

March 2016

Workplace

Issue



Key stories inside

Feature:
Managing contractor, visitor safety

Resourcing safety

Falls, fakes and more

Work Safe
TASMANIA

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COVER STORY and SPECIAL FEATURE



You need to manage the safety of contractors, labour hire workers and visitors to your workplace. Find out how in our feature starting on page 4.

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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.

Let's make 2016 a safe year



Most of us make new year's resolutions and try to become healthier, new and improved versions of ourselves. But have you ever thought about making new year's resolutions for your workplace? Specifically, for a safer one?

We can all focus on improving our safety performance, and as with personal goals, a solid plan with targets and strategies can bring us success.

Whether you're an employer or a worker, one of the best tools for improving safety at your workplace is consultation. It's easier to achieve a safer workplace when everyone is involved: when you talk and work together to address

potential problems and collectively find solutions.

At a practical level, consultation ensures your workers have sufficient, correct information to do their job safely. It gives you a direct understanding of any concerns your workers may have. And it gives your workers a reasonable opportunity to express their views about creating a safe working environment.

But leaders know that consultation is much more than that: effective two-way consultation — where those views are taken into account before decisions are made — leads to positive working relationships, because hearing and understanding the views of others leads to greater co-operation and trust.

So establish a work health and safety committee; hold regular toolbox or staff meetings where safety is top of the agenda. Walk around your workplace regularly to see and hear what's up. And embrace an 'open door' policy that encourages your workers to tell you when there are issues that need addressing.

Share work health and safety around and your business will be safer, healthier and more productive. And that's a great resolution to commit to for the year ahead.

For more detailed guidance on consulting in your workplace, including when and how to consult, read the [Work Health and Safety Consultation, Cooperation and Coordination code of practice](#). Go to www.worksafe.tas.gov.au and search for 'CP135'.

Can I accrue long service leave while on workers comp?

Yes.

Tasmania's workers compensation law does not prevent you from accruing long service leave. Following a recent federal decision (see below), Tasmanian workers whose industrial relations are governed by the Fair Work Act are entitled to accrue various leave entitlements while they receive weekly payments under the Workers Rehabilitation and Compensation Act 1988.

In the case of workers not governed by the Fair Work Act, the relevant enactments and awards allow for accruing leave during any medically-approved absence from their workplace. An absence from the workplace during a compensation period meets this requirement.

Some legal background

A recent decision of the Full Federal Court in *Anglican Care v NSW Midwives Association* (2015) determined that the Fair Work Act 2009 (Commonwealth) does not prevent an injured employee in New South Wales from accruing annual leave entitlements while on workers compensation.

This decision was contrary to the previously widely accepted position in New South Wales that, under the Fair Work Act, employees do not accrue annual leave entitlements while on workers compensation.

Managing the safe

Employers must, so far as is reasonably practicable, provide and maintain a safe work environment for workers. This includes labour hire, independent contractors and sub-contractors. It also extends to visitors to your workplace. In this feature, we show you how.



Managing the safety

A 'host employer' uses labour hire workers supplied by a labour hire agency, or engages a trainee through a group training company.

The legal responsibilities that apply to you for your own workers also apply to you for your labour hire workers.

Effective consultation between you, the labour hire agency and their workers is essential to providing a safe work environment.

What to do: The labour hire agency

- Advise the labour hire agency of the job requirements, work environment, organisation arrangements, WHS risks associated with the work, and the skills and knowledge required for the work.
- Clarify who will provide any equipment, including personal protective equipment (PPE), to enable the workers to safely perform the required work.

- Co-operate with the labour hire agency to help it meet its WHS obligations. Give the agency access to your workplace and any relevant documents, so it can perform a workplace assessment.

What to do: The work

- Define the job, tasks or roles that the labour hire workers will do.
- Identify hazards associated with the work, and assess and control risks. Do this with WHS representatives and workers.
- Make sure any equipment (including personal protective equipment) brought into your workplace meets WHS standards and is appropriate to the work being done.
- Encourage the labour hire agency and labour hire workers to participate in hazard management specific to the labour hire worker's work.
- Tell the labour hire agency if there's a change to your workplace that affects the labour hire worker.

ty of others *feature*



of labour hire workers

- Don't transfer the labour hire worker to other tasks until the agency responds.

What to do: The labour hire worker

- Treat labour hire workers like they are your own workers: provide and maintain a safe working environment and conditions for them.
- Identify what skills and knowledge (such as licensing requirements) they need to safely perform their work. Then, verify that they have these.
- Provide them with adequate supervision and training to ensure they do their work safely.
- Give them an induction. Make sure they understand your WHS requirements.
- Support and encourage their rights to be represented in WHS issues. Establish communication

processes for them, and encourage them to participate in your workplace consultative arrangements. Introduce them to your WHS representatives, and the person who has WHS management responsibility in the area where they'll work.

- Encourage them to maintain contact with their labour hire agency, particularly if they have WHS issues that require addressing.

What to expect from the labour hire agency

Many labour hire agencies will actively help you to manage the safety of all workers at your workplace.

Labour hire agencies should:

- gather information from you about the job (including the qualifications, skills and licences needed) so they can match the right worker to the position

- gather information from you to determine the potential for injury to their workers
- consult with you on ways that identified risks can be controlled
- have a written agreement with you that clearly outlines WHS expectations and responsibilities, including the channels to quickly communicate information
- provide their own WHS induction and training
- regularly visit your workplace
- have effective consultation processes in place with their workers
- have a documented system for managing WHS, including agency staff trained in WHS
- have a workers compensation insurance policy and fulfil their duty to manage return to work to injured workers.

Managing the safe

Contractor management

You may be contracting in someone to perform a specialist task in your workplace — but that doesn't mean you can contract out your safety obligations.

The safety of the contractors who you employ (and their workers) must be managed the same way you would manage the safety of your own workers. To what extent depends on the size and complexity of your project, but it will include:

- providing them with a safe working environment
- giving them an induction before they start working for you, so they're aware of your safety expectations and standards
- consulting and communicating with them on safety issues, hazards and risks
- supervising them appropriately
- covering them in your safety policies.

Where it starts

When you plan your project, scope out the contractor's work tasks, any WHS issues associated with these tasks, and the level of supervision required. Consult with the contractor at this stage for the most effective planning.

You must identify the WHS hazards that need to be managed. When using a contractor, additional points to consider are:

- will the contractor's tools, materials and equipment they bring onsite create hazards?

- what activities are needed to get the work done? Do these involve high risk work or hazardous materials?
- where can things go wrong? For example, where might shortcuts be taken?

Get proof

You should develop and document clear criteria for contract selection. Ask the company tendering for your contract for evidence or details of:

- their approach to WHS, especially in the planning stages
- a third-party certified WHS management system
- safety records, safety incidents; and any WorkSafe actions including notices, enforceable undertakings or prosecutions
- safety qualifications, licences, certificates held by their workers
- equipment maintenance records
- selection processes for plant and substances
- processes for worker inductions, training, consultation and communication
- processes for communicating with you, the employer contracting the work.

