

March 2018

# Workplace issues



Key stories inside

Healthy eating at work

HSRs and committees

Safety talk for parents

**Work Safe**  
TASMANIA

# Contents

## COVER STORY

Find out what workplaces can do  
to up our fruit and veg intake on page ..... 12



## NEWS + EVENTS

A new look 2018 WorkSafe Awards ..... 3

## SAFETY

New guide: Workplace fatalities ..... 3

Mum and dad: Talk safety with your kids ..... 4

New asbestos resources for commercial properties ..... 5

Be proactive about safety ..... 6

Taking the mystery out of hazard ID ..... 7

Consider a committee ..... 9

Consultation @ Work ..... 9

Case study: Unsafe scaffolding, no safety know-how ..... 10

Contractors vs PCBUs: Who's who? ..... 11

Silica dust: Update ..... 15

## WELLBEING

Are you eating enough fruit + veg? ..... 12

## REGULARS

Build a safety system ..... 8

Build a wellbeing program ..... 13

Everybody's talking ..... 14

## 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](http://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](mailto: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.

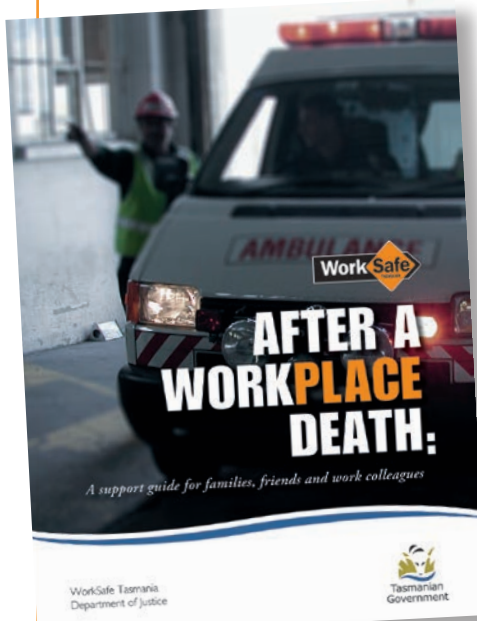
Views expressed in Workplace Issues are those of the individual contributors or the editorial committee and are intended to stimulate discussion. They do not necessarily reflect the policy of the Government or WorkSafe Tasmania.

**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.





## New guide: Workplace fatalities

Everyone's aim is for zero workplace incidents, injury, illness and death. Sadly though these do happen, and WorkSafe has released a new guide to help the family, friends and work colleagues of someone who has died in a workplace incident.

'After a Workplace Death' was written with the input of the agencies involved in investigating or handling a workplace fatality, including the Coroner's Court, Tasmania Police, and Director of Public Prosecutions.

The guide steps you through the process and agencies involved, and provides practical advice on handling the financial and administrative matters that the family must deal with: for example, which government departments to advise of the death; and what to do about wills, superannuation and any media interest. The guide provides resources for emotional support, too.

To get your copy, go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au). This is one WorkSafe guide we hope you never need.



## A new look 2018 WorkSafe Awards

**It's 2018 and the WorkSafe Awards are back! Now conducted every two years, the Awards:**

- promote, encourage and publically recognise innovation and excellence in work health, safety, wellbeing, rehabilitation and return to work
  - influence the Tasmanian community's attitudes and values towards work health, safety, wellbeing, rehabilitation and return to work, to encourage a change to positive behaviours and broader workplace engagement.
- There are new categories this year:
- **Category 1:** Excellence in work health and safety through the implementation of an integrated systems approach.
  - **Category 2:** Excellence in developing and implementing an initiative (solution) to an identified work health and safety issue
  - **Category 3:** Excellence in work health and safety culture
  - **Category 4:** Best individual or team contribution to work health and safety
  - **Category 5:** Excellence in continuous improvement of rehabilitation and return to work through the implementation of an effective injury management system.
  - **Category 6:** Excellence in an individual contribution to rehabilitation and return to work
  - **Category 7:** Best workplace health and wellbeing initiative
  - **Category 8:** Leadership Excellence Award (closed category; entrants for this category are chosen from categories one to seven).
- For more information about the opening and closing dates, categories, criteria, assessment and judging, go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and look under the 'events' space on the home page.
- Finalists and winners will be announced at a special presentation during the WorkSafe Conference in Hobart in October (date to be confirmed).
- Check our website and future editions of WI for information on 2018 WorkSafe Month events!



# Mum and dad: Talk safety with your kids

In our December 2017 edition, we ran articles about new and young workers and WHS. We explained to new workers why it's so important to ask questions and learn about safety, and suggested ways to do so if they're unsure. We detailed the challenges and solutions for managers and supervisors as they help their new workers be safety-savvy from day one.

