

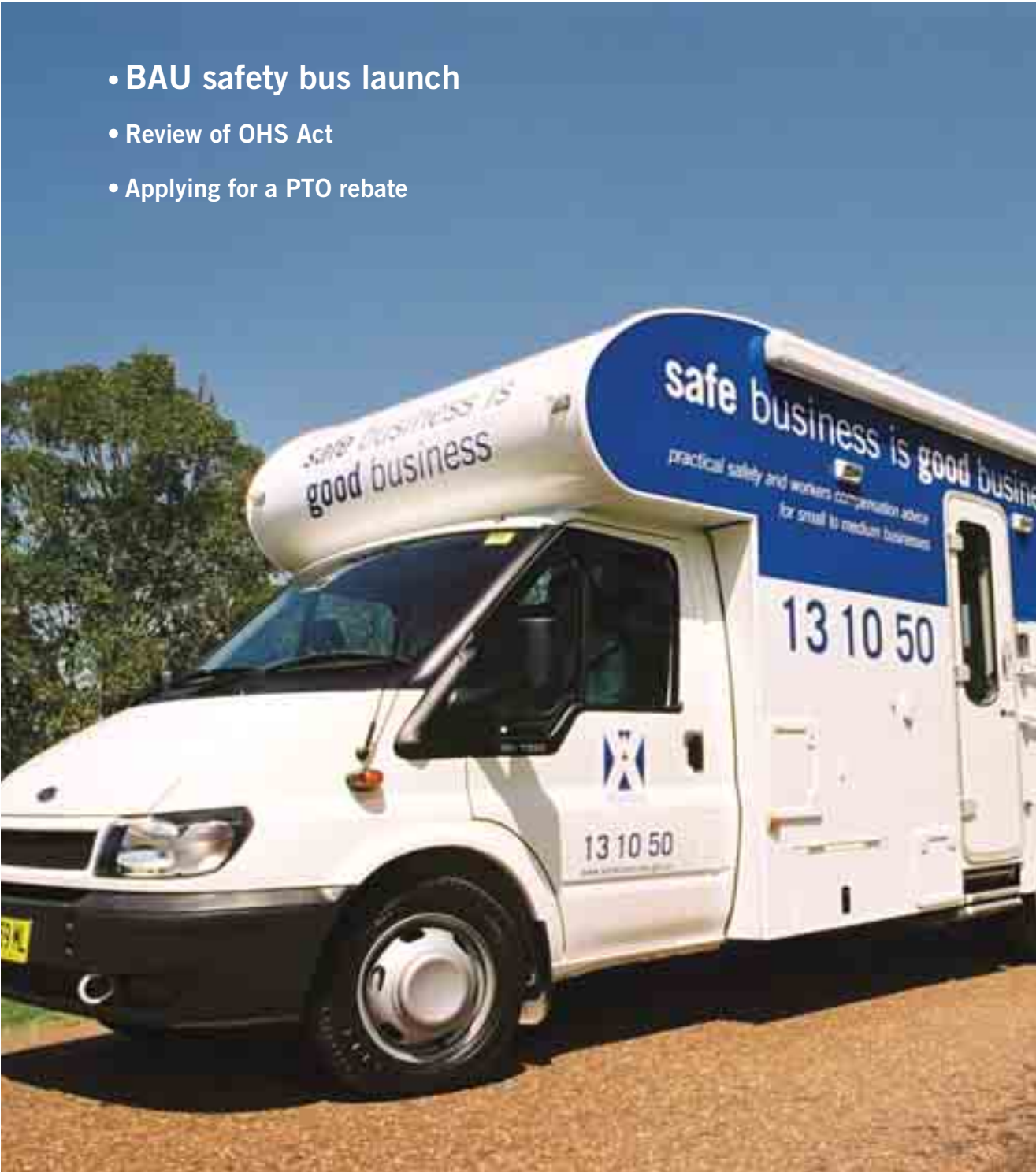
WORKCOVER NEWS

The workplace safety and injury management magazine

64

March 2006 - May 2006

- BAU safety bus launch
- Review of OHS Act
- Applying for a PTO rebate



WorkCover Accredited Public Courses 2006

Vital Training for Effective Risk Management

Also available on-site

JANUARY 2006 to JUNE 2006

course in occupational health & safety consultation

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

Jan	9	10	16	17	Parramatta	PAR1	Apr	12	13	19	20	Parramatta	PAR42
Jan	9	10	16	17	City	CIT1	Apr	12	13	19	20	City	CIT42
Jan	11	12	18	19	Parramatta	PAR1/2	Apr	3	4	10	11	Hurstville	HUR4
Jan	23	24	30	31	City	CIT1/2	Apr	20	21	27	28	Parramatta	PAR43
Jan/Feb	31	7	14	21	Parramatta	PAR1/3	Apr/May	26	27	3	4	City	CIT43
Feb	1	8	15	22	City	CIT2	Apr/May	27	28	4	5	Campbelltown	CAM4
Feb	2	3	9	10	City	CIT22	May	3	10	17	24	Parramatta	PAR5
Feb	6	13	20	27	Parramatta	PAR2	May	4	5	11	12	City	CIT5
Feb	7	8	14	15	Parramatta	PAR22	May	4	5	11	12	Parramatta	PAR52
Feb	16	17	23	24	City	CIT23	May	10	17	24	31	City	CIT52
Feb	16	17	23	24	Parramatta	PAR23	May/Jun	17	24	31	7	Hurstville	HUR5
Feb	16	17	23	24	Campbelltown	CAM2	May	18	19	25	26	City	CIT53
Feb/Mar	21	22	28	1	Chatswood	CHA2	May	22	23	29	30	Parramatta	PAR53
Feb/Mar	21	22	28	1	Hurstville	HUR2	May/Jun	23	30	6	13	City	CIT54
Feb/Mar	24	3	10	17	Rooty Hill	RH2	May/Jun	25	26	1	2	Parramatta	PAR54
Feb/Mar	27	6	13	20	City	CIT24	June	1	2	8	9	City	CIT6
Feb/Mar	27	6	13	20	Wollongong	WOL2	June	1	2	8	9	Wollongong	WOL6
Mar	1	8	15	22	Parramatta	PAR3	June	2	9	16	23	Campbelltown	CAM6
Mar	1	8	15	22	City	CIT3	June	6	13	20	27	Rooty Hill	RH6
Mar	2	3	9	10	Parramatta	PAR32	June	7	8	14	15	Parramatta	PAR6
Mar	2	3	9	10	City	CIT32	June	7	8	14	15	City	CIT62
Mar	6	7	13	14	Parramatta	PAR33	June	9	16	23	30	Parramatta	PAR62
Mar	23	24	30	31	City	CIT33	June	14	15	21	22	Parramatta	PAR63
Mar/Apr	30	31	6	7	Parramatta	PAR34	June	15	16	22	23	Chatswood	CHA6
Mar/Apr	30	31	6	7	Chatswood	CHA3	June	15	16	22	23	City	CIT63
Apr	5	6	12	13	City	CIT4	June	19	20	26	27	Parramatta	PAR64
