

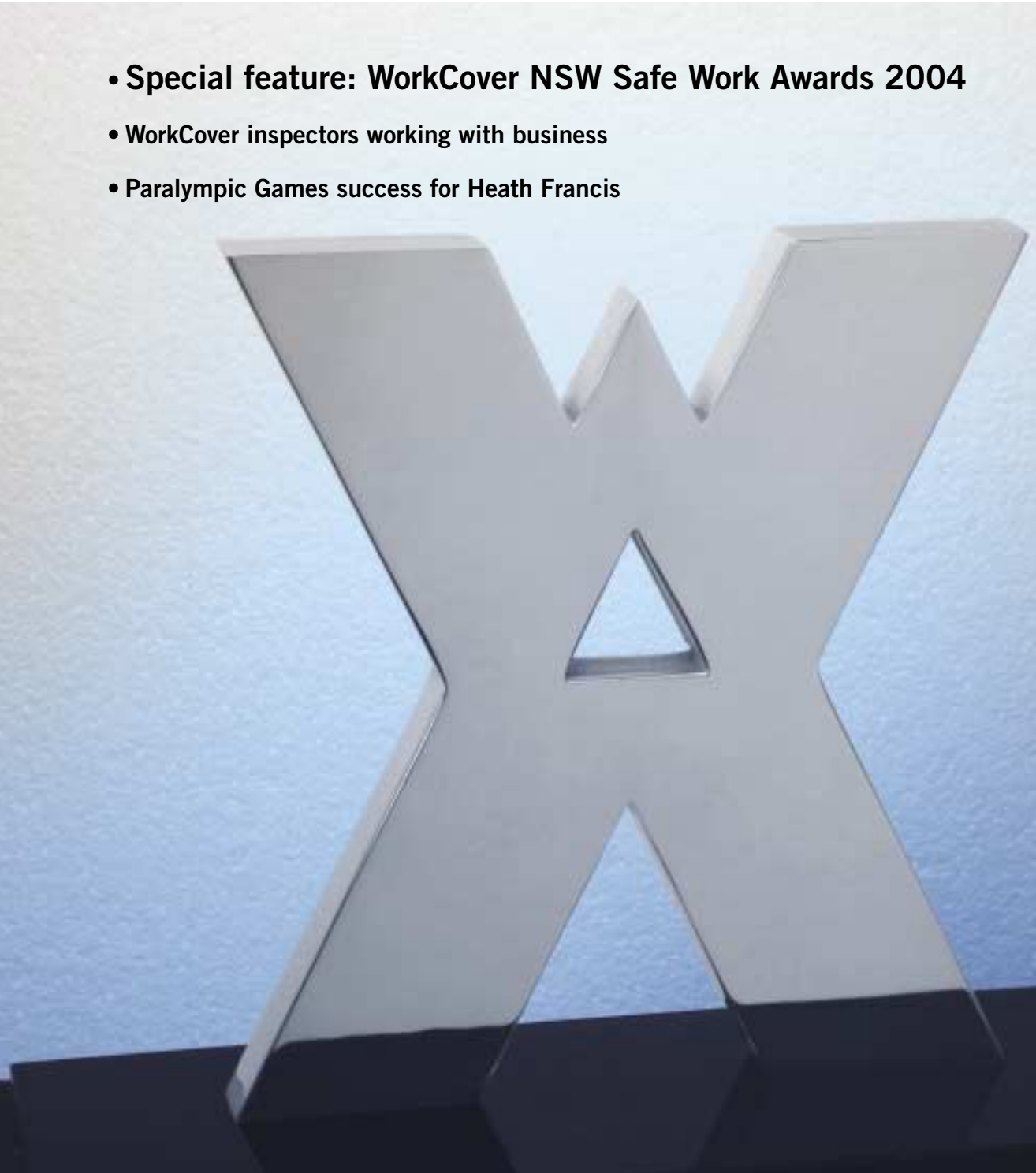
# WORKCOVER NEWS

# 59

The workplace safety and injury management magazine

December 2004 - February 2005

- **Special feature: WorkCover NSW Safe Work Awards 2004**
- **WorkCover inspectors working with business**
- **Paralympic Games success for Heath Francis**







# WorkCover Accredited Public Courses 2005

Vital Training for Effective Risk Management

also available on-site

## ON-SITE TRAINING COURSES

### CONSULTATION, OHS COMMITTEES & REPRESENTATIVES

Course in OHS Consultation (4 days)  
OHS Committee Refresher\* (1 day)  
OHS Committee Chairperson\* (1 day)

### RISK MANAGEMENT

OHS Risk Management for Supervisors & Managers (1 or 2 days)  
OHS Risk Management\* (1 day)  
BackBasics Manual Handling Risk Management\* (3.5hrs)  
Accident Investigation\* (1 day)

### RETURN TO WORK

Introduction to Return to Work  
Coordination (2 days)  
Effective Case Coordination for RTW Coordinators (1 day)

### OHS LAW & RESPONSIBILITIES

OHS Law for Directors & Managers\* (2 hrs)  
OHS Responsibilities for Supervisors & Managers\* (2 hrs)

### INDUCTION

Construction General OHS Induction (1 day)  
OHS Induction for Employees (4 hrs)

### MANUAL HANDLING & WORKSTATIONS

BackBasics Manual Handling - for manual handlers\* (2 hrs)  
BackBasics Manual Handling Risk Management - for managers, supervisors, ohs committees, employees\* (3.5hrs)  
BackBasics Workstation Set-up & Manual Handling - for office workers\* (2 hrs)  
Manual Handling - for managers, supervisors & ohs committees (1.5 days)  
Manual Handling - for general employees (4 hours)

### HAZARDOUS SUBSTANCES

Workplace Substances - for general employees (1 day)  
Workplace Substances - for supervisors, managers, ohs committees (2 days)

### FIRST AID

Senior First Aid (2 days)  
Senior First Aid Recertification (1 day)  
(Note: SFA Recertification must be done prior to the expiry (three years from date of issue) of the SFA Course)

\* All courses are accredited by WorkCover NSW except those marked with an asterisk, for which there is no WorkCover course.

For more information call us on:

**9552 2380**

## JANUARY 2005 to JUNE 2005

### course in occupational health & safety consultation

accredited training for OHS Committees & OHS Representatives  
\$570 Plus 10% GST (\$627 incl. GST)

Jan	10	11	17	18	Parramatta	PAR1
Jan	10	11	17	18	City	CIT1
Jan	20	21	27	28	Parramatta	PAR1/2
Jan	20	21	27	28	City	CIT1/2
Jan/Feb	31	7	14	21	Parramatta	PAR1/3
Feb	1	8	15	22	City	CIT2
Feb	8	9	15	16	Parramatta	PAR2
Feb/Mar	9	16	23	2	City	CIT22
Feb	17	18	24	25	Campbelltown	CAM2
Feb	17	18	24	25	City	CIT23
Feb/Mar	18	25	4	11	Parramatta	PAR22
Feb/Mar	21	22	28	1	Chatswood	CHA2
Feb/Mar	21	22	28	1	City	CIT24
Feb/Mar	23	2	9	16	Hurstville	HUR2
Feb/Mar	24	3	10	17	Parramatta	PAR23
Feb/Mar	25	4	11	18	Rooty Hill	RH2
Feb/Mar	28	7	14	21	Wollongong	WOL2
Mar	1	8	15	22	City	CIT3
Mar	2	3	9	10	Parramatta	PAR3
Mar	7	8	14	15	Parramatta	PAR32
Mar	10	11	17	18	City	CIT32
Mar/Apr	30	31	6	7	City	CIT33
Mar/Apr	30	6	13	20	Chatswood	CHA3
Mar/Apr	30	6	13	20	Parramatta	PAR33
Mar/Apr	31	1	7	8	Parramatta	PAR34
Apr	4	5	11	12	Parramatta	PAR4
Apr	5	6	12	13	Hurstville	HUR4
Apr	13	14	20	21	Rooty Hill	RH4
Apr	13	14	20	21	Parramatta	PAR42
Apr	14	15	21	22	City	CIT4
Apr/May	19	26	3	10	City	CIT42
Apr/May	27	4	11	18	Campbelltown	CAM4
Apr/May	27	4	11	18	Parramatta	PAR43
May	2	3	9	10	Parramatta	PAR5
May	5	6	12	13	City	CIT5
May/Jun	11	18	25	1	City	CIT52
May	12	13	19	20	Parramatta	PAR52
May	16	17	23	24	City	CIT53
May/Jun	17	24	31	7	Hurstville	HUR5
May/Jun	17	24	31	7	Parramatta	PAR53
May	23	24	30	31	Parramatta	PAR54
June	1	2	8	9	Parramatta	PAR6
June	2	3	9	10	Wollongong	WOL6
June	2	3	9	10	City	CIT6
June	3	10	17	24	Campbelltown	CAM6
June	3	10	17	24	Parramatta	PAR62
June	7	8	14	15	Parramatta	PAR63
June	7	8	14	15	City	CIT62
June	7	14	21	28	Rooty Hill	RH6
June	16	17	23	24	Chatswood	CHA6
June	16	17	23	24	Parramatta	PAR64
June	16	17	23	24	City	CIT63
June	20	21	27	28	Parramatta	PAR65
June	20	21	27	28	City	CIT64