But as we went to print, we realised there was an important stakeholder we missed: the parents of new and young workers!

So if you're a mum, dad or guardian of a young person looking for work, or about to start their first job, work experience placement, apprenticeship or traineeship — this article's for you.

## Young workers are at risk

Young workers in Tasmania make up 17% of our workforce, and 13% of injury claims. In fact, they're less likely to make a claim than other workers.

However, young workers' injury risks are higher than other age groups for certain industries, occupations and injury types. The infographic in our December 2017 edition illustrates which ones. Go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and look under the resources tab.

## Start talking

Make safety part of your conversations about this new chapter of their lives. By doing so, you can:

- make them understand that being safe at work is important for their life outside work
- give them the confidence to ask questions at work and take WHS seriously.

Hopefully you'll reinforce the messages they're getting from their employer, manager and even co-workers.

## Ask questions

Ask more than just 'how was your day at work?'. You can discuss:

- the tasks they're being asked to do, equipment and chemicals they may use, and the work environment (physical and cultural)
- if they've been given an induction, training and safe work procedures so they know how to work safely
- if the workplace/industry hazards have been explained, and what control measures are in place for these
- if they have a supervisor that works with or near them, or a more experienced worker they can buddy with to learn from
- if they know who they can ask questions and raise concerns with, and report hazards, incidents and injuries to (and encourage them to do so)

- if they're comfortable with the physical work environment, the tasks they're being asked to do, and the people they work with.

## Know their rights and responsibilities

Your child should have their rights and responsibilities explained to them in an induction and in ongoing training. But you can reinforce these in your discussions at home, too.

There are things they need to do to contribute to a safe workplace. They must:

- obey all reasonable instructions
- follow the safe procedures for doing their job
- use any equipment (including personal protective equipment) safely and correctly
- not put themselves or their co-workers at risk
- report hazards, incidents or near misses
- work with their employer and co-workers to improve safety at their workplace.

Your child's employer is responsible for keeping workers safe and healthy at work, providing a safe work environment and ensuring workers receive the necessary information, training and supervision. This means as a worker, your child has the right to:

- work in a safe workplace
- work in a safe manner





#### SAFETY

- Home
- Understanding Asbestos
- 20 Point Safety Check
- Dangers of Asbestos
- Asbestos in the Home
- Asbestos For Tradies
- Commercial Properties**
- Resources For Commercial Properties
- Gallery - Commercial & Non Residential
- Naturally Occurring Asbestos (NOA)

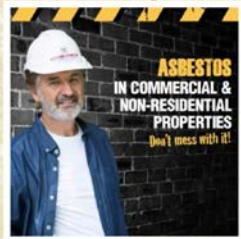
**DON'T PLAY  
RENOVATION ROULETTE!**  
GET TO KNOW ASBESTOS THIS **NOVEMBER**

## Commercial Properties

### Asbestos Management for Commercial & Non-Residential Properties

Although banned in the 1980s for use in commercial and non-residential properties, asbestos continued to be used in multiple locations throughout many of these properties prior to 31 December 2003.

The **Asbestos Management Handbook for Commercial & Non-Residential Properties** and other useful resources have been developed to provide information and guidance relating to the safe management of asbestos and asbestos-containing material (ACM) for building owners, managers, contractors and workers, and to define their responsibilities in accordance with regulations.



Developed in consultation with stakeholders from the building, property management and government sectors, these resources also provide information and images on the types of

# New asbestos resources for commercial properties

- ask questions and raise concerns about WHS
- get information; be supervised and trained
- be involved in WHS.

## Find out more

- WorkSafe Tasmania has a guide for young workers, so why not download a copy to go through with your child? Go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'GB140'.
- WorkSafe Victoria has an info sheet for parents of young workers. Go to [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) and search for 'young workers'.
- If you have concerns about your child's health and safety at work, consider speaking or meeting with their employer.

*In this article young workers are those aged 25 years and under.*

**New resources have been released through the National Asbestos Awareness Campaign to better manage asbestos in non-residential buildings and properties.**

## Who it's for

The Asbestos Management Handbook for Commercial and Non-Residential Properties, along with templates and fact sheets, was designed for a broad audience — property owners, agents, managers, builders, contractors, subcontractors, tradespeople and workers.

They were developed in consultation with stakeholders from the building, property management and government sectors to improve compliance in the commercial and non-residential property sector.

## What it does

The Handbook includes a comprehensive list of building types including commercial, industrial, government, recreational, agricultural, hospitality, health services and education facilities, religious, transport and tourism structures.

It details the roles and responsibilities for managing asbestos and asbestos-containing materials; examples of best practice; and a comprehensive list and images to show asbestos-containing materials commonly found in commercial and non-residential properties.

