

Workplace

Issues

December 2016



Key stories inside

Awards winners announced

Use the updated codes

Attitudes to safety, asbestos



Contents



COVER STORY

MC Jean Kitson onstage at the 2016 WorkSafe Awards.
See page 5 for full coverage.

NEWS + EVENTS

Take part in our reader survey	3
2016 WorkSafe Month and Conference	4
2016 WorkSafe Tasmania Awards.....	5
Make sure you're using the updated codes	15
DIY and attitudes to asbestos dangers	15
Safe Work Aust reviews standards for chemical exposure	16
Update: Asbestos comp review	16
Apply now: Injury management scholarships.....	19



SAFETY

Workplace bullying: How to identify it	10
First aiders: How many, how trained?	12
Being ladder safe, at work and home.....	13
How well do you manage WHS in your business?	14
What's happening in Tas?	14
WHS in the Bus Transport Industry	17



REGULARS

From the Minister	3
Build a safety system: Training part 1	11
Everybody's Talking... ..	18



Publisher

Published quarterly by
WorkSafe Tasmania.

Online

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

Disclaimer

WorkSafe Tasmania and the Crown in the right of the State of Tasmania, its employees and agents disclaim liability for the accuracy or comprehensiveness of the information, data and advice provided in Workplace Issues; and will not be responsible for any loss, however arising and whether or not due to negligence, arising from reliance on, or action taken on the basis of any information, data or advice provided in Workplace Issues.

Any information, data and advice is provided solely on the basis that readers will be responsible for making their own assessment and verification of such information, data and advice before any reliance is placed upon it.

Views expressed in Workplace Issues are those of the individual contributors or the editorial committee and are intended to stimulate discussion. They do not necessarily reflect the policy of the Government or WorkSafe Tasmania.

ISSN 1444-6316 (Print)

ISSN 2204-5597 (Online)

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

Photo credit attribution Page xx:
Davide Calabresi / Shutterstock.com

Congratulations on a successful year



As another busy year draws to a close, it's fitting to end on a positive note, with another successful WorkSafe Month and WorkSafe Tasmania Awards.

WorkSafe Month and the events surrounding it continue to go from strength to strength. Free regional forums and online events were held around the state and were well-received by workplaces keen to refresh their skills, check their progress, or stay up to date with the latest developments in workplace safety.

An exciting addition to the WorkSafe Month calendar this year was the inaugural WorkSafe Tasmania Conference. While unable to attend due to Parliamentary obligations, I hear that the event was a great success.

Held in Launceston and focussed on leadership, culture and organisational safety, the Conference involved inspiring

speakers from Tasmania, Australia and further afield. The speakers explored the importance of intelligent, innovative leadership for creating workplaces that promote safe, productive and meaningful work. I hope you — and your colleagues and workplace culture — benefitted from the discussions of the conference.

It also gave me great pleasure to attend this year's Awards and Presentation Dinner, and meet the winners and finalists at this prestigious event. They were recognised as workplaces and individuals leading the way in work health and safety, wellbeing and return to work. Their commitment to leadership, innovation and continual improvement makes our workplaces and state safer and better places for us all. The Awards prove that safety is good for business.

These efforts to improve the safety of our workplaces are being reflected in the latest workplace injury statistics. In Tasmanian workplaces, the number of injuries decreased from 7,748 claims in 2014 to 7,644 claims in 2015. This is part of a longer trend where, between 2010 and 2015, the number of injuries in Tasmanian workplaces has fallen by 27%.

As encouraging as these figures are, there is still work to be done. Thank you for your efforts to make Tasmanian workplaces safer and keep going!

This edition of the magazine highlights our 2016 Awards winners and finalists, the Month and Inaugural Conference. I hope these inspire you to make 2017 a safe, healthy and prosperous year for your workers and your business.



Take part in our reader survey

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

So we invite you to take part in our 2017 reader survey. Tell us what you like — and what you don't!

In return, you'll go in the draw to win a \$100 gift voucher, at either an office supplies or work wear supplies outlet* to suit your workplace needs. Just as we hope Workplace Issues magazine does!

To complete the five-minute online survey, go to www.worksafe.tas.gov.au and find the link on the home page.

You have until 31 March 2017 to tell us what you think.