### ohs committee refresher\*

\$260 Plus 10% GST (\$286 incl. GST)

Feb	11	Parramatta	PARF2
Mar	7	City	CITF3
Apr	6	Parramatta	PARF4
May	4	City	CITF5
June	2	Parramatta	PARF6
June	30	City	CITF6

\* There is no WorkCover Accredited Course

### ohs risk management for supervisors & managers

formerly OHS for Supervisors & Line Managers  
\$470 Plus 10% GST (\$517 incl. GST)

Feb	10	11	City	CITS2
Feb	23	24	Parramatta	PARS2
Mar	8	9	City	CITS3
Mar	22	23	Parramatta	PARS3
Mar	30	31	City	CITS32
Apr	4	5	Parramatta	PARS4
Apr	18	19	City	CITS4
Apr	28	29	Parramatta	PARS42
May	16	17	Parramatta	PARS5
May	19	20	City	CITS5
June	15	16	City	CITS6
June	22	23	Parramatta	PARS6

### construction general ohs induction

\$130 (GST free)

Feb	28	City	CITCN2
Mar	29	Parramatta	PARCN3
Apr	22	City	CITCN4
May	23	Parramatta	PARCN5
June	14	City	CITCN6

### senior first aid

\$160 Plus 10% GST (\$176 incl. GST)

Feb	14	15	City	CITFA2
Feb/Mar	28	1	Parramatta	PARFA2
Apr	12	13	City	CITFA4
May	5	6	Parramatta	PARFA5
May	30	31	City	CITFA5
June	29	30	Parramatta	PARFA6

### ohs committee chairperson\*

\$260 Plus 10% GST (\$286 incl. GST)

Mar	17	Parramatta	PARC3
Apr	18	City	CITC4
May	16	Parramatta	PARC5
June	22	City	CITC6

\* There is no WorkCover Accredited Course

### introduction to return to work co-ordination

\$480 (GST free)

Feb	2	3	Parramatta	PARR2
Feb	23	24	City	CITR2
Mar	1	2	Parramatta	PARR3
Mar	14	15	City	CITR3
Apr	7	8	Parramatta	PARR4
May	12	13	City	CITR5
June	7	8	City	CITR6
June	20	21	Parramatta	PARR6

### workplace substances

1 day course \$260 Plus 10% GST (\$286 incl. GST)

Apr	27	City	CITW4
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Visit our website  
**www.courtenell.com.au**  
for information on our courses, OH&S  
information, search facility & recent  
editions of our publications  
'Your Safety Matters'



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management and workers  
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# Chief Executive Officer



I would like to congratulate all the winners and finalists of the inaugural WorkCover NSW Safe Work Awards, which were presented by NSW Minister for Commerce, John Della Bosca, at a special dinner held on 14 October in Sydney. The awards recognise high standards of occupational health and safety in NSW and all the entrants are to be commended on the extremely high standard of their submissions.

Given WorkCover's role in promoting safe and secure workplaces in NSW, it is very heartening to see such a great response from employers and workers who have worked hard to achieve significant safety improvements in their workplaces. (See page eight for further details about the award winners).

The WorkCover NSW Safe Work Awards will become an annual event and I encourage all employers and workers in NSW to enter the 2005 awards.

A \$576 million improvement in the financial position of the NSW Workers Compensation Scheme was recently announced by NSW Minister for Commerce, John Della Bosca. The latest official valuation by PricewaterhouseCoopers shows the Scheme's projected deficit has reduced substantially over the past six months.

This significant improvement is the combination of further improving claims management and a strong investment return. WorkCover continues to improve the Scheme, focussing on better claims management and the provision of services to workers and employers.

WorkCover is very pleased to announce the outstanding success of WorkCover-sponsored Paralympian, Heath Francis, at the Athens 2004 Paralympic Games. Heath competed in five track events during the Games and won three silver and two bronze medals. See page three for Heath's account of his experience at the Games and information on how you can make a request for Heath and our other Paralympians to speak at your next event.

A stylized, handwritten signature in black ink, consisting of a large loop and a horizontal line extending to the left.

**Jon Blackwell**

Chief Executive Officer

WorkCover NSW



# Success for Heath Francis

### SUCCESS AT THE ATHENS 2004 PARALYMPIC GAMES

has reinforced WorkCover-sponsored Paralympian, Heath Francis', status as a first-class international athlete. Heath undertook a rigorous training schedule at the

Heath competed in five events at the Games, winning Bronze medals in the 200m individual track event and 4 x 100m relay, and Silver medals in the 400m and 100m individual track events and the 4 x 400m relay.

Australian Institute of Sport (AIS) in preparation for the Games, before heading to Athens on 3 September 2004.

"The athletics team left Australia and spent eight days training in Germany before travelling on to Athens," said Heath.

"We arrived in Athens on 13 September and went straight to the Paralympic Village. Though the weather was cool, the atmosphere was amazing," he said.

"I was slightly disappointed with my first race at the Games, the 200m track event, as I knew I could have run a lot faster. I was really nervous and let those nerves affect me in a bad way.

"Usually I perform well under pressure, but I lost focus and paid the price. I should have won Gold in that race, not Bronze – but that's the Paralympics," said Heath.

"I am very happy with the way I rebounded from that race, though, and went on to win three silvers and another bronze," he said.

"My 400m event was a highlight, as I ran my fastest time and came in under the world record. Unfortunately, it took a guy to run an even more incredible race than me to take the Gold.

"I was ecstatic with my 100m race. I don't usually run this event and had no expectations for it, yet I nearly won."

As for life after Athens? "I'm competing at the 2006 Commonwealth Games and I definitely have my sights set on the Beijing 2008 Paralympic Games," Heath said.

"I'd like to say a big thank you to WorkCover NSW, the Australian Institute of Sport and Toyota for their amazing support.

"On a personal level, I'd like to thank my coach, Iryna Dvorskina. She came to Australia from the Ukraine in 2003 and has been an incredible coach and mentor for me," he said.

Heath Francis was just seven years old when his arm was badly injured at his family's workplace and required amputation just below his elbow. However, Heath has overcome the trauma of his accident and reached a heightened level of personal and sporting success.

Under his WorkCover sponsorship, Heath attends workplaces, industry groups, conferences, media events and annual dinners to discuss how his accident occurred; measures that could have been taken to prevent the accident; and his efforts to overcome the trauma he experienced.

WorkCover is very proud to sponsor Heath through the Paralympian Sponsorship Program and congratulates him on his success at the Athens 2004 Paralympic Games.

For more details about Heath and other WorkCover sponsored Paralympians, visit the WorkCover website, [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au). You can book an athlete to speak at your workplace, school or next event by completing the form found on the website or by calling the WorkCover Marketing Communications Unit on (02) 4321 5344.





# Safety

## Show and Conference 2004

### THE SAFETY SHOW AND CONFERENCE

For the second year, WorkCover NSW was the principal sponsor of the Safety Show and Conference 2004, an event aimed at assisting businesses to improve their workplace safety.

Over 5000 people visited the WorkCover stand during the three-day show and WorkCover staff provided free information and advice on how employers and workers can meet their occupational health and safety (OHS) obligations to help achieve safe workplaces.

The Safety Conference was held simultaneously with the Safety Show and WorkCover representatives presented on a variety of topics including:

- risk and hazard control for managers and supervisors
- legislation and risk avoidance
- injury management and workers compensation
- OHS leadership and culture.

Over 400 people attended the two free Small Business Seminars conducted by WorkCover to help small business owners understand their obligations under OHS and workers compensation legislation.

