

**WORKPLACE HEALTH
& SAFETY WEBINAR
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PRESENTED BY
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Health and Safety

at work

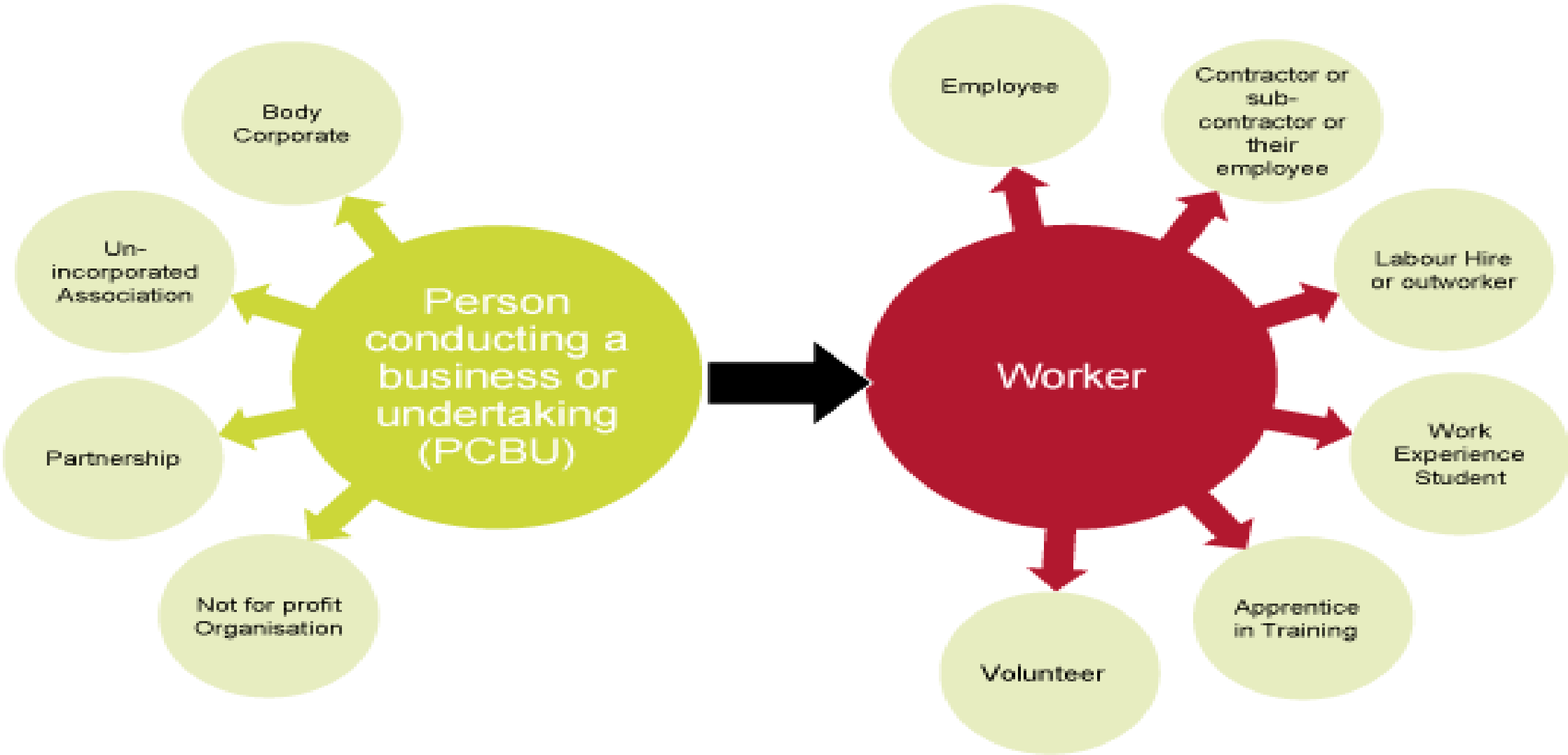


- ▶ **The Work Health and Safety Act 2011 (Qld).**
- ▶ **The Work Health and Safety Act 2011 (Qld) sets out the principles for maintaining healthy and safe workplaces.**
- ▶ **The Act identifies how duty of care and responsibilities for work health and safety (WHS) must be met. The WHS Act protects the health and safety of employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and employers who perform work.**
- ▶ **The WHS Act was introduced by the Queensland Government, along with other states and territories, to harmonise work health and safety legislation (formerly referred to as occupational health and safety legislation) across Australia**

