may not require notification, you must still investigate and where possible, implement actions to prevent a recurrence.



Safe Work Australia leads the development of national policy to improve work health and safety and workers' compensation arrangements across Australia.

[Find out more about Safe Work Australia](#)

Find a regulator in your state or territory

- Commonwealth
- VIC
- WA
- ACT
- NSW
- NT
- QLD
- SA
- TAS

Popular links

- [Model work health and safety](#)
- [Model Codes of Practice](#)
- [Industry statistics](#)
- [Lost time injury frequency](#)
- [Workplace incidents report](#)
- [Virtual Seminar Series](#)
- [QuadWatch](#)
- [Hazardous chemical information](#)
- [GHS](#)
- [National Safe Work Month](#)

Safe Work Australia: What you should know

Safe Work Australia is the national agency that develops WHS policy and legislation, including the codes of practice, but does not regulate those WHS laws. Its members include representatives from each state's regulator (including from WorkSafe Tasmania) who, together with national industry and union social partners, play an important role in improving WHS in a practical way.

So why should you care about Safe Work Australia?

Working together

Officers from WorkSafe Tasmania sit on many on Safe Work Australia's working groups and committees, which far from being talk-fests, drive the policies, research and ultimately the changes that affect how you do safety in your workplace.

The best examples are the new laws that were introduced in 2012, that ensured a harmonised approach to safety across Australia. These were developed with extensive consultation with state regulators, unions and employer associations.

The supporting codes of practice that were also introduced and adopted by states including Tasmania are practical and easy to understand tools that help you comply with the 2012 act and regulations. They cover specific hazards

and work tasks, and general safety management 'how tos' as well (see our article on 'Use the code to comply' over the page for more detail).

Setting the agenda for change

Driving policy and collecting data is not just for bureaucrats: it influences the decisions and actions that regulators like WorkSafe Tasmania take to improve work health and safety for you.

The Australian Work Health and Safety Strategy 2012–2022 is a framework with a vision for safe, healthy and productive lives for working Australians. Its targets and action areas focus regulators' resources and initiatives on the industries, occupations and hazards that require the most attention.

Seeing it in practice

For example, supporting small business with practical resources to improve safety performance without further regulation is put into practice by WorkSafe Tasmania's free Advisory Services.

And the seven priority industries that Safe Work Australia has identified (because of their high rates of injuries and fatalities, or because they are inherently hazardous) have most recently translated into two WorkSafe

Tasmania projects. The health care and social assistance sector (which was highlighted in 2015 editions of Workplace Issues) and the Safe Farming Tasmania project (run jointly with the Department of Primary Industries, Water and the Environment).

Maybe your rural or health care workplace was visited by an inspector? If so, you saw the direction of Safe Work Australia in action.

Reporting trends

Some of the reports that Safe Work Australia publishes provide important snapshots of our safety performance, and the trends in injuries, exposure to hazards ranging from carcinogens and noise to bullying and drug use. Again, these reports ultimately influence what regulators focus on to improve workers' safety and health.

Find more

Go to the Safe Work Australia website at www.safeworkaustralia.gov.au and choose:

- the 'Model WHS laws' tab for the codes of practice
- the 'Australian Strategy' tab for the Australian Work Health and Safety Strategy 2012–2022
- the 'Research and evaluation' tab for the research reports.

Use the codes to comply

Look beyond the act and regs and pay attention to the codes of practice to manage safety — that's the lesson from a recent court case in NSW.

Following an incident where a worker was significantly injured from falling off a roof, a PCBU was prosecuted for failing to meet its duty to exercise due diligence. The judge stated that the risks of falling could (and should) have been managed, and ways to do so were covered in the 'Managing the Risk of Falls' code of practice.

How 'legal' are codes?

Codes of practice are admissible in court proceedings under the Work Health and Safety Act 2012 and regulations. Courts may:

- regard a code as evidence of what is known about a hazard, risk or control
- rely on the code when determining what is reasonably practicable in the circumstances the code relates to.

In other words: what you should have known about a hazard and its risks, and what you could have done to manage them.

An inspector may also refer to a code when issuing an improvement or prohibition notice.

In this NSW case, the PCBU's failure to ensure compliance with the code was directly linked to the PCBU's failure to exercise due diligence, which is a requirement of the Act.

What are the codes?

The codes are practical, free of jargon and easy to understand guides you can use to achieve the standards of health, safety and welfare required under the WHS laws.

There are codes for many essential areas of WHS that apply to all workplaces, regardless of your size or the work you do. There are also hazard or tasks specific codes too, that will only apply to certain workplaces or jobs.

Codes for all

Some of the codes every workplace should look at include 'How to Manage Work Health and Safety Risks', 'Managing the Work Environment and Facilities', 'First Aid in the Workplace', and 'Work Health and Safety Consultation, Cooperation and Coordination'.

Using these codes will help you comply with what the WHS laws demand for these issues. For example, the 'Work Health and Safety Consultation, Cooperation and Coordination' code discusses what information to share, the most effective ways for workers and employers to consult with one another, and how employers can consult with others such as labour hire organisations and contractors. There's also a useful consultation checklist that you can copy and start working with.

Codes for specific tasks and hazards

Examples of codes for specific tasks or hazards include 'Demolition Work', 'Hazardous Manual Tasks', and 'Managing Risks of Hazardous Chemicals in the Workplace'. These provide practical guidance for managing specific WHS issues.