### NEW CD ROM AND BROCHURE LAUNCHED

During the opening of the Safety Show and Conference, NSW Minister for Commerce, John Della Bosca, launched a new interactive WorkCover CD ROM and brochure.

The CD ROM is a special promotional product designed to provide employers and workers with easier access to workplace safety information.

Containing over 295 current WorkCover publications, the CD ROM also provides a step-by-step tutorial to assist users find more comprehensive information on WorkCover's website.

The publications give practical advice on complying with workplace safety legislation, with specific details for a wide range of industries and occupations.

The *Talk safety with us* brochure outlines WorkCover's role and gives details on how WorkCover can assist workers compensation, injury management and occupational health and safety queries.

Both the CD ROM and brochure explain the best ways to get free information and advice from WorkCover. Single copies will be available from the WorkCover Assistance Service on **13 10 50**.

### WORKCOVER NSW HYPOTHETICAL

Triple J presenter, Adam Spencer, took key industry leaders out of their 'safety zone' when he played host to a lively hypothetical debate at the Southee Complex, Sydney Olympic Park, on day one of the three-day safety show.

"Widgets, weddings and wobbles – an OHS drama" was the scenario put to the panel of five personalities who thrashed out the safety implications and considerations of various hypothetical workplace safety challenges.

Panel members who joined Adam Spencer on stage included:

- Jon Blackwell – WorkCover NSW
- Mick Madden – Australian Workers Union
- Greg Pattison – Australian Business Limited
- David Skegg – Safety Institute of Australia
- Mary Yaager – NSW Labor Council

WorkCover Chief Executive Officer, Jon Blackwell, said that the event promoted important workplace roles and responsibilities and took a fresh approach to spreading the safety message.

"The Hypothetical was a valuable opportunity to highlight the benefits of WorkCover and industry agencies working together to improve safety in NSW workplaces," said Mr Blackwell.

"It is just one of many ways WorkCover is working to highlight some of today's workplace health and safety issues in an informative and entertaining forum," he said.



National trucking

# falls from heights

campaign

**WORKCOVER NSW IS TARGETING THE HEAVY VEHICLE INDUSTRY** as part of a national safety campaign to inform heavy transport operators and drivers of the need for safety when working at heights on trucks.

Drivers and transport workers are at high risk of falling from heights on heavy vehicles, especially livestock carriers, and cost the industry a considerable amount in workers compensation. For instance, in the 2000-01 financial year, workers compensation claims from falls from heights for NSW truck drivers were in excess of \$4,000,000.

The National OHS Road Transport Coordination Group is coordinating the campaign with NSW taking the lead role. The group is comprised of representatives from Victoria, SA, Queensland, WA, ACT, NT and NSW.

The national campaign of compliance and advisory programs focuses on the car carrier, tanker, dry bulk haulage and livestock transport industry sectors.

As part of the campaign, WorkCover inspectors will make random checks on heavy vehicle operators across the State to ensure they are complying with the occupational health and safety (OHS) and workers compensation legislation.

WorkCover NSW and WorkSafe Victoria joined forces in September to present the Livestock Transport Field Day at Wagga Wagga Showground. Industry representatives provided practical demonstrations to help truck drivers and transport workers prevent falls from heights. Representatives from WorkCover NSW, WorkSafe Victoria and the NSW Roads & Traffic Authority were on hand at the field day to offer advice and assistance.

A series of information field days – focusing on livestock carriers – are being held around Australia.





# WorkCover inspectors working with business

**WORKCOVER INSPECTORS** far too often come across workplace conditions that require them to take enforcement action for breaches of the occupational health and safety (OHS) or workers compensation legislation.

In addition to enforcement activity, WorkCover inspectors often provide information, education and advice to employers to assist them systematically manage their OHS, workers compensation and injury management obligations.

WorkCover's inspectors provide advice:

- at regional offices, seminars, field days, trade shows and workshops
- by distributing publications such as codes of practice, guidance materials, safety alerts, checklists and fact sheets
- by participating in industry working parties
- by making workplace face-to-face visits to employers and employees.

By providing advice, inspectors are able to assist employers identify what the hazards and risks are in the workplace and, most importantly, what is the best way to control these risks and make the workplace safer.



A recent case demonstrating how inspectors work with employers to ensure safe workplaces involves a Sydney-based property development company, JADE Constructions International Pty Ltd.

JADE Constructions primarily carries out residential construction and contract maintenance work. The company completes two to three developments per year, has three permanent employees and utilises up to 150 subcontractors on its development sites.

JADE began work on a luxury townhouse development at a Gosford site in December 2003.

The site came to the attention of WorkCover inspectors when they noticed a number of safety issues on the construction site concerning scaffolding and fall protection for work at heights. Subsequently, WorkCover made contact with the company director and project manager, Tony Eltakchi.

Mr Eltakchi had not had much contact with WorkCover in the past, but felt he had a general awareness of his OHS obligations.

"I mistakenly thought my site safety was okay," said Mr Eltakchi.

"I had a site safety management plan (SSMS) and site safety induction system in place, an understanding of electrical testing and tagging requirements and my responsibility to provide personal protective equipment," he said.

However, after receiving advice from the inspectors and notices to improve electrical safety and protection for work taking place at heights, Mr Eltakchi acknowledged that his awareness of his OHS obligations was not as thorough as he first thought.

"I had several discussions with the inspectors and they referred me to the *Code of practice: Safe work on roofs* and the *Safe working at heights* guide to help me make sure that all the contractors on the site could work safely," said Mr Eltakchi.

"They also explained how using a risk assessment process could ensure that my workers stay safe at work," he said.



Under OHS legislation, employers have an obligation to ensure the health and safety of both workers and non-workers in the workplace.

To meet their responsibilities, employers must provide:

- safe premises
- safe machinery and substances
- safe systems of work
- information, instruction, training and supervision
- a suitable working environment and facilities.

The best way to ensure a safe workplace is to put in place a risk management system whereby, in consultation with employees, hazards in the workplace are identified and the risks they may pose assessed. The employer must then do what is necessary to make the workplace safe by eliminating or controlling the risks.

The *Code of practice: Risk assessment* assists employers to identify any foreseeable hazards that may arise in the workplace and to assess the risk of harm arising from those hazards.

In addition to being a legal requirement, OHS is good management practice. By using risk assessment to make the workplace safe, workers can go to work and return home without being injured. Employers can benefit by maintaining a good safety record, business reputation, and keeping their workers compensation premiums down.

As Mr Elkatchi commented: “We could then get the job done in a safe manner, which in the long run, is much cheaper as no one gets hurt, our workers compensation premiums stay down and our reputation stays intact.

“The challenge for JADE Constructions now is to maintain safety standards and not become complacent,” said Mr Eltakchi.

“If in doubt about safety regulations, I would advise other employers to contact WorkCover, ask the appropriate questions before it’s too late, and don’t take shortcuts,” Mr Eltakchi said.

The *Code of practice: Risk assessment* (catalogue no. 963) is available on the WorkCover website, [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au), or by calling the Publications Hotline on **1300 799 009**.

For further information, contact the WorkCover Assistance Service on **13 10 50**.



# Safe Work Awards

2004

## And the winner is...

**THE WORKCOVER NSW SAFE WORK AWARDS** was a night of celebration and recognition for over 300 people who attended the prestigious inaugural event, held in Sydney on 14 October 2004.

The awards received an excellent first year response from the business community, with an extremely high standard set by the 80 entrants who entered the first WorkCover NSW Safe Work Awards.

WorkCover Chief Executive Officer, Jon Blackwell, commented that he was extremely pleased with both the attendance on the evening and the outstanding achievements in occupational health and safety (OHS) made by award participants.

"The significant interest in the awards and quality of entrants demonstrates that employers and workers in NSW are tackling workplace safety seriously and creatively," said Mr Blackwell.

Entrants from Sydney, Newcastle, the Central Coast and Tumut were chosen from among 27 finalists in the eight award categories. ABC radio presenter, Sally Loane, announced the award winners who were then presented with their awards by NSW Minister for Commerce, John Della Bosca.

A Newcastle company, Rojen Roofing, received the 'Best solution to an identified workplace health and safety issue' award. This category received 20 entries, making it the most popular category this year. Rojen Roofing was recognised for its development of 'The Safety Pole', which was designed to prevent falls from heights, particularly, but not exclusively, in the residential construction industry.