▶ **Employers Obligations**

- ▶ **The Act refers to employers as a person conducting a business or undertaking (PCBU).**
- ▶ **Employers can include, not for profit organisations, private companies, community organisations, franchises, local governments, or any other business that has management control of the workplace. Their fundamental responsibility is to provide a safe and healthy work environment. They must:**
 - ▶ **• Protect the health and safety of workers and anyone else affected by workplace activities including children, families, contractors, and visitors**
 - ▶ **• Identify and control workplace health and safety risks for all people in the workplace including staff, children, families, contractors, and visitors**
 - ▶ **Consult with employees on matters that affect their health, safety, and welfare; and • provide adequate training and supervision for all employees to work safely**

Work Health and Safety Act 2011 Primary Duty of Care



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Work Health and Safety.

Work Health and Safety (WH&S) seeks to ensure that employers uphold their duty of care to their employees, and that employees make safe choices in the workplace.

▶ **Understanding Duty of Care**

▶ **Having a ‘duty of care’ means that people and organisations delivering goods and services must avoid acts or omissions that could reasonably and foreseeably cause harm to others. Approved providers, service supervisors and management, and educators have a duty of care to protect the safety and wellbeing of all children, families and staff using their service.**

▶ **The principal concept of duty of care is embedded in many laws and regulations which aim to protect and maintain the health, wellbeing, and safety of others. Duty of care obligations include, but are not limited to the following:**

▶ • **Work Health and Safety Act 2011 (Qld)**

▶ • **Child Protection Act 1999 (Qld)**

▶ • **Education and Care Services National Law 2011 (Qld).**

▶ **Duty of care principles also inform codes of ethics and professional behaviour, such as the Early Childhood Australia (ECA) Code of Ethics (ECA, 2006)**



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▶ **Why Workplace Health & Safety**

▶ **The principal of health & safety in the workplace is based on the obligation of every employer and employee to ensure that the work environment and work practices are safe for anyone who attends the workplace, either as an employee, a client, a delivery or tradesperson, or a visitor.**

▶ **Identifying Risks in the Workplace.**

▶ **A formal method of identifying risks in the workplace is to do a risk assessment.**

▶ **Many workplaces have developed their own risk assessment forms to be used for this purpose.**

▶ **However, the Act also places an obligation on employers and employees to be aware of any risk or hazard in the workplace, and to either report the risk or hazard to the appropriate person to either remove the risk or hazard, or to initiate corrective measures to eliminate any potential for harm.**

▶ **A regular workplace health & safety audit is also a recommended method of ensuring that the workplace and work activities are relatively free from risks and hazards.**

▶ Hazards and risks

▶ **A hazard is defined as the possibility of exposure to any physical, biological, chemical, or psychological hazard that might be currently present in the workplace.**

▶ **A risk is defined as general safety in the workplace, including safety management plans, and systems of work, and activities**

▶ **E.G. a toxic chemical spill in the workplace, or a sharp nail protruding from a timber step would be defined as a hazard.**

▶ **Cleaning products in a childcare facility could be a potential hazard if they are accessible to children.**

▶ **By placing a childproof lock on the storage cupboard to prevent access by children would be an acceptable method of removing the hazard.**

▶ **A loose or worn piece of timber on a step or ramp could be a slip/trip hazard.**

▶ **Repair or replacement of the timber would remove the hazard and reduce the possibility of a slip or trip.**