What goes in the contract?

The contract between you and the contractor should include:

- WHS requirements: policies, safe work procedures, maintenance

requirements, bringing tools and substances onsite

- WHS roles and responsibilities of you and the contractor
- procedures for not complying with WHS requirements. You may want to include a provision to terminate the contract for breaches, and removing them from your worksite
- processes for hazard/risk management
- reporting requirements: incidents/near misses, site inductions and training, consultation arrangements
- processes for work inspections, maintenance
- processes for communicating with one another
- the requirement for contractors to inform you when they are on site.

You should also keep records of these.

Supervision

The level of supervision you provide a contractor and their workers depends on a number of factors. For example, you may need to give high levels of supervision at least for:

- the start of the contracted works
- new contractors to you worksite
- the introduction of new equipment, substances or systems of work
- high risk work
- complex work.

ty of others *feature*



Visitor safety

Can you help?

If you're in a position to, consider helping your contractors manage safety within their own organisation.

WorkSafe Tasmania knows of many larger businesses (especially those with links to national or multinational business) that lend their established safety resources and expertise to supporting the small businesses they work with. This might include sharing sample policies, forms for doing job safety analysis or other pre-job checks, and other tools.

This helping hand creates more than just a warm and fuzzy feeling: it ensures improved safety standards and outcomes for everyone involved.

This article is based on information by WorkSafe Victoria at www.worksafe.vic.gov.au

Get a template

WorkSafe Tasmania has a sample contractor management form that you can use. It suggests the safety requirements that you might require of your contractors, along with their details. It's a word document, so you can adapt this to suit your own contractor arrangements.

To find this sample, go to www.worksafe.tas.gov.au and search for 'sample forms'. Choose the search result for 'sample forms, policies and registers' to take you to the form — and others you may also find useful.

If you have visitors, clients or members of the public (including family members) come into your workplace, your site management policies or procedures need to clearly state how you will ensure their safety.

Sign them in

Have clear signage that directs visitors to your front office or reception. Sign them in and out for security and emergency management reasons (so you know who is on site).

If your visitors are moving to other locations on site, away from your reception area (and this includes contractors who are going to other areas of your site to do work), note this location on your sign-in register.

It may also be appropriate to provide your visitors with personal protective equipment such as hi-vis vests (for example, if trucks, forklifts and mobile plant are operating), helmets and hearing protection, depending on the circumstances.

Manage their movement

Think about where visitors arrive at and enter your workplace, then consider the routes and movements of workplace vehicles such as trucks, forklifts and mobile plant. Do these operate in the same area that visitors enter? A good idea would be to have a designated car parking area away from busy operations; another option to consider is having one-way car thoroughfares.

Designate any option you implement with signage and line markings. Clear yellow lines are often used to delineate pedestrian walkways from vehicle thoroughfares are often used. If there are blind corners, consider two-way mirrors, bollards and/or fencing to help prevent any incident between vehicles and people.

If you have a workshop or warehouse at your workplace, it's important to restrict visitors from these areas. Erect a physical barrier such as a gate, roller door, chain or retractable barrier strip at the entrance and exit points.

Avoid bringing your visitors (especially children) into areas with moving machinery, or ensure they are accompanied.

Finally, if your visitors are unfamiliar with the site, or are going to an area where significant hazards are present, it may be appropriate to accompany them.



Snapshot: The labour hire industry

Do you work in the labour hire industry — either as a worker, or in an agency that places these workers? The infograph on our back page illustrates some of the trends and statistics for your industry.

Up and down

The number of labour hire workers in the state has increased by 18% from 2011 to 2015.

But while the number of workers goes up, it's pleasing to see the number of injuries going down! Over the same period, the number of injuries has decreased by a significant 48%.

Across this period, there were 469 injuries in the industry. 85% of injured workers were male; and 46% were under the age of 25.

And the most commonly injured occupations in this industry across this period included fabrication engineering trades workers, and automotive electricians and mechanics.

Who's responsible?

It's important to understand that labour hire agencies and host employers both have duties for the safety of labour hire workers. A labour hire agency can not 'pass on' its legal duty, even if the host employer agrees to this.

If you're not convinced the host workplace is safe, you should not provide a worker to that workplace.

What can you do?

The Queensland Government's Office of Industrial Relations has guidance to help agencies arrange placements that

won't expose workers to WHS risks. Go to www.worksafe.qld.gov.au and search for 'labour hire guide'.

Read 'Managing the safety of labour hire workers' in this edition of Workplace Issues — it gives you an idea of what employers will be expecting from you, and what they should be doing.

As almost half the number of injured workers were young workers, get our 'Welcome to the Workplace' guide to provide and read through with this at-risk group. Go to www.worksafe.tas.gov.au and search for 'GB140'.

Our infograph shows body stressing is one of the most common ways labour hire workers are injured at work. To get practical guidance on managing these risks, read the 'Hazardous manual tasks code of practice'. Go to www.worksafe.tas.gov.au and search for 'CP110'.

Please note:

Data is as at 11 February 2016.

Data selection is based on calendar years 2011–2015, based on the date of injury.

Labour Hire Industry refers to claims where the workplace of injury was classified as 'Labour Supply Services' under the ANZSIC 2006 industry classification system.



TasWater's journey to zero harm

TasWater scooped the pool at the 2016 WorkSafe Awards, winning a swag of categories plus the coveted Overall Winner award. Here, TasWater describes its journey towards that success.

At TasWater, health and safety is based on one thing — Zero Harm.

It's a big call, but it's one that TasWater employees believe in.

When TasWater was established in July 2013 to take over water and sewerage services statewide, our safety record wasn't good. Our Lost Time Injury Rate was 20.5 — which equated to 39 of our people, or one in every 22 employees, sustaining an injury which resulted in them being completely incapacitated for work.

'When I first joined TasWater in 2014, we were having so many accidents that coming to work and getting hurt was almost expected,' said Peta Forster, TasWater's Department Manager Health and Safety.

'Along with this, many employees didn't believe the risks we faced each day were so dangerous that someone could, or would, be killed at work.

'This safety performance was not acceptable, so the first job was to challenge the underlying beliefs of everybody in the organisation.

'Through consultation with employees, a number key health and safety initiatives were implemented, with the specific aim of reducing our workplace injuries and ensuring the health and wellbeing of our employees.'

According to Peta, the focus was on achieving a Zero Harm culture by following sensible and achievable agreed injury prevention principles, developed by our people for our people, providing guidance to everyone in the organisation:

- nothing is more important than returning home safely after work
- all incidents, injuries and illnesses are preventable
- we are all responsible for our own safety and that of our work mates
- leaders are responsible for creating and maintaining a safe work environment
- we are all empowered to stop unsafe acts.

