



# WHS

# NEWS BULLETIN

[www.meercroft.org](http://www.meercroft.org)

Welcome to the **47th** edition of the **Work Health Safety News Bulletin**

## WORK HEALTH SAFETY COMMITTEE



What is an WHS Committee and what does it do?

A Work Health Safety **Committee** is an advisory group made up of representatives from management and workers. The **committee** provides a forum for communication between the employer and the worker to address health and safety concerns in the workplace.

### SCOPE OF MATTERS WITHIN ITS JURISDICTION

Under the Meercroft **Work Health Safety Committee Charter**, the said Committee shall be given a wide term of reference to consider matters relevant to work health safety within the workplace.

These include the following:

- a. To inspect all or part of any workplace at agreed times.
- b. Investigate hazards and dangerous occurrences and any incidents that may occur
- c. To have access to all health and safety information concerning products, materials and processes used in the workplace.
- d. To be informed of any accident or injury occurring and to examine the work site before work resumes (*if practical*).
- e. To be given copies of accident analysis summaries and other statistics arising from all injuries, diseases or accidents within the workplace.
- f. To be consulted by management prior to any changes to the workplace that may affect work health and safety.

## What is WHS?



**Workplace Health and Safety (WHS)** is the discipline concerned with protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from work activities.



### What is the WHS policy?

Ensuring your own personal health and safety, and that of others in the workplace. Complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety.

### What is the purpose of WHS?

The main **aim** of the **WHS Act** is to 'secure the health and safety of workers and workplaces through the elimination or minimisation of risks, fair and effective representation, consultation, co-operation and issue resolution, encouraging employer organisations and unions to play a constructive role, provision ...

**Workplace Safety is EVERYONE'S RIGHT .....  
IT IS ALSO EVERYONE'S RESPONSIBILITY**



**If a staff member has 'light bulb' idea that can improve their workplace environment, we would like to hear from you!**

## STAFF ACCIDENTS / INCIDENTS 2017

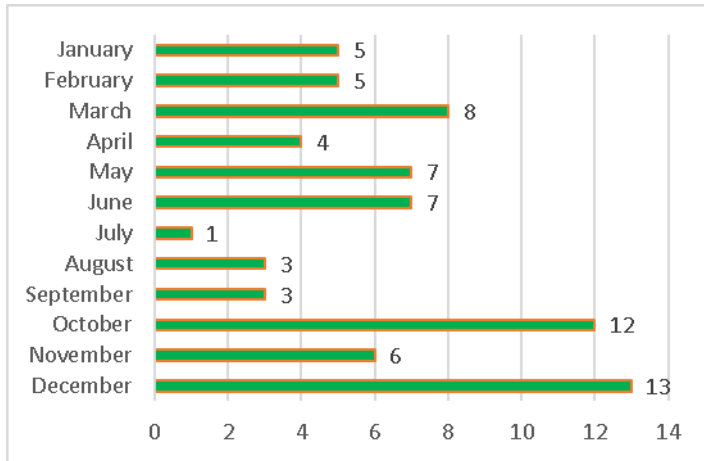
For the 12-month period **January 1<sup>st</sup> 2017 to 31<sup>st</sup> December 2017** there were **74** reported accidents / incidents.

### By Type:

<b>Assaults</b>	<b>2</b>	<b>2.70%</b>
Aggression	9	12.16%
Body Strain	25	33.78%
Bumps/Knocks	13	17.57%
Burns/Scalds	3	4.05%
Chemical	1	1.35%
Falls/Slips	7	9.47%
Needle Stick	1	1.35%
Other	7	9.47%
Skin Tear	3	4.05%
Wound	3	4.05%

**Total: 74**

## STAFF ACCIDENT / INCIDENTS Jan 2017 – Dec 2017 MONTHLY GRAPH



## STAFF ACCIDENTS / INCIDENT ANALYSIS Jan 2017 – Dec 2017

### By Individual Work Area:

Work Area	Count	%
Kitchen	9	12.16%
Leisure & Lifestyle	1	1.35%
Munnew Day Centre	1	1.35%
<b>Ocean View (Secure Unit)</b>	<b>26</b>	<b>35.14%</b>
Park Avenue	17	22.97%
Parkview	15	20.27%
Seaview	4	5.41%
Other	1	1.35%

**Total: 74**

## WORKERS COMPENSATION CLAIMS

**January 2017 - December 2017**

### By Type:

### Days Lost:

Body Strain	8	119.5	97.15%
Bumps/Knocks	1	3	2.44%
Needle Stick	1		
Wound	1	0.5	0.41%

**Total: 11                      123**

**Body Strain x 1 2015 continuing 2016 = 366 Days  
plus 226 (2017) = 680 Days Lost Time / **Cleared****

## MANDATORY REPORTING

Staff are reminded in accordance with Policy **OHS003** it is a mandatory requirement that all staff accidents, incidents, or activity related illnesses are reported immediately to the **Registered Nurse in-charge** of the facility.

The appropriate **report form** is to be completed **in full**.



Report forms are easily accessible from the **Staff Report Forms Holder** that are strategically located in the Main Staff Room, all Nurses Stations, Main Servery and Cleaners Rooms.

## FIRE ALARM ACTIVATION REPORT for the year 2009 to 2017 incl.



YEAR	2010	2011	2012	2013	2014	2015	2016	2017	TOTAL
Unknowr	9	1	11	8	5	2	8	1	45
Break Glass			2	3			3	2	10
Burn Toa	2		1	1	4	1		2	11
Dust	2			1		2			5
Electrical				1					1
Detector					2	2	8	4	16
Fumes		1	1	1					3
Inclement Weather			1		1				2
Steam	3	3	4	2	1	1			14
Sprinkler Syste		1							1
<b>TOTAL:</b>	<b>16</b>	<b>6</b>	<b>20</b>	<b>17</b>	<b>13</b>	<b>8</b>	<b>19</b>	<b>9</b>	<b>108</b>

## WASTE MANAGEMENT SYSTEM

In consultation with the Devonport City Council Works Depot, the Home recently took delivery of **3 x MASTEC 1100 litre Bins** in order to stream-line its waste disposal and pick-up system.