The high quality of entries in the 'Best training program' category resulted in both Bovis Lend Lease Pty Ltd and the State Transit Authority being named award winners.

Bovis Lend Lease Pty Ltd developed the program 'Incident and Injury Free', designed to improve the health and safety of their workers through recognition of the need to address cultural change as part of their workplace safety solutions. The State Transit Authority developed an innovative program to address violence in the workplace for their bus drivers.

Employers responded well to incorporating WorkCover's Premium Discount Scheme into the awards, with Central

Coast-based Continental Ace Pty Ltd receiving the 'Outstanding Achievement' award in the small to medium employer category, and Tumut firm, Weyerhaeuser Australia Pty Ltd, receiving the award in the large employer category.

The 'Best solution to a workplace manual handling hazard' award went to Duren Transport of Albion Park, for development of a system to improve loading practices in the road freight industry and thereby providing a safer environment for workers.

Mission Australia collected the award for 'Best workplace health and safety management program', which attracted 13 entries. Caring for people is at the core of Mission Australia's ethos, and they recognised that looking after the health and safety of their staff, clients and visitors was paramount. As such, the organisation embarked on a lengthy program to educate people in the workplace about health and safety. This included development of an OHS management system to help ensure the safety of their staff, clients and visitors, which was then implemented throughout the organisation.

The award for 'Best workplace health and safety initiative in small business' went to All Type Plastics of Smithfield, which developed and implemented a wide range of OHS systems through comprehensively embracing a culture of workplace consultation.

RailCorp employee Stephen Winner was named 'Workplace Safety Champion' in the medium/large business category for his significant contribution to improvements in workplace safety.

"The large number of high quality entries has set the WorkCover NSW Safe Work Awards on a firm footing and is a promising indication that next year's program will be even bigger," said Mr Blackwell.

"I encourage all NSW employers and workers to continually strive to improve their workplace safety and enter the WorkCover NSW Safe Work Awards in 2005," he said.

Award winners and finalists will be featured in coming editions of WorkCover News to highlight their innovative and practical OHS initiatives and the ensuing benefits to their businesses and industry.

Information on the award winners and finalists can also be found on the WorkCover website, [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au).



## WORKCOVER NSW SAFE WORK AWARDS 2004 – FINALISTS

### Best solution to an identified workplace health and safety issue

BlueScope Steel Limited

Police Association of NSW

Rojen Roofing (Newcastle) – **recipient**

Royal Institute for Deaf and Blind Children

West Wallsend Colliery

### Best solution to a workplace manual handling hazard

Concord Repatriation General Hospital

Duren Transport (Albion Park) – **recipient**

Northern Rivers Area Health Service

OneSteel Market Mills

Zoological Parks Board of New South Wales

### Best workplace health and safety management program

Catholic Schools Office

Mission Australia (Sydney) – **recipient**

SewerFix Pumping Stations Program

### Best training program

Bovis Lend Lease Pty Ltd (Millers Point) – **recipient**

Department of Community Services Helpline

and Health Services Australia

State Transit Authority (Strawberry Hills) – **recipient**

Sydney Children's Hospital

Tempo Services Ltd

### Best workplace health and safety initiative in small business

All Type Plastics (Smithfield) – **recipient**

### Workplace Safety Champion

#### - Medium/Large business

Alan Hammoud - RailCorp

Duncan Hislop - OneSteel Market Mills

Scott O'Connor - OneSteel Market Mills

Stephen Winner - RailCorp (Sydney) – **recipient**

### Premium Discount Scheme: Outstanding Performance

#### - Small to Medium Employer

Continental Ace Pty Ltd (Somersby) – **recipient**

Hardi Nursing Home Management Pty Ltd  
(Wyoming Nursing Home)

### Premium Discount Scheme: Outstanding Performance

#### - Large Employer

Baptist Community Services - NSW & ACT

Weyerhaeuser Australia Pty Ltd (Tumut) – **recipient**





# Tightening regulations for fireworks displays

## THOUGH FIREWORKS DISPLAYS AT SPECIAL EVENTS

provide much delight for spectators during the festive season, illegal fireworks displays continue to cause serious injury and distress in the community.

Following community concerns, stringent safety measures were introduced three years ago to tackle the growing number of injuries occurring in backyard fireworks displays. The restrictions only allow for major fireworks displays by licensed operators at community events. These tough regulations mean that backyard fireworks displays are now illegal in NSW.

People buying or using fireworks without a WorkCover permit risk receiving on-the-spot fines of up to \$1100 from police officers and WorkCover inspectors. In addition, the courts can also impose substantial penalties of up to \$5500 for the illegal sale of fireworks or up to 12 months' jail and fines of up to \$11000 for using fireworks without a permit.

People using fireworks can also be held personally responsible for any injuries or damages caused, and as there is no insurance cover, they could be liable for significant costs.

## WHAT SHOULD I KNOW ABOUT CONDUCTING A PYROTECHNICS FIREWORKS DISPLAY?

It is illegal to obtain, possess and use fireworks in NSW, unless you obtain a Pyrotechnics Permit or Single Occasion Permit from WorkCover.

WorkCover will only issue permits to applicants who can satisfy a series of strict requirements, including proof of training or three years' relevant experience. Applicants must be 18 years of age or over and have conducted a specified number of displays using the category of fireworks for which they are applying.

Before conducting a display, you must lodge an application or notification of the intended display with WorkCover at least seven working days prior to holding the display.

Fireworks displays may only be held where the applicant can demonstrate a good and sufficient reason, such as organised public displays held by a community or private organisation (community or public events, fetes, carnivals, religious or sporting events), technical or theatrical purposes.

Private displays at domestic premises are not considered a good and sufficient reason.

You must hold your fireworks display in a place that is suitable in size for the fireworks to be used. You must have written permission from the owner/occupier of the premises for the display and notify the local council (including a display held on private property).

If the owner/occupier of the premises is an organisation, then you should ensure the person giving permission for the display has authority to do so (eg for a display at a local football club, permission should be obtained from the President of the club or in the case of a school, from the Principal).

Further information about regulations for holding fireworks displays, please contact the Hazardous Activities Hotline on (02) **4321 5499**, the WorkCover Assistance Service on **13 10 50** or visit the WorkCover website at

[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au).



# improvement

## for NSW WorkCover Scheme

**NSW MINISTER FOR COMMERCE**, John Della Bosca, recently announced an improvement in the financial position of the NSW Workers Compensation Scheme.

Every six months the WorkCover Scheme actuaries, PricewaterhouseCoopers, provide the Government with a report on the Scheme's performance. The valuation includes:

- an estimate of the Scheme's liability
- funding ratio projections.

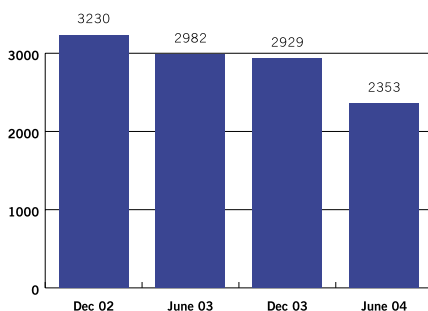
The latest valuation shows the Scheme's projected deficit has reduced substantially over the past six months – at 30 June 2004 the deficit was estimated to be \$2,353 million, a reduction of \$576 million.

This reduction was due to an improvement in the performance of the Scheme's insurance operations and strong investment returns.

Over the last 12 months:

- WorkCover's insurance operations have improved, continuing the success of the previous period and indicating an improvement in the management of claim liabilities (largely attributable to the cost savings emerging from the 2001 reforms)
- investment returns were \$440 million more than expected, reversing the previous trend, when international markets suffered from a period of instability.

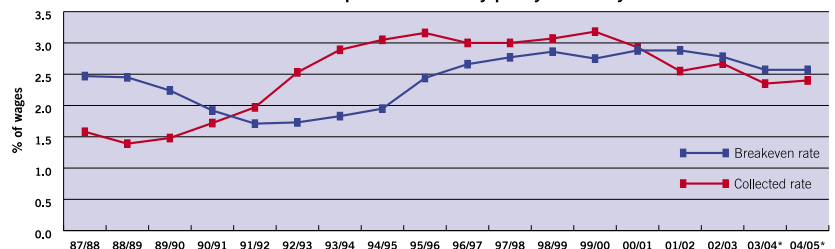
**Estimate of Deficit (\$m)**



PricewaterhouseCoopers also reports that the Scheme's funding ratio has improved by seven per cent to 73 per cent – up from 66 per cent 12 months ago.