For example, the 'Welding Processes' code guides you through the risk management process for welding tasks, and how you could consult with your workers on this matter. It details hazards such as lead, radiation and burns, and gives examples of actual ways to control them.

These codes don't necessarily cover all hazards or risks which may arise. So you must consider all the risks associated with the type of work you carry out at your workplace, not just those listed in the code.

What you should do

Incorporate the codes' suggestions into your safety policies and safe work procedures.

You'll find all the codes at the WorkSafe website at www.worksafe.tas.gov.au and search for 'codes of practice'.

How much noise is too much?

WorkSafe Tasmania's Helpline is frequently asked about safe levels of exposure to noisy plant, tools and equipment. Below is the section of the Code of Practice 'Managing Noise and Preventing Hearing Loss at Work' that Helpline inspectors refer to. You can find this code on the WorkSafe Tasmania website. Go to www.worksafe.tas.gov.au and search for 'CP118'.

Whether the exposure standard of 85 dB(A) averaged over eight hours is exceeded depends on the level of noise

involved and how long workers are exposed to it.

Peak noise levels greater than 140 dB(C) usually occur with impact or explosive noise such as sledge-hammering or a gun shot. Any exposure above this peak can create almost instant damage to hearing.

Decibels are not like normal numbers. They can't be added or subtracted in the normal way. The decibel scale is logarithmic. On this scale, an increase of 3 dB therefore represents a doubling or twice as much sound energy. This

means that the length of time a worker could be exposed to the noise is reduced by half for every 3 dB increase in noise level if the same noise energy is to be received.

Table 1 below demonstrates the length of time a person without hearing protectors can be exposed before the standard is exceeded.

Table 2 below lists common noise sources and their typical sound levels which can be used to compare whether noise in the workplace sounds as loud as or louder than 85 dB(A).

**Table 1: Equivalent Noise Exposures
LAeq,8h = 85 dB(A)**

Noise Level dB(A)	Exposure Time
80	16 hours
82	12 hours
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	7.5 minutes
106	3.8 minutes
109	1.9 minutes
112	57 seconds
115	28.8 seconds
118	14.4 seconds
121	7.2 seconds
124	3.6 seconds
127	1.8 seconds
130	0.9 seconds

Table 2: Common noise sources and their typical sound levels

Typical sound level in dB v	Sound source
140	Jet engine at 30m
130	Rivet hammer (pain can be felt at this threshold)
120	Rock drill
110	Chain saw
100	Sheet-metal workshop
90	Lawn mower
85	Front-end loader
80	Kerbside heavy traffic, lathe
70	Loud conversation
60	Normal conversation
40	Quiet radio music
30	Whispering
0	Hearing threshold

Build a safety system: RESPONSIBILITY and accountability

In previous editions of Workplace Issues, we've been building the fundamentals for a successful and sustainable safety management system (see box below for what we've covered so far). Ultimately, this system will help you create a safe and healthy environment for your workers, contractors, clients and visitors.

The next step in the program is understanding who is legally responsible for WHS in your organisation.

The senior managers

It's essential that your senior managers:

- understand the nature and operations of your business's work, and the associated hazards and risks
- understand your organisation's legal obligations for WHS
- understand *their* legal obligations for WHS
- can demonstrate how they fulfil these obligations.

What their obligations are

Senior managers must provide a safe and healthy workplace for workers, contractors and visitors, by ensuring:

- safe systems of work
- a safe work environment
- safe use of plant, structures and substances
- adequate information, training, instruction and supervision for workers
- adequate facilities for workers' welfare (such as toilets, hand washing and lunch rooms)
- appropriate accommodation for workers (if it's required)

- compliance with the requirements of WHS laws
- notification and recording of workplace incidents
- effective systems for monitoring workers' health and workplace conditions.

(How to do these things? You'll be guided by the safety policy and plan you've already developed, and by the outcomes from risk assessments and safety audits of your workplace. The codes of practice can provide practical guidance about many of these matters; go to WorkSafe's website at www.tas.gov.au and search for 'codes of practice'.)

Proving it

First — record it. If you've been following this series, you'll know this is not 'just paperwork' and you'll be well on your way to documenting these requirements. You must also document things like:

- training done by managers in due diligence and in WHS
- correspondence/documents given to and provided by senior managers about: the organisation's legal requirements, their legal obligations, and how they are fulfilling these.

Second — can you prove you know and understand these obligations by, say, discussing and explaining them to someone? This really shows you're across your WHS responsibilities.

Know how you're performing

If the legal obligations are the theory, then your workplace's safety performance is the practice. Senior managers must stay up to date with this as well.

It's sufficient to have one senior manager who's responsible for reporting to the others on current safety performance. This reporting — of incidents, injuries and hazards, for example — should be done regularly to ensure all managers stay up to date.

It's most likely this dedicated manager would be the person with overall responsibility of your safety management system.

Put it in the PD

People's WHS responsibilities and authority must also be documented.

Here we're not just talking about senior managers, but anyone in your organisation: the person who maintains equipment, who conducts WHS training or supervision, who is a HSR, who conducts health monitoring, and so on.

Their authority and responsibility to carry out these tasks should be documented in:

- their position description
- your WHS policy and plan
- safe work procedures
- your organisational chart or structure
- a simple list
- any tender or contract documents.

Make sure *all* your workers know and understand these people and their roles: communicate them at staff meetings, inductions, training and communications like emails or noticeboards.

Measure it

This is the accountability part of the equation. You need to measure whether those managers and authorised people are meeting their WHS responsibilities,



and you can do this through regular reviews. Once again, communicate and document this process.

