

Welcome to the **45th** edition of the **Work Health Safety News Bulletin**

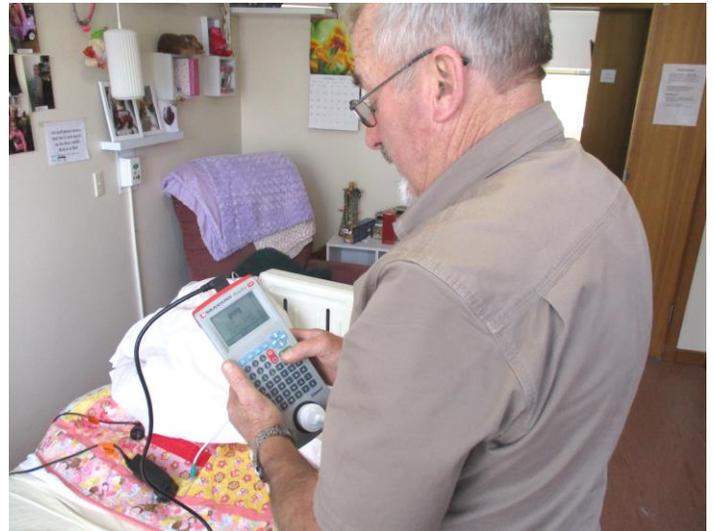
TESTING & TAGGING ELECTRICAL APPLIANCES



Building a **positive team atmosphere** is paramount in maintaining a ‘happy’ workplace environment as *pictured from left: extended care assistants Grace Warren, Krystle Cousens and Nikita Roughley.*

In compliance with *Clause 19* of the **Work Health and Safety Act 2012**, necessary testing and tagging of electrical appliance and etc. is an integral part of everyday life in a residential aged care environment, which is undertaken by our qualified maintenance personnel.

In total, there are well in excess of **2,000** individual items tested and tagged annually.



Pictured above: maintenance technician, John Nichols in the process of testing a power board.

MENTAL HEALTH & WELLBEING



Stay above the line!

Don't go below the line and be drawn into

someone else's negative post code!



What are the Testing Intervals?

In an **Aged Care Facility** there are many different types of environments and equipment to be tested, and can vary from 6 monthly, 12 monthly, 2 yearly or 5 yearly testing intervals for electrical Testing and Tagging is required to the **AS/NZS 3760:2010** standard, dependent on the type of environment and upon a risk assessment.



In order to remain Compliant to the **AS/NZS 3760: 2010** standard, facilities need to test to the required Testing &

Interval requirements that their electrical equipment is classified under.

There is a tolerance of 2 weeks allowed from renewal date for the facility to achieve compliance.

WORKING AT HEIGHT



Do you know: under *Clause 19* of the **Work Health & Safety Act 2012**, a person conducting a business undertaking (known as the PCBU) has **primary duty of care** to ensure, so far as is reasonably practicable, the health and safety of workers so engaged and or whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

In the *above* illustration (photo) one would hope that this example would never be attempted and or allowed to happen at this workplace.

At Meercroft, workers must firstly undergo necessary **“working at height”** training conducted by a Nationally Accredited Registered Training Organisation and have acquired the necessary Statement of Attainment.

Workers must firstly complete a Job Safety Analysis (JSA) and or equivalent Risk Assessment prior to undertaking the job (steps - tasks), including names of those involved in order to identify any hazards and necessary controls to minimize / eliminate same.



The said JSA and or RA must then be signed by the job supervisor (Meercroft) and counter signed by the respondents i.e. workers involved have read, understood and agree with the JSA / RA.

A copy of the completed JSA / RA must be kept on file at all times for auditing and compliance purposes by the relevant agency i.e. Work Safe Tasmania.

For further details, background information please refer to the relevant **Code of Practice (CP122) – Managing the Risk of Falls at Workplaces** as approved by the Tasmanian Minister for Workplace Relations under section 274 of the above *Act*.

EMERGENCY RESPONSE

As illustrated in the chart provided below, Tasmania Fire Service have responded in total to **115 call-outs** activated by the Home’s emergency fire detection system over a 9-year period YTD.

YEAR	2009	2010	2011	2012	2013	2014	2015	2016	2017	TOTAL
Unknown	2	9	1	11	8	5	2	8	1	47
Break Glass				2	3			3	2	10
Burn Toas	1	2		1	1	4	1		2	12
Dust	1	2			1		2			6
Electrical					1					1
Detector	3					2	2	8	4	19
Fumes			1	1	1					3
Inclement Weather				1		1				2
Steam		3	3	4	2	1	1			14
Sprinkler System			1							1
TOTAL:	7	16	6	20	17	13	8	19	9	115

Of the 115 call-outs, **40%** were avoidable with a common denominator being burnt toast and steam from



showering (in ensuites).

Despite these numbers, it is pleasing to see the number of preventable occurrences have decreased in recent time.



Notwithstanding, we owe a debt of gratitude to the “firies” who always respond in a timely and efficient manner no matter what!