## Practical help

Importantly, the Handbook provides practical guidance on the steps

required to adhere to regulations. This includes how to develop and manage an asbestos management plan, an asbestos register, and the training requirements for workers.

It defines asbestos inspections, surveys, risk assessments and the steps required when asbestos removal is in progress.

There are templates provided for an asbestos register, a management plan, a removal record, policy for contractors and builders.

There are facts sheets explaining PPE and safety checklists for contractors, dealing with unexpected asbestos finds, and more.

There are also fact sheets for specific tradies: electricians, fencers, builders, air conditioning installers, cabinet makers, landscapers, plumbers, tilers and more!

## Find the resources

To download the handbook and its supporting practical tools, go to [asbestosawareness.com.au/commercial-properties](http://asbestosawareness.com.au/commercial-properties).

To find the specific tradie fact sheets, go to [asbestosawareness.com.au](http://asbestosawareness.com.au) and search for 'tradies fact sheets'.

## What's the problem?

Although banned in the 1980s for use in commercial and non-residential properties, asbestos continued to be used in multiple locations throughout many of these properties before 31 December 2003.



# Be proactive about safety

A serious accident can potentially ruin your business. Taking risks or not complying with legislative requirements can result in a hefty cost if you get it wrong.

The pain and suffering that an incident brings to the victim, family and loved ones — not to mention the financial costs to your business — is not worth it. So it's in your best interest to prevent an incident from happening.

And with approximately 7,000 injury claims across Tasmanian industry each year, more needs to be done.

## Get started

Here are some important areas for you to look at in your workplace.

- Do you and your team conduct regular inspections of your workplace to identify and effectively fix hazards?
- If your workplace has an incident, do you investigate and take positive action to prevent a recurrence?

- Do you have a system in place to ensure machinery is properly isolated during maintenance work? Are workers aware of this?
- Do you have written safe work procedures for using and maintaining machinery and equipment?
- Are your machines effectively safeguarded?
- Do you keep training records of each worker?
- Do you and your workers talk about safety?

## Go further

Now we've got you thinking, there's plenty of resources to put safety into action:

- If you're starting out, our Safety Management Toolkit is a good overview of how to manage safety — with practical information and templates you can use straightaway.

Go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'toolkit'.

- The codes of practice tackle specific WHS hazards and issues: chemicals, first aid, manual tasks, noise and more. A good starting point for every workplace is the Managing the Workplace Environment and Facilities code of practice, which has a comprehensive checklist to assess your workplace. For this and other codes, go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'codes 2016'.

If you need further help understanding your obligations under the WHS laws and managing safety in your workplace, talk to our Helpline or request a free visit from one of our Safety Advisors. Go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'request a visit'.



# Taking the mystery out of hazard ID

The starting point for managing safety, and reducing the chance of incidents and injury happening, is identifying hazards. But how do you do this? Where do you start?

## Use a checklist

Start with a checklist to guide you through examining your work environment, the tasks your workers do, and the machinery/equipment used in your workplace. A checklist can focus your attention — show you what to look for.

Checklists can be used on a regular and frequent basis: for example, maintenance checklists, or a daily 'prestart' checklist for equipment to ensure it's in safe working order.

You'll find checklists in:

- our Safety Management Toolkit: go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'toolkit'
- the Managing the Work Environment and Facilities code of practice: go to

[www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'codes 2016'

- the How to Manage Work Health and Safety Risks code of practice (for a risk register): go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'codes 2016'.

So print them off, grab a pen and do a 'walkabout', talking to the workers involved in the environment, task or equipment you're checking.

Just remember these checklists are a starting point, and may not cover the unique aspects of your workplace.

## Get a reporting system

You don't need an elaborate system in place for reporting hazards: it could be an official form (there's one in the Safety Management Toolkit), or just a dedicated notebook or whiteboard in the lunch room that is used — and of course, regularly checked.

It's important that your workers are confident to report hazards to you: that they know you will at least try to

fix everything they report. If not, your workers will become reluctant to report problems in the future. So if you ask to hear about problems, make sure you listen and act.

## Involve your workers

Workers are the people the equipment or chemicals, performing the tasks or being in the work environment every day.

So they're essential in helping you find and identify hazards — and it makes sense to get your workers' thoughts on what should be done to fix the problem too. They may already see solutions and improvements.

And when introducing any changes, make sure everyone knows what is being done and how you are controlling the hazards.

Involving your workers in these ways reinforces the idea that safety is everyone's responsibility, and ensures you meet your requirements to consult with your workforce.

# Build a safety system: Health and safety representatives

In this series, we've helped you build an effective safety management system, specific to your workplace needs. You'll find previous articles in past editions (starting from the September 2015 edition) at [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) under the Resources tab.