- ▶ **A work process that requires manual handling and the moving of heavy objects would be defined as a risk, because there is a potential for an injury to occur if the process is not performed correctly, or if the objects to be moved are beyond the limits of the person performing the task.**
- ▶ **A risk assessment of the manual handling task could identify ways to reduce the risk to a level that minimises the potential for harm or injury.**
- ▶ **Activities such as an excursion outside a childcare facility might have some possible risks.**
- ▶ **This is the type of situation that would require a formal risk assessment to ensure that the safety of the children and supervising adults is not placed at risk.**
- ▶ **The issues here would be the method of transport, the number of supervising adults per child, and identifying any possible risks in the excursion from and back to the facility.**

Manual Handling in the workplace.

- ▶ **Manual handling is any activity requiring the use of force, exerted by a person to lift, lower, push,**
- ▶ **pull or carry or otherwise move, hold, or restrain, an object, person, or animal.**



Manual Handling Risks?

- ▶ **Work related musculoskeletal disorders (WMSD) can occur, in any of the following:**
 - **repeated damage or strain**
 - **a single case of overburdening**
- ▶ **WMSD may include injuries to:**
 - **Muscles**
 - **Ligaments**
 - **Intervertebral disc**
 - **Nerves**
 - **Tendons in the wrist, arms, shoulders, neck, or legs**

• **IDENTIFY MANUAL HANDLING TASKS**

- **Talk to colleagues**
- **Conduct a walk through the workplace**

• **ASSESS THE LEVEL OF RISK ASSOCIATED WITH THE TASK**

- **Document manual handling in the OHS Risk Register**
- **Complete a risk assessment where the tasks or level of risk is uncertain**

• **IDENTIFY AND IMPLEMENT CONTROLS**

- **Talk to colleagues undertaking the task**
- **Implement risk controls**
- **Document risk controls**
- **Report all manual handling incidents on your workplace incident/ injury register.**

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Reporting an injury at work:

- ▶ **If you sustain a workplace injury you, or someone authorised should report the injury to your immediate supervisor or manager.**
- ▶ **Most workplaces have their own incident/injury reporting form.**
- ▶ **A properly prepared incident/injury report form should contain the following information.**
 - ▶ **1. The name and date of birth and gender of the person injured.**
 - ▶ **1. The date and time the incident / injury occurred**
 - ▶ **1. Where and how the incident/injury occurred.**
 - ▶ **1. The type of injury sustained**
 - ▶ **1. The type of treatment required for the injury. e.g., first aid, Dr, ambulance, etc.**

- ▶ **If your injury requires you to have any form of medical treatment and / or time off from your regular place of employment, it is recommended that you also lodge a claim with WorkCover Qld.**
- ▶ **By law, you must report certain incidents such as a death, serious injury or illness to Workplace Health and Safety Queensland (WHSQ). You may face penalties if you fail to report these events.**
- ▶ **It is also important to record any workplace incident or dangerous event that might be considered a “near miss”, where an injury did not occur, but the potential for an injury to occur was present. By reporting a workplace incident where no injury has occurred, this might enable corrective action to take place, and prevent a possible future injury.**

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Injury travelling to, from or for work

- ▶ **Not all work-related injuries happen in your main place of work. Depending on the situation, you may still be eligible for [compensation](#).**
- ▶ **You might experience an injury:**
 - **travelling between your home and place of work**
 - **on your way to or from training relating to your work**
 - **travelling to or from medical or rehabilitation treatment that is part of an existing WorkCover claim**
 - **travelling between jobs with separate employers**
 - **while travelling for work-related reasons (i.e. a work conference or meeting) locally, interstate or internationally.**

▶ Am I able to claim?

