

# Talk It and Walk It



SOS – Switched Onto Safety

01/03/2016

Autumn Newsletter

## What We Got Up To

Welcome to 2016, our 20<sup>th</sup> year. Christmas 2015 and the festive time has come and gone for another year. SOS – Switched Onto Safety was back from holidays mid-January 2016 and was off running from the very start with a Chemical inventory, OSH Suitability and Compliance Audits.

This year we will have a high focus on:

- Heavy Vehicle Systems (HVA CoR)
- Small to Medium sized business programs;
- Mentoring and coaching services
- Chemical Management; and
- Due Diligence

“Mentors have a way of seeing more of our faults than we would like. It is the only way we grow” - George Lucas

## Advice – Tips and Hints

### Tips for the workplace

- Make emergency contact numbers available to every employee
- Hold emergency drills regularly
- Ensure employees are well aware of the safety equipment locations in the workplace
- The first aid box should be up-to-date and kept at a place well within the reach of the employees

## Current Topics of Interest (2015/2016)

During the financial year WorkSafe WA will be conducting an inspection program looking at safety issues in the road freight transport industry in order to raise awareness and highlight the effect and importance of appropriate systems of work and safety management systems. This is a good time for such organisations and other businesses experiencing the following types of injuries to review your workplace for hazards and reduce the risk of injury. Most injuries in the road freight transport industry are a result of

Body stressing: such as muscle strains, back conditions and tendonitis/tenosynovitis

- Falls, trips and slips
- Being hit by moving objects
- Hitting objects with a body part

### We can help with this



Have you seen us out on the roads?

Know Safety, No Injury.  
No Safety, Know Injury

## Our Team

...

**Megan LeNoir** – Business Manager

**Guy LeNoir** – Company Director / Principal

**Margaret Della** – Office Manager

**Emily LeNoir** – Business and Marketing Development

**Stuart Platt** – OSHQE Consultant/Auditor/Trainer

**Peter Liron** – Senior Consultant/Auditor

## Welcome

(New clients in last 3 months)

...

**Downer**

**Living Farm**

**Ramelius Resources**



## Statistics

Of the 531 800 persons who experienced a work-related injury or illness in 2013-14:

- 90% (477 900) were employees, excluding owner manager of incorporated enterprises (OMIEs), in the job where they experienced the injury or illness, and
- 10% (53 900) were owner managers
- Nearly one third of persons who experienced a work-related injury or illness in the last 12 months were working under shift arrangement (30% or 157,600 persons)
- Australian Bureau of Statistics 6324.0 – Work-related injuries, Australia, July 2014 to June 2014

**S** tay Alert

**A** ttitude is Everything

**F** ix it Now

**E** liminate Hazards

**T** ell Others

**Y** ou are Responsible



## Environmental Spot

### Hazardous Materials

Hazardous materials (HAZMAT) may be released by accident or by a deliberate act. Exposure to some hazardous materials could cause serious injury or be fatal.

Containing uncontrolled hazardous materials can be complex and a challenging task requiring a range of different response methods to ensure personal and others safety and protect the environment.

Licensees of premises storing HAZMAT materials need to plan ahead to manage potential incidents involving dangerous goods.

Key Elements of an Emergency Plan include:

- Keeping an inventory for hazardous materials/dangerous goods on the premises
- Documentation of what can go wrong with the storage of hazardous materials/dangerous goods. For example, how it would be contained, to avoid, incompatibilities
- Generally, if hazardous materials are spilled inside a building:
  - Warn people in the immediate vicinity
  - Evacuate the area
  - Ring triple zero (000)
  - Ask for fire services and advise (where possible and without endangering yourself):
    - Address of spillage
    - Name of chemical and UN number
    - Amount of chemical split
    - Form of chemical (solid, liquid, gas)

DFES (department of fire and emergency services)

"No job is so important and no service is so urgent that we cannot take time perform our work safely"

## Industry News

### Update on Work Health and Safety laws consultation

"WorkSafe WA Commissioner Lex McCulloch today (16/12/2015) provided information on the current status of the consultation process and development of the Work health and Safety (WHS) laws."

"The Western Australian version of the model WHS laws (known as "the Green Bill") was put out for public comment for a period ending earlier this year, and 50 submissions were received."

"The submissions identified areas of potential improvement, so it was decided that some further modifications were required as a result of the feedback process"

Article link:

<http://www.commerce.wa.gov.au/worksafe/update-work-health-and-safety-laws-consultation>



## Our Vision Statement



Here at SOS-Switched Onto Safety our vision is to be the First Choice for value and customisation of sustainable safety, quality and environment systems and training.... So as to be working towards continuously improving our clients' business practices.



## Teamwork in a Business

**'NOT ONLY IS IT A GREAT OPPORTUNITY FOR PROFESSIONAL DEVELOPMENT, IT IS ALSO A MEANS OF MAKING YOUR WORK EASIER' – The Australian Institute of Business**

Working in a team can be difficult and it really depends on your personality. Working in a business needs teamwork, because staff and others need to work together to complete goals and get along.