Act Definition: A bill which has passed through the various legislative steps required for it and which has become **law**.



Act Meaning: this is the basis of statute law and must be complied with i.e. what we have to do? Which in turn, are underpinned by *Regulations, Code of Practice* and *Standards*.



In response to the Home's legal obligations, Meercroft Care Inc. is required to adhere to the following Acts (by no means complete) as part of the day-to-day running of its core business.

- ▶ Work Health & Safety Act 2012
- ▶ Workers Rehabilitation & Compensation Act 1988
- ▶ Long Service leave Act 1976
- ▶ Fire Service Act 1979
- ▶ Building Act 2000 - Tasmania
- ▶ Oaths Act (Tas) 2001 - EBA
- ▶ Justices Act (Tas) 1959 - EBA
- ▶ Tasmanian Food Act 2003
- ▶ Aged Care Act 1997 (Commonwealth Law)
- ▶ Superannuation (Administration) Amendment Act 2012 (Commonwealth Law)
- ▶ Associations Incorporation Act 1964
- ▶ Corporations Act 2001 (Commonwealth Law)
- ▶ Commonwealth Privacy Act
- ▶ Fair Work Act 2009
- ▶ Ant-Discrimination Act 1998 (Commonwealth Law)
- ▶ Privacy Protection Act 2012 (Commonwealth)
- ▶ Equal Opportunity for Women in the Workplace Amendment Act of 2012 (Commonwealth Law)



WHS risk management is a systematic process for addressing hazards in the workplace. It is the process of: Identifying any **foreseeable** hazard - anything in the workplace that has **potential** to harm anyone at the workplace, e.g. moving parts in machinery, **toxic** chemicals, **manual handling** tasks.

Maintaining and contributing to a safe workplace environment is **everyone's responsibility**, whether working on your own and or as a team.



When 2 or more staff undertake a manual handling task together, talk through the issues / processes beforehand in order to ascertain the best outcome for all and sundry.

INFORMATION TECHNOLOGY



Care staff are reminded should they encounter problems with **Icare**, please report same to **extension 129** (Nursing Admin) and or **extension 128** (Quality).

After hours: please refer to the Emergency Risk Management Plan, Procedures and Tasks – Schedule 1 item 1.2 and follow prompts.

For all other inquiries, please refer same to **Caitlin Mould** (Accounting Technician) on **extension 131** and or via internal email.

EMPLOYEE FOCUS



Kristine Fidler
Leisure & Lifestyle

I was born at the Latrobe Hospital in N.W. Tasmania. After I married my husband John in 1969 we moved to Ulverstone. We had two daughters, named, Sian and Dimity.

My husband worked for the Tasmanian Government Railway as a Stationmaster. Due to John's job we had to move to Railton, Latrobe, Kimberly, and Stanley. We finally moved back to Devonport in 1977, where I have resided for 40 years.

I started working at Meercroft on the 4th October 1984 as a kitchen hand and relief cook. At this time, the nursing home consisted only of the Hostel section. Visitors from Meercroft's old adjoining cottages joined the home's residents for lunch each day.

In 1987, my husband John died suddenly. At this time the Parkview section of the home was being constructed and was opened not long after this.

I changed positions to become a domestic, working in Ocean View because I had to work more hours as being a single parent was financially tough and there was no help from Centrelink.

After some time, I decided to change career paths to become an extended care assistant. I was an extended care assistant for at least 20 years.

When the Banksia section opened (where Seaview is now) I changed my roster to night- shift which was beneficial because I also cared for my father who died in 2001.

My father was also a resident at Meercroft for a very short time. I continued to work in Banksia in the new area for a number of years until I injured my shoulder. I then worked shift-work in Parkview.

Over the many years, I have worked at Meercroft, I have seen a number of changes.

For instance, there was only one shower unit in Parkview area which had to be used for all of the residents. This was stressful and good time management was essential.

There were no continence aides for residents to use. There was no monitoring of Work Health and Safety practices.

Therefore, every Friday was a fun day. It was not uncommon for a hose or mop to be shoved in to strange places. Eggs were commonly thrown around the kitchen.

On Christmas day, a staff Christmas table was set up especially for staff to enjoy Christmas lunch. A tasty flavoured punch was the table centre piece. Of course, this was unacceptable workplace behaviour.

Meercroft has grown into a large organisation and work health and safety has improved immensely, thank goodness!

Four years ago I decided to change positions again to work part-time with the Leisure & Lifestyle team.



I enjoy working in this position as it gives me the opportunity to continue working past my retirement age.

I completed a Leisure and Lifestyle Certificate 1V two years ago which was a proud achievement for me.

During my spare time I enjoy spending time with my 5 grandchildren and going to sporting events and plays. I also knit lots of different things, including rugs and baby items.

When I retire, I will continue to be involved with my family, hobbies, travel with family and I may even do some volunteer work.

I am extremely excited to be attending the Australian open tennis in Melbourne in January with my daughter Sian.