- ▶ **To be compensated, you need to have started your journey without any major delays or deviations and be travelling directly between your home and workplace or trade, technical, or other training school (or other location as outlined above).**
- ▶ **If your injury happens at your home, you're not considered to have started your journey and won't be able to be compensated. This is supported by the**
- ▶ **[Workers' Compensation and Rehabilitation Act 2003](#)**
- ▶ **If you're travelling outside your normal work location (i.e. inter-city, interstate or overseas), for work-related reasons, your employment must be a significant contributing factor to your injury. There are a number of things to consider. If you make a claim, WorkCover Qld will look at your individual situation.**

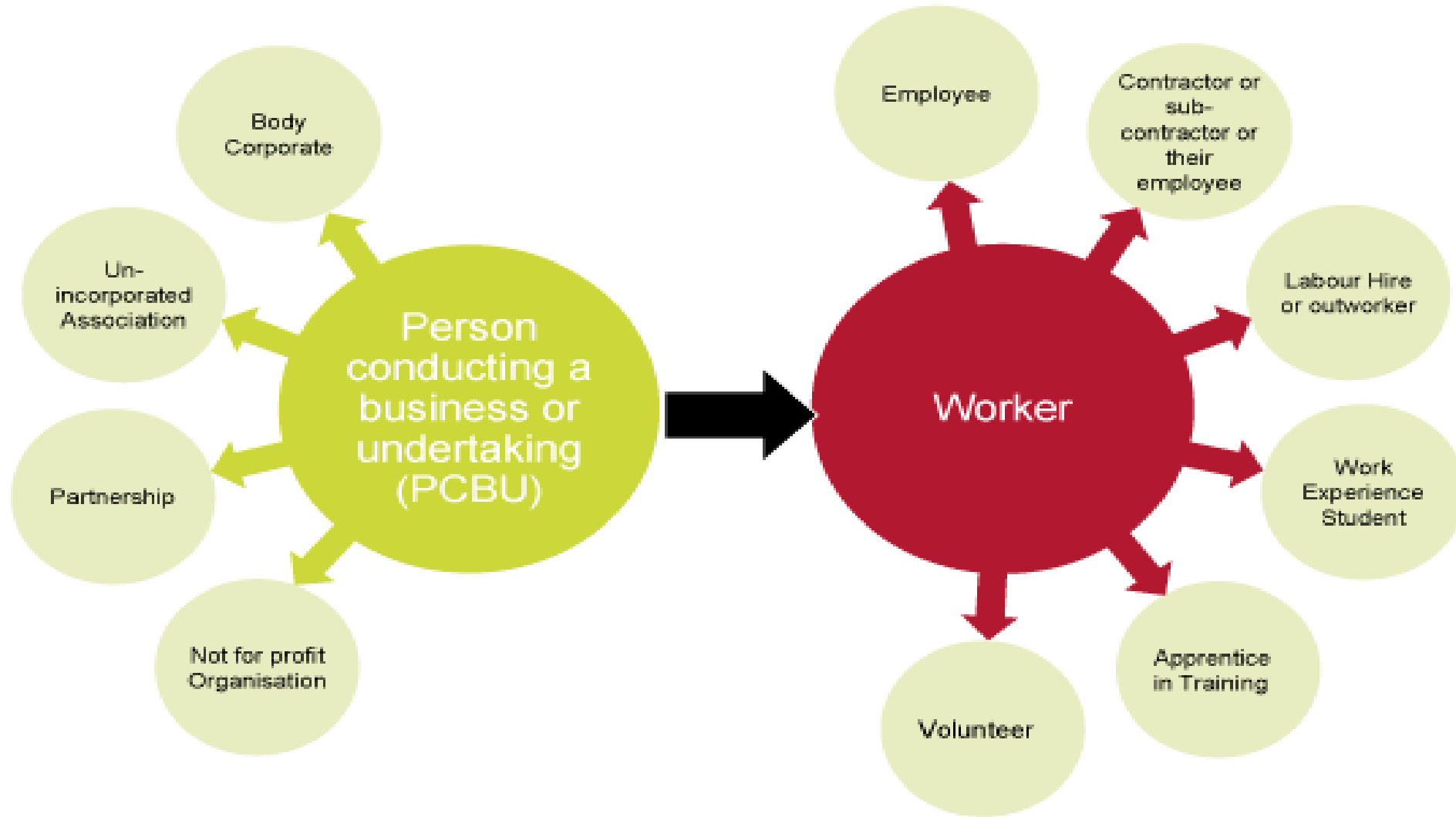
Psychological hazards

- ▶ **Psychological hazards are aspects of the work environment and the way that work is organised that are associated with emotional/psychological disorders and/or physical injury or illness. When psychosocial hazards are not effectively managed, they can negatively impact on organisational measures including productivity, absenteeism and turnover.**
- ▶ **If not managed effectively, psychosocial hazards can impact on workers' psychological and physical health and wellbeing. They can also adversely affect:**
 - **job satisfaction**
 - **organisational commitment**
 - **conflict in the worker's family life.**

Psychological hazards

- ▶ **Workload**
- ▶ **Bullying**
- ▶ **Conflict with a colleague**
- ▶ **Discrimination and Harassment**
- ▶ **Performance and Management**
- ▶ **Violence or threats of violence**
- ▶ **Exposure to a traumatic event or incident**
- ▶ **Environmental Factors.**

Work Health and Safety Act 2011 Primary Duty of Care



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- ▶ **Fire Safety and compliance in the workplace**
- ▶ **All workplaces should have a fire / emergency evacuation plan.**
- ▶ **A clear diagram showing the evacuation plan should be visible in each working room of the building, preferably near a doorway.**
- ▶ **The diagram should be a map of the interior of the building, showing the path of travel that an evacuee may use to get to a place of safety outside the building in the case of fire or any other emergency.**
- ▶ **All persons in the building, must ensure that the evacuation routes in the building which you occupy are always available, not obstructed and well signed.**