In the next couple of editions, we'll look at consultation — it's that big! See December 2017 for part 1, about why consultation is so important; this edition we cover building health and safety representation into your safety management system.

## Having a voice

You'll achieve effective consultation when your workers have the opportunity to hear about and raise any WHS concerns or issues.

If you have a small workplace, this is (hopefully) easy to achieve — direct conversations between the employer and workers.

But if you have a bigger organisation — perhaps over multiple work sites and/or with different operations, skills bases and hazards — then having health and safety representatives (or HSRs) who communicate with you on behalf of work groups can be your solution.

## How to establish workgroups and HSRs

You've got two options:

- a worker may ask you to hold elections for HSRs to represent them
- you can advise your workers of their right (under the Work Health and Safety Act 2012) to elect a HSR, and that you'll support their decision to hold elections.

If you choose option two — bravo for being proactive about consultation and safety!

You need to consult (and agree) with workers to determine how many work groups (and therefore HSRs) you need

to effectively represent all workers in your organisation. Influencing factors may include:

- your number of workers
- any overtime or shift arrangements
- the number and grouping of workers performing the same (or similar) tasks
- the location of work areas
- the nature of hazards at your workplace.

For example, you may have a work group representing workers in your southern base and those in your northern base; or you may have one representing electricians across both southern and northern regions, and welders across both regions. Through discussion, you and your workers will work out what best suits their needs and the workplace.

For consultation to be effective, workers need to have confidence in those who will represent them. That's why workers need to be involved in the selection process.

## The election

The election process may be informal, for example with a show of hands. Or it may be more formal, using ballots. If the majority of workers in a work group agree, the election may be conducted with the help of a union or other organisation or person.

If there is more than one work group, there needs to be a separate process to elect HSRs for each one.

HSRs must be elected by members of the work group they will represent. And all workers in the work group must have every reasonable opportunity to nominate HSRs and vote in the election.

## Get more detail

We've got a lot more guidance on our website about the election process, and who can and can't be a HSR. Go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'representatives'.

## Communicate, document!

Make sure you let everyone know about the election and its results, including names and pictures of the successful HSRs. Use emails, inductions and team meetings, noticeboards and whatever other communication channels you use in your workplace.

For your safety system, make sure you document the results: which HSRs represent which work groups. And make a record of the election process that was used (whether it was informal or formal).

Once the HSR is doing their role, they also need to keep records and communicate these with staff. For example, they should document what's discussed at their work group meetings, and their participation in:

- risk assessments
- workplace inspections
- incident investigations
- committee meetings
- development of safety policies and procedures.

Remember, it's not meant to be imposing, time consuming admin work — but a simple record of consultation and your safety system in action.

## Support your HSRs

It's not mandatory for HSRs to be trained, but training does give them the skills and knowledge to be effective at their role. The training provider must be one approved by WorkSafe Tasmania, so go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'training providers' to find a list.

Provide your HSRs with the time and resources (such as access to meeting rooms, photocopiers, phones or computers) they need to do their role in the workplace: that is, communicating with their work groups. Allow time during work hours for HSRs and their work groups to meet regularly.

This demonstrates your support of the HSRs and of genuine consultation — and ultimately, your commitment to WHS.



# Consider a committee

**Health and safety committees are separate to health and safety reps (HSRs) — you can have both successfully contributing to safety at your workplace.**

## What's the difference

Before we look at committees, let's set out the difference between a HSR and a health and safety committee. Committees tend to address broad organisational issues; HSRs on the other hand will usually concentrate on issues specific to their work group.

## Purpose and benefits

A committee can bring together workers and managers to improve and ensure safety for all by:

- facilitating co-operation between the employer and the workers
- developing and reviewing WHS policies, safe work procedures and safety systems
- performing other safety-related functions agreed upon by the employer and the committee members.

## Establishment

If you're an employer, you have two options:

- five or more workers, or a HSR, may ask you to set up a committee. If this happens, you have 2 months to do so
- you can take the initiative and form a committee without being asked.

We hope you choose option two. Being proactive like this demonstrates your commitment to safety.

## Composition

**Worker reps:** At least half of the members of your committee must be workers who haven't been nominated by the employer.

**Employer reps:** These should be in a management level senior enough to make decisions about WHS 'on the spot' without the need to refer matters along for further approval. This makes the committee a more effective WHS tool and encourages committee members (and workers) because they can see their recommendations being implemented immediately.

**HSRs:** HSRs are automatically members of the committee, unless they don't want to be. If you have more than one HSR, they may decide who'll be on the committee (that is, the employer doesn't decide); they may agree to have more than one HSR on the committee.

Finally, keep the number of members to a minimum. If necessary, you could set up sub-committees to tackle specific tasks or issues; these might be a more efficient and speedy option.