** While you can choose between the office supplies or the work wear supplies, WorkSafe Tasmania will designate which company the gift voucher will be sourced from.*



2016 WorkSafe Month and Conference

This year WorkSafe hosted its inaugural conference at the Hotel Grand Chancellor in Launceston. The conference explored the importance of intelligent, innovative leadership for creating workplaces that nurture people to be engaged in safe, productive and meaningful work.

Participants heard international, national and local experts discuss workplace bullying; absenteeism and presenteeism; and performance management and WHS risk. These innovative topics generated much discussion.

During WorkSafe Month there were free regional forums covering WHS, including legislative requirements and future directions. Our free online seminars were well received by many of you who wished to listen and learn at a time that suited you!

Safe Work Australia again broadcast free seminars that showcase the latest in WHS. You'll find these and other free videos about different industries, hazards and topics at seminars.swa.gov.au



Overall winner: 2016 WorkSafe Tasmania Awards

MerseyLink

MerseyLink's wellbeing program, available across multiple depots, has combined healthy social and fitness activities to improve staff health and friendships.

Look out for our March 2017 edition, where we'll feature a full profile of MerseyLink and its award-winning initiative.

Grant Bingley and Jan Bingley of MerseyLink with their prestigious Overall Winner trophy and certificate



Category winners and finalists

Best work health and safety management system

This award recognises demonstrated commitment to continuous improvement of work health and safety through the implementation of an integrated systems approach.

Winner: Bell Bay Aluminium

Finalists: Mt St Vincent Nursing Home & Therapy Centre Inc, TasWater

Rick Coetzee from Bell Bay Aluminium and the Hon Guy Barnett



Best solution to an identified work health and safety issue

This award recognises excellence in developing and implementing a solution to an identified work health and safety issue. Entries for this award may include a product solution, design/engineering innovation, a training program, awareness-raising activity or other risk control measure that reduces the risk of work-related injury and disease.

Winner: North Eastern Soldiers Memorial Hospital-Scotsdale (Department of Health and Human Services)

Highly Commended: Tasmanian Catholic Education Office, Tassal Group Pty Ltd

Finalists: Asbestos Free Tasmania Foundation, Bell Bay Aluminium, Lion Dairy & Drinks, Safety Solutions (Aust) Pty Ltd, Simplot Pty Ltd, TasWater, Van Diemen Aquaculture Pty Ltd



Wendy Mackay from North Eastern Soldiers Memorial Hospital-Scotsdale and the Hon Guy Barnett

Best work health and safety practice/s in a small business

This award recognises high standard work health and safety practice/s in a small business. The category is limited to small businesses that have fewer than 20 workers or full-time equivalents.

Winner: Mendelssohn Construction Pty Ltd

Highly Commended: Mitchell Plastic Welding, Westbury Community Health & Day Centre Committee



Jo Dawe, Trent Mendelssohn and Shelley Cain from Mendelssohn Construction Pty Ltd

Best individual contribution to work health and safety

This award (with two sub-categories) recognises individuals who have made an exceptional difference to health and safety.

Worker

Winner: Tasmanian Networks Pty Ltd's John Goram

Finalist: Wilkinson's Pharmacy's Kylie Richardson



WHS manager or person with WHS responsibility:

Winner: TasWater's Martin Judd

Finalist: UCG's Pete Jones



Category winners and finalists

Best injury management and return to work program

This award recognises, at an organisational level, an employer's outstanding efforts to support the return to work of an injured worker to safe and sustainable work.

Winner: Nyrstar

Highly Commended: MONA

Finalists: Royal Automobile Club of Tasmania



Steven Black from Nyrstar
and the Hon Guy Barnett

Health and safety representative of the year

This category acknowledges health and safety representatives (HSRs) who have made a significant contribution and demonstrable difference to work health and safety within their designated workgroups. It recognises the ability of a HSR to:

- raise WHS issues with the employer
- work constructively with the employer to resolve issues and
- demonstrate persistence in difficult environments.

**Winner: TasWater's
Nigel Cure**

Highly Commended: Tasmanian Health Service North West's Kayla Onions

Finalists: (All University of Tasmania)
Nicole Dobber, School of Human Life Science HSR Group, Wenneke ten Hout



Commitment to a workplace health and wellbeing program

This category (with two sub-categories) recognises excellence in the successful implementation and outcomes of a workplace health and wellbeing program.