With a commitment to Zero Harm across the business, TasWater began chipping away at its unenviable rate of injury.

Direct engagement with employees in the field, backed up by support from management and ongoing identification of risks within everyday tasks, saw injury rates decrease significantly.

At the time of the 2015 WorkSafe Awards, TasWater had achieved a Lost Time Injury Rate of 4.7, a staggering 77% reduction on our health and safety performance since July 2013.

September 2015 also recorded TasWater's first three-month period free of Lost Time Injuries.

TasWater received four awards, recognising not only individual members of our health and safety team

but also programs and innovations introduced at TasWater to achieve our goal of Zero Harm:

- Workplace Health and Safety Leadership Award: for Greg Store
- Best WHS Initiative Award: for the vac truck snorkel
- Beyond Compliance Award: for the wellbeing program.

TasWater also took out the overall award with the presentation of a cheque for \$5,000. TasWater is planning to re-invest this prize money into the health and wellbeing program.

'The program is designed to reduce the risk of employees contracting a preventable chronic disease and improving our employees' quality of life,' said Peta. It includes specialist education, assessments and support programs.

'In the future, TasWater will also build on our Major Hazard Study aimed at identifying hazards and developing strategies to reduce or eliminate them.

'Since our establishment in July 2013, TasWater has achieved significant health and safety milestones. As we know, health and safety requires continual commitment and focus, and all TasWater employees have committed to achieving Zero Harm and to working in a healthy and safe workforce.

'We are proud of what has been achieved by our employees and it is gratifying to gain peer recognition through the WorkSafe Awards.'

This article supplied by TasWater.

Domestic and family violence: *It is a workplace issue*

Much like bullying and mental health issues in recent years, domestic and family violence is being increasingly acknowledged and addressed — by our governments, the media, and within our communities.

You may be reading this and thinking, isn't domestic and family violence a private matter? Outside our responsibilities as an employer?

How widespread is domestic violence?

Approximately 1.4 million Australian women are living (or have lived) in an abusive relationship. Of these women, over half are in the paid workforce. And perpetrators are, too.

So chances are, someone in your workplace is affected.

How is it a workplace issue?

Domestic and family violence can affect a person's attendance, performance, concentration and productivity. It can make it difficult for them to get to work, and can mean they have to take time off work (to deal with legal matters, doctors or counselling appointments for themselves or their children).

This violence may also extend into the workplace, with the perpetrator harassing the victim with phone calls or emails, or entering their workplace. This risk is increased if the woman works in an industry with public access, such as the retail, hospitality or health sectors.

Perpetrators often use work phone, email and IT resources to carry out their abuse. They may also extend their abuse to your other workers and clients.

Domestic and family violence has a significant economic cost to Australia: around \$13.6 billion each year.

Can workplaces make difference?

Yes. Economic factors are the most significant predictor of whether a woman stays or leaves an abusive relationship. So having a job provides financial independence that supports a woman's choices.

An informed and supportive workplace can make someone feel safe to disclose their situation. And safety planning for the workplace can protect them and their co-workers, and enable them to maintain their productivity and meaningful contribution to your business.

Workplaces can also ensure that a perpetrator's use of work resources for their abuse is not tolerated.

Raise awareness

A few years ago there was stigma surrounding mental health issues such as depression and anxiety. Now there is openness and support in many workplaces. Raising our awareness about the issues helps people get help.

Resources to help your workers include:

- www.1800respect.org.au — the national sexual assault, domestic family violence counselling service
- www.she.org.au — a Hobart-based not-for-profit providing specialist counselling services for women who are currently or have experienced family and domestic violence
- your employee assistance program, especially if it has expertise in this area.

Resources to help you as a workplace include:

- www.malechampionsofchange.com — its report *Playing Our Part: Workplace Responses to Domestic and Family Violence* outlines a tested three-level workplace program to reduce the prevalence and impact of violence, and create safe and supportive workplaces. It includes testimonials from the leaders of major Australian industry and government organisations



- www.communities.qld.gov.au/communityservices/violence-prevention/trust-your-instinct — includes how to recognise signs of someone experiencing violence
- www.whiteribbon.org.au — the national campaign to prevent men's violence against women, it has workplace programs to drive change.

Increase security

Whatever you plan, you should always include the person experiencing the violence. You might consider:

- ensuring safe work access and parking: well-lit, close to the main entrance
- using an internal code word known to all staff that signals help is needed
- ensuring co-workers and workplace systems can protect the worker's privacy
- adjusting the worker's hours or place of work.

Managing emails and phone calls at the workplace

- If it doesn't prevent the worker from performing their duties, consider removing their name or phone number from public information.
- Notify the police and workplace security immediately of any emails or phone calls that breach a restraining order.
- Ask the person experiencing the violence to keep a record of emails and phone calls. This can be used as evidence to help obtain a restraining order or prove an existing order has been breached.

This article is based on information from:

- Queensland Government's Department of Communities, Child Safety and Disability Services at www.communities.qld.gov.au/communityservices/violence-prevention/trust-your-instinct
- Male Champion of Change's report *Playing Our Part: Workplace Responses to Domestic and Family Violence* at www.malechampionsofchange.com

Tasmanian Government's Safe Homes, Safe Families: Tasmania's Family Violence Action Plan 2015–2020 at www.dpac.tas.gov.au/safehomessafefamilies



Read the mag?

Now tell us what you think

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

What articles have met your needs in this edition? What do you want more of? And what could you do without?

Let us know at wstinfo@justice.tas.gov.au with the subject line 'magazine'. Thank you!

How to prepare a SWMS

What's a SWMS for?

A safe work method statements (SWMS) is a safety planning tool that must be completed for all high risk construction work before that work begins. It:

- identifies the hazards and risks of high risk construction work
- documents the control measures needed to manage those risks.

It can be used for a body of work that might involve multiple high risk construction work. For example, a plumbing job on a project may include multiple high risk construction work such as powered mobile plant, working at heights of more than two metres above ground and working adjacent to a road used by traffic other than pedestrians. One SWMS can be used to manage all the high risk construction work activities.

The work a SWMS covers

High risk construction work includes (but is not limited to) construction work that:

- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- involves, or is likely to involve, the disturbance of asbestos
- involves the use of explosives
- involves a risk of a person falling more than 2 metres
- is carried out on or near energised electrical installations or services
- involves tilt-up or precast concrete
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.

You can find the full list in section 5 of WorkSafe's Safety In Construction Kit (see 'Get a template' below for details).

Who prepares the SWMS?

This is the employer of the workers who are doing the high risk construction work.

On a construction worksite, there will often be multiple employers that this duty applies to: for example, the builder and sub-contractors. In these cases, the sub-contractor is normally best positioned to understand and control

the hazards and risks associated with the types of high risk construction work they're engaged to perform.