## Operation

WHS committees must meet at least every three months — but hold meetings as often as needed to deal with WHS issues as soon as possible.

Make meetings planned and structured; keep everyone focussed by drawing up a simple agenda to guide discussions each time (and don't make it too long).

Have a chairperson with good communication and negotiation skills, who can keep meetings and discussions on track and ensure the committee can resolve matters and perform its tasks.

Make sure:

- committee members are given the time and resources they need, such as access to meeting rooms, photocopiers, phones or computers
- the committee is given information about the workplace's hazards,

risk assessments and other safety matters (this doesn't include access to worker's personal or medical records)

- records are kept of meetings. This should be clear and concise, identifying any issues raised, decision or solutions, and who's responsible for following up any matters
- these records are shared with everyone in your workplace, whether that's by email, team meetings, noticeboards and any other communication channels you use. This helps workers see the effectiveness of the committee and the importance that is placed on safety in the workplace.

## If you're a committee member

Make sure you can attend meetings, and actively participate. If you've put your hand up to be on the committee, it's a commitment you need to take seriously! Stay up to date with WHS developments, attend relevant training, and stay in touch with the interests and concerns of the workers you represent.

*This article is based on information from Comcare's guide 'Participating in Effective Health and Safety Committees'. Go to [www.comcare.gov.au](http://www.comcare.gov.au) and search for 'committees'.*

## SAFETY

### Consultation @ Work

We like the online consultation toolkit SafeWork NSW has put together. It covers topics such as work groups, HSRs, resolving WHS issues and making safety complaints; and features case studies and practical tools (note that some are only available to NSW workplaces).

See [www.safework.nsw.gov.au/health-and-safety/consultation-@-work](http://www.safework.nsw.gov.au/health-and-safety/consultation-@-work)



## Case study: Unsafe scaffolding, no safety know-how

### What happened?

A business owner was concerned about painting work being done at his commercial property. The scaffolding looked 'dodgy' and the painting contractor said he didn't have a 'job plan'. The business owner was concerned the contractor didn't have suitable safety systems in place.

### What were the safety issues?

The painting contractor called the WorkSafe Helpline to find out what he needed for doing his work safely.

Even though the job wasn't strictly 'hazardous work', using a Safe Work Method Statement (SWMS) would help work out hazards and appropriate control measures. The painting contractor was told about Construction Work and Managing the Risk of Falls in the Workplace codes of practice for practical guidance on these issues.

The painting contractor was also referred to WorkSafe's free Advisory

Service. Advisors can provide practical guidance for managing safety, including setting up safety systems.

A WorkSafe inspector visited the worksite, and found multiple safety issues with the scaffolding and ladders.

### How was this problem fixed?

The inspector told the workers present how to fix these issues, then called the painting contractor directly.

The painting contractor said he had little understanding of his WHS obligations. It was again suggested that he book a free visit from an Advisor to help him understand and comply with the requirements of the WHS laws.

### What can you do?

To create a safe work method statement for your work tasks, go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'part B'. You'll get a link to a page of

templates and tools, and on this page you'll find a blank template plus a filled example (and other useful tools).

These codes of practice have practical guidance to help you prevent this happening in your workplace:

- Construction Work (CP104) includes a section on preparing, implementing and reviewing safe work method statements, and a template and example
- Managing the Risk of Falls in the Workplace (CP122) details control measures (such as ladders, temporary work platforms and harnesses) for reducing the risk of falls.

Find these at the [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) by searching for 'codes 2016'.

If you need further help understanding your obligations under the WHS laws and managing safety in your workplace, talk to our Helpline or request a free visit from one of our Safety Advisors. Go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'request a visit'.





# Contractors vs PCBUs: Who's who?

**Under the Work Health and Safety Act 2012 there is no 'employer'; instead there is the person conducting a business or undertaking, or PCBU.**

Don't think of this as an individual person (even if it's a sole trader) — rather, think of it as an organisation.

Under the Work Health and Safety Act 2012, a worker is someone who carries out work for a PCBU, such as a direct employee, a contractor or subcontractor, an employee of a contractor or sub-contractor, all the way down to an apprentice, work experience student or volunteer.

You can be both a PCBU and a worker if you are engaged to carry out work for another PCBU. In this case, you'll have the duties of both a PCBU and a worker; and you cannot delegate your duties away to the other PCBU.

## Case study

Here's an example to illustrate these relationships.

Spark Free Electrical is a small electrical business, working mostly in the residential sector. It employs five people.

It is a PCBU and has WHS obligations for its five workers.

### Situation A

Spark Free sends one of its workers to Mrs Smith's house to fix her bathroom light.