Apr	5	6	12	13	Rooty Hill	RH4	June	19	20	26	27	City	CIT64
Apr	5	12	19	26	Parramatta	PAR4							

ON-SITE TRAINING COURSES

Course in OHS Consultation (4 days)
 Advanced Return to Work (1 day)
 Construction General OHS Induction (1 day)
 Intro to Return to Work Coordination (2 days)
 Senior First Aid (2 days)
 Senior First Aid Recertification (1 day)
 Accident Investigation* (1 day)
 BackBasics Manual Handling* (2 hrs)
 BackBasics Manual Handling Risk Mgmt* (3.5hrs)
 BackBasics Workstation Set-up & Manual Handling* (2 hrs)
 Developing Workplace Safety Culture: Behaviour & Values* (1 Day)
 OHS Committee Chairperson* (1 day)
 OHS Committee Refresher* (1 day)
 OHS Induction for Employees* (4 hrs)
 OHS Law for Directors & Managers* (2 hrs)
 OHS Responsibilities for Super & Mgrs* (2 hrs)
 OHS Risk Management* (1 day)
 OHS Risk Mgmt for Super & Mgrs* (1 or 2 days)
 Workplace Substances* (1 day)

WE DELIVER WHAT WE PROMISE.

SCHEDULED COURSES ARE DELIVERED.

Current* record : 176 courses

scheduled & delivered without cancellation.

*From Oct '04 to Aug '05, when this Training Calendar went to print.

introduction to return to work co-ordination

\$480 (GST free)

Feb	9	10	Parramatta	PARR2
Feb	20	21	City	CITR2
Mar	16	17	City	CITR3
Mar	23	24	Parramatta	PARR3
Apr	3	4	Parramatta	PARR4
Apr	26	27	City	CITR4
May	18	19	Parramatta	PARR5
May	29	30	City	CITR5
June	1	2	City	CITR6
June	21	22	Parramatta	PARR6

advanced return to work

\$340 (\$374 incl. GST)

Apr	7	City	CITE4
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workplace substances*

\$260 (\$286 incl. GST)

May	16	Parramatta	PARW5
-----	----	------------	-------

developing workplace safety culture: behaviour & values*

\$330 (\$363 incl. GST)

May	8	City	CITP5
-----	---	------	-------

ohs risk management for supervisors & managers*

\$470 (\$517 incl. GST)

Feb	21	22	Parramatta	PARS2
Feb	23	24	City	CITS2
Mar	21	22	Parramatta	PARS3
Apr	3	4	City	CITS4
May	8	9	Parramatta	PARS5
June	22	23	City	CITS6

construction general ohs induction

\$150 (GST free)