Organisation

Winner: MerseyLink

Highly Commended: Hazell Bros Group Pty Ltd

Finalist: MyState Bank

Individual

Winner: MyState Bank's Jessica Kingston

Highly Commended: Browns Supa IGA's Amy Reiner



Jan Bingley of MerseyLink with the Hon Guy Barnett



Jessica Kingston from MyState Bank and the Hon Guy Barnett



Workplace bullying: How to identify it

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

There's a risk of workplace bullying wherever people work together. There may not be obvious signs of bullying at your workplace, but this doesn't mean it's not happening.



TOXIC
RECRUITMENT

SLEAZY SUPERVISOR

We are looking for an inappropriate individual with "an eye for talent". Can you maintain workflow while attempting to intimidate through repeated harassment and innuendo? An ability to offend and/or humiliate through unwanted flirtation – whether verbal or physical – is desirable.

Nobody deliberately employs a workplace bully, but they do exist. Bullying is just another workplace hazard. If you're an employer with bullying in your workplace, it's up to you to prevent it. If you're an employee who has repeatedly experienced intentionally hurtful behaviour, it's up to you to report it. Keeping the workplace safe from bullying is a real job – for everyone.

Download an early intervention and prevention plan from worksafe.tas.gov.au



Workplace bullying is best dealt with by preventing it before it creates a risk to WHS. The first step is to identify the potential for workplace bullying, or if it's already occurring:

- regularly consult with your workers, managers, supervisors, health and safety representatives, and health and safety committees. Conduct an anonymous survey
- get feedback from workers who leave, through exit interviews
- monitor incident reports, workers compensation claims, patterns of absenteeism, sick leave. Look for regular patterns or sudden unexplained changes
- recognise changes in relationships between workers, customers and managers.

The following factors may increase the risk of workplace bullying. Do you have these in your workplace?

Work stressors

High job demands, limited job control, organisational change (such as restructuring, downsizing or significant technological change), role conflict and ambiguity, job insecurity, an acceptance of unreasonable behaviours or lack of behavioural standards, unreasonable expectations of clients or customers.

Leadership styles

Autocratic behaviour that is strict and directive and does not allow workers to be involved in decision making.

Behaviour where little or no guidance is provided to workers; or responsibilities are inappropriately and informally delegated to subordinates. Abusive behaviour.

Systems of work

Lack of resources, lack of training, poorly designed rostering, inappropriate scheduling and shiftwork, unreasonable performance measures or timeframes.

Workplace relationships

Poor communication, isolation, low levels of support, work group hostility.

At-risk workers

Workers who are more at risk of workplace bullying include casual workers, young workers, new workers, apprentices/trainees, older workers, injured workers and workers on return to work plans, piece workers, and workers in a minority group because of their ethnicity, religion, disability, gender or sexual preferences.

Key actions to take

- Consult or survey your workplace, including those leaving your workplace.
- Check reporting systems.
- Look for work stressors.
- Examine leadership styles.
- Review systems of work.
- Check workplace relationships.
- Identify at-risk workers.



Build a safety system: Training part 1

In this series, we've helped you build an effective safety management system, specific to your workplace needs. You'll find previous articles at www.worksafe.tas.gov.au (search for 'magazine'). This edition and the next, we look at making sure your workers are trained to safely do their work.

Identify what's needed

Start by listing what competencies, qualifications, training and experience are needed to safely do the tasks at your workplace. Then work out if your workers (and contractors, labour hire workers and regular volunteers) need training so their competencies match these requirements. Answer these questions:

- what does each person need to do in their job?
- what does each person need to know to do their job?
- what's the standard of performance required in the job?

You may already have the answers to some of these, from when you identified any specific legal requirements, such as licences (see the December 2015 edition in this series for a refresher). Regular performance reviews are another way to cover this.

Any way you do it, remember to consult with your workers. They may have ideas on where they'd like to improve their skills and knowledge, and their involvement will lead to the best results.

Write it down

We've said it before: put it in writing! Document:

- your answers to those questions above
- every worker's competencies. You can use our sample competency register to do this; go to www.worksafe.tas.gov.au and search for 'register'
- how, when and who assessed each person's competencies.

Don't forget to cover those with specific responsibilities, such as first aiders, fire wardens, and health and safety reps. They need specific WHS training to do these jobs.