However a builder may agree to prepare the SWMS on behalf of or in conjunction with their sub-contractor, providing this is done in consultation with affected workers and their health and safety representatives (HSRs).

You must keep a copy of the SWMS for the duration of the high risk construction work, and in a readily accessible location. If a notifiable incident occurs, you must keep the SWMS for two years.

How to prepare a SWMS

Follow this process to cover all your bases:

- assemble the relevant workers, their HSRs and supervisors; ideally at the location of proposed works (remember you're legally required to consult affected workers and their HSRs when identifying hazards or measures to control risk)
- review the proposed works and consider any site-specific factors with potential to impact the works
- identify all the proposed high risk construction work activities, then list the hazards and risks for these
- select risk control measures, and describe them alongside each of the hazards and risks you've listed.



New reads: Cranes, diesel exhaust, fatalities

Enforcing the SWMS

You must make sure that once a SWMS has been developed and implemented, the high risk construction work it covers is performed according to the SWMS.

If you discover the SWMS is not being complied with, you must stop the high risk construction work immediately, or as soon as it is safe to do so, and not let it resume until the SWMS is complied with or reviewed and revised as necessary.

Updating SWMS

You must review the SWMS and revise it if necessary whenever:

- the high risk construction work changes, or
- if your control measures are not adequately controlling the risks. This includes if an incident occurs during high risk construction work.

Can a SWMS cover other work?

You might be tempted to include other, non-high risk construction work in your SWMS — so it's a kind of catchall safety document for all work, hazards and risks.

However doing that runs the risk that you'll compromise your focus on the high risk construction work, and that the document becomes too broad and even ineffective.

Are generic SWMSs effective?

'Generic' is a term used in industry to describe a pre-prepared SWMS that addresses a range of hazards that workers might encounter during a particular work activity.

A generic SWMS is not acceptable unless you do further work to make it 'site specific': by reviewing and revising it to make it suitable for your specific environment and circumstances the high risk construction work will be done in. If you choose to take this 'review and revise' option, follow the steps listed in 'How do you prepare the SWMS?' above.

This article is based on information by WorkSafe Victoria at www.worksafe.vic.gov.au

Get a template

WorkSafe Tasmania has a SWMS template (and a filled example) that you can use. By using this template, you can be sure you're including everything you need to.

Go to www.worksafe.tas.gov.au and search for 'SWMS'. With this search, you'll also turn up our Safety in Construction Kit and other construction industry-relevant tools and templates.

Safe Work Australia has released a slew of new guidance and reports in recent times that you may find valuable. You can find these at www.safeworkaustralia.gov.au with the search terms we've given here:

- ten new guides and information sheets on managing the risks associated with inspecting, maintaining and operating cranes (including mobile cranes, tower cranes, bridge and gantry cranes, vessel mounted cranes and crane-lifted work boxes), and plant that can be used as a crane and quick hitches for earthmoving machinery. Search for 'cranes guidance'
- 'Guide to managing risks of exposure to diesel exhaust in the workplace' and 'Managing risks of diesel exhaust exposure in the workplace information sheet': aimed at workers or those who manage workers exposed to or likely to be exposed to diesel exhaust. Search for 'diesel exhaust'
- 'Work-Related Traumatic Injury Fatalities, Australia 2014' (released October 2015): provides statistics about people who die from injuries that arose through work-related activity. Search for 'work related fatalities'
- 'The Cost of Work-Related Injury and Illness for Australian Employers, Workers and the Community: 2012–13' (released November 2015): examines the direct and indirect economic costs of work-related injury and disease. Search for 'work related 2012-13'.

Should you introduce alcohol and drug testing?

In the last edition of *Workplace Issues*, we showed you how to manage alcohol at workplace parties, and how to write and enforce a drug and alcohol policy.

To wrap up this two-part series, we'll consider if and when you should introduce a testing regime into your workplace.

Why test

In its report 'Work-Related Alcohol and Drug Use: A Fit For Work Issue' (at www.safeworkaustralia.gov.au), Safe Work Australia stated 'The motivation behind illicit drug and alcohol testing policies is [to identify] employees whose consumption of alcohol and/or drugs could cause safety or productivity problems.

'Testing can be instigated; for people before employment, after a specific ... incident, or as a random test where everyone in the company has the same chance of being asked to take a test.

'Workplace policies that include testing can take a long time to implement, although it seems that it is generally random testing programmes that are controversial. However, the random testing for safety critical employment is gradually becoming more commonplace and accepted.'

Should you introduce testing?

You should only consider testing if it is:

- included in your drug and alcohol policy
- part of a broader program of safe work procedures, support, and training and information about the effects of drugs and alcohol on personal and WHS
- related to the requirements of the job/tasks (for example, it may be deemed necessary for workers doing high risk tasks)
- agreed to by your workers
- done confidentially, respecting people's privacy and considering all legal issues.

You need to also develop procedures for the action you will take for a positive test result.

Can a worker refuse testing?

Yes, a worker has the legal right to refuse testing, unless specific legislation, their work contract or employment agreement states otherwise.

Don't presume that if a worker refuses to be tested, they are affected by drugs or alcohol.

Issues to consider

Before you introduce testing, you need to consider:

- the size of your workforce
- the extent of the problem throughout the workplace
- the practicalities of testing: who will do it, how much it will cost, when and how it will be done, and what type of procedure will be used.

You should also remember that testing does not always measure how impaired someone may be, or their ability to work safely. Alcohol is one of the few substances where the concentration measured (by either breath or blood analysis) can be related to levels of impairment. Some drugs break down slowly and remain in the body long after the effects have disappeared (for example, cannabis can be detected in urine for up to a month after a single use).

Look beyond testing

Testing will not solve WHS problems, nor will it tell you why someone is drinking or using drugs.

Consider these factors before you start any testing program. For example, reviewing workplace factors such as shift work, or supporting someone with personal or financial pressures, may be easier and more beneficial.

NEWS + EVENTS

Warning: Watch out for fake HRW licences

Safety regulators in throughout Australia are warning industry to watch out for fake high risk work (HRW) licences.

One WA man — a repeat offender — is using many aliases and supposedly holds multiple licence classes. As with

other cases of fraud with HRW licences, WorkSafe WA referred this matter to WA Police. It also warned industry to be vigilant about unscrupulous operators.

WorkSafe Tasmania encourages all PCBU's, assessors and trainers to be on the lookout for fake licences. Our Guide to High Risk Work Licensing in

Tasmania has the contact details for interstate licensing authorities, so if you have any doubts or concerns, you can check directly with them.

Get a copy of this guide from our website: go to www.worksafe.tas.gov.au and search for 'GB101'.

Managing falls on construction sites

Falls from or through roof spaces are a major hazard for those working on construction heights. You could potentially fall from an unprotected edge, or through an unguarded opening (for example, in a wall or the floor).

Below is some of the practical information from the Code of Practice 'Preventing Falls In Housing Construction' that can help you put control measures in place to reduce the risk of these falls.