Finally

Remember everyone is responsible for safety. Workers have responsibilities, too: to comply with any reasonable safety instructions, policies and safe work procedures; and to take reasonable care of their own safety and that of their co-workers.

A note about contractors

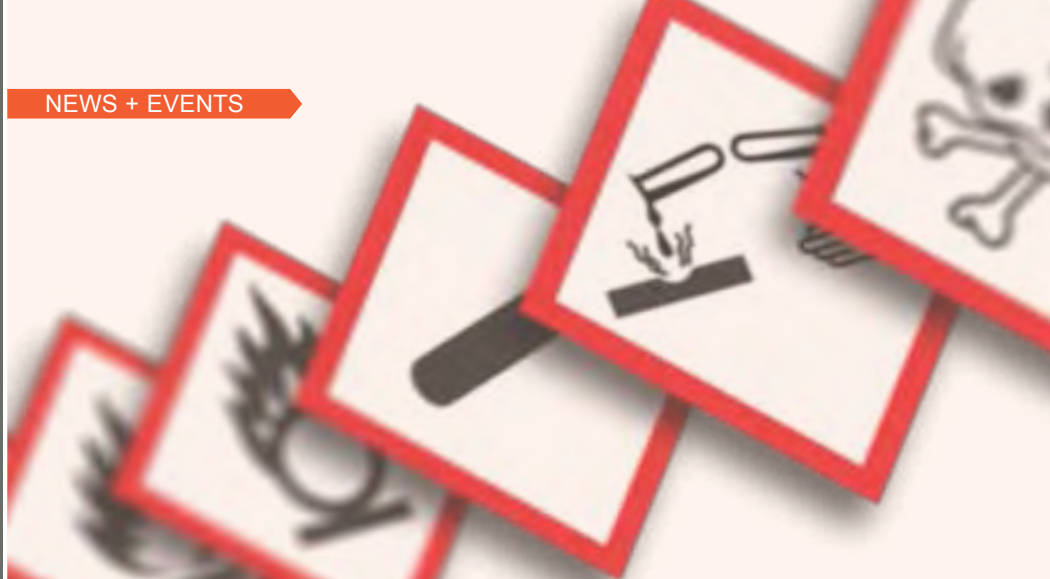
The WHS responsibilities of you and your contractors must also be defined and communicated. For detail on this, see our 'Managing the safety of others' feature in our March 2016 edition. If you don't have a copy, go to www.worksafe.tas.gov.au and look under the resources tab.

This series helps you build your safety management system.

So far we have guided you to:

- develop your WHS policy (Sept 2015)
- write a safety management plan (Dec 2015)
- dedicate the necessary resourcing for WHS (Mar 2016).

If you have particular issues you'd like addressed, email us at wstinfo@justice.tas.gov.au with the subject line 'magazine safety article'.



Are you GHS ready?

A new international system of classifying chemicals and communicating their hazards is coming into effect in Australia on 1 January 2017.

What the GHS is

The Globally Harmonised System (GHS) of Classification and Labelling of Chemicals will:

- standardise systems across countries, therefore removing barriers to trade and reducing burdens on business
- enhance the protection of people and the environment
- be easier to read and understand.

What the GHS replaces

The GHS replaces Australia's existing system for classifying hazardous substances and dangerous goods in the workplace, the Approved Criteria for Classifying Hazardous Substances.

From 1 January 2017, you should also use the Tasmanian-approved codes of practice 'Preparation of Safety Data Sheets for Hazardous Chemicals' and 'Labelling of Workplace Hazardous Chemicals'. Both are available on the WorkSafe Tasmania website at www.worksafe.tas.gov.au (search for CP126 and CP115).

Who the GHS affects

If you manufacture, import, sell or use hazardous chemicals, you need to take action on the changes to labelling and classification.

What the changes include

Changes to labels include:

- much briefer and more direct **hazard statements** about the nature of the chemical's hazard
- a **precautionary statement** which tells you how to respond to exposure and how to use the chemical safely
- nine **symbols** or pictograms that quickly convey information about the chemicals hazards
- two **signal words** which indicate the severity of the chemical's hazard: either Danger for severe hazards or Warning for less severe hazards.

What can you do?

Comcare, SafeWork NSW and Safe Work Australia have detailed information, practical guidance and resources such as posters for getting up to speed with the GHS. These cover the naming, labelling and hazard requirements, and help you comply with the new system. On the SafeWork NSW website, the document 'Are you GHS ready — Six simple steps' walks you through the stages of understanding and complying with the GHS.

Go to www.safework.nsw.gov.au and www.comcare.gov.au and www.safeworkaustralia.gov.au and search for 'GHS'.

Working together: Our workers comp scheme

You could explain Tasmania's workers compensation scheme by numbers: supported by 16,000 Tasmanian employers who have a workers compensation policy, helping 7,500 injured workers through payments of \$170 million a year or \$450,000 each day, every day.

But our workers compensation scheme is more than this overwhelming list of figures: it's people and workplaces and organisations working together, to look after injured workers, support them financially, and help them return to a safe and sustainable working life.

Who's who: Insurers

In Tasmania, an employer must either:

- take out a workers compensation insurance policy with a licensed insurer, or
- become a self-insurer through the WorkCover Tasmania Board.

There are seven insurers licensed in Tasmania to provide employers with a workers compensation insurance policy. Their role is to manage the claims process, help employers meet their legal obligations, and help get workers back to work with financial support through a time of lost wages, medical appointments and time off work.