Close the gap

You may have identified a gap between what competencies someone needs, and what they currently have. If so, you'll need to create a written training plan specific to their needs, which states:

- what competencies/requirements they need to achieve
- what training they need
- when and how this training will be done. Can it be on-the-job from a more experienced colleague, or is a specialist training provider required?

- any resources needed to support the worker's learning, such as manuals, guides, or online/video resources.

Don't forget there are opportunities for training:

- during inductions and regular staff meetings. We'll cover inductions in our next edition
- after conducting a risk assessment
- when you transfer a worker from one business area or worksite to another
- when you change your workplace with new processes, equipment or chemicals.

Also consider thinking big picture, and creating a training plan or calendar for your whole organisation. This shows you've really thought about and planned the best way to creating a skilled workforce.

In our March 2016 edition we continue looking at the training element of a safety system. If you have particular issues you'd like addressed, email us at wstinfo@justice.tas.gov.au with the subject line 'magazine safety article'.

First aiders: How many, how trained?

WorkSafe Tasmania's Helpline is frequently asked how many trained first aiders a workplace should have, and what sort of training these need. Below is the section of the Code of Practice 'First Aid in the Workplace' that Helpline inspectors refer to. You can find this code on the WorkSafe Tasmania website. Go to www.worksafe.tas.gov.au and search for 'CP108'.

First aiders

First aid in the workplace can be provided in a number of ways:

- training one or more of your own workers to administer first aid
- arranging for a person who does not work for you to administer first aid to your workers provided they have been trained to do so. These may be first aiders of other businesses who share your workplace or other persons who are qualified to administer first aid. This will involve consulting, co-operating and co-ordinating the access arrangements with the other persons and ensuring that access is available at the times when your workers carry out work (for example, taking into account any shift work).

Types of first aid training

First aiders should hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency.

Apply First Aid — provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance.

In low risk workplaces, first aiders are sufficiently trained if they can perform CPR and treat minor illnesses and injuries.

Apply Advanced First Aid — provides additional competencies required to apply advanced first aid procedures. This type of training is suitable for some high risk workplaces.

Manage First Aid in the Workplace (Occupational First Aid) — provides competencies required to apply advanced first aid procedures and to manage a first aid room.

Provide First Aid in Remote Situations — provides the competencies required to administer first aid in a remote and/or isolated situation, including preparing for aero-medical evacuation. This type of training is suitable for high risk workplaces that are likely to have a major delay in accessing emergency services.

Additional training for first aiders

First aiders should attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid. Refresher training in CPR should be undertaken annually and first aid qualifications should be renewed every three years. First aiders may also need to undertake additional first aid training to respond to specific situations at their workplace. For example, where workers have severe allergies, first aiders should be trained to respond to anaphylaxis if this topic has not been covered in previous first aid training.

Number of trained first aiders

The following ratios are recommended:

- low risk workplaces: one first aider for every 50 workers

- high risk workplaces: one first aider for every 25 workers.

The number and type of trained first aiders can be further refined by following the five step guide below:

Step 1

Identify the maximum number of workers at the workplace at any one time.

Step 2

Consider the nature of the work being carried out at the workplace and determine if your workers are at a high risk of being exposed to hazards that could require immediate first aid treatment.

Step 3

Determine if the workplace is remote or if access to emergency services is difficult. High risk workplaces that do not have timely access to medical and ambulance services should have at least one first aider for every 10 workers.

Step 4

Consider the variety of ways that your workers carry out work, for example:

- if a worker spends most, if not all, of their time working alone and in transit i.e. their workplace is their vehicle and the places they visit in the course of their work (for example, couriers, taxi drivers, sales representatives, door-to-door charity collectors and inspectors)
- if a worker's location varies on a regular basis and they often work without supervision (for example, tradespeople, construction workers in the housing industry, farm hands and cleaners)
- if a worker sometimes works alone for relatively short periods of time (for

Being ladder safe, at work and home



example, when opening or closing a business for trade or working back late to meet a deadline).

In these situations, it may not be practicable to have a first aider available at all times at the workplace. However, these workers must be able to access first aid assistance, for example by ensuring they are provided with:

- an effective means of contacting emergency services or first aiders
- information, instruction and training on how to respond if a serious injury or illness occurs.