In this situation, it is not being engaged by another PCBU; it is the sole and primary WHS duty holder.

### Situation B

Spark Free is engaged by Brickie Builder to wire a new house.

In this situation, Spark Free is still a PCBU, but Spark Free's workers are also workers engaged by Brickie Builders. This means that Spark Free and Brickie Builders have shared PCBU WHS obligations.

## Tools and resources

To help PCBUs meet their obligations, we have developed a generic contractor safety management form. It's designed so PCBUs can tailor it to their own needs, and provide some structure and a systematic approach to managing contractors. Find this at [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) by searching for 'FC1'.

Our March 2016 edition featured a detailed article on contractor management, with guidance on building WHS in right from the very start: at the planning and tendering stage. Go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and look under the Resources tab.

# Are you eating enough fruit + veg?

There are so many different ways to eat now: paleo, vegetarian, pescatarian, FODMAP, gluten free, sugar free. It can be confusing and difficult to know what the best options are to add to your grocery trolley.

But most agree that fruit and veg are an important factor in living a healthy life. The Australian Dietary Guidelines ([www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)) recommend a minimum number of serves of fruit and vegetables each day, depending on a person's age and gender, to ensure good nutrition and health.

## What we are doing

In 2014–15 figures from the Australian Bureau of Statistics:

- 49.8% of Australians aged 18 years and over met the guidelines for recommended daily serves of fruit (2 or more serves)
- 7.0% met the guidelines for serves of vegetables (5-6 or more serves for men depending on age, and 5 or more for women)
- only 5.1% adults met both guidelines.

Women were more likely to meet the guidelines than men:

- 55.4% of women met the fruit guidelines (compared with 44% of men)
- 10.2% met the vegetable guidelines (compared with 3.8% of men).

In general, older people were more likely to meet the guidelines than younger people. Of people aged 65–74 years, 8.1% met both the fruit and vegetable intake guidelines, compared with only 3.2% of 18–24 year olds.

## Why eat fruit + veg?

What's so good about eating your greens — and oranges and reds, yellows and purples?

Fruit and veg are relatively low in kilojoules and 'nutrient dense' — which means they pack a lot of goodness in! They're a great source of fibre, vitamins, antioxidants and minerals. These components are essential for helping your body work well now and into the future.

A lifetime habit of eating adequate amounts of fruit and vegetables every day can help prevent:

- heart disease
- stroke
- certain cancers
- obesity
- constipation.

It can also:

- improve your gut health (recognised as important for your overall health)
- reduce blood pressure and blood cholesterol levels
- improve control of diabetes.

So an apple a day — plus broccoli, peas, beetroot, pumpkin and pears — can definitely help keep the doctor away.

## How much to eat?

The Australian Dietary Guidelines ([www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)) recommend 5 serves of veg and 2 serves of fruit a day for adults. If you're more active, you can eat a few more serves of each.

One serve of vegies is:

- ½ cup cooked green or orange vegies
- 1 cup salad greens or leafy veg
- ½ a medium potato or sweet potato
- 1 tomato.

One serve of fruit is:

- 1 medium apple, banana, orange or pear
- 2 small plums, apricots or kiwi
- 1 cup no added sugar canned fruit.

## What to eat?

Variety is important, as no one food provides all the nutrition you need. It's also easy and makes healthy eating so much more enjoyable. Try adding a veg you've never eaten before to your grocery bag each week. Make your afternoon snack some crunchy raw veg, rather than cake or chips. Or aim for a rainbow of colours in your stir fry, salad or sandwich, which will help you cover lots of different antioxidants vitamins — and benefits.

Enjoying produce when it's in season can also make healthy eating more affordable. Just think about summer: fruits like berries and veg like green beans and zucchini are at their peak. They're more readily available, cheaper — and often more delicious, too.

Access to fresh fruit and veg is not always easy (and sometimes we want berries in our breakfast smoothies all year round!). So frozen and canned options are also good, and their convenience means you'll always have healthy eating options in your pantry or freezer.



# Build a wellbeing program: Get the ball rolling!

## What can workplaces do?

It's easy to make healthy choices if healthy options are available.

Workplaces can:

- organise a fruit bowl next to the vending machine or chocolate fundraising box
- provide fruit and vegetable platters when catering for a meeting or workplace event
- include veggie burgers on the menu at any workplace barbecues
- encourage green-thumbed workers with a seasonal excess of produce to share it with their workmates!