There are 10 self-insurers (mostly large organisations such as Woolworths, Forestry Tasmania and Nyrstar) who manage their own workers compensation arrangements. To be able to do this, they must meet stringent criteria and maintain high standards in WHS and workers compensation claims management.

Who's who: Health providers

Doctors start the process by signing the workers compensation medical certificate; and advising the injured worker and employer about safe levels of activity and what treatments could get them back to a functioning lifestyle (it's about getting back to work and

getting back to the things you like to do with family and friends, too).

Injury management co-ordinators oversee the injury management process for workers and employers, creating individual plans and providing a single point of contact between employers, doctors, insurers and workplace rehabilitation providers.

These workplace rehabilitation providers offer specific services to the worker and employer, such as assessing the functional capacity of a worker, providing advice about modifying work tasks or environments, and rehabilitation counselling.

Who's who: Employers, workers

Of course at the heart of the scheme is the injured worker and their employer. Getting an injured worker back to work safely is in the best interests of the worker (and their family, friends and social networks), because work is generally good for our physical and emotional health. The longer you're off work, the harder it is to get back to work, and the negative impacts increase for your physical and emotional wellbeing.

Work practices and workplace culture and relationships are just as important as return to work plans and programs. They can make an injured worker feeling supported during the return to work process, which can positively affect their ongoing recovery and productivity. Employers play a key role in shaping these factors for positive outcomes.

Who's who: The WorkCover Board

Finally, overseeing the scheme is the WorkCover Tasmania Board. The Board ensures the scheme is fair and sustainable; one way it does this is by engaging an independent actuary to analyse the scheme's performance and identify future trends and any

possible problem areas. The Board also advises the relevant Minister on the effectiveness of the scheme and the relevant laws.

The Board regulates some of the key players we've discussed here. For example, medical practitioners must be accredited to issue workers compensation medical certificates; workplace rehabilitation providers must be accredited to deliver their services. Employers who wish to self-insure must be granted a permit to do so; insurance companies must be licensed to cover employers.

For all these stakeholders, there are criteria and conditions that must be met, and the Board conducts audits and other monitoring programs to ensure these obligations are met.

Finally, the Board provides support through education, training and resources, support and mentoring, scholarships and advisory services.

No matter what their role or function, everyone in the scheme is focussed on improving the health outcomes for injured workers.

Last year, 7,500 people were injured at work. Most of them recovered and went back to work. But sadly, some people die from or in a work-related incident. The workers compensation scheme provides financial support for the dependants of deceased workers (including weekly payments or lump sum payments; compensation for the medical expenses incurred by the worker; and compensation for counselling and burial/cremation).

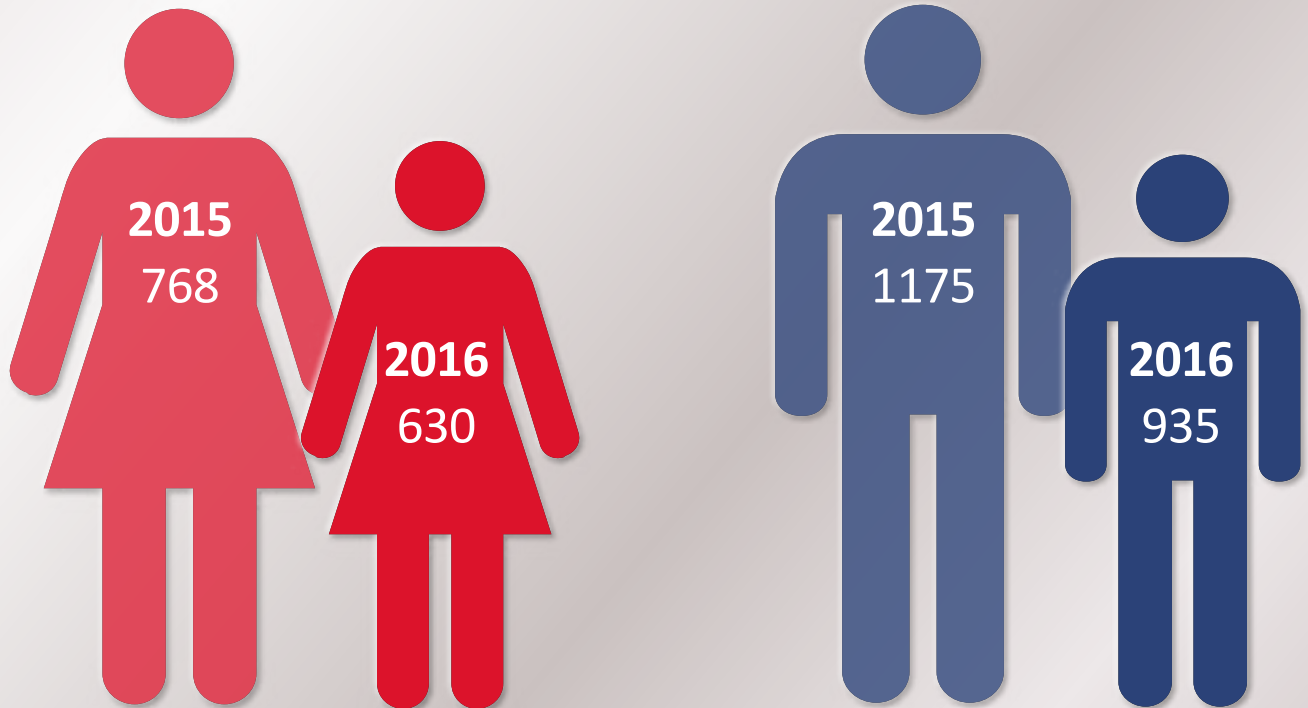
Want more details?