Step 5

Before finalising the number of first aiders your workers require access to, consider if there are any other factors that indicate that your workplace needs additional first aiders, for example:

- the arrangement of work (multiple shifts or overtime)
- seasonal work, where there may be a sudden and significant increase or decrease in the number of workers
- where there are large numbers of other persons present on a regular basis (for example, schools, shopping centres, hotels and function centres)
- workplaces that have unique hazards such as fitness centres, amusement rides and dive schools
- access during times when a first aider is absent (for example, annual leave).

Regulation 42 of the WHS regulations 2012: A person conducting a business or undertaking must ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid.

It's the time of year when tinsel, fairy lights and other Christmas decorations are being strung around offices and homes. If you're using a ladder for this job, here's some practical advice for making sure you do so safely.

Which ladder to use

Extension or single ladders should generally only be used as a means of gaining access to or from a work area. They should not be used as a working platform except for light work of short duration that can be carried out safely on the ladder.

How to use it

Regardless of what you use your ladder for, you need to position and use it safely and correctly. The code of practice Managing the Risk of Falls at Workplaces has comprehensive and precise instructions for ensuring this. Go to WorkSafe's website at www.worksafe.tas.gov.au and search for 'CP122'.

For example:

- portable ladders should have a load rating of at least 120 kg and be manufactured for industrial use
- you must set up the ladder on a solid and stable surface, and set it up in such a way to prevent it from slipping or moving. You might do this by having someone hold the base of the ladder while it is being used
- you should check that the ladder is not too close or too far from the support structure. The distance between the ladder base and the supporting structure should be about one metre out for every four metres up

- you should ensure slip resistant base, rungs or steps are provided
- if you have a fixed ladder, it must be installed in accordance with AS 1657 2013 Fixed platforms, walkways, stairways and ladders—Design, construction and installation
- you should regularly inspect and maintain the ladder in accordance with the manufacturer's recommendations.

The code details the faults that must be repaired or replaced to ensure the ladder is safe to use; these include (but are not limited to) damaged feet, missing brackets, or damaged or loose rungs.

However, perhaps the very first thing you should do is make sure the ladder suits the task you're doing.

WorkSafe's guidance note on 'Using portable ladders safely' also has further practical how tos. Go to WorkSafe's website at www.worksafe.tas.gov.au and search for 'GN049'.

Do a risk assessment

Yes, even for Christmas lights. If a task must be carried out at height, you must do a risk assessment for that task. This may uncover other issues that you should address.

For easy to follow guidance on conducting a risk assessment, including sample forms to use, see the Code of Practice How to Manage Work Health and Safety Risks. Go to WorkSafe's website at www.worksafe.tas.gov.au and search for 'CP112'.

How well do you manage WHS in your business?

A new report from Safe Work Australia looks at how employers view their own approach to safety. It reveals that managers — particularly in small business — need support to help them improve their WHS compliance.

The report also looks at how employers believe they empower their workers to influence WHS, and whether employers believe they deal with WHS incidents fairly and justly.

Most employers thought they managed WHS empowerment and justice well and frequently.

However, up to a quarter said they did *not* frequently empower their

workers through active consultation around safety and did not always treat their workers justly, especially when investigating accidents.

What can you do?

If you need practical help with consultation or managing incidents, get a free visit from one of our Work Health and Safety Advisors. They help small to medium sized business to better manage safety. Go to www.worksafe.tas.gov.au and search for 'advisors'.

You'll also find the codes of practice on the WorkSafe website, covering all aspects of managing safety, including

consultation and managing risks. Go to www.worksafe.tas.gov.au and search for 'codes'.

And don't forget our regular series in Workplace Issues that has guided you through building a safety management system. See the latest instalment in this edition and find previous articles at www.worksafe.tas.gov.au — search for 'magazine'.

Find the report

Find the Safe Work Australia report by going to www.safeworkaustralia.gov.au and searching for 'how well do you manage'.

What's happening in Tas?

Over the past three years, WorkSafe has also surveyed people around the state to find out the levels of awareness and understanding around WHS issues. Some of the key findings:

- WHS is seen as relatively important by all respondents, in particular those aged 50+, blue collar workers and volunteers (all rating close to 90%)
- personal safety and safety of others within the workplace was identified as the most important WHS issue for 2016 (as it was for the 2014 survey). Workload/staffing/resource issues recorded its highest result for the three years
- there was a very high reported awareness of the risks of not working safely (98%), WHS responsibilities in the workplace (95%) and how to work safely (97%)
- senior workers are much more likely to know who they can talk to about WHS at their workplace — while younger workers and full-time workers are more likely to know who they can access outside of their workplace
- older staff are more likely to keep up to date with WHS issues compared with their younger counterparts
- there's been a huge increase in respondents' likelihood to raise a WHS issue with their managers: 64%, up from 46% in previous years
- almost 2 in 3 respondents would speak to a workmate who they felt was not working safely; again, an increase on previous years.