On the premium front, the 2.4 per cent breakeven premium rate is lower than the estimated 2.57 per cent collected premium rate. It is worth noting that from 1991–2001 the required breakeven premium rate was higher than the rate collected.

**Ultimate collected and breakeven premium rates by policy renewal year**



The positive results are expected to continue, given WorkCover's renewed focus to:

- improve the Scheme's structural and operational arrangements
- ensure ongoing improvements to the effective management of claims
- improve return to work outcomes and service delivery for workers and employers.

The next phase of reform includes a comprehensive review of the workers compensation premium formula and implementation of the Scheme Design project (outlined in *WorkCover News* editions 55, 57 and 58, which can be obtained on the WorkCover website, [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)).

WorkCover will continue to work with insurers, new agents, employers and workers to ensure the best possible results for the Scheme and its stakeholders. This will produce long-lasting benefits for all workers and employers in NSW, and allow the NSW Government to maintain a fair and equitable workers compensation system.



# Project Update

### GENERAL MANAGER, INVESTMENTS

The appointment last month of Michael Block as General Manager, Investments, signals a key milestone since the NSW Government released the results of a comprehensive review into the operations of the Workers Compensation Scheme in 2003.

Michael has broad expertise in portfolio management and investment strategy and will head WorkCover's new Investment division, overseeing the implementation of the new investment model.

Experienced in both the public and private sector environment, Michael's most recent position was with the University of NSW where he was director of Treasury and Investment Services.

The new Investment division will also manage key investor stakeholder relationships, compliance and reporting.

The investment model will help lay the foundation for the Scheme operating arrangements, and a pivotal part of this will be the establishment of the Workers Compensation Insurance Fund.

The Scheme's funds are currently held in six separate funds and when consolidated next year are expected to be worth almost \$5.5 billion.

The assets of the Workers Compensation Insurance Fund will be managed by the Investment Board to be appointed by the NSW Minister for Commerce and the NSW Treasurer.

### CLAIMS SEGMENTATION

A key feature of McKinsey's *Partnerships For Recovery* report recommendations (*WorkCover News*, Edition 55, December 2003–February 2004) was to segment claims in order to ensure the most seriously injured workers get the right levels of care and attention.

McKinsey proposed to segment long-term claims at three years. Initial industry feedback identified a range of issues associated with this recommendation. WorkCover's further analysis indicates that return to work outcomes are less likely when a claim reaches this age.

In response, WorkCover has developed a model that will identify potential long-term claims earlier. A discussion paper in relation to the model was published in August this year and is available on the WorkCover website at [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au).

WorkCover's model aims to minimise disruption to workers and employers by ensuring that long-term claims are managed by agents who can deliver the desired outcome.

**WORKCOVER NSW** is moving closer towards creating a balance between its commercial and regulatory operations that will drive positive outcomes for all stakeholders.



## LONG-TERM CLAIMS

A claim becomes long-term when the injury management process has been unable to overcome barriers in restoring the worker's capacity for work.

WorkCover has proposed that long-term claims be defined as claims that are still open more than 18 months from the date of the injury. These claims require specialist attention if a worker is to improve their probability of returning to work. Claims with a long duration may have negative social and psychological effects on an injured worker and also increase Scheme costs. The proposal aims to create a balance between financial, health and social outcomes.

WorkCover's claims segmentation model identifies those long-term claims where workers will have the capacity to achieve full return to work with specialist management.

In addition to providing an injured worker with appropriate treatment to achieve safe and durable return to work, the new Scheme arrangements aim to minimise costs by reducing the volume and liability of long-term claims. This will be achieved through better claims management from the date of injury and early identification of long-term claims. Early identification of claims will encourage claim managers to concentrate their resources on working with injured workers that are most likely to return to work.

Segmentation will also offer appropriate incentives for agents, ensuring that workers are provided with the cost-effective treatment and service to help them to return to work.

## THE NEW SCHEME ENVIRONMENT

With a shift in responsibility to funds management, policy development and overall Scheme performance, WorkCover is set to play a crucial role in managing the operation of the WorkCover Scheme.

More effective management of agents alongside improved compliance by employers and workers will pave the way for improved services and a sustainable workers compensation Scheme.





New

# Publications

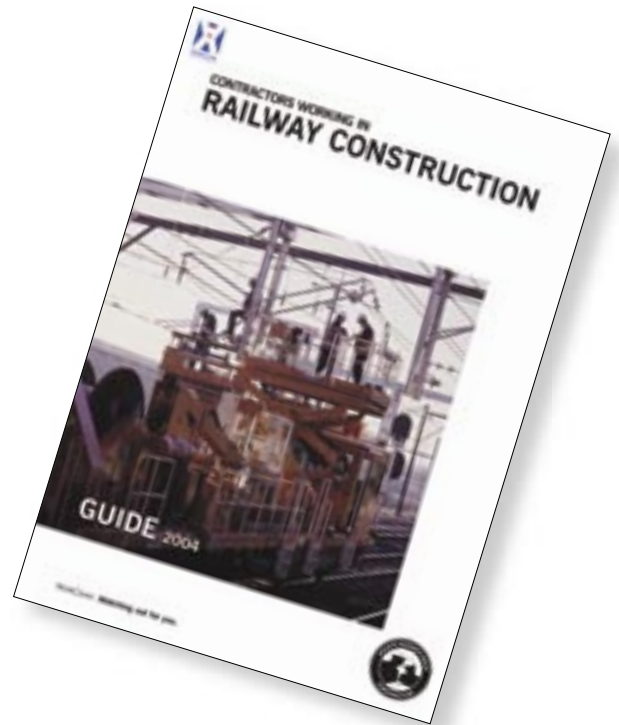
## TALK SAFETY WITH US CD ROM AND BROCHURE

WorkCover has produced a new interactive CD ROM and brochure designed to provide employers and workers with easier access to workplace safety information.

The *Talk safety with us* CD ROM contains over 295 current WorkCover publications that give practical advice on complying with workplace safety legislation, with specific details for a wide range of industries and occupations. It also contains a step-by-step tutorial on how to find more comprehensive information on WorkCover's website.

The *Talk safety with us* brochure outlines WorkCover's role and gives details on how WorkCover can assist workers compensation, injury management and occupational health and safety queries.

*Both the CD ROM and brochure explain the best ways to get free information and advice from WorkCover. Single copies will be available from the WorkCover Assistance Service on 13 10 50 from January 2005.*



## TRAINING LOGBOOK FOR USERS AND OPERATORS OF INDUSTRIAL EQUIPMENT

A legislative requirement for persons training to operate industrial equipment is the maintenance of a written record of training which details dates, types of equipment used, supervisor's name and certificate number, and a brief description of the competency units performed.

The logbook assists with the fulfilment of this requirement by including 10 pages in which to record these details in a form which can be used as evidence of training and competencies which have been achieved.

The *Training logbook for users and operators of industrial equipment* (catalogue no. 72) is available from the WorkCover Publications Hotline **1300 799 003**.

## CONTRACTORS WORKING IN RAILWAY CONSTRUCTION GUIDE

This guide has been developed to assist people working in railway construction and maintenance to be aware of their obligations under the occupational health and safety (OHS) and workers compensation law.

The guide also provides advice and checklists to assist contractors prepare safe work method statements in order to eliminate or control health and safety risks.

Railway construction and maintenance work can be more dangerous than other areas of the construction industry. On railway sites there are high voltage conductors, uneven terrain and the movement of trains at speed in both directions.

The *Contractors working in railway construction guide* (catalogue no. 1322) and is available from the WorkCover Publications Hotline **1300 799 003**.



# Consultation

is the key

## CONSULTATION BETWEEN EMPLOYERS AND WORKERS

is an essential part of effectively managing occupational health and safety (OHS) in the workplace.

Under the *Occupational Health and Safety Act 2000* (the OHS Act), workers should be given the opportunity to express their views and to contribute in a timely fashion to the resolution of OHS and welfare issues at their place of work.

Meaningful and effective consultation involves employers encouraging workers to participate in discussions on safety in the workplace and to draw on their knowledge, experience and ideas.

However, consultation should be viewed as not just a legal requirement, but as a valuable means of improving the

employer's decision-making on health and safety matters.