The Workers Compensation Handbook: The Basics can help you navigate through the workers compensation and injury management processes, and contains more detail about the people and matters outlined in this article. Go to www.worksafe.tas.gov.au and search for 'GB010'.

INJURIES

in the workplace

The number of injuries in the first quarter of 2016 compared to the same time last year



The total cost of these injuries for this quarter was

\$3.5 million

Top 3 injured occupations:



Farm, Forestry and
Garden Workers



Carers
and Aides



Other Labourers

Top 3 causes of injury

Body stressing

Being hit by moving objects

Falls, trips and slips
of a person

Data selection is for Quarter 1 2016, based on the date of injury as at May 2016.

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

Everybody's Talking...

Questions and answers from our Helpline

How do we verify that someone is competent?

A Licence to Perform High Risk Work issued by WorkSafe Tasmania (which covers specific equipment use) shows that the holder has been formally assessed against a national standard as competent to operate that class of equipment.

However, there are many other 'high risk' activities in workplaces that aren't licensed, such as confined space entry, working at heights, operating earthmoving/roadmaking equipment, and using a chainsaw.

A Person Conducting a Business or Undertaking (PCBU) has a primary obligation to make sure that workers undertaking these tasks are 'competent' to do so safely. So, how do you verify these workers are competent?

The worker must provide evidence that they have the required experience, technical skills, knowledge, understanding and behaviour to perform the job; and that they apply them consistently, safely and in accordance with relevant procedures and standards.

A worker can be measured against these criteria either within the workplace or by an external Verification of Competency provider (usually a registered training organisation).

If the assessment is being done internally, then detailed records must be maintained of the person who conducted the assessment, the observations made, areas of concern/extra training required and any conclusions reached. Internal assessment may be a combination

of induction, operational observation, question and answer, and review of any training the operator has previously done.

If an external assessor is used, then any documentation they provide must be retained on a worker's personal file.

My workers talk about fatigue. What is fatigue?

Fatigue refers to mental or physical exhaustion that stops a person from being able to function normally. It's more than simply feeling tired or drowsy. Fatigue is caused by prolonged periods of physical and/or mental exertion without enough time to rest and recover.

Fatigue can be a major source of stress. It can significantly affect someone's capacity to function (therefore affecting their work performance and productivity) and increase the potential for workplace injuries to occur.

If you believe any of your workers are showing signs of fatigue, it's important to identify the contributing factors.

It is generally caused by:

- spending long periods of time awake. Being awake for 17 hours is equivalent to having a blood alcohol reading of 0.05. Being awake for 20 hours is equivalent to having a blood alcohol reading of 0.1
- having an inadequate amount and/or quality of sleep over an extended period.

The workplace may be another cause. Work related factors include extended work hours, shift work, inadequate time for sleep between shifts, early or late shifts, job design and/or working a second job.

Non-work related factors include extended travelling times, heavy family and social obligations, high level community activities, emotional issues, age, and poor health and fitness.

If fatigue is not relieved by enough sleep and by addressing contributing factors, it's a good idea for the person to seek professional help.

For more information, see the fatigue management factsheet on the WorkSafe website. Go to www.worksafe.tas.gov.au search for 'fatigue'.

Common long service leave enquiries

These are some of the common questions we're asked about the Long Service Leave Act 1976, which applies to most private sector workplaces in Tasmania. Please note this information is not a legal interpretation of the legislation.

How many years must I work before I can take some long service leave?

To have an entitlement to take long service leave, you must be continuously employed for ten years.

After ten years you'll receive an entitlement of 8.66667 weeks of leave. A further 4.33333 weeks becomes available at each five year anniversary of starting your employment.

Am I entitled to long service leave if the business I work in is sold?

Sometimes an employer will terminate their worker's employment when they sell a business and tell their workers they are being paid all their entitlements.

However, this should not affect a worker's long service leave entitlements provided they are re-employed by the new owner, in substantially the same business type within two months (in most cases they begin the next day).

The time already served with the first employer would count towards their ten year continuous employment qualification period mentioned above.

Does work as a casual count toward long service leave?

Yes, a period of employment as a casual counts towards your ten years of continuous employment provided you have been continuously employed for at least 32 hours in each successive four week period since you began (an average of 8 hours a week).

Workers can also change their type of employment (for example, from part time to casual to full time, or full time to casual or part time) and still qualify for long service leave, provided their service is continuous.

We'll provide more information on the nature of 'continuous employment' in a future article.

Can I be paid a pro-rata long service leave entitlement if I leave my employment?

Yes, provided you have completed ten years continuous service. In some circumstances you may be entitled to a pro-rata payment provided you have completed at least seven years' service.

More information is also available from our website at www.worksafe.tas.gov.au/ laws and call our Helpline on 1300 366 322 if you have further questions.

Free work health and safety advice

Free and confidential

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

Booking a visit

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

Contact our Work Health and Safety Advisors today on:

1300 366 322

worksafeadvisoryservice@justice.tas.gov.au

www.worksafe.tas.gov.au





Your rights with WorkSafe

But what happens if you disagree with an inspector's decision?