Pleasingly, across all age, gender, region and job categories, respondents were highly likely to agree with these three key statements:

- I believe safety at work is something that should be thought about every day.
- I think it's important to follow all safety procedures at work.
- I believe safety is everyone's responsibility.

What do you think?

So how do these findings compare to your workplace? Perhaps you'd like to find out how your workers view WHS, if they know where to go to for information, if they'd speak up about a hazard or unsafe work practices.

WorkSafe will use these findings as the starting point for improving communication and information about WHS — perhaps you can too, in your own workplace.



Make sure you're using the updated codes

Updated codes of practice came into effect on 1 October this year. So if you have a print-out in your toolbox or training manual, or you have our codes web page bookmarked, please make sure you update it!

You'll find the new codes at www.worksafe.tas.gov.au by searching for 'codes 2016'. From the codes page, click on the code you want — you'll be taken directly to Safe Work Australia's website, where the codes are kept.

Then, to quickly see what has changed in the code, look at the very last page, where Safe Work Australia has listed the changes. Some codes have been changed extensively; for example, the Construction Work code has a lot of new appendices and templates.

These practical and user friendly guides can help you comply with the WHS Laws. As codes may be admissible in court proceedings, it pays to update your resources.

DIY and attitudes to asbestos dangers

A national survey has found that asbestos is present in more and more home renovations — however, DIY home renovators are less likely to know about the dangers.

The 2016 National Survey of Asbestos Awareness and Attitudes was conducted by the Australian Government's Asbestos Safety and Eradication Agency.

Findings

The survey found that an increasing number of DIY home renovators don't feel they are informed enough about asbestos, despite the number of home renovations requiring asbestos removal rising in the last two years.

Almost a quarter of all home renovations in the last two years required asbestos removal, yet half of home renovators don't get an asbestos assessment from a qualified professional.

After tradespeople, DIY home renovators are the most at-risk group of Australians for exposure to asbestos, so a decline in their awareness is a major concern.

Worryingly, high numbers of home renovators are reluctant to pay for professional services like obtaining a proper asbestos assessment and the safe removal of asbestos.

There was also an increase in the proportion of real estate agents and landlords who (wrongly) feel that understanding asbestos is not important.

What next?

The Asbestos Safety and Eradication Agency will use the research to guide a national approach to asbestos education and awareness.

In the meantime, if you're doing home renovations and you need practical information about asbestos, go to the agency's website at www.asbestosafety.gov.au and look under the 'asbestos information' tab.

You'll also find practical advice in the How to Safely Remove Asbestos code of practice. Go to www.worksafe.tas.gov.au and search for 'CP113'.



TOXIC
RECRUITMENT

MEAN MACHINIST

We are seeking an overbearing individual with outstanding miscommunication skills to disrupt our happy team. You will have an excellent understanding of the processes required to get under the skin of your fellow workers. To be successful you must have a talent for hurtful gossip and a genuine interest in ruining a team environment.

Nobody deliberately employs a workplace bully, but they do exist. Bullying is just another workplace hazard. If you're an employer with bullying in your, it's up to you to prevent it. If you're an employee who has repeatedly experienced intentionally hurtful behaviour, it's up to you to report it. Keeping the workplace safe from bullying is a real job – for everyone.

Download an early intervention and prevention plan from www.worksafe.tas.gov.au



Safe Work Aust reviews standards for chemical exposure

Safe Work Australia will evaluate the workplace exposure standards for more than 600 chemicals to ensure workers' health and safety in Australia is comparable with latest evidence and international best practice.

The purpose of the standards

Exposure standards aim to reduce the risk of adverse health effects

by setting out precise targets for workplaces to follow.

They are specified in the Work Health and Safety Regulations 2012 as mandatory legal limits to help protect workers' health and reduce exposure to airborne contaminants in the workplace.

Public consultation

This evaluation follows a public consultation process that Safe Work Australia held late last year, examining the role and use of exposure standards, and how they could be effectively reviewed and maintained.