## Resources

For more suggestions for encouraging healthy eating habits in your workplace:

- watch, share and discuss the videos on Healthier Workplace WA at [healthierworkplacewa.com.au](http://healthierworkplacewa.com.au) and search for 'unhealthy eating' (its youtube site has more great wellbeing videos)
- go to the Australian Government's Healthy Workers website at [www.healthyworkers.gov.au](http://www.healthyworkers.gov.au); choose the 'eat well' option
- check out the healthy vending food options listed on the Queensland Government's Healthier. Happier. Workplaces website at [workplaces.healthier.qld.gov.au](http://workplaces.healthier.qld.gov.au); search for 'healthy eating'
- print off some posters from [www.eatforhealth.gov.au/guidelines](http://www.eatforhealth.gov.au/guidelines).

So far in this series, we've explained the benefits and business reasons for incorporating wellbeing into your workplace. Now, let's start implementing it!

Workplace wellbeing programs will differ in cost, size and scope, depending on factors such as how many workers you have, what the culture is like, and even where you are physically located (for example, in a busy industrial zone of a suburb with access to parks and open spaces).

## Keys to success

However, there are key guiding principles that apply to all workplaces. A successful wellbeing program:

- doesn't need to be expensive! Is cost effective, too
- is closely linked to WHS
- assesses workers' needs and identifies health issues in your workplace
- addresses those individual and organisational needs
- achieves high rates of voluntary participation
- is accessible by all your workers, regardless of their health status, employment type or role
- is sustainable, with long-term commitment from workers and management. Senior managers should be actively taking part!
- is evaluated and reviewed, and altered as necessary
- has co-ordinators with access to relevant resources and training.

For a smaller workplace in particular, we know some of these may seem daunting or unnecessary. But keep them in mind and gradually you may address all of them.

## How formal?

Getting started, how structured do you need to be? Some smaller workplaces start by introducing a few easy activities (for example, getting a small group together for a regular lunchtime walk)

then gradually build in more activities.

Overtime, a structured program means a sustainable, successful program; one that delivers great health outcomes for individuals and business benefits for your organisation.

## Get commitment

It's important that you have the commitment and support of senior managers. They don't need to take part in every wellbeing activity — but if they do, it will encourage other workers at all levels to get involved, too.

Senior managers should also understand your wellbeing programs aims and expectations; and they should know that the program needs a co-ordinator and resources for it to succeed.

## Get a co-ordinator

Having a co-ordinator for your wellbeing program ensures you have one key person managing your wellbeing initiatives.

In a larger workplace, it may be the safety officer. In a small workplace, it may be an enthusiastic, motivated worker who co-ordinates the program alongside their normal role. Give them the time, energy, resources and (probably most important!) the management support to do so.

This co-ordinator should also:

- understand the structure of your workplace
- have a good relationship with workers, and have the interpersonal skills to work with staff who may be resistant
- understand health issues
- have some project management skills and experience
- the determination and perseverance to make it happen!

Maybe that person is you?

In our next edition, we'll look at how to organise your wellbeing program.

# Everybody's Talking...

## Questions and answers from our Helpline

### One of my workers has just told me he has been injured at work. What do I do now?

Unfortunately, many employers do not understand their legal obligations with workplace injuries and that a failure to properly manage an injury may lead to financial penalties.

The most important steps in the process are:

- if the incident is a 'notifiable incident', report it to WorkSafe Tasmania on 1300 366 322 (inside Tasmania) or (03) 6166 4600 (outside Tasmania). Go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'incident notification'
- notify your workers compensation insurer of the potential claim within a maximum of 3 working days
- inform your worker of their right to make a workers compensation claim within 14 days of becoming aware of their injury. You can use the form on our website (go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'GF172'). This form alerts your worker that they have the right to make a claim if they choose to do so. It also provides a summary of what your worker must do to properly lodge their claim: collect a claim form from you (the employer), and complete it and return it to you with a workers compensation medical certificate. If your worker asks for a claim form, you must supply it (available from your insurer) and not obstruct their claim
- once your worker has given you these documents, tell your insurer (within 3 working days). Complete the employer's section on the claim form and send the documents to your insurer within 5 working days

- you must start making payments of compensation to the worker for time off work and reasonable medical expenses.

More employer information is available at [www.worksafe.tas.gov.au/compensation/employers](http://www.worksafe.tas.gov.au/compensation/employers).

### My forklift licence has just expired. Do I have to be re-trained and re-assessed before I can renew it?

The current law allows you up to 12 months to renew your licence (known as a high risk work licence) after it expires. But if you don't renew it within 12 months, then be ready for re-training and re-assessment. Remember it's unlawful to do work requiring a high risk work licence while you're unlicensed.

To renew your expired licence, simply download a replacement form: go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'GF086'. Complete this and take it to a Service Tasmania shop with the required identification.

Make sure WorkSafe Tasmania has your correct address — you're legally required to notify us within 14 days of any change.

For more information on high risk work, including our Guide to High Risk Work Licensing in Tasmania, go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'high risk'.