Under OHS legislation, consultation with workers must be undertaken when changes that may affect health and safety are proposed. These may include changes to the workplace, systems of work, equipment and substances used for work.

Employers must also consult with workers when risks to health and safety arising from work are assessed and decisions are being made about how to eliminate or control the risks.

Through consultation, employers can become more aware of hazards and OHS issues experienced by workers, and workers can provide suggestions on how to solve health and safety problems within their workplaces.

Effective consultation can also result in:

- improved management decisions through gathering a wider source of ideas about OHS
- greater worker commitment to OHS through a better understanding of OHS decisions and worker ownership of the outcome of the consultation
- greater openness, respect and trust between management and workers through developing an understanding of each other's point of view
- higher worker morale and job satisfaction through the employer demonstrating that workers' views are valued and taken into account
- healthier working environments and increased productivity
- opportunities for learning through sharing of information, concepts and ideas
- reduced injury and disease with consequent savings to the employer, workers and the general community.

The OHS Act provides three options that employers should use to consult with workers about OHS:

1. an OHS committee comprised of employer and worker representatives
2. OHS representatives elected by workers
3. other arrangements agreed to between the employer and their workers.

An OHS committee is an option for an employer and their workers where they want a representative group to come together in a cooperative way to improve systems for managing health and safety. OHS committees should be established when there are 20 or more people employed at the place of work. If there are less than 20 people employed in the workplace, an OHS representative is an option.

Other arrangements for consultation with workers can be established providing there is agreement between the employer and the workers and the arrangements meet the requirements of the *Occupational Health and Safety Regulation 2001* (OHS Regulation).

WorkCover has developed the *Code of practice: OHS consultation 2001* (catalogue no. 311), which provides practical guidance on how to establish workplace OHS consultation arrangements, in accordance with the OHS Act and the OHS Regulation.

The Code can be obtained on the WorkCover website, [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) or by calling the Publications Hotline on **1300 799 003**.

For further information about OHS consultation, please contact the WorkCover Assistance Service on **13 10 50** or visit the WorkCover website, [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au).



# Fatalities

**THE FOLLOWING IS A LIST OF FATALITIES** that occurred in NSW workplaces since those listed in Vol 58 of *WorkCover News*:

- A farmer was fatally injured while operating a tractor with a rotary cultivator attachment.
- A store person sustained fatal injuries when racking inside a shipping container collapsed.
- A forestry worker was fatally injured when struck by a falling tree.

- A construction worker sustained fatal crush injuries during the construction of a tunnel.
- A maintenance worker died while carrying out maintenance on an air-conditioning unit.
- A fitter/welder died while carrying out maintenance work on a coke pulverising machine.

**Disclaimer:** These reports are of a preliminary nature and are based on initial reports from WorkCover Inspectors. Full details of incidents will be available after the completion of coronial and other processes. No liability on the part of any parties referred to herein can be inferred from these reports.

# Prosecution Highlights

## **RUGBY LEAGUE CLUB FINED \$195,000 AFTER ARMED HOLDUP**

**Company:** South Sydney Junior Rugby League Club

**Fine amount:** \$195,000

**Date of judgement:** 30 July 2004

The South Sydney Junior Rugby League Club has been fined \$195,000 by the NSW Industrial Relations Commission sitting in Court Session following an armed robbery at the club's Kingsford premises in 2002.

The club pleaded guilty to failing to ensure the health and safety of its workers under section 8(1) of the *Occupational Health and Safety Act 2000*.

WorkCover told the court that on the evening of 5 March 2002, a man wearing a balaclava and brandishing a knife entered the club's gaming lounge, took the doorman hostage and forced three employees in the cash handling area to hand over \$10,409.

WorkCover said the club had failed to put in place measures that would deter armed hold-ups, such as close circuit tv; duress alarm buttons; limits on cash kept on the premises, and staff training in security emergencies.

The employees involved in the robbery all required time off work and received counselling due to the trauma to which they were exposed.

In handing down the penalty, Justice Boland said: "The circumstances at the club on 5 March 2002 presented themselves almost as an invitation for the premises to be robbed and, in the process, for employees to be placed at serious risk of harm."

WorkCover Chief Executive, Jon Blackwell, said: "Armed hold-ups present a serious threat to employees in all workplaces where large amounts of cash are handled.

"Employers have a statutory duty to ensure that employees are not exposed to the risk of injury or trauma."



## **SENTINEL INDUSTRIES FINED \$180,000 AFTER WORKER ELECTROCUTED**

**Company:** Sentinel Industries Pty Ltd

**Fine amount:** \$180,000

**Date of judgement:** 24 August 2004

A Banksia-based company has been fined \$180,000 by the Industrial Relations Commission of NSW in Court Session, following the death by electrocution of a worker in 1999.

Sentinel Industries Pty Ltd pleaded guilty to two counts of breaching section 15(1) of the *Occupational Health and Safety Act 1983*, for failing to ensure the health and safety of a worker by not providing instruction and supervision, and failing to provide or maintain a system of work that was safe and without risk to health.

The Court heard that on 22 January 1999, a worker was attempting to pull a cable from beneath the main switchboard of the Coles Myer distribution centre at Smeaton Grange.

Electrical power to the switchboard had not been isolated, and the worker died by electrocution when he came into contact with part of the switchboard that was still live.

WorkCover Chief Executive Officer, Jon Blackwell, commented: "This tragedy could have been avoided if Sentinel Industries had ensured that the worker had a safe method of performing his work, and was provided with sufficient instructions.

"All employers are legally required to provide their workers with appropriate information, instruction, training and supervision to undertake their work safely," Mr Blackwell said.

## **WASTE RECYCLING FIRM FINED \$290,000 AFTER HOPPER INJURY**

**Company:** Solo Waste Aust. Pty Ltd

**Fine amount:** \$290,000

**Date of judgement:** 29 July 2004

A Chinderah waste recycling company has been fined \$290,000 by the NSW Industrial Relations Commission sitting in Court Session following injury to a worker in 2001.

Solo Waste Aust. Pty Ltd pleaded guilty to failing to ensure the health and safety of the worker under section 15(1) of the *Occupational Health and Safety Act 1983*.

The court heard that the worker lost his left leg after attempting to clear a blockage in a recycling hopper at Solo's Lake Macquarie plant on 15 February 2001.

In handing down the penalty, Justice Boland said Solo's supervisor was aware that employees entered the hopper, and it would not have been difficult for the company to avoid the risk to safety.

WorkCover NSW Chief Executive Officer, Jon Blackwell, said: "There was an obvious and serious risk to safety in the operation of the hopper which, if addressed, would have avoided serious injury to the worker."

## **FATAL TRUCK EMPLOYER FOUND GUILTY**

**Company:** Sayogi Pty Ltd

**Date of judgement:** 21 October 2004

The death of a truck driver near Grafton has resulted in his employer being found guilty in the NSW Industrial Relations Commission sitting in court session of two breaches of the *Occupational Health and Safety Act 1983* (the Act).

James Gordon Hitchcock, a director of the Nowra-based Sayogi Pty Ltd, had pleaded not guilty to the charges brought by WorkCover NSW.

The truck driver, an employee of Sayogi Pty Ltd, died on 1 September 1999, when his vehicle collided with another semi-trailer and burst into flames on the Pacific Highway at Tyndale, near Grafton.

Mr Hitchcock was charged with breaching section 15(1) of the Act, for failing to ensure the health and safety of an employee, and of breaching section 16(1), for failing to ensure that persons not in his employ were not exposed to risk.

The court found that the evidence disclosed beyond reasonable doubt that the truck driver who died was fatigued at the time of the accident. Further, that the systems of work operated by the company had the effect of increasing the risks associated with long distance driving. For instance, there was no specific company policy on driving hours or rest breaks, driving rosters did not take into account the effect of fatigue, the company pressured its drivers to meet delivery deadlines, and drivers risked their jobs or income if they failed to comply.

Vice President Walton of the IRC adjourned the matter for sentencing at a later date.

WorkCover Chief Executive Officer, Jon Blackwell, commented: "This landmark judgement reinforces the fact that fatigue is a significant risk for drivers in the long haul trucking industry and that this risk must be properly managed by transport operators."



# Stop Press

## NEW INCENTIVE SCHEME FOR WOOLGROWERS

WorkCover NSW has introduced a \$200,000 incentive scheme for woolgrowers who make safety improvements to their shearing sheds. This is a continuation of the ShearSafety program which provided 4671 worm drive rebates to the woolgrowing industry.