Working in a team is very **efficient**. Work is done faster with shared responsibilities among people and especially when there is a lot of encouragement. The company can take on more work without having more staff.

There are **roles and responsibilities** for all team members, therefore, all people need to accept assignments and to focus on their objectives. People need to endeavour to execute their objectives effectively, however, to reduce any problems make sure all responsibilities are distributed fairly. A team is only effective when the members understand the roles and responsibilities.

Sometimes conflicts do arise, however people learn **conflict resolution**. Some people feel their ideas are not being heard, however, there needs to be room for everyone's contribution. While unique viewpoints create the most successful work, they can also generate resentment that quickly turns into conflict. Therefore, people should listen to all ideas. Don't allow competitive natures to get in the way of personal growth.

Having many people in a team allows for many **points of view**. This can provide a solution for many issues and provides different angles. Different points of view create solutions that no one individual could create on his own.

For effective team work, people need to know how to **delegate** fairly and productively. People need to understand the strengths and weaknesses of each team member. They also need to be proficient at dividing up tasks.

When people work in a team they may feel more comfortable and confident in promoting their **ideas**. People feel comfortable in offering suggestions and become accustomed to processing brainstorming information. The company benefits from a variety of suggestions that come from effective teams.

A team is a **support** network, and a strong team environment can act as a support mechanism. What people say and do counts for something and people can rely on one another. People help each other improve performance and work together toward improving their professional development.



People learn from one another when in a team and it encourages **creativity**. Creativity thrives when people work together in a team, and it combines unique perspectives. It maximises shared knowledge in the workplace and people learn new skills. People share discoveries and are enthusiastic for learning.

Working in a team blends complementary **strengths**. Teammates build on talents and people have the chance to adjust and improve their messages.

People build a **trusting** relationship with others when in a team. They feel safe and encourage others to be open and honest. Team members have good communication when they have trustworthy relationships.

In a team, members can contribute to the work and feel proud and a sense **ownership**. They can feel connected with one another and feel fulfilled. Team members can engage with the company and add to the bigger picture.

Working individually, employees take the full brunt of the blame if a mistake is made, and tend not risk take. Members in a team tend to **risk take** as the responsibility is spread out for failed assignments. Although they won't get the full amount of credit, they have the support of the entire group to fall back on.

When in a team, members feel confident and their attitude improves. Members are more satisfied with their job. **Job satisfaction** improves individual performance and enhances self-esteem. Members are motivated to work more and be more effective.

## CHEMWATCH

## Corner Competitions

### GoldFFX Data Extraction Tool: Risk Assessment Module

For those of you who use the Chemwatch System, some of you may not be aware that you are able to use the Risk Assessment Module with chemicals that do not have a corresponding Gold SDS.

Data extraction tool applies to the Vendor SDS material, which means you can assign classification data to that material. The material without a Gold SDS in the Risk Assessment Module will be identified with a question mark **?**.

To assign the applicable data, scroll through the SDS and display section 2 and 14 to read the classification data. Identify the classification hazards / risks and assign Risk Codes or Hazard Codes, whichever system of classification is applicable. Assign the respective classification data using the R Code or H Code Tabs and by clicking on the checkbox alongside risk code / phrase and DG Classification. Press the submit button to save input data and generate the classification data extraction for the material vendor SDS. After the message confirmation is displayed in the top middle portion of the user interface, select the back button twice until the view of the material list is displayed.

The material Vendor SDS has now been classified by data extraction, it is now possible to conduct your risk assessment and draw all the other types of reports by filtering by hazard health and biological monitoring. The classification will be retained until a Gold SDS is authored and it has been made available in the system.

This Autumn we are running two competitions.

Firstly, we need to name our safety man.

We would like you to submit a name for our safety man via our Website ([Contact Us>Email Us](#)). At the end of April 2016 we will collate the names and then in the Winter Newsletter, you will see the name suggestions, of which you can then vote via our website once again. The person who nominated the winning name will win a voucher to the value of \$50. We are looking forward to your suggestions.



The second competition will entail the first five, Perth Western Australian company representatives to follow us, during the next three months, on the [SOS – Switched Onto Safety company LinkedIn company page](#). Email us via our [website](#) with your contact details (email, phone number, business) and your LinkedIn name. The first five representatives will receive an obligation free one-hour site inspection and report.

## Holiday



Look out for our Easter egg hunt on our website over the next two weeks leading into Easter. First 3 people to send through the number of Easter eggs in our website, using the [email us page](#), with their contact details will receive a little Easter goodie bag.

## Special Mention



AMC attained an accreditation in Australian/New Zealand Standard 4801 Occupational Health and Safety Management System.

## Contact



If we can be of any assistance, please do not hesitate to contact us direct on **(08) 9295 0311** or for further details on what SOS can provide, refer to our website [www.switchedontosafety.com.au](http://www.switchedontosafety.com.au)

## Next Time!

Upcoming Events  
Chemwatch Public Course

12<sup>th</sup> of April 2016

12<sup>th</sup> of July 2016

28<sup>th</sup> of September 2016

WCIT receiving Gold  
Worksafe Plan Award