This consultation process noted that many of the exposure standards are out of date. Many submissions from industry and workplaces suggested the need to streamline the list of standards and to update them to reflect our current knowledge of health effects.

What can you do?

To stay up to date with this evaluation and future public consultations, go to the Safe Work Australia website at www.safeworkaustralia.gov.au, choose the 'subscribe' link and fill in your details.

You'll also find more information by searching for 'exposure standards'.

Safe Work Australia has a new Guide to Managing Risks of Exposure to Carcinogens in the Workplace. This has practical details on managing the risks associated with storing, handling, using and disposing of chemical carcinogens in the workplace. To find the guide, go to www.safeworkaustralia.gov.au and search for 'guide carcinogens'.

Update: Asbestos comp review

The laws for asbestos compensation in Tasmania are currently being reviewed.

Amongst other things, this review will assess the extent the Act provides for:

- fair and appropriate compensation for people who have contracted asbestos-related diseases in the course of their employment as workers in Tasmania
- the prompt and effective resolution of applications and payment of expenses.

It will also examine the asbestos compensation scheme's performance and ongoing viability and sustainability.

A review of the Asbestos-Related Diseases (Occupational Exposure) Compensation Act 2011 is required every five years, and this is the first review. It is being conducted by Michael Stevens and overseen by the WorkCover Tasmania Board, on behalf of the Tasmanian Government.

Mr Stevens will meet with major stakeholders involved with the laws, successful and unsuccessful complainants, and groups such as Asbestos Free Tasmania. His report will be tabled by the Government before both Houses of Parliament by October 2017.



BELLIGERENT BROKER

We are after a well-groomed psychopath with a hostile attitude and an unhealthy disregard for other people's feelings. You will have the ability to avoid workload and ignore deadlines, while skillfully blaming those around you. If this role exhilarates your predilection for unacceptable behaviour, contact us today.

Nobody deliberately employs a workplace bully, but they do exist. Bullying is just another workplace hazard. If you're an employer with bullying in your workplace, it's up to you to prevent it. If you're an employee who has repeatedly experienced intentionally hurtful behaviour, it's up to you to report it. Keeping the workplace safe from bullying is a real job – for everyone.

Download an early intervention and prevention plan from worksafe.tas.gov.au



WHS in the Bus Transport Industry

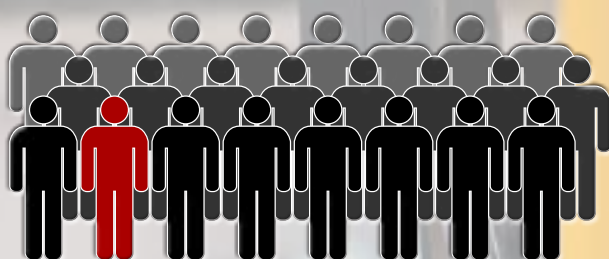
Congratulations to MerseyLink, the Overall Winner of the 2016 WorkSafe Awards!
Here's some of the WHS issues facing this industry and bus drivers.



In the last **4** years there have been **209** injuries in the bus transport industry



94% of these have been bus drivers



That's one injury for every **24** people in the industry in that time



Of these **196** bus drivers injured **115** have had time off work, totalling over **3,500** days lost



The most common resulting injuries are:

- Traumatic strains
- Musculoskeletal/Connective tissue diseases
- Wounds and lacerations



The most common cause of injury for bus drivers are:

- Body stressing
- Falls, slips and trips
- Being hit by moving objects

Data selection is based on claims occurring in the 2013–16 calendar years, within the 'Interurban and Rural Bus Transport' and 'Urban Bus Transport' ANZSIC classes.

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

Christmas Day falls on a Sunday this year. What happens with public holidays?

Under our Statutory Holidays Act 2000, when Christmas Day occurs on a Sunday, the Sunday and the following

Tuesday are both observed as public holidays.

Find out more about public holiday entitlements in private sector awards or agreements by calling the Fair Work Infoline on 131394 or going to www.fairwork.gov.au.

Can my employment be terminated while I'm on workers comp?

Under the Workers Rehabilitation and Compensation Act 1988, your employer is obliged to hold your position open for 12 months — unless the reason for employing you no longer exists, or it's not reasonably practicable to make your job available to you.

Terminating your employment for any reason may not affect your right to continue to receive compensation and rehabilitation.