Under the ShearSafety Incentive Scheme, WorkCover will pay woolgrowers a grant of up to \$750 to assist them to remove or control hazards in their shearing sheds, in order to improve workplace safety for shearers and other shed workers.

To qualify, applicants will have to apply through a competitive expression of interest. Applicants will need to meet certain criteria to be eligible for the grants.

The criteria includes installation of electrical safety switches in shearing sheds and administrative details such as proof of ownership of the farm.

Suggested improvements to shearing sheds that will improve workplace health and safety include:

- electrical upgrades
- fitting of a safety trip bar to the wool press to stop crush injuries
- guarding of grinders that sharpen combs
- layout improvements to catching pens and shearers' boards
- minor modifications to the let-go chute reducing fatigue and back strain for shearers.

All applications must be made using the official expression of interest kit. To register for your kit, phone the WorkCover Assistance Service on **13 10 50**. Applications will be processed on an as-received, competitive basis.

ShearSafety is a NSW Government initiative developed in collaboration with key industry stakeholders including the Australian Worker's Union, NSW Department of Agriculture, FarmSafe NSW, NSW Farmer's Association and the Shearing Contractors Association of Australia.

For further information, please call the WorkCover Assistance Service on **13 10 50**.

# Diary

## COFFS HARBOUR BUSINESS EXPO 2005

WorkCover NSW will take part in the Coffs Harbour Business Expo, a new event being held at the Coffs Harbour Ex-Services Club auditorium on Wednesday 16 February 2005, from 8am to 5pm.

With over 50 exhibitors, the Expo will bring together an array of businesses, government departments and other suppliers to provide local business people with a broad range of relevant, practical information.

WorkCover's stand will provide free information about OHS, workers compensation and injury management. WorkCover

staff and technical experts will be on hand to provide practical safety advice, while interactive displays will allow people to explore the gamut of information available on the WorkCover website.

The new *Talk safety with us* CD ROM with over 295 current WorkCover publications will be available free to all who visit the WorkCover stand.

The Office of Industrial Relations and the Department of Fair Trading will exhibit with WorkCover, so visitors to the stand can receive a full assortment of information to assist them in running their businesses effectively and meeting their legal obligations.



# Webwise

## WEBSITE SEARCH IMPROVEMENTS

WorkCover has recently improved its search function on the WorkCover website. In addition to the normal search capabilities, added benefits include:

- search results now include an icon to inform users that the link goes to a PDF file or a webpage
- page numbers are displayed for better navigation on multiple pages.

## DISCUSSION PAPERS

WorkCover is inviting public comment on a variety of discussion papers over the next few months. These include draft codes of practice and amendments to legislation. Visitors are encouraged to provide comments either online using the e-form accompanying the papers or by post.

Visit: <http://www.workcover.nsw.gov.au/AboutUs/PublicComment/default.htm>

## USER TESTING

The WorkCover website is now one year old and is undergoing a review to improve its performance. Part of this process is external user testing. Several groups of actual users will provide valuable information about how people navigate around the site and the types of information they search for.

You can provide feedback on our site by visiting: <http://www.workcover.nsw.gov.au/ContactUs/Feedback/default.htm>

## CANCELLED CERTIFICATES

Need to find out if a certificate of competency has been cancelled? WorkCover has introduced a new search facility to the website. It will allow you to search for cancelled certificates by entering the certificate number.

Visit: [http://www.workcover.nsw.gov.au/WorkcoverOnline/cancelled\\_cert.htm](http://www.workcover.nsw.gov.au/WorkcoverOnline/cancelled_cert.htm)

## WorkCover NSW Offices

### Head Office

Office Hours 8:30am – 5:00pm  
Monday to Friday  
92-100 Donnison Street  
GOSFORD 2250  
Phone (02) 4321 5000  
Fax (02) 4325 4145  
Postal Address:  
WorkCover NSW  
Locked Bag 2906  
LISAROW 2252

**WorkCover Assistance Service**  
Office Hours 8:30am – 5:00pm  
Monday to Friday  
92-100 Donnison Street  
GOSFORD 2250  
Phone 13 10 50

### LABORATORIES

#### Thornleigh

5A Pioneer Avenue  
THORNLEIGH 2120  
Phone (02) 9473 4000  
Fax (02) 9980 6849  
Email: [lab@workcover.nsw.gov.au](mailto:lab@workcover.nsw.gov.au)

#### Londonderry

TestSafe Australia  
Ground Floor,  
919 Londonderry Road  
LONDONDERRY 2753  
Phone (02) 4724 4900  
Fax (02) 4724 4999  
Email: [testsafe@workcover.nsw.gov.au](mailto:testsafe@workcover.nsw.gov.au)

### REGIONAL and LOCAL OFFICES

Office Hours 8:30am – 4:30pm  
Monday to Friday

#### REGIONAL OFFICES

##### Newcastle

Suite C Level 1  
Cnr Cowper & Fitzroy Streets  
CARRINGTON 2294  
Phone (02) 4921 2900  
Fax (02) 4940 8558

##### Wollongong

106 Market Street  
WOLLONGONG 2500  
Phone (02) 4222 7333  
Fax (02) 4226 9087

#### LOCAL OFFICES

##### Albury

Level 1, 429 Swift Street  
ALBURY 2640  
Phone (02) 6042 4600  
Fax (02) 6041 2580

##### Bega

Shop 6, 248 Carp Street  
BEGA 2550  
Phone (02) 6491 6600  
Fax (02) 6494 7151

##### Blacktown

125 Main Street  
BLACKTOWN 2148  
Phone (02) 8882 4200  
Fax (02) 9831 8246

### Chatswood

Suite 1101 Level 11  
67 Albert Street  
CHATSWOOD 2070  
Phone (02) 9406 3800  
Fax (02) 9413 1190

### Dubbo

Level 2, 1 Church Street  
DUBBO 2830  
Phone (02) 6841 7900  
Fax (02) 6884 2808

### Goulburn

21-23 Clifford Street  
GOULBURN 2580  
Phone (02) 4824 1500  
Fax (02) 4822 1242

### Grafton

NSW Government Offices  
49-51 Victoria Street  
GRAFTON 2460  
Phone (02) 6641 7500  
Fax (02) 6641 5100

### Griffith

NSW Government Offices  
104-110 Banna Avenue  
GRIFFITH 2680  
Phone (02) 6962 8900  
Fax (02) 6964 1738

### Hurstville

Level 4, 4-8 Woodville Street  
HURSTVILLE 2220  
Phone (02) 9598 3366  
Fax (02) 9585 0261

### Lismore

Suite 4, Level 4  
29 Molesworth Street  
LISMORE 2480  
Phone (02) 6627 4300  
Fax (02) 6622 0090

### Liverpool

Level 3  
33 Moore Street  
LIVERPOOL 2170  
Phone (02) 9827 8600  
Fax (02) 9824 0348

### Maitland

Suite 7C, 19 Mitchell Drive  
GREENHILLS 2323  
Phone (02) 4931 6800  
Fax (02) 4933 0807

### Narrabri

Level 1, 55 Maitland Street  
NARRABRI 2390  
Phone (02) 6792 8720  
Fax (02) 6792 3532

### Nowra

Level 1, 5 O'Keefe Avenue  
NOWRA 2541  
Phone (02) 4428 6700  
Fax (02) 4422 4997

### Orange

74 McNamara Street  
ORANGE 2800  
Phone (02) 6392 7600  
Fax (02) 6362 8820

### Parramatta

Level 4, 128 Marsden Street  
PARRAMATTA 2150  
Phone (02) 9841 8550  
Fax (02) 9891 3349  
Office Hours 8:30am – 5:00pm

### Port Macquarie

Shops 1 & 2  
Raine & Horne Centre  
145 Horton Street  
PORT MACQUARIE 2444  
Phone (02) 6588 7000  
Fax (02) 6584 1788

### Sydney – CBD South

Level 10, Centennial Plaza  
Building C, 300 Elizabeth Street  
SYDNEY 2000  
Phone (02) 8260 5877  
Fax (02) 9281 9633

### Tamworth

Shop 20, 341 Peel Street  
TAMWORTH 2340  
Phone (02) 6767 2500  
Fax (02) 6766 4972

### Wagga Wagga

Level 2, 76 Morgan Street  
WAGGA WAGGA 2650  
Phone (02) 6933 6500  
Fax (02) 6937 3616

For all occupational health and safety, workers compensation and rehabilitation information, call the WorkCover Assistance Service - 13 10 50 - from anywhere in NSW.