The 3 Mastec bins will replace the 12 existing 240 litre wheelie bins (pictured below: right of centre) thereby minimizing the number of pickup lifts each day.

The design of the new bins also features an easy-open lid using a foot pedal mechanism, together with ergonomic easy-grip handles and wheel braking system.



*Pictured above from left: Michael Thomas (Catering Manager) and Rod Hales (Maintenance & Purchasing Officer) attaching the wheel assembly.*

*Pictured below: service employee, Robert Glover depositing a garbage bag into one of the new bins.*

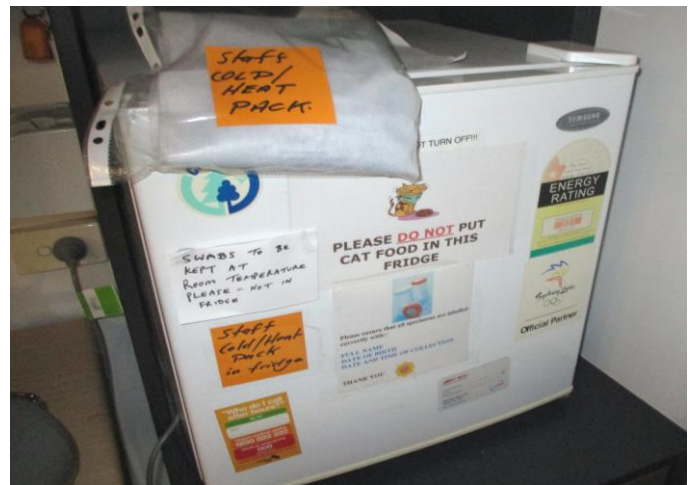


The wire enclosure and gate to the waste collection bay has since been removed to accommodate the said bins, and to enable easy access.

## FIRST AID STATION STAFF COLD PACK



Staff are cordially advised that cold packs can be accessed from the top shelf (freezer unit) in the bar fridge located in the First Aid Office should the need arise.

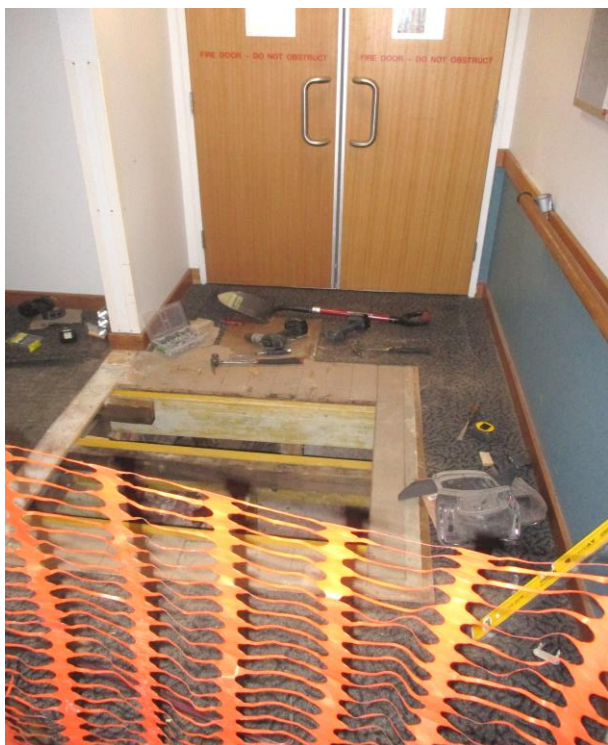


## MAIN STAFF ROOM

Staff are reminded that it is their responsibility to wash up after themselves, otherwise items of unclaimed crockery (pictured below) left in/on the kitchenette sinks (2) will be disposed of accordingly in pursuance of **clause 11.2** of the **Employees Handbook**.



## REPAIRS TO CORRIDOR FLOOR Adjacent to MAIN DINING ROOM



During the month of December 2017, a major defect was detected in the corridor floor (*pictured above*) leading into the Main Dining Room that resulted in necessary repair work being undertaken to remedy the situation.

## LAUNDRY BAG SKIP TROLLEY



*Pictured above:* extended care assistant, Mia Foster standing alongside a new (**additional**) double bay laundry bag skip trolley in Park Avenue.

## NEW KITCHEN OVEN

Last month the Home took delivery of a new **UNOX Combi Oven** to replace an older model.

The new state-of-the-art oven comes with an abundance of **WHS/Food Safe** features and technology i.e.:

- ▶ wheel in-out 20 tray capacity trolley (doubling the previous manual handling tray system)
- ▶ self-cleaning component (no exposure to chemicals)
- ▶ Wi-Fi System connected via the internet
- ▶ Ability for the manufacturer to scan the oven from an off-site location to identify exact location of any faults.
- ▶ Automatic cooking program setting with the ability to add photograph of food item being cooked.



*Pictured above:* Michael Thomas, Catering Manager standing next to the new **UNOX Combi Oven**.

## EMERGENCY VOLUNTEER PHONE LIST 2018

The 'Emergency Volunteer Phone List' comprises a list of staff to be contacted by the **Chief Warden** in order to provide assistance in an emergency situation at Meercroft Care Inc. i.e. evacuation, internal relocation, transfer of residents to another location and or aged care facility etc.

Out of 180 staff there were only **18 respondents** representing **10%** of the total workforce.



**Work Health Safety Committee 2018**