Decisions can be reviewed

Some decisions made by an inspector can be reviewed. These are decisions on:

- provisional improvement notices issued by health and safety representatives
- forfeiture and return of goods or things
- issue of improvement, prohibition or non-disturbance notices and subsequent notices
- variation or cancellation of notices
- extension of time to comply with improvement notices
- training of health and safety representatives
- work groups
- health and safety committees.

In addition, a number of decisions made under the Work Health and Safety Regulations 2012 can be reviewed.

How they are reviewed

An inspector's decision is initially subject to an internal review by the Director of Industry Safety (within WorkSafe Tasmania).

However, if you are dissatisfied with the internal review decision, you may apply for an external review (via the Magistrates Court).

Want more detail?

WorkSafe has a guide and a section on its website dedicated to explaining WorkSafe's compliance and enforcement activities, and what these mean for your workplace.

Go to www.worksafe.tas.gov.au and choose the Laws tab, then down the left hand side, choose the 'compliance and enforcement' section.

For the guide 'What to expect when a WorkSafe Tasmania inspector visits', search for 'GB158' on the website or call 1300 366 322 to request a printed copy.

Some of the reasons a WorkSafe Tasmania Inspector might visit your workplace is to investigate reports of unsafe or unhealthy conditions and dangerous work practices, and to resolve WHS issues.

They have specific powers under the Work Health and Safety Act 2012 to enter workplaces in order to fulfil these objectives; and as a result of their visit, they might take steps to ensure compliance — for example, issuing improvement or prohibition notices, or on-the-spot fines, or enforceable undertakings.

RETURN TO WORK

Take part in a return to work survey

The University of Tasmania is looking for participants for a research study examining people's return to work experiences. The study, conducted jointly with La Trobe University, will also look at the contribution of stress in predicting a successful return to work.

You're invited to take part if:

- you've been involved in at least one workers compensation claim in Tasmania since 1 July 2010

- are aged 18 and over
- are the person who made the workers compensation claim.

The study involves an online survey which should take about 30 minutes to complete; alternatively, you can complete a printed survey. All responses are anonymous and confidential. And you could win one of five \$100 gift vouchers just for completing the survey!

You may also be invited to take part in an face to face interview, to draw out further detail of your return to work experiences.

To participate in this study:

- go to www.surveymonkey.com/r/InjuredWorkerSurvey or
- email Dr Matthewson or Ms Dean at InjuredWorker.Study@utas.edu.au for a printed survey (you'll be provided with a reply paid envelop).

Update: Domestic violence

We received emails after our March 2016 edition' article 'Domestic and family violence: It is a workplace issue' asking for support services for male victims of domestic violence.

- www.1800respect.org.au — the national sexual assault, domestic family violence counselling service
- www.oneinthree.com.au — the One In Three campaign provides information and lists other support resources
- www.mensline.org.au — while not for domestic violence specifically, Mensline Australia can provide counselling

Please remember the article's advice for workplaces to address applies to victims of both genders.

And if you're a first responder (such as police or paramedic) attending a domestic violence incident, please remember to be alert for your own safety too. Your organisation should have training and protocols in place to ensure your safety in such circumstances. You may also want to find out about support from employer assistance and other de-briefing programs to ensure your emotional wellbeing.

Check for asbestos

The tiles containing asbestos

A recent incident at a school highlights the need to be vigilant about knowing the full extent of asbestos in your workplace.

Some heat-resistant mats and tiles containing asbestos were found locked away in a cupboard in the science department of a school. While the school had an asbestos register, these mats had not been identified on the register. It's thought that they may have been used in the past under Bunsen burners to protect the bench surface (asbestos was traditionally used in products for its heat resistant and insulating properties).

What can you do?

Having a register is the first step — but it is only useful if all asbestos products and locations are on it, so be thorough in your audit of your workplace.

You must also develop and implement an accompanying asbestos management plan should any asbestos be identified in your workplace.

It's recommended that a suitably competent person conducts the asbestos audit and compiles the asbestos register and management plan, as there are over 3,000 known products which contain asbestos.

To create your register, get the code of practice 'How to Manage and Control Asbestos in the Workplace'. This easy to understand code has a complete section on creating and reviewing an asbestos register, and ensuring it is available to people in the workplace.

The code also covers other issues of managing exposure to asbestos. To see the code, go to the WorkSafe website at www.worksafe.tas.gov.au and search for 'CP111'.

Other resources

See our article 'Update: National asbestos plan' in this magazine for other useful links and resources for managing asbestos in your workplace.

Need safety help, now?

If you need a hand to get started managing hazards — and of course, improving safety performance and productivity — in your workplace, then why not talk with one of our Safety Advisors?

Our WorkSafe Advisory Service has been helping small to medium businesses since 2007, and has now grown to five Safety Advisors located around the state. We continue to receive positive feedback from employers and managers who have benefited from the practical advice, tools and ongoing support of an Advisor.

- 'I'm writing to express my appreciation for the information and advice you provided during our meeting yesterday, and for promptly providing the follow up information and documents you offered. I was delighted to receive the policy samples and checklists from you so soon after our meeting.'
- 'The visit was very informative and helpful. We are progressing well with our WHS system and this program is an excellent resource.'
- 'The capacity of the Advisory Service to provide the information, support

and materials we need to ensure our practices in the area of WHS are sound is simply a great example of prevention in practice.'

Our Safety Advisors are completely independent from the inspectorate side of WorkSafe Tasmania, and their visits are confidential.

