



# WHS

# NEWS BULLETIN

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

Welcome to the 48th edition of the Work Health Safety News Bulletin

## WORK HEALTH SAFETY COMMITTEE PERSONNEL 2018



**Wendy Shearer**  
CEO/DON



**Sally McMillan**  
ECA Ocean View



**Robert Glover**  
Services



**Jo Bellchambers**  
ECA Parkview



**Sue Johnson**  
ECA Seaview



**Lyn Fitzmaurice**  
Leisure & Lifestyle



**Krystle Cousens**  
ECA Park Avenue



**Tammy Bromfield**  
Munnew Day Centre



**Vicki Salter**  
Clinical Nurse Consultant



**Gene Raspin**  
Risk Manager

## HUMAN RESOURCE STATISTICS 2017



### TOTAL HOURS /RESIGNATIONS

Re: Work Force 180 Employees

Sick Leave Clinical	5572.95 hrs
Sick Leave Non-Clinical	2287.28 hrs
Workers Comp Clinical	877.71 hrs
Workers Comp Non-Clinical	80.11 hrs
Resignations Clinical	27
Resignations Non-Clinical	17
Carers leave	1465.80 hrs
Leave Without Pay	<b>4248.50 hrs</b>



2017

Resident Incidents	595
Staff Accidents / Incidents	74
Breaches in Security	126
Completion of Night Security Checklists, Equipment Issues and Other Incidents	199
Fire Alarm Reports	9
General Incident Reports	68



## MAINTENANCE REPORTING

Staff are encouraged to use the following prompts when reporting **maintenance** issues via desktop computer:

1. Go into: **“Outlook 2016”** (double click)
2. Click on: **“New Email”** icon
3. Click on: **“To...”** and type in **“m”** click on: **Maintenance [Maintenance@meercrodt.org](mailto:Maintenance@meercrodt.org)**
4. Click on: **“Subject”** and type i.e. **“Maintenance”**
5. Click on screen: **type in message .....**
6. Click on **“Send”**
7. Exit Program



Outlook 2016

Staff who do not have access to a computer, please complete a **“General Incident Report”** and forward same to the Maintenance & Purchasing Officer via the normal channels.



*Pictured above: DES Electrical Contractor employee, **Sandy Curran** responding to a maintenance / repair call-out in the main servery, while at the same time adhering to the Home’s food safe protocol of wearing a hair net.*



Tasmania  
Fire Service



*Pictured above: Tas Fire Service officer, **Craig Turale** inspecting one (1) of 43 fire extinguisher located throughout the facility.*

Regulatory inspections are undertaken **6 monthly** and includes all fire hydrants and fire blankets. Also, an **annual** fire hydrant flow test in conducted in compliance with AS 2419. 1-2005.



## PREVENTATIVE MAINTENANCE



*Pictured above from left:: Jaymak Tasmania representatives **Tim Bain** and **Tony Mackenzie** servicing a cool room condenser unit in the main kitchen.*



# HUMAN RESOURCE



Due to the imminent retirement of the **Risk Manager** later this year, the following changes have been flagged in order to diversify the workload associated with the respective roles. This objective is seen as an important component that will assist the Home in reaching its long-range strategic goals while minimizing risk.

## PROPOSED CHANGES 2018

<b>QUALITY &amp; HUMAN RESOURCE</b> 56 Hrs F/N 7 Day F/N Separate Positions	<b>QUALITY</b> 56 Hrs F/N 7 Day F/N Existing Position	<b>COMPLIANCE OFFICER</b> 65 Hrs F/N 9 Day F/N WHS & Risk Management New Position	<b>RISK MANAGER</b> 76 Hrs F/N Full-Time Position to be made redundant
	<b>HUMAN RESOURCE</b> 65 Hrs F/N 9 Day F/N Workers Comp Recruitment New Position	<b>SERVICES COORDINATOR</b> 48 Hrs F/N 10 Day F/N Cleaning & Laundry Services Roster New Position	

# PROPOSED BUILDING UPGRADES & EXTENSIONS 2018

Plans of the proposed building upgrades and extensions planned for 2018 are currently on display in the main staff room, as pictured below, for staff perusal and comment.



## WASTE MANAGEMENT

Further to the article that appeared in the January 2018 WHS News Bulletin, re the Home's new waste management system, the Devonport City Council have



requested staff do not overfill the bins provided.

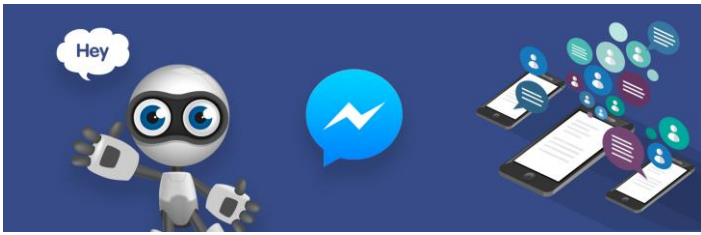
Otherwise there is a risk the lids will be broken off during the pick-up / rubbish removal process..

