



WHS

NEWS BULLETIN

www.meercroft.org



to the **53rd** edition of the **Work Health Safety News Bulletin**.



*Pictured above: Kym Whelan our Services Coordinator.
(New Position)*

We welcome Kym to the new Services Coordinator position, which is responsible for the coordination and day to day running of our services areas, including laundry and cleaning. Kym comes to us with many years of business and cleaning experience. She has extensive knowledge in isolations, isolation cleans and best practice to ensure compliance. Kym has a vast understanding of the safe use of chemicals and is passionate in ensuring that all legal requirements are met.



Meercroft Care Inc. 2017 Enterprise Bargaining Agreement has been passed by the Fair Work Commission. Staff can find a current copy of the EBA in the staff room or on the desk top of all Meercroft computers.



Meercroft Care inc. Privacy Policy has been reviewed and updated to meet Legislative requirements:

Mandatory Data Breach Notification under the Privacy Act 1988 became Legislation on February 22, 2018. As a result, Meercroft has updated their Privacy Policy to comply with the Legislation changes and have developed a Data Breach Response Plan. The plan contains details on:

- Containing the data breach to prevent further compromise of personal information
- Assessment of the data breach by gathering facts and evaluating risks, including potential harm to affected individuals and, where possible, acting to remediate risk of harm.
- Notification of individuals and the Office of the Information Commissioner if required.
- Review of the incident and consider what actions can be taken to prevent further breaches

CREATING A SAFE WORK ENVIRONMENT WITH THE PURCHASE OF NEW EQUIPMENT



Pictured above: New heating and cooling systems

These units have recently been installed near the back entrance to the laundry. The units will provide heat in the winter and more importantly, a cooling system in the summer for staff working in the facility laundry.



"FREE" FLU VACCINATIONS

Reminder: It is not too late to receive your FREE Flu vaccination. All Meercroft staff and volunteers who have been unable to have their flu vaccination yet, can present at the Terry White Pharmacy in the Four Ways to obtain their immunization. It is fully subsidized by the Board. Having the flu vaccination is the best way to protect not only you, but your family and our residents too.



WORKSAFE AUSTRALIA IDENTIFY HAZARDOUSE MANNUAL TASKS AS

"A hazardous manual task is where you have to lift, lower, push, pull, carry, hold or restrain something. It can include:

- Repetitive movement
- Repetitive or sustained force
- High or sudden force
- Sustained or awkward postures
- Exposure to vibration"

MANAGING HAZARDS IN THE WORKPLACE



Refrence Manual handeling/Manutention policy OHS013

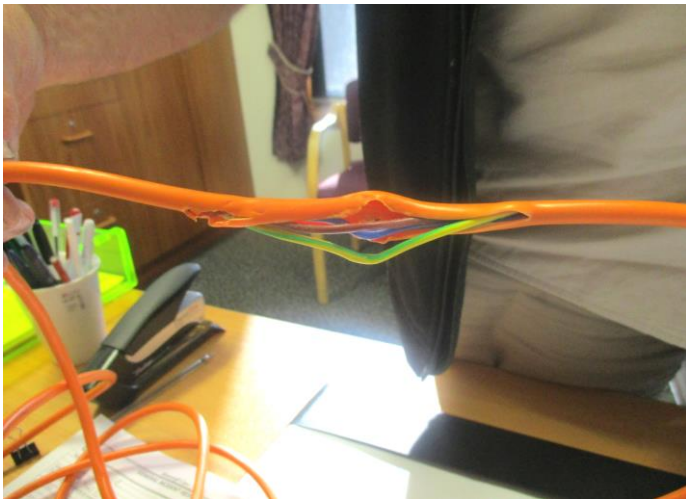
Staff are reminded to consistently use correct manual handling techniques to ensure that we all go home safe and well each day. When staff are putting away the groceries, safe practice is to unpack these boxes, placing the smaller items on the shelving. This is opposed to trying to place the larger, heavier boxes on the shelving which may result in an injury.



Electricity Can Kill



Pictured above: An electrical hazard that caused a staff incident which resulted in an electric shock.



Pictured above: A damaged power cord found in a resident's room which had the potential to cause serious harm.

Staff must ensure they report all hazards in the workplace to prevent injury and create a safer working environment.



The Work Health and Safety Act 2012 states below the Duties of workers

While at work, a worker must –

(a) take reasonable care for his or her own health and safety; and

(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and

(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and

(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

How to report faulty equipment



Out of Service Tags: An out of service tag is used to indicate an item that is defective and not to be used until cleared for safe operation by an authorised and competent person. If it cannot be cleared it MUST be disposed of appropriately, only by the authorised personnel.

Faulty, broken or unsafe plant and equipment MUST be identified, removed from service and only returned to service after it has been repaired and made safe to use.

The steps to be taken to remove faulty or broken plant and equipment from service include:

- If electrical or gas switch off and remove equipment from an energy source if safe to do so.
- Remove and isolate the item from service if safe to do so – e.g. physically removing the item from the work area, isolation of energy sources, signage or out of service tags
- Fix an Out of Service Tag to the equipment and any other warning signage required
- Report the faulty / broken equipment to maintenance, your Supervisor and/or Compliance Officer

HOW TO PREVENT INFECTIONS BOTH IN THE HEALTH CARE SETTING AND THE COMMUNITY

Infections are caused by the presence of pathogens, which are viruses, bacterium or other micro-organisms. Pathogens are most likely to be passed on from person to person by their hands, particularly in the healthcare environment. Hand Hygiene is the foremost technique in reducing health care associated infections. (Allegranzi, B. et al.m Journal of Hospital Infection, Volume 73 , Issue 4 , 305 – 315)

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

Duration of the entire procedure: 20-30 seconds



How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

Duration of the handwash (steps 2-7): 15-20 seconds

Duration of the entire procedure: 40-60 seconds



Hand Hygiene Australia
<http://www.hha.org.au/abouthandhygiene.aspx>

Figure 1&2

Work Health Safety Committee 2018