### How often should I renew my hi-vis clothing?

Is it pastel apricot or lemon yellow? High visibility clothing, particularly garments made of natural fibres like cotton, will fade over time with exposure to sunlight and regular washing. This reduces their effectiveness and may put you at risk!

Garments should be stored carefully to limit the fluorescent material fading, and prevent heat damage to retro-reflective material. Typical temperatures in a parked car on a warm day are often high enough to damage retro-reflective material. Some hi-vis garment retailers can supply a colour comparison card for you to check how much your garment has faded.

If it's not bright enough, please replace it.

### What's the long service leave for casuals?

Long service leave entitlements are contained in state legislation, federal awards or agreements, and the TasBuild portable long service leave scheme.

So first, check whether you are covered by any federal long service leave legislation by calling the Office of the Fair Work Ombudsman on 13 13 94 or going to [www.fairwork.gov.au](http://www.fairwork.gov.au).

In Tasmania, the main legislation covering workers in the private sector is the Long Service Leave Act 1976. Section 5(3) of this Act states that casual and part-time employees are entitled to long service leave if they have completed 10 years of 'continuous employment'. They are considered to be continuously employed if they've been regularly working for 32 hours or more in each consecutive period of four weeks.

It's also important to note that casual and part-time employees may have an entitlement to pro rata long service leave if employment is terminated after seven years of 'continuous employment'. The payment of a pro rata entitlement is not automatic and is only available in certain circumstances. For more information, see our Guide to the Long Service Leave Act at [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) (search for 'GB360').





## Silica dust: Update

In our September 2017 edition, we highlighted the growing incidence of silicosis, a deadly lung disease caused by exposure to silica dust that is produced when cutting or grinding stone products (such as kitchen benchtops or sandstone blocks).

Now Cancer Council Australia has issued a warning for tradies and DIY home renovators to be more aware of the cancer risks when cutting tiles and benchtops.

### Exposure

'We continually see workers cutting granite kitchen benchtops, tiles or bricks, or demolishing materials without proper protection in place, which is a very real concern,' said Tony Slevin from Cancer Council Australia.

'Silica is surprisingly common — it's found in stone, rock, sand, gravel and clay, as well as bricks, tiles, concrete and some plastic materials. When these materials are worked on or cut, silica is released as a fine dust that's 100 times smaller than a grain of sand. It's so small you can't see it — but if you breathe it in, in some cases it can lead to lung cancer.'

### Prevalence

'We estimate that silica dust is causing over 230 lung cancer cases each year across the country,' said Tony. 'These are cancer cases that could have easily been prevented through dust prevention or control, adequate ventilation or personal respiratory protection.'

Cancer Council Australia estimates around 600,000 Australian workers each year are exposed to silica dust at work, including miners, construction workers, farmers engineers, bricklayers, road construction workers, and those working in demolition.

### Managing the risk

'Employers have a legal responsibility to provide a safe place to work. Likewise, those working with silica need to take responsibility for their future health, get informed and protect themselves,' said Tony.

'If you are regularly demolishing materials, sandcasting, sandblasting, bricklaying or cutting stone, tiles or bricks as a part of your job, you are at risk, so you need to get informed today.'

### Resources

'Proper protection is a lot more than just wearing a dust mask. It includes on-site ventilation, using specialised tools with appropriate blades and dust suppression features and a range of other important safeguards,' said Tony.

These measures are detailed in a new online fact sheet produced by Cancer Council Australia: go to [www.cancer.org.au](http://www.cancer.org.au) and search for 'silica dust'.

'While the risk is far greater for people who might be exposed to silica dust in their paid employment, we also recommend home renovators follow the guidelines to reduce the prospect of inhaling silica dust,' said Tony.

### What does the law say?

The WHS Regulations 2012 require health monitoring to be done for workers who may be exposed to crystalline silica during their course of their work. For practical advice on health monitoring, see the code of practice for Managing Risks of Hazardous Chemicals in the Workplace. Go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'codes 2016'.

Snapshot:

# Workplace injuries in 2017



Total number of injuries reported for 2017 is 6,436.  
That's 11% fewer claims reported than 2016.

**11%**  
Fewer



Manufacturing industry has shown the biggest decrease in the number of injuries over the last 5 years: a reduction of 38% from 2013 to 2017.

**38%**  
Reduction



Health Care and Social Assistance industry reported the highest number of injuries: 20% of the workers injured in 2017 worked in this industry.

**20%**

Health Care and Social Assistance



Almost 15% of workers injured in 2017 received hospital treatment.

**15%**

Received Hospital Treatment



70% of workers injured in 2017 are currently working, in either full or part capacity.

**70%**  
Back at work

Selection is based on injuries occurring in 2017 calendar year. Data is at 15/1/2018