You can find this code on the WorkSafe Tasmania website. Go to www.worksafe.tas.gov.au and search for 'CP127'.

Edge protection

Edge protection should be provided to prevent a person falling over edges of a solid construction.

These include:

- the perimeters of buildings or other structures
- the perimeters of skylights or other fragile roof materials
- openings in floor or roof structures.

Edge protection checklist

- The guard rail system should be of robust design and able to withstand the force of someone falling against it.
- Top rails should be between 900 mm and 1100 mm above the working surface.
- Mid-rails should be provided. However, wire mesh infill panels incorporating a toeboard may be used instead of the midrail.
- Toeboards should be provided where reasonably practicable.
- A bottom rail above the toeboard on some roof slopes may be provided for more severe roof slopes. Both a midrail and infill mesh panel will assist in preventing persons and objects from sliding off the roof.

- If access points are required for equipment (such as tile elevators) they must be adequately protected to prevent a person falling.
- Every open edge of a stair, landing, platform or shaft opening must be protected to prevent people falling.

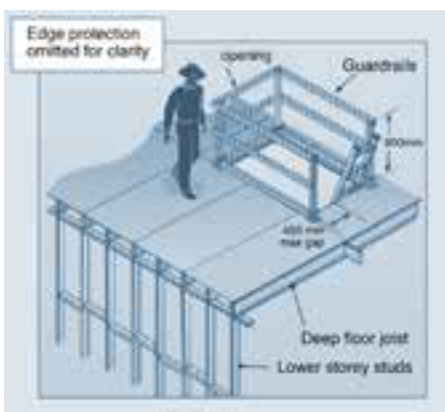
Void protection

Where workers are working from trestles, ladders and mobile scaffolds on solid construction and they are located in close proximity to floor openings such as stairwells and partially completed floors, edge protection will not prevent a fall into the opening.

The openings must be covered with covers designed to withstand likely impact and static loads and fixed to prevent any dislodgement or accidental removal.

Guarding openings

All stairwells, atriums and voids through which a person could fall must be sturdily guarded, covered with an industrial safety net or sheeted over, regardless of the fall distance from the upper level floor. Guardrailing should be provided in accordance with Section 4.1 of [the Preventing Falls In Housing Construction code, which details temporary work platforms]. In particular,



toeboards should be fitted to prevent tools and materials from being kicked into the void.

Voids and atriums must be guarded as soon as possible after laying sheet flooring.

Where a person working from a stepladder or a working platform such as a trestle scaffold or similar, may fall over the guardrail and through the opening, the opening must be covered with temporary flooring, timber sheeting, an industrial safety net or similar, even if guardrails have been erected around it.

Any coverings or temporary floors and their supports must be of robust construction capable of withstanding impact loads from any potential falls.

Wall framing

Once sheet flooring has been laid and openings have been guarded, work on wall framing may commence. Where the potential fall height for persons constructing or erecting wall frames is two metres or more, edge protection should be provided. Window or door openings in external wall frames should be fitted with guardrails prior to raising the frame. All braces and fixings should be prepared prior to raising the frames. Access to the floor should be restricted to those workers erecting the wall frames.





Build a safety system: Resourcing

In previous editions of Workplace Issues, we helped you develop your WHS policy and write a safety management plan. Your policy states your commitment to safety, and the responsibilities of everyone in your workplace. Your plan pulls together everything you must address and ensures you won't overlook any crucial step or hazard.

With these in place — and communicated with your workers — you now have a solid foundation for getting in and implementing changes to make your workplace safer.

But for your next actions to be successful and sustainable, let's look at the resourcing you need to dedicate to your safety system.

What do you need?

The work you've done so far to create your safety management plan (see the September 2015 edition of Workplace Issues) — reviewing your risks and hazards, looking at your operations and physical work environment, and consulting with your workers — should give you a good idea of what resources you need to achieve your stated objectives and targets.

'Resources' cover financial, human and physical resources. Or put more simply: the money, people and things you'll dedicate to reducing your safety risks.

So it's more than just the obvious, like safety equipment or having a WHS officer. It can include:

- a safety library you create with relevant codes of practice, safety data sheets for chemicals and copies of Workplace Issue magazine. These might be printed or collected online for workers to access
- the regular training you provide for

workers to keep their skills up to date so they work productively and safely

- allocating a room to your staff safety training.

Of course, it means the money you direct towards these things.

Write it down

Identify and allocate your resources in your safety management plan. Detail what, who, when, where, how much.

For example, if first aid training is a priority, identify which staff, the training provider and course you've chosen, and how much that will cost.

Don't forget to include these in your budget papers and plans. But even when something is free (like your subscription to Workplace Issues, or downloading the codes of practice) include it in your plan so you don't forget to organise or do them.

Minutes of meetings, assessments and reports (including any from external safety providers; see below) are also important documents to keep track of your resourcing.

Human resourcing

As part of your safety plan, document the qualifications, competencies and training your staff have. These skills are important resources that should not be underestimated.

Review your resources

Like other parts of your safety system, you need to regularly review your resourcing.

Are the codes and safety data sheets you have in your library still up to date? Is the training you provide still adequate for your workers' needs? Do you have enough first aiders in your workplace, or do you

need more? Is your safety equipment still controlling your risks sufficiently?

External resourcing

A successful safety management system requires you to have access to specialist advice and guidance. This expertise, and the person or group that delivers it to you, is a resource to account for in your safety plan.

You may be able to employ people with specialised qualifications and experiences to help you manage safety. The advantage here is that as part of your workplace, they will really get to know your workers, tasks, work environment and hazards.

However, in small business in particular that's not always an option. Depending on your operations and industry, you may need to engage engineers, chemists, ergonomists, or other safety consultants to help you tackle specific issues and hazards. Your industry association or union may be also able to help you.

The WorkSafe Advisory Service can also help you with these matters. Our Work Health and Safety Advisors can help you implement solutions that are relevant, practical and affordable; check that the safety plans and policies you have in place are on track; and provide you with ongoing support.

Our Advisors help small to medium sized business (up to 200 workers). Their services are free and confidential and carry no threat of enforcement or fines. Go to www.worksafe.tas.gov.au and search for 'request a visit'.

This series helps you build your safety management system. Next edition we will look at responsibility and accountability. If you have particular issues you would like addressed, email us at wstinfo@justice.tas.gov.au with the subject line 'magazine safety article'.



What sort of toilet facilities should be provided at a workplace?

WorkSafe Tasmania's Helpline is frequently asked about toilet facilities for workplaces. Below is the section of the Code of Practice 'Managing the Work Environment and Facilities' 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 'CP124'.

Toilets

Access to clean toilets must be provided for all workers while they are at work. Where reasonably practicable, toilet facilities should be provided for workers, rather than relying on access to external public toilets.

