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This publication is available on request in other formats to assist people with special needs

SAFE WORK Australia Week 19-25 October 2008

Safe work is about preventing workplace incidents and managing injuries.

Workplaces right across Australia will be organising activities during Safe Work Australia Week.

Be part of the nationwide focus on safety.

Need some ideas about what you could do in your workplace?

Spread the word

- Set up a safety and health noticeboard and update it regularly.
- Put up a display featuring safety and injury management posters and publications.
- Organise a morning or afternoon tea to introduce safety and health representatives or talk about workplace safety issues.

Safety and injury management in action

- Check for workplace hazards.
- Do some general 'housekeeping' and tidy up work areas.

Training, health and wellbeing

- Hold health programs during the week like yoga, stress management or health assessments.

- Encourage incidental exercise during the work day for example a 'use the stairs not the lift' program or a lunchtime walk.

Be creative! Get together with a group of co-workers, your safety and health committee or your OSH coordinator and get thinking about ways to make learning about safety fun and interactive.

Plan and register your workplace activity

Register your event or activity with WorkSafe to receive a free poster kit.

Organisations that register before 1 October go in the draw to win a ticket to the Perth Work Safe 2008 Forum - to be held on 23 October - valued at \$120!

All WA registered events will be listed on the WorkSafe website.

Want more information?

To see what organisations got up to in 2007 go to the Safe Work Australia Week page on the WorkSafe website www.worksafe.wa.gov.au/SWAWeek

To register or for more information about Safe Work Australia Week 2008, contact DOCEP Promotions CALL (08) 9327 8608

OR email promotions@docep.wa.gov.au

OR go to: www.worksafe.wa.gov.au/SWAWeek



SAFE WORK AUSTRALIA WEEK 2008 Breakfast Launch

Join Clinical Professor Fiona Wood for breakfast on 17 October 2008 at the Burswood on Swan Reception Centre to launch Safe Work Australia Week 2008. Dr Wood will speak on WHERE THERE'S A RISK, THERE'S A WAY.

Burn injury is a life shattering event. The course of a life is changed in an instant and the consequences worn for life. The analysis of risk prospectively and retrospectively provides opportunities for primary and secondary prevention and can reduce suffering. An injury prevented is a person saved from suffering and a community saved from the cost burden. Therefore our goal is elimination of preventable burn injury.

Attendance at this event costs \$30.00 and includes breakfast. [Register now](#) or call DOCEP Promotions (08) 9327 8608 for more information.



WORKSAFE Plan

Occupational safety and health is an area that benefits both management and workers. Any process that brings about cooperation between everyone in an organisation can only strengthen its culture. It is easier to promote a safety culture than to bring about changes to productivity, quality and profitability. Yet establishing and developing a positive safety culture is cost effective, increases productivity and efficiency and improves the financial bottom line.

The WorkSafe Plan is a scheme that assists organisations to implement a risk management approach to safety and health in the workplace and many of the elements contained within the plan are

those that make up a positive safety culture in an organisation.

WorkSafe Plan can be used to:

- provide information on desirable safety management practices;
- identify the strengths and weaknesses of management systems;
- provide a measure for safety performance; and
- direct attention to areas that could be improved.

WorkSafe Plan encourages the continuous improvement of safety performance as part of a best practice approach to safety management. The WorkSafe Plan is suitable for organisations of all sizes.

Go to www.worksafe.wa.gov.au → services → worksafe plan

DRIVE SAFE - Come Home Safe

If you feel tired – don't drive.

After 17 hours awake, your chances of an accident double.

Your ability to drive when you have been awake for 17 hours is the same as if you had a blood alcohol level of 0.05.

Driving when you are tired can be fatal. Fatigue is a factor in up to one third of fatal crashes. It's not just when you are driving long distances that you may be exposed to driver fatigue. If you have worked a long day, do shift work or have been up late and haven't been getting enough sleep, then you are at a greater risk of crashing.

Most people feel more tired between 1am and 5am, and between 1pm and 4pm. These are high risk times for drivers and road crash numbers show this to be true. Similarly your body clock turns down alertness after lunch (the siesta period). The likelihood of falling asleep when the body clock is set to its 'sleep' function is very much higher than at other times in the day.