- ▶ **Do not allow anything to be placed, or to remain in the evacuation routes.**
- ▶ **This means keeping passageways and stairways clear of anything which could impede anyone trying to exit the building and includes anything which could be knocked over that could cause a blockage. It also includes obstacles placed, within two metres outside the final exit door of the building.**

- ▶ **A final exit door is one that is:**
- ▶ • **required under a development application approval.**
- ▶ • **designated with an exit sign.**
- ▶ **(exit signs should be illuminated, electrically, with battery reserve)**
- ▶ • **shown on the evacuation diagrams for the building.**
- ▶ **The obligation to keep evacuation routes clear extends to the adjoining buildings. You must not allow anything to block your neighbours exit, for example: placing industrial bins or parking a vehicle within two metres of their final exit door.**



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Fire and Evacuation Plans

▶ **All workplaces are required to have a detailed, written plan of what to do if a fire or other emergency occurs in the building. It must be available for inspection by anyone during normal business hours.**

▶ **The legislation identifies what information is the minimum information required in a fire and evacuation plan.**

▶ **You must include, but are not limited to:**

▶ • **details of the persons responsible for developing, changing, and reviewing the plan.**

▶ • **the evacuation procedures and co-ordinators.**

▶ • **the procedures for giving fire and evacuation instructions to the people working in the building**

▶ • **the method of operation of fire-fighting equipment and manually operated alarms.**

▶ • **the name, contact details and qualification status of the Fire Safety Adviser for the building, if one is required.**

▶ **The managing entity (the entity responsible for the general access, or common areas of a building).**

Different Types of Fire Extinguishers

Type Extinguisher	Fire						Comments
	CLASS A Combustible materials (e.g. paper & wood)	CLASS B Flammable liquids (e.g. paint & petrol)	CLASS C Flammable gases (e.g. butane and methane)	CLASS D Flammable metals (e.g. lithium & potassium)	Electrical Electrical equipment (e.g. computers & generators)	CLASS F Deep fat fryers (e.g. chip pans)	
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical	✓	✗	✗	✗	✗	✓	Use on extremely high temperatures