Any employer considering ending an injured worker's employment contract should discuss the matter with their insurer. Termination must also be done in accordance with the industrial relations and anti-discrimination laws that applies.

Get more information about the workers compensation process in our Workers Compensation Handbook: The Basics. Go to www.worksafe.tas.gov.au and search for 'GB010'.

Is there a minimum working age for children in Tasmania? My kids want to do some casual work over the school holidays.

The laws that WorkSafe administers have no prescribed minimum age for employment. 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 at work to ensure their safety.

Laws administered by the Department of Education require young people to continue with their education or training until they turn 17. This includes apprenticeships, TasTAFE study, and training through a registered training organisation.

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

Therefore outside the times a student is required to be at school or training, there is no restriction on them obtaining work.



TOXIC
RECRUITMENT

INTIMIDATING INTERN

We are looking for a self-absorbed individual with trust issues. You will be motivated to climb the corporate ladder; displaying a distinct lack of compunction for those you trample on the way. Indifference, disrespect and an inability to foster good working relationships are essential.

Nobody deliberately employs a workplace bully, but they do exist. Bullying is just another workplace hazard. If you're an employer with bullying in your workplace, it's up to you to prevent it. If you're an employee who has repeatedly experienced intentionally hurtful behaviour, it's up to you to report it. Keeping the workplace safe from bullying is a real job – for everyone.

Download an early intervention and prevention plan from worksafe.tas.gov.au





Apply now: Injury management scholarships

On another note, the Fair Work Infoline on 131394 can provide information on the rate of pay they should receive.

How often do I have to replace my hard hat?

Generally, helmet shells have a life of at least three years from the time of issue. However, the components of helmets are less durable, and should be replaced at intervals of no longer than two years.

Examine your helmet regularly and replace it if you see any damage. If you keep it in a work vehicle, protect it from extremes of temperature and sunlight, and don't let it roll around in the back of your ute!

Replace your helmet if you've dropped it on a hard surface, or it's suffered any serious impact. If you have to throw it away, destroy it first so no one can use it.

Check AS/NZS 1800—1998 *Occupational Protective Helmets—selection, care and use* for more information; find this standard at <https://infostore.saiglobal.com>.

How can I safely transport a small gas cylinder for use over the holidays?

To avoid a serious incident or explosion:

- never transport or store the cylinder in an unventilated vehicle, and always ensure adequate cross-flow

ventilation. Ventilation is the key to reducing the risk of fire or explosion

- if the cylinder is transported regularly, keep it in a purpose-built compartment with adequate drainage and ventilation
- never attach the cylinder to the external body of a vehicle, unless it's in a purpose-built restraint on your campervan, mobile home or caravan (because of the potential risk of damage in a collision)
- always check for leaks
- keep ignition sources away from the cylinder
- secure the cylinder and keep it upright
- unload the cylinder from the vehicle immediately upon reaching your destination if it's not in a purpose-built cabinet.

Remember to check all connections and fitting for leaks before firing up the BBQ for the first time, and make sure the gas is turned off at the bottle when you're finished — this will reduce your chances of having Tas Fire Service gate-crash your party!

Have a safe and happy holiday season from the WorkSafe Tasmania Helpline.

The WorkCover Tasmania Board is once again offering an injury management scholarship for 2017.

These scholarships foster professional excellence and acknowledge high achievers in Tasmania's workers compensation scheme.

Scholarships are available to all individuals operating within the scheme, including injury management coordinators, return to work coordinators and workplace rehabilitation providers.

A limited number of scholarships will be awarded for study in two Personal Injury Education Foundation (PIEF) courses: Certificate IV in Personal Injury Management (Return to Work) and Graduate Certificate in Personal Injury Management.

How to apply

Applications for scholarships open on 2 November 2016 and close 2 January 2017.

You must apply against a set of criteria, and supply evidence of workplace/ employer support to undertake the training and a concise CV.

Download the Application and Information Kit from www.workcover.tas.gov.au — look under the 'news' tab.



TOXIC
RECRUITMENT

AGGRESSIVE ASSISTANT

This position requires a self-motivated person with a “can-not-do” attitude. You will treat your workmates with utter contempt. You will be quick thinking and devious, with the flexibility to change your story at a moment’s notice. A willingness to create conflict is vital. People with empathy and compassion need not apply.

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

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

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

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