Number of toilets

For workplaces within buildings, the National Construction Code of Australia sets out the ratio of toilets to the number of workers, and the specifications for toilets.

Generally, separate toilets should be provided in workplaces where there are both male and female workers. However, one unisex toilet may be provided in workplaces with both male and female workers where:

- the total number of people who normally work at the workplace is 10 or less
- there are two or less workers of one gender.

For example, a workplace with two male and eight female workers, or with one female and three male workers, could have a unisex toilet — because there are 10 or fewer workers in total and two or fewer workers of one gender.

Workers	Closet pan(s)	Urinals
Males	1 per 20 males	1 per 25 males
Females	1 per 15 females	Not needed

A unisex toilet should include one closet pan, one washbasin and means for disposing of sanitary items.

For all other workplaces, separate toilets should be provided in ratios shown in the table here.

These ratios are the minimum standard that should be provided. However, in some workplaces, the scheduling of workers' breaks will affect the number of toilets required. There should be enough toilets available for the number of workers who may need to use them at the same time.

Design of toilets

Toilets should be:

- fitted with a hinged seat and lid
- provided with adequate lighting and ventilation
- clearly signposted
- fitted with a hinged door capable of locking from the inside on each cubicle
- designed to allow emergency access
- positioned to ensure privacy for users
- separated from any other room by an airlock, a sound-proof wall and a separate entrance that is clearly marked.

Toilets should be supplied with:

- an adequate supply of toilet paper for each toilet

- hand washing facilities
- rubbish bins
- for female workers, hygienic means to dispose of sanitary items.

Access to toilets

Toilets must be accessible, preferably located inside a building or as close as possible to the workplace. In multi-storey buildings, toilets should be located on at least every second floor.

Mobile, temporary or remote workplaces

If work is undertaken away from base locations or at outdoor sites (for example, gardeners, bus drivers, couriers), workers must have access to other toilets, for example public toilets or toilets at clients' premises. In such cases, information should be provided to workers on where the toilets are located.

Where it is not reasonably practicable to provide access to permanent toilets (for example, short-term temporary workplaces and workplaces in remote areas), portable toilets should be provided. Portable toilets should be located in a secure place with safe access. They should be installed so they do not fall over or become unstable and should be serviced regularly to keep them clean.

It's not bullying, but ...

You may have systems in place for managing and talking about bullying in your workplace. But what about behaviour that's not necessarily bullying, but is still inappropriate and disrespectful? Do you know how damaging rudeness can be to a workplace culture — and do you manage it?

Incivility in the workplace

Rudeness in the workplace can be intentional or not. It might be someone speaking over you or cutting you off in meetings, or ignoring your input. Other examples might be taking calls midway through a conversation (or using their devices throughout), talking to you disrespectfully, taking credit for your work, spreading rumours, using crude or offensive language, or taking their frustrations out on you.

'In one study, two thirds of respondents said they were intentionally rude to their colleagues,' said Louise Adams from Equal Opportunity Tasmania.

How it can affect workplaces

These behaviours basically signal 'I don't care about you'. But how we treat one another at work matters — after all, it's where most of us spend great deal of our time. As Roz Smart, also from Equal Opportunity Tasmania, said: 'Most of us spend more time with our work colleagues than we do with our family members. This is fine if we like them, but what if we don't?'

'We should never feel uncomfortable or vulnerable [at work] because of the behaviours of our colleagues,' said Louise.

The effects of poor behaviour can radiate through out the whole workplace if not stopped, damaging people's morale, productivity, working

relationships with their colleagues, and commitment to their workplace.

'At the root of a dysfunctional workplace is often one or many disrespectful and unprofessional relationships and a culture of gossip, rumours, blame and allegations of bullying,' said Roz. 'In these situations, we see employees withdrawing, careful to protect themselves from discomfort at the expense of productivity and team spirit.'

Incivility can also be 'contagious', with people thinking 'if you're rude to me, I'll be rude back'. 'It sets up bad standards that others soon accept as normal and go on to copy and perpetuate,' said Louise.

Look at the problem

'How do we remind ourselves — at times of high stress, long hours, productivity demands and job insecurities — that our relationships with our work colleagues are professional relationships?' asked Roz.

'Most of us know and expect that our personal relationships require regular maintenance, yet we often expect our work relationships to manage themselves. We invest time, sweat and money into our work projects and businesses and sometimes forget the needs of us as people.'

A simple, quiet conversation may be all it takes for someone to realise the way they address workmates is hurtful, or their swearing at the photocopier offends others.

Talk about standards

You can also discuss disrespectful behaviours as a team, as you would any safety issue. If things are really toxic, you may need to engage an external facilitator, but there are things you can do first:

- have a fresh look at your code of conduct; test how it is understood and followed; and communicate it at inductions and regular staff meetings
- don't have a code of conduct? Create one! Consult with your workers as you would when developing any workplace policy or guiding document. Involving your workers means whatever you do reflects your workplace, and becomes a realistic guide for making your workplace a safe and respectful one
- talk about what you and your workers consider to be inappropriate and disrespectful, or as Louise calls it, 'below the line' behaviour
- be careful of rewarding those who may do good work or bring in good results for your company, but who are rude or disrespectful to their colleagues
- set an example: treat people the way you would like to be treated
- take any complaints seriously — follow them up before they start to fester.

Turning it around

This is not about taking the joy and humour out of workplace (if anything, it may help people feel valued and productive, and enjoy being at work again). It's about recognising that some behaviour is just not socially acceptable.

'Just as wolf-whistling at women is no longer acceptable, then talking about this, managing it and doing something about it will phase it out,' said Louise.

Get some training

Equal Opportunity Tasmania delivers training on 'Workplace behaviour, where is the line?'. Find out more at equalopportunity.tas.gov.au/training

Collaborating for wellbeing and safety innovation

WorkSafe Tasmania's Health & Wellbeing Advisory Service and Skills Tasmania's Employer of Choice are hosting 'business to business cluster' events around the state to discuss key issues facing business today — including the ageing workforce.

Over 200 workplaces attended events in 2015; since then, around 50 workplaces have joined the cluster program. These clusters are facilitated by a subject expert; participating workplaces gain knowledge from both the expert and the shared learning from 'around the table'.

Learning together

Over 25 businesses are participating in the ageing workforce cluster program facilitated by Partners in Change, which specialises in helping businesses adapt to their ageing workforces (Employer of Choice and WorkSafe have also engaged Leading Teams and OzHelp Foundation to facilitate other clusters).

The first cluster came about through a partnership between the Tasmanian Building & Construction Industry Training Board, the Tasmanian Independent Building Association, and Master Builders Tasmania. Ten small construction businesses participated.

What it looks like

'I've observed these small/medium construction businesses share their ideas and explore the risks and opportunities of an ageing population,' said Cameron Blight, Worksafe Health & Wellbeing Advisor.