So if you don't know where to start with safety, do what many of our clients have done: give our Advisory Service a call and request a free visit. Go to worksafe.tas.gov.au/safety/request_a_visit or call our Helpline on 1300 366 322.

NEWS + EVENTS

Get networking with Better Work Tas



Speakers at the Better Work seminar

With a number of recent events, Better Work Tasmania has been harnessing the power of networking so its members can learn more about leadership, managing asbestos importation, workplace carcinogens and more.

At its April networking event, around 120 members heard expert speaker Dr Renee Carey from Curtin University discuss the 2012 Australian Work Exposures Study, a large-scale study into workplace exposure of 38 known carcinogens. Her findings included that approximately 3.6 million Australian workers (40% of the workforce) are currently exposed to carcinogens at work.

Other speakers included Workplace Health and Safety Queensland's Peter McGarry, who gave an update on asbestos importation in Australia; and Dr Paul Taylor from Safe Work Australia, who explained the new Global Harmonised System (see our article 'Are you GHS ready?' in this magazine for more on this topic).

In May, Better Work led a collaborative session to open the Tasmanian Skills and Workforce Development Conference.

The session hosted business to business clusters, a model of information sharing where workplaces learn from one another 'around the table' and the subject expert who facilitates the cluster. The conference's clusters focussed themes that have been central since Better Work's inception: leadership and the ageing workforce.

Finally, the Better Work Tasmania website is a hub for free resources including the online safety induction tool and information about the networking and mentoring programs. For details, go to www.betterwork.tas.gov.au

Introducing safety to migrant workers

Are you new to Australia and starting work? To understand your rights for safety and what you must do as well, Safe Work Australia has produced information specifically for migrant workers.

It explains the responsibilities of employers and workers; and includes a checklist for workers to use when

starting a new job. It also covers what you should expect if you get hurt or injured at work; and for your wages and conditions.

If you're an employer of migrant workers, you may also find this resource useful; why not print it out for your workers?

Currently it is available only in English,

but will soon be available in languages including traditional Chinese, Arabic and Hindi.

You'll find the four-page guide at the Safe Work Australia website. Go to www.safeworkaustralia.gov.au then choose the 'publications and resources link' then look under W in the alphabetical listing.

WORKERS COMPENSATION

What's the workers comp premium rate for your industry?

Each year, WorkSafe Tasmania publishes a set of suggested industry premium rates for workers compensation for each industry.

The purpose of this is to better inform the marketplace of the cost of workers compensation insurance cover:

- licensed insurers may use these suggested rates as a guide to setting their premiums for the following year
- employers may refer to these suggested rates as they consider quotes for workers compensation from insurance companies.

How to use them

If you're an employer, ask your insurer or broker for the ANZSIC code your business falls under (see How are the rates determined? below), then go to the WorkCover Tasmania website at www.workcover.tas.gov.au and search for 'suggested industry premium rates'.

For example, if you're in the clothes retailing business, your ANZSIC code is 4251, and you can use this to quickly find the suggested rate for 2016–17 for your industry.

Why they're 'suggested'

It's important to note that the suggested rates are a guide only. The actual rates charged by insurance companies to individual employers may differ from the suggested rates, with each insurance company taking into account the industry and employer's risk factors, past claims and WHS circumstances.

However, if the actual premium you're charged for your workers compensation cover differs significantly from the suggested rate, or if you have any concerns regarding the premium rate you are being charged, you should contact your insurance company or broker to get clarification.

How are the rates determined?

It's complicated! The risk factors and the claims history and costs for each industry are considered; then the future claim numbers and costs for the industry are estimated.

To calculate each industry's 'gross premium', an estimated percentage for insurer expenses and insurer profits is added to determine the total required premium pool.

The premium pool is then divided by what the estimated wages will be for the industry in the subsequent year. The result is a premium expressed as a percentage of wages.

Industries are grouped according to the Australian and New Zealand Standard Industrial Classification (ANZSIC) system, where each industry is assigned an individual four-digit ANZSIC code. You can find more about ANZSIC on the Australian Bureau of Statistics website at www.abs.gov.au

Looking back to move forwards

It's often said that we can learn from our mistakes. In safety, we learn by reviewing incidents and near misses to find out what we should (or shouldn't) do, to avoid it happening again.

A new WorkSafe project is taking this same approach, by examining coroners' recommendations about Tasmanian workplace deaths over the last 10 years to improve future safety performance.

Recommendations from coroners' findings provide valuable insight and learning opportunities. This project, which will be carried out by researchers at the University of Tasmania on behalf of WorkSafe, will review these findings in detail. The aim is to see what recommendations can be formalised by WorkSafe in its future activities and work with industry—and ultimately, to improve WHS for workers.

The analysis will take place over the next 12 months, and we'll let you know the outcomes in Workplace Issues.



Safe Farming at Agfest

The practical farm safety management guide *Farming Safely* in Tasmania was officially launched during this year's Agfest, by the Minister for Primary Industries and Water Jeremy Rockliff.

The guide and a resource USB of practical tools was developed as part of the Safe Farming Tasmania Program, a joint initiative of WorkSafe Tasmania and the Dept of Primary Industries, Parks, Water and the Environment.

'The farm is a unique work environment where family homes are often part of a workplace. Employees work in challenging conditions, exposed to the elements or in charge of heavy machinery,' said Mr Rockliff.

'This guide takes all of those challenges into consideration, and will help farmers, farm owners, farm managers, farm workers and also families.'