Try to plan your travel so you are not driving late at night or in the after lunch period.

Fatigue danger signs include:

- wandering, disconnected thoughts;
- you can't remember driving the last few kilometres;
- you miss a gear;
- missing a road sign or your exit;
- slowing down unintentionally;
- braking too late;
- blinking;
- you can't stop yawning;
- difficulty in keeping your head up;
- closing your eyes for a moment or going out of focus; or
- drifting over the centre line or onto the side of the road.

There is only one cure for fatigue and that is sleep.

More information

For the publication *Staying alert at the wheel* go to www.worksafe.wa.gov.au → Industries → Transport → Commercial vehicle driver fatigue training. For more road safety information contact 9222 9922 or visit www.officeofroadsafety.wa.gov.au

CAMPAIGNS

Scrap metal industry program

Metropolitan and regional scrap metal businesses in Western Australia were visited by WorkSafe inspectors as part of a compliance campaign.

Information packages with industry specific information were provided to each company visited.

Inspections in hospitality industry

WorkSafe will be conducting a compliance campaign in metropolitan and regional pubs, bars and taverns from September to November 2008. The campaign aims to assist employers with meeting occupational safety and health duties by raising levels of awareness and understanding in terms of managing risks.

Where inspectors identify non-compliance with occupational safety and health laws they will take appropriate enforcement action. This may include issuing a verbal direction, improvement notice or prohibition notice. Inspectors will focus on violence and aggression, including cash handling, manual handling prevention of slip, trips and falls, electrical safety, hazardous substances, forklifts, guarding of machinery, including dough mixing machines, provision of training and induction of new and young workers, evacuation and emergency procedures, provision of personal protective equipment, noise in the entertainment industry

For further information go to www.worksafe.wa.gov.au or contact WorkSafe on 1300 370 877

Business focus

Kitcraft Kitchens - WorkSafe Plan Silver Certificate of Achievement Recipients

Kitcraft Kitchens specialises in designing and supplying customised, do-it-yourself kitchens to the public. When the business opened in 1999, 90 per cent of the kitchen components sold were either bought locally or imported. In 2002, Kitcraft began manufacturing its own kitchen components. Today Kitcraft manufactures 90 per cent of the kitchen components in-house. It has five showrooms across Western Australia and employs 54 people.

Back in 2005, Kitcraft had 15 staff spread across their 5 branches which included the workshop at Joondalup. In June of that year, Kitcraft accessed the ThinkSafe Small Business Assistance Program (ThinkSafe) to help get their safety systems on track.

Director and Occupational Safety and Health Manager Gavin Bohnen said that accessing ThinkSafe during the early days helped them get their safety agenda on track.

“We had the basics of a safety system in place, but we were keen to have a fresh set of eyes look over it and identify areas for growth and improvement,” Mr Bohnen said

“Within two weeks, the ThinkSafe consultant was onsite completing our audit. He put together a Safety Action Plan for us which really put us on track. It was a real turning point for our business and a firm commitment was made to improving safety”.

With rapid growth in the following years and further expansion into the manufacturing area, the management team recognised the need for continuous improvement in safety and health practices in the workplace.

Mr Bohnen said the key to developing their safety plan into a safety management system was good documentation and fostering management commitment.

“It’s important to have all your paperwork in place, even down to the minutes for safety and toolbox meetings,” he said.

“Education and consultation with management and staff about safety is so important when putting a system into place. They have to want to be involved in the process.”

With their safety management system in place, the management team at Kitcraft was keen to continue the good work already done. The next step was to work towards a WorkSafe Plan Certificate of Achievement.

To achieve a WorkSafe Plan Certificate, an organisation must meet minimum standard scores in each of the five key areas:

- management commitment to a safe and healthy work environment;
- occupational safety and health policies, plans and procedures;
- consultation between employers and employees;
- systems to identify workplace hazards and to assess and control risks; and
- safety and health training at all staff levels.

The organisation must also show an annual reduction in lost time injuries.