'It's highlighted the value of a shared learning experience when striving for improvements in business performance, particularly around health, safety and wellbeing. It was a case of collaboration driving innovation.'

'While governments need to be taking leadership, and agencies providing programs and services to support this major shift, what matters most is the approach an individual company takes to working with its ageing workforce,' said Geoff Pearman of Partners in Change.

There are three four-hour workshops held over three months, and coaching and workplace exercises. Each business also develops a Mature Aged Workforce Strategy and Action Plan.

In action

'One of the exciting outcomes from the program are the innovative actions companies take to address their risks,' said Geoff.

The WHS manager of a Queensland manufacturing business Geoff worked with said, 'We have a better understanding of how mature aged workers think and what's important to them; in the past we just guessed. We want to more actively promote our business as an age friendly workplace.'

Its strategies recognised the need for business continuity planning, especially around knowledge retention. Its practical actions included updating the business' risk register; including life stage factors in risk assessments; and having open discussions with its mature aged workers about their needs and what would make the workplace a great place to work as they age.

What you can do

- Join a business to business cluster in your region, covering the ageing workforce, mental health and wellbeing, or leadership and culture. Call WorkSafe's Health & Wellbeing Advisory Service on 1300 366 322.

The Advisory Service can also help you manage other health, safety and wellbeing matters through their free, face to face visits.

- Hear Geoff Pearman as keynote speaker at the Skills and Workforce Development Conference on May 30 and 31. Go to the Department of State Growth's website at www.stategrowth.tas.gov.au and search for 'skills and workforce development'.
- Get WorkSafe's 'Safe and healthy: A guide to managing an ageing workforce'. It has practical strategies for ensuring older workers stay safe at work. To get your copy, call our Helpline on 1300 366 322.
- Join Better Work Tasmania to participate in its networking and mentoring opportunities. Go to www.worksafe.tas.gov.au/betterwork

The 'age wave'

Three factors are now converging to create what has been called the age wave:

- the so-called 'boomer bulge' is moving through, with the oldest in this cohort now aged 70, the youngest 51
- improved health and increased life expectancy is seeing people live this life stage quite differently to previous generations
- declining birth rates means there are fewer people entering the job market.

There are also skills shortages in some industries and regions; and many older workers want to stay on at work, either through choice and necessity. In individual businesses, the profile of workforces is also changing; industry-specific challenges are emerging.



Update: Better Work Tasmania continues to grow

WorkSafe Senior WHS Consultant Pam Atkinson with guest speakers Jimmy Stewart and Heather Baker-Goldsmith, and Dept of Justice WHS Project Officer Ken Holmes

Since its launch in April 2015, Better Work Tasmania has grown — and shows no signs of slowing anytime soon!

Over 700 members have signed up to Better Work's innovative approach to supporting and improving WHS. Its initiatives include a virtual meeting place, networking events, and mentoring and peer support.

Consultation and engagement

The first networking seminar for 2016 was held in February in Hobart, in partnership with the Safety Institute of Australia (Tas). 'Consultation and engagement: Key elements to improving WHS' hosted three engaging speakers:

- Heather Baker-Goldsmith discussed how consultation can improve the overall performance of a business and reduce the risk of injury at work
- Jimmy Stewart covered practical ways to communicate WHS obligations and initiatives to keep the topic relevant and real
- Mark Cocker spoke about WorkSafe Tasmania's ongoing approach to engagement, education and enforcement.

What's next

Two more networking sessions are planned for April and June. In April, a range of issues on hazardous substances/dangerous chemicals will be addressed with an update on the Global Harmonised System, a new international labelling system to be implemented in January 2017.

For June, we'll be actively seeking Better Work Tas members' thoughts for relevant topics. So if you haven't become a member yet, make sure you do, so your thoughts can be heard.

Find it online

Couldn't make this event? Become a Better Work member and you'll get access to a recording at the Better Work site at www.worksafe.tas.gov.au/betterwork. While you're there, watch our other major networking seminars:

- 'Leadership in WHS' presented by internationally-recognised motivational speaker Paul Taylor
- 'Key Performance Indicators for WHS' presented by Professor Helen De Ceiri of Monash University
- 'Early Intervention, Injury Management and the Ageing Workforce' presented by occupational therapist and ergonomist Paul Marsh.

You'll also find 'Networking your WHS Priorities with Better Work Tasmania', produced by Safe Work Australia as part of its 2015 Virtual Seminar Series. This promotional video highlights the journey and benefits of Better Work. Watch it for yourself, be inspired, and sign up — 700 members can't be wrong.

What can you do?

Join one of the industry-based **networks** to share your WHS information and practical ideas with others. These network groups will meet three to four times a year to discuss the issues directly affecting them.

Be a **mentor** and provide practical help to others about managing WHS, wellbeing and more. Or ask to be mentored and learn from taking a closer look at how other businesses manager safety.

There are also free **resources** (such as an online induction tool) available when you become a member of Better Work Tasmania. It's free to join.

For all these options, go to www.worksafe.tas.gov.au/betterwork



Your feedback on **WORKSAFE TASMANIA MONTH 2015**

Last year we introduced major change to our WorkSafe Month program, with free online options being offered for the first time alongside our usual face to face seminars.

So what did you think? We surveyed over 250 people — some who had attended WorkSafe Month events, others who hadn't; from across all major business sectors, business sizes and regions of the state — to find out.

Positive responses

91% of those surveyed said they'd take part in WorkSafe Month again! The access to new information and emerging issues, professional development opportunities, and high profile speakers were among the main motivators.

87% of respondents said WorkSafe Month had improved health and safety in their workplace. They said it promoted greater workplace discussions, and increased their awareness and understanding of WHS issues and behavioural changes.

Interestingly, the main reason workplaces did *not* make WHS improvements was because they already had up-to-

date systems in place — instead, they used WorkSafe Month to ensure their knowledge remained current!

Couldn't make it?

Workplace commitments and time pressures also came up as a reason for people not hooking into their registered webinar or livestream. That's where the online recordings were valuable (as opposed to just online options). They're still available to watch — go to www.worksafe.tas.gov.au and search for 'videos'.

Ultimately, a combination of face-to-face and online was preferred. This respondent's comment encapsulated the main thoughts of those surveyed:

It was good, as always. The speakers were excellent. More group face-to-face opportunities would have been good as I feel that 60% of learnings come from talking to others at the presentations. The discussions you have around the table allow you to judge what works best and enables you to gather other ideas. Networking

opportunities and connecting with like organisations are also only possible if people are in the same room...

The presenters giving the webinars were of high quality and all the information was very relevant. The webinars definitely allowed flexibility to those who were not near a venue or not able to attend in person.

Other highlights

Our survey revealed a strong response to WorkSafe Month: 98% of those surveyed responded positively to being aware of the event.

There's been a consistent increase in participation each year since the Month was formed in 2011.

It was also good to hear that how we promote the Month to you — through our direct emails, Workplace Issues, and the program inserted into the major newspapers — is effective and favourable.