The guide will help farmers develop a basic system to manage WHS risks on the farm. There's practical information covering safety policies, managing hazards and risk, safe work procedures, induction checklists and reporting hazards.

'Importantly this will help to reduce the likelihood of a farm-related death, injury or illness, which is unacceptably high in Australia with farm workers accounting

for 15.33 deaths per 100,000 compared to 1.93 for workers across all industries,' said Mr Rockliff.

'This investment in farm safety will help to drive a change in safety culture on Tasmanian farms, and continue an improvement in the safety and wellbeing of Tasmanian farmers.'

The Safe Farming in Tasmania project is led by Senior WHS Consultant Phillip John. 'Since the official Agfest launch, interest in the guide and program has accelerated,' said Phill.

Safe Farming is more than just a guide. Through free and confidential visits, Phill can support your safety efforts by:

- holding a discussion or information session with your workers on safety topics specific to your needs and farm
- working with you to identify safety issues
- providing you with practical resources so you can farm safely. These include induction checklists, hazard checklists, safe work procedures and safety awareness videos.

For your free copy of the guide or to arrange a visit from Phill, go to the WorkSafe website at www.worksafe.tas.gov.au or contact Phill directly on 0407 015 400 or phillip.john@dpiw.tas.gov.au

Falls from height: Are you at risk?

This month's industry infographic on our back cover focuses on falls from height.

Who and how?

Your first thought might be a construction worker falling from a scaffold or roof. And for construction workers, falling from height is the most common cause of fatalities on building sites (see our article 'Construction: Working safely at height' in this edition).

A fall is simply defined as a fall by a person from one level to another — and that level doesn't need to be high to fracture your wrist, twist your ankle or hurt your back.

Our statistics show that the majority of injuries resulted from falling down steps and stairways, and that can happen to anyone, regardless of their occupation or work environment. Perhaps the stairs were slippery or without sufficient tread, lighting was poor, there was no handrail to hold on to, or the person was carrying things that made vision or movement awkward.

5% of the injuries from falls from heights were falls from furniture — something to remember when you stand on an office chair to reach that report on the top of your bookshelf.

And finally, our infographic shows that farm, forestry and garden workers are some of the most affected by falls from heights.

So don't limit your perception of falls to construction workers. Look at your work environment and the tasks your workers or you do, to see if it could happen in your workplace.

What can you do?

Get the code of practice 'Managing the risks of falls at workplaces'. It will help you identify fall hazards in your workplace; importantly, once you've found them, the code will help you work out ways to control the risk of falls to your workers. Go to the worksafe website at www.worksafe.tas.gov.au and search for 'CP122'.

While you're there, check out the code for 'Managing the Work Environment and Facilities (search for 'CP124')'. It has a comprehensive workplace inspection checklist which (among many other useful matters) covers lighting and floors; this may help you prevent slips and falls in your workplace.

Are you sitting down?

Well, stand up!

Half of workers across a number of industries and occupations report that they're sitting often or all the time they're at work. So Safe Work Australia is calling on employers and workers to reduce their time sitting at work.

What's the problem?

Safe Work Australia examined current Australian and international research into sedentary work. This research shows that prolonged and uninterrupted sitting is associated with health problems such as, cardiovascular disease, diabetes, obesity, musculoskeletal disorders, some cancers — even premature death.

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

Compounding this, health problems caused by prolonged sitting remain *even if you exercise vigorously every day*.

What can you do?

The research shows that workers should aim to replace sitting with standing or walking when ever possible; for example:

- stand to read a document
- stand when you're on the phone
- have a walking or standing meeting
- walk to deliver a message to a colleague rather than emailing them.

Check out more practical ideas and a toolkit, go to Comcare at www.comcare.gov.au and search for 'sedentary work'.

Find the report

Read Safe Work Australia's literature review *Sedentary Work: Evidence on an Emergent Work Health and Safety Issue*. Go to www.safeworkaustralia.gov.au then choose the 'publications and resources link' then look under S in the alphabetical listing.

FALLING FROM A HEIGHT

In 2015, there were 317 workers compensation claims resulting from workers falling from a height.



The majority of injuries resulted from

- falling down steps and stairways: 27% / (85 claims)
- falling from ladders: 9% / (27 claims)
- falling from furniture: 5% / (16 claims)

The body part that was most commonly affected by falls from heights were:

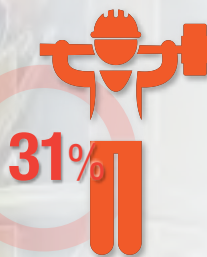
Wrist 5%

Shoulder 8%

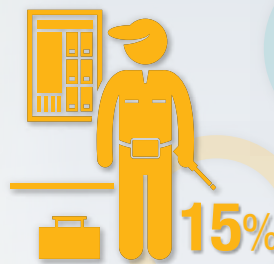
Lower Back 8%

Knee 14%

Ankle 13%



Labourers: with 31% of the falls (97 claims)



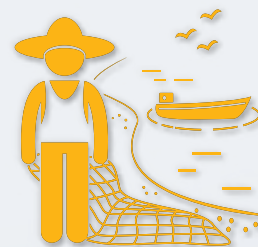
Technicians and Trades Workers: 15% of the falls (48 claims)



Community and personal service workers: 14% of the falls (45 claims)

In 2015, the majority of claims made by labourers were in the **Agriculture, Forestry and Fishing** industry group.

75% of these claims were made by Farm, Forestry and Garden Workers.



Data selection is based on Quarter 1 2016, based on the date of injury as at May 2016.

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