▶ **Fire extinguisher Pressure Test and Refill**

▶ **All portable and wheeled fire extinguishers should be tested every 6 months and pressure tests and refills should be carried out at least every 5 years.**

▶ **Fire extinguishers are active equipment used to help control small fires. Fortunately, they typically do not expire, however what many people do not know is that they are required to be recharged after every use and checked even if it hasn't been used.**

▶ **To comply with Australian Workplace Safety Standards, it is mandatory for portable fire extinguishers to be regularly inspected, tested, and serviced by an accredited professional.**

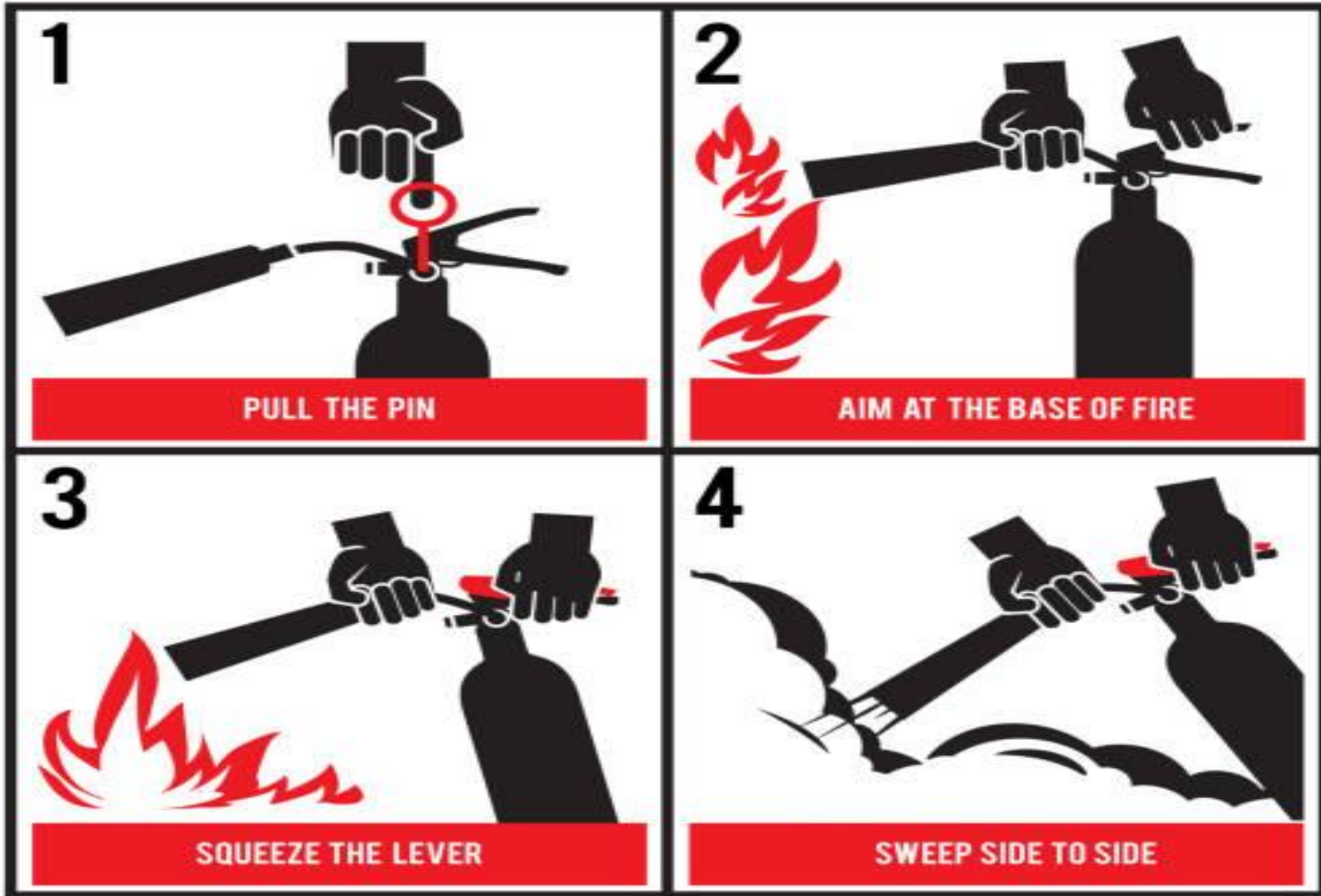
▶ **The maintenance regime for the inspection and testing of fire extinguishers and hydrants is specified in the Australian Standard AS 1851 Maintenance of Fire Protection Systems and Equipment. The Australian Standard AS 1851-2012 guidelines state that:**