Thank you to everyone who participated in our survey. We'll detail WorkSafe Month 2016 in the next edition of Workplace Issues.

Everybody's Talking...

Questions and answers from our Helpline

Electric shocks: Do I have to notify every 'tingle'?

Yes — **any** electric shock received in a workplace.

You must notify WorkSafe Tasmania of any electric shock by the quickest available means (usually by calling 1300 366 322); make sure you also notify TasNetworks (on 13 20 04). As with any notifiable incident, the PCBU must send a written report to WorkSafe Tasmania within 48 hours of this initial notification.

Make sure the person who received the shock is medically assessed as soon as possible.

The installation or item responsible must be isolated, and the site where the incident occurred must not be disturbed until an inspector directs.

For further information about what workplace incidents must be reported, go to www.worksafe.tas.gov.au and search for 'report an incident'.

I've had my high risk work licence training. What do I do next?

Applying for a licence

Once you've been trained by the registered training organisation (RTO) and given your Assessment and Interim Summary Assessment (AISA) from the accredited assessor, you need to:

- complete a Licence to Perform High Risk Work Application form (available from www.worksafe.tas.gov.au and searching for 'GF083')
- take this completed form, your AISA information, and proof of identity to a Service Tasmania shop.

You'll need to pay a fee; your photo will be taken; and your ID card will be issued within a few weeks.

Change of address

If you change your address, you must advise WorkSafe Tasmania of your new details within 14 days. Go to www.worksafe.tas.gov.au and search for 'address' then click on 'Update Address online form'.

Alternatively, you can email your new details to wstinfo@justice.tas.gov.au — you must include your licence number, date of birth, and current contact details so we can adequately identify you and contact you if necessary.

You'll find more information on high risk work licensing at www.worksafe.tas.gov.au by searching for 'high risk'.

I operate a small quarry. Do I have to notify the Chief Inspector of Mines that I am the mine operator?

Our December 2015 edition advised of the new requirements of the Mines Work Health and Safety (Supplementary Requirements) Act 2012 for all quarries to now have a health and safety management system.

Those requirements include appointing two senior positions at the mine/quarry before any mining operations are carried out: a mine operator and a site senior officer. Here are the notification details for these.

Mine operator

The mine operator appointment identifies the legal entity with responsibility for WHS at the mine or quarry.

The mine holder must notify the Chief Inspector of Mines in writing of:

- the mine operator's details
- the date their appointment takes effect

within 14 days of appointing the mine operator. Do this by completing WorkSafe's Appointment of Mine Operator form: go to www.worksafe.tas.gov.au and search for 'GF190'.

The mine holder must also advise the Chief Inspector of Mines of:

- any subsequent change in the mine operator's details, or
- the termination of the mine operator's appointment

within 14 days of that change or termination.

Site senior officer

The mine operator must appoint a site senior officer to manage operations at the site.

Note:

- if the mine operator is a 'natural person' who employs or engages other mine workers, they may appoint themselves as the site senior officer
- if the mine operator is a 'natural person' who doesn't employ or engage other mine workers, they don't have to appoint a site senior officer.

A site senior officer must:

- have an appropriate background, experience and competence commensurate with the nature, size and complexity of the mine and mining operations; with responsibility for mining operations and WHS at the mine

WorkSafe Awards 2016:



Start thinking now

You may think October is a long way off — but now is the time to start thinking about your entry for this year's WorkSafe Awards.

2016 is a big year

We're celebrating our 21st anniversary in 2016 — and you could be celebrating a win for your workplace's safety, wellbeing or return to work initiatives. Our previous winners have ranged from micro-business to big, and included private industry, government departments and community action groups. They've focussed on removing safety hazards and making their workplaces safer and healthier for everyone.

Our online entry portal at www.worksafe.tas.gov.au/awards will re-open in May. It allows you to save drafts, and come back and edit your entry at any time.

So enter your organisation, or nominate individuals, teams and organisations you're worked with who have made a strong commitment to WHS.

Sponsor the Awards

Want to publicly demonstrate your commitment to safety, wellbeing and return to work? Then sponsor the 2016 Awards. You'll be recognised in the lead up to the Awards, on the night and afterwards. Find all the details and the online application form at www.worksafe.tas.gov.au/awards

And the dinner?

The Awards Presentation is heading up to Launceston in 2016! This year the Presentation Dinner will be held on Friday 28 October.

There are more exciting developments yet to be announced, so watch this space and keep checking www.worksafe.tas.gov.au/awards

Key dates:

Entries: Open in May until mid-July

Presentation Dinner: Friday 28 October, in Launceston

www.worksafe.tas.gov.au/awards

- be based in Tasmania at all times when the mine is operational
- have sufficient authority and control over the mining operations to close or suspend operations, at the mine or in parts of the mine, that may expose workers to an unreasonable risk to their health or safety.

The mine operator must notify the Chief Inspector of Mines in writing:

- of the name, relevant experience and qualifications of the site senior officer
- as soon as practicable after the appointment is made or any change in the appointment is made.

Do this by completing WorkSafe's Appointment of Site Senior Officer form: go to www.worksafe.tas.gov.au and search for 'GF191'.

WHS management systems

As detailed in our December edition, the new requirements cover having a health and safety management system in place. If you need help with your system, get a free visit from a WorkSafe Health and Safety Advisor, who can help small business by:

- providing practical tools to help you identify hazards in your workplace
- helping you implement solutions that are relevant, practical and affordable
- checking that the safety plans and policies you have in place are on track
- providing you with ongoing support.

Our Advisors are free, confidential and carry no threat of enforcement or fines. Go to www.worksafe.tas.gov.au and search for 'request a visit'.available in certain circumstances

Snapshot: ● ● ● ●

LABOUR HIRE

● ● ● ● industry



The number of injuries has decreased by 48% from 2011 - 2015
The number of workers has increased by 18% in the same period
Injury incidence rate reduced by 56% from 2011 - 2015
Lost time injury incidence rate reduced by 51% from 2011-2015



From 2011 - 2015 there were 469 injuries in the industry
85% of injured workers were male
46% of injured workers were under the age of 25



From 2011 - 2015 The **most commonly injured occupations** in the industry were:

Miscellaneous Labourers
Fabrication Engineering Trades Workers
Automotive Electricians and Mechanics



From 2011 - 2015 The **most common mechanisms (causes) of injury** in the industry were:

Body stressing
Being hit by moving objects
Hitting objects with a part of the body



From 2011 - 2015 The **most common injuries** in the industry were:

Traumatic joint/ligament and muscle/tendon injury
Wounds, lacerations, amputations and internal organ damage

Data selection is based on calendar years 2011 - 2015, based on the date of injury. Labour Hire Industry refers to claims where the workplace of injury was classified as 'Labour Supply Services' under the ANZSIC 2006 industry classification system.