# LEGISLATIVE COMPLIANCE IS ONLY **THE BEGINNING!**

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For more information call  
the NSCA on **1800 655 510**  
or visit [www.nsc.org.au](http://www.nsc.org.au).

## Don't be a deadline statistic.

### **Holiday @ home – not in hospital!**

*Every year, many serious injuries (and unfortunately some fatalities) occur in the construction, manufacturing, transport and retail industries because of the pressure to finish jobs before suppliers or workers take holidays.*

**This holiday, think about where you want to spend it.**





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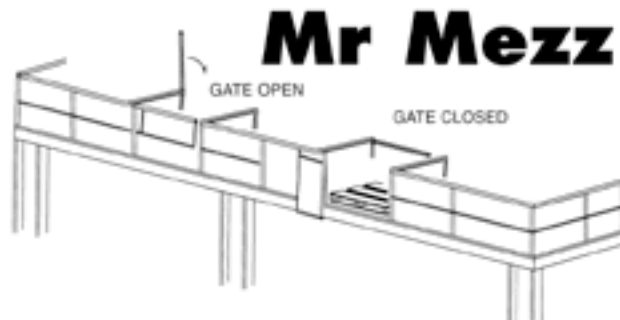
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- 'The trainer made a boring and unstimulating topic interesting and fun'
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- 'I didn't fall asleep once, well done'

**We understand that everybody learns differently.**

**We make sure that the needs of all participants are met.**

**Our training methods include small group discussions, videos, quizzes and games to ensure that participants have fun while they learn.**

**All courses can be conducted in-house at your location. We will travel to all locations throughout Australia.**



**We have a complete range of safety training videos. Free previews available.**

### Public Course Schedule

Our courses are conducted at our centrally located Parramatta training venue or in Sydney CBD

#### OHS Consultation - 4 Days

**\$450.00 + \$45.00GST = \$495.00 /**  
3,4,10,11 Feb (Parramatta) / 26 Feb & 7,14,21 Mar (Parramatta) / 3,4,10,11 Mar (CBD)

#### Return to Work Coordinator - 2 Days

**\$350.00 + \$35.00GST = \$385.00**  
9,10 Feb / 20, 21 Apr / 21, 22 Jun (All CBD)

#### Construction Induction - 1/2 Day

**From \$95.00 (GST Exempt)**  
10 Jan (Parramatta) / 9 Feb (Parramatta) / 2 Mar (CBD) / 1 Apr (Parramatta) / 22 Apr (Parramatta)

**In addition, we can also conduct the following courses in your workplace:**

- Manual Handling**
- First Attack Fire Fighting**
- Risk Management For Supervisors**
- Accident Investigation**
- Employee General Safety Induction**

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**Easy HR Pty Ltd**  
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# FORKTALK

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OHS Consultation  
OHS Risk Management  
OHS Induction Training  
for Construction Work  
(GREEN CARD)  
OHS Employee Induction  
Workplace Substances Training  
Fire Fighting Equipment Training  
Manual Handling  
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- ✓ BSZ40198 Cert IV Assessment & Workplace Training



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- ✓ Risk Management
- ✓ Senior First Aid
- ✓ Return to Work Co-ordinator
- ✓ OHS Manual Handling
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If you are interested in upgrading your qualifications or looking to follow a career in Occupational Health and Safety but are unable to attend university lectures then the Faculty of Health at the University of Newcastle has programs that will suit your needs.

- Graduate Certificate (part-time, one year)
- Graduate Diploma
- Master of Occupational Health and Safety

### Admission to the Programs:

Successful applicants will have completed a bachelor degree or equivalent; or other appropriate programs acceptable to the University along with relevant work experience.

Further information regarding the Graduate Certificate, Graduate Diploma and Master of OH&S programs and application forms can be obtained from:

Postgraduate Programs Officer  
Ph: (02) 4921 8695  
Fax: (02) 4921 8677  
Email: [postgrad-mhs@newcastle.edu.au](mailto:postgrad-mhs@newcastle.edu.au)

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- > Premium discount scheme audits
- > Implementation support services
- > Pre-audit reviews



### Environmental Services

- > Site contamination survey
- > Due-diligence reviews
- > Environmental audits



### Workplace Risk Assessment

- > Asbestos & hazardous substances
- > Public liability audits
- > Indoor air quality
- > Job safety analysis
- > Manual handling & ergonomics
- > Legionella & cooling towers
- > Plant safety



### Safety Management Systems

- > OHS audits & action plans
- > Policy and procedure manuals
- > SafetyMAP & AS4801 certification programs



### Training Programs

- > Hazard and risk management
- > Contractor OHS management
- > Manager & supervisor programs
- > Incident investigation

### For Information Contact:

Greg Harradine

Phone: 02 9889 1800

Email: [greg.harradine@noel-arnold.com.au](mailto:greg.harradine@noel-arnold.com.au)

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Parramatta NSW 2150

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Construction Induction  
General Induction  
Manual Handling

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Digital Photography  
Consultative Approach

### Safe Working Procedures

Developed and Reviewed

### Risk Assessments

General  
Hazardous Substances  
Plant  
Manual Handling

### Auditing OHS Systems

Your System  
Propriety Systems

### Auditing Environmental Systems

NATA trained Auditor

### Specific Hazard Training

Your site, your needs



Our aim is to continue to provide quality training and consultancy services tailored to our customers' requirements. Our trainers have qualifications in OHS and Adult Education. They are WorkCover Accredited and have extensive industry experience in OHS and training.

## OHS Risk Management for Supervisors and Managers

- > 25-26 November 04
- > 7-8 Feb, > 9-10 March, > 4-5 April
- > 2-3 May, > 6-7 June

## OHS Consultation (for Committee Members and OHS Representative)

- > 5, 12, 19, 26 November 04
- > 1, 2, 8, 9 December 04
- > 3, 4, 10, 11 Feb, > 7, 8, 14, 15 March,
- > 19, 20, 21, 22 April, > 6, 13, 20, 27 May
- > 16, 17, 23, 24 June

## OHS Committee Refresher Training

- > 1 March

## Writing Workplace Documents

- > 17-18 Feb, > 5-6 May

## Introduction to Return to Work Coordination

- > 24-25 Feb

## OHS Committee Chairperson

- > 30 March, > 8 June

## OHS Induction for Employees

- > 28 October 04

## Senior First Aid

- > 8-9 November 04
- > 15-16 Feb, > 14-15 Apr,
- > 18-19 May, > 14-15 June

## Senior First Aid Recertification

- > 16 Feb, > 15 Apr, > 19 May, > 15 June

## Manual Handling Employee Awareness

- > 22 Feb, > 24 Mar, > 26 Apr,
- > 24 May, > 27 June

## OHS Developing and Implementing OHS Management Systems

- > 15-16 November 04
- > 31 Mar - 1 Apr, > 9-10 June

## How to Conduct an OHS Audit

- > 28-29 April

## Accessing & Using OHS Information

- > 8 April

## OHS & Managing Human Resources

- > 13, 20, 27, April, > 4 May

## Accident/Incident Investigation

- > 11 March, > 1 June

## Hazardous Substances

- > 4-5 May

## OTHER COURSES

- > Certificate IV in Workplace Safety
- > Certificate IV in Assessment and Workplace Training
- > Managing Occupational Violence
- > Managing Contractor Safety
- > OHS Workplace Committee-Refresher
- > OHS Employee Induction
- > OHS Employee Induction- Construction
- > Noise in the Workplace
- > Accident Investigation
- > Planning for Emergencies
- > OHS for Labour Hire Companies
- > Site Safety Induction
- > Emergency First Aid
- > OHS in the Office

## CONSULTING AND ADVISORY SERVICES

- > Developing and Implementing OHS Management Systems
- > Emergency Response Training
- > Documentation of Policy and Procedures Manual
- > OHS Newsletters
- > Job Hazard Analysis
- > Site Safety Services
- > OHS Video Production

## AUDITING AND SURVEY SERVICES

- > OHS System Audit
- > Safety MAP Audit
- > Compliance Audit
- > Plant Safety Audit
- > Desktop Audit
- > Workplace Hazard Inspections
- > Ergonomic Survey
- > Manual Handling Survey

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