- **All fire extinguishers must be inspected at six monthly intervals. If they don't have a pressure gauge, they may need to be weighed to check they are still full.**

- **There may be other fire extinguisher servicing requirements at 3, 5, or 6 years such as having them emptied, pressure tested, and refilled.**

- **The fire extinguisher testing intervals are to be recorded on a label or metal tag attached to the unit.**

- **No other work is required, provided that the visual inspection of the extinguisher shows that it is in a serviceable condition, unless the gauge indicates the unit is under pressure or the weight is too low. Any additional fire extinguisher maintenance required must be approved by the client before being carried out.**



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References

▶ • Work Health and Safety Act 2011 (Qld)

▶ • Child Protection Act 1999 (Qld)

▶ • Education and Care Services National Law (Qld).

▶ Early Childhood Australia (ECA) Code of Ethics (ECA, 2006)

▶ [*Workers' Compensation and Rehabilitation Act 2003*](#)

▶ [**https://www.worksafe.qld.gov.au**](https://www.worksafe.qld.gov.au)

▶ <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

▶ <https://www.worksafe.qld.gov.au/about/who-we-are/workplace-health-and-safety-queensland>

▶ **Building Fire Safety Regulation 2008**

▶ Reprint current from 1 September 2021 to date

▶ <https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2008-0160>

▶ [**https://www.fireextinguisheronline.com.au/blog/post/types-of-fire-extinguisher-in-australia-all-you-need-to-know**](https://www.fireextinguisheronline.com.au/blog/post/types-of-fire-extinguisher-in-australia-all-you-need-to-know)

- ▶ **WHY DO WE NEED TO HAVE A WORKPLACE HEALTH & SAFETY AUDIT?**
- ▶ **WHAT ARE THE BENEFITS AND IS IT REQUIRED?**

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- ▶ **ARE YOU ABLE TO PROVIDE ANY ASSISTANCE OR ADVICE IN THE CASE OF AN EMPLOYEE WHO HAS BEEN INJURED AT WORK, AND WORKCOVER WANT THEM TO HAVE A GRADUAL RETURN TO WORK?**

- ▶ **FOOD SAFETY IS VERY IMPORTANT FOR US.**
- ▶ **WHAT ADVICE CAN YOU PROVIDE?**

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- ▶ **HOW CAN WE PREVENT MANUAL HANDLING INJURIES?**
- ▶ **OUR STAFF ARE REQUIRED TO PERFORM MANUAL HANDLING TYPE TASKS ON A REGULAR BASIS.**

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- ▶ **1. WHAT OH&S TRAINING DO YOU RECOMMEND FOR OUR STAFF?**
- ▶ **2. WHAT ARE THE TOPICS COVERED FROM A SAFETY PERSPECTIVE AT AN EMPLOYEE INDUCTION?**
- ▶ **3. HOW OFTEN SHOULD OH&S TRAINING OCCUR?**



▶ **WHEN DO INCIDENT REPORTS NEED TO BE COMPLETED?**

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- ▶ **Any comments on psychological safety and recommendations for policy and procedures addressing this aspect of WHS? Particularly for small organisations.**