“The WorkSafe Plan process helped us to further focus our safety efforts and has shown me that there are still some areas that can be improved upon. Now I’m focussed on how to move forward,” Mr Bohnen said.

Many safety improvements have been made in the workshop and production areas of the business, in particular in the past 18 months. To ensure the safety and health of all workers in the workshop, a hopper system was installed to eliminate sawdust from the air.

Kitcraft also introduced a number of training initiatives for all staff and implemented a comprehensive induction package for all new workers. Additionally, the business has four safety representatives on the shop floor who help to look after the day-to-day aspects of maintaining a safe workplace.

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Above Mark La-Foret and Gavin Bohnen working together to assemble a cupboard at Kitcraft Joondalup

ThinkSafe and WorkSafe Plan programs assisted with improving the safety culture.

“Team morale has improved vastly and working in a clean and safe workplace has also improved productivity,”

"To date, we've achieved a Silver certificate scoring in the 60s across all areas," Mr Bohnen said.

"We're aiming to have another assessment done early in 2009 – the Management team are hoping we're good enough to skip Gold and go straight to Platinum!"

Mr Bohnen said both the ThinkSafe and WorkSafe Plan programs assisted with improving the safety culture in the workplace.

"Team morale has improved vastly and working in a clean and safe workplace has also improved productivity," he said.

"Taking on board the advice and recommendations provided via the ThinkSafe visit and through the WorkSafe Plan has been extremely helpful for Kitcraft.

"Be prepared to accept advice and criticism about your safety plans in order to improve and always follow up on free advice."

ThinkSafe **SMALL** **BUSINESS PROGRAM** continues to grow in 2007/08

The ThinkSafe Small Business Assistance Program (ThinkSafe) has performed strongly over the last twelve months. The response to ThinkSafe from small businesses has been extremely positive with growth of 27.5 per cent between 2007/08 and 2006/07.

Since ThinkSafe commenced in 2004, over 1,600 small businesses across six high-risk industries have had a free safety assessment conducted in their workplace.

526 applications were made to ThinkSafe in 2007/08, reaching well beyond the projected 450 for the period. ThinkSafe also provided timely service to small businesses, with the average time for applications to be processed and completed being less than five weeks.

In August 2007, a pilot trial of the Follow-up Visit Program was introduced. The trial came about after

the 2006 evaluation which showed ThinkSafe could be extended and improved by offering follow up advice. After one year from the date of their first visit, small businesses are eligible to apply for a follow-up visit.

The main objective of the follow-up visit is to follow through the safety action plan created for the small business at their first consultation. 12 per cent of clients participated in the Follow-up Visits Program in 2007/08. The average completion time for the follow-up visits was less than three days. Given the success of the Follow-Up Visit Program, it has now become a permanent feature of ThinkSafe.

Strong partnerships with key stakeholders and industry associations have been established over the past twelve months. The ThinkSafe Team is working closely with the Small Business Development Corporation (SBDC) and WorkCover WA on several joint initiatives. The SBDC and WorkCover WA are also promoting ThinkSafe to their clients and the small business community generally.

ThinkSafe has achieved its keys objectives and strategies for 2007/08. The ThinkSafe Small Business Assistance Program is expected to continue to grow in 2008/09 as a result of wider promotion of the program and the strengthening of relationships with key stakeholders.

Would you like to know about safety and health?

WorkSafe holds free lunchtime information sessions which will provide you with information to make your organisation safer. Sessions being offered include:

- | | |
|---------|--|
| 19 Sept | Talking about safety in your workplace / grievance resolution |
| 3 Oct | Talking about safety in your workplace / grievance resolution |
| 13 Oct | Talking about safety in your workplace / grievance resolution |
| 7 Nov | Heat stress |
| 14 Nov | Keeping vulnerable workers safe: communicating safety messages |

The forums run from noon to 1.15pm. Bring your lunch and participate in a session which we hope will get you thinking about safety issues at your workplace.

For venue details, bookings and enquires please contact Community Education Officers on 9327 8777 or email worksafersvp@docep.wa.gov.au Bookings are essential.