Hence the new labelling defining the Council's request!

## REVISED ORGANISATIONAL CHART - SERVICES

	<b>COMPLIANCE OFFICER</b> Formerly Risk Mgr.	
<b>MAINTENANCE PURCHASING OFFICER</b>	<b>SERVICES COORDINATOR</b> New	<b>CATERING MANAGER</b>
<b>MAINTENANCE STAFF</b>	<b>CLEANING STAFF</b>	<b>CATERING STAFF</b>
	<b>LAUNDRY STAFF</b>	





For the interest of all concerned the following extracts are provided to enhance staff knowledge and understanding how the **Law** works in relation to all things **WORK HEALTH SAFETY**.





### Common Law:

Common Law is derived from judges' decisions based on established legal principles i.e. a decision made on a set of facts becomes the **general rule** or **precedent**.

This is commonly known as the **doctrine of precedent**. Notwithstanding, a judge is bound by a decision made by the high court would take precedent over all relevant cases (similar) in the supreme court and so on.

### Statute Law:

Statute Law is made by parliament i.e. follows an established process of readings, debated upon by members of the house and then voted upon. If the bill is successful it then goes to the upper house where it is again debated and voted upon. If it is passed without amendment, it is then taken to the **Governor**  in Council attended by members of the cabinet.

Once the **Governor**  has signed off on the bill it becomes an **Act** of Parliament. The **Act** starts to operate as soon as it is proclaimed and or published in the Government Gazette.

**Note:** Acts do not necessarily contain a great amount of information. Therefore, additional information is required which in turn is often set out in the accompanying **Regulations**.



There are four issues to consider in deciding whether a **duty of care** has been breached.

They are:

- ▶ *causation* – did the action or omission cause the injury?
- ▶ *foreseeability* – could the result of the action or omission have been foreseen?

- ▶ *preventability* – could something have been done to prevent this occurring?
- ▶ *reasonableness* – would a reasonable person have taken the prevention action?

**Note:** In determining a duty of care it is most important to consider if anyone is more susceptible to injury than most other people, in which case a higher degree of care is required.

## HOW WELL DOES THE ORGANISATION COMPLY WITH ITS LEGAL REQUIREMENTS?

At Meercroft Care Inc. we take all our legal requirements very seriously in order to meet our responsibilities under the *Aged Care Act 1997* and in particular, to retain our 3 Year Accreditation Certificate as issued by the Australian Aged Care Quality Agency.

Notwithstanding the *Tasmanian Work Health and Safety Act 2012*, there are numerous *Acts*, both State and Federal, that the Home is bound by Law to abide and uphold.

To demonstrate compliance as reasonably practicable, the Home has a transparent **WHS Management System** in place enabling regular auditing/signing off on such things.

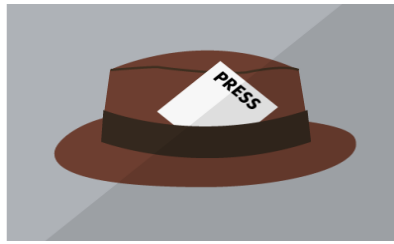
The following examples (5) have been selected in regards to the Home meeting its legal requirements under the *WHS Act 2012* and the *Aged Care Act 1997* respectively.

- ▶ **National Criminal History Register** (secured data base) of all employees, board members, volunteers, contractors and sub-contractors.
- ▶ **Certificate of Registration of a Food Business** i.e. must undergo a food safe inspection by an accredited external food safe auditor each year and similarly, a subsequent food safe inspection by the Devonport City Council.
- ▶ **Plant Item Registration** i.e. dumb waiter (lift) for the express purpose of transporting food and linen on a daily bases between the main building and secure unit.
- ▶ **Form 46 – Audit of Essential Safety and health Measures** i.e. covers existing 'essential services/safety installations' and whether they are being maintained adequately to ensure they perform as originally intended. Includes review of all necessary documents.
- ▶ **Working at Height** i.e. managing the risk of falls in the workplace. Includes installation of a height safety system (ladder brackets, surface mounted anchor points, 1<sup>st</sup> person up wire strops and system identification signage) together with necessary personnel accredited training.

**Note:** in reference to **Working at Height** the Home is currently working with an external provider to develop a 'Rescue Plan' together with associated equipment /training

**Work Health Safety Committee 2018**





Extraordinary effort on the part of staff



## EMPLOYEE FOCUS



**Christine Fidler**  
**Leisure & Lifestyle**