Feb	6	City	CITCN2
Feb	27	Parramatta	PARCN2
Mar	20	Parramatta	PARCN3
Mar	27	City	CITCN3
Apr	10	Parramatta	PARCN4
Apr	24	City	CITCN4
May	15	Parramatta	PARCN5
May	22	City	CITCN5
June	13	Parramatta	PARCN6
June	21	City	CITCN6

*ALL COURSES ARE ACCREDITED BY WORKCOVER NSW EXCEPT THOSE MARKED WITH AN ASTERISK, FOR WHICH THERE IS NO WORKCOVER NSW COURSE.

senior first aid

\$160 (\$176 incl. GST)

Feb	13	14	City	CITFA2
Feb	16	17	Parramatta	PARFA2
Mar	14	15	City	CITFA3
Mar	28	29	Parramatta	PARFA3
Apr	5	6	City	CITFA4
May	1	2	Parramatta	PARFA5
May	15	16	City	CITFA5
June	28	29	Parramatta	PARFA6

ohs committee refresher*

\$260 (\$286 incl. GST)

Mar	17	Parramatta	PARF3
May	2	City	CITF5

ohs committee chairperson*

\$260 (\$286 incl. GST)

Mar	27	Parramatta	PARC3
Apr	11	City	CITC4
May	31	Parramatta	PARC5
June	5	City	CITC6

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for information on our courses, OH&S information, search facility & recent editions of our publication 'Your Safety Matters'

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Front cover photograph by
Neil Holbrook Photography

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Chief Executive Officer



The year so far has marked a change in focus of the activities of WorkCover NSW. This change reaffirms our desire to be an effective and supportive organisation, working with employees and employers to ensure better health and safety, injury management, return to work and workers compensation provision.

We have already put into place a number of initiatives that clearly demonstrate this shift in direction.

The establishment of the Business Assistance Unit has been a key development in helping small to medium businesses achieve OHS improvements. This has now been further strengthened with the appointment of a number of new Business Advisory Officers for regional NSW.

The new officers will assist small and medium businesses by undertaking workplace advisory visits to provide practical one-on-one workplace safety and workers compensation advice. The appointments are part of a broader recruitment campaign to expand the services we provide to business.

WorkCover's new Safety Bus is another functional hands-on initiative for delivering education and advisory services around the state. Launched by the Minister for Commerce, Hon John Della Bosca MLC, on 10 March, the Safety Bus will be used as a mobile resource centre to help regional business ensure they meet their workplace safety, workers compensation and injury management obligations.

These initiatives, in combination with others detailed in this issue of *WorkCover News*, are paving the way for a WorkCover that actively listens, responds and operates in successful partnership with NSW employers and workers.

A stylized, handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end.

Jon Blackwell
Chief Executive Officer
WorkCover NSW

Dangerous goods

LICENCE NOW MANDATORY

From the start of this year it has been illegal to use, store or supply ammonium nitrate without a licence.

You now need a legitimate reason to use or come into contact with security sensitive ammonium nitrate (SSAN). The new laws, which came into effect in NSW on 1 January 2006, incur significant penalties if breached. If you have not obtained a WorkCover NSW licence under the new Explosives Regulation 2005, you can no longer continue with any commercial use or arrangement of this chemical.

WHO IS AFFECTED?

If you work in the explosives industry or are a user, supplier, transporter, importer or exporter of ammonium nitrate based products with a concentration greater than 45 per cent, you must have a licence.

You will also need a licence if you are a primary producer, market gardener, horticulturist or broad acre farmer and you use or possess concentrated ammonium nitrate. To check whether your fertilisers contain ammonium nitrate, refer to the WorkCover NSW website.

Even those involved in the ammonium nitrate mining and chemical industry must have a licence. If you hold a current licence to use explosives in mines, to supply or transport explosives, your licence is still valid. Please note that these licences will expire by 1 September 2006.

If you have not yet applied for a licence, you can still lodge an application, but you must cease your involvement with ammonium nitrate until the application is approved. The approval time depends on how long it takes to run the

relevant security checks and any work that may be required to meet the new laws.

RESTRICTING UNSUPERVISED ACCESS

If you are a licensed retailer and supplier of ammonium nitrate, you are responsible for ensuring your employees who have unsupervised access to concentrated ammonium nitrate, have an 'unsupervised handling licence' and are listed on your security plan.

The unsupervised handling licence is issued to people who have undergone a security assessment (conducted by Police and Commonwealth agencies) and who can be trusted to handle explosives without risk to the community.

Not all your employees need to have unsupervised access; it is up to you to determine which employees do. Only these employees need to obtain security clearance, provided you put security controls in place to prevent your other employees from gaining access to the ammonium nitrate.

Note: Employees who have supervised access to ammonium nitrate do not need to obtain a security clearance.

HOW TO LODGE AN APPLICATION

Information guides, fact sheets and application forms are available on the WorkCover website www.workcover.nsw.gov.au or by contacting the WorkCover Assistance Service on **13 10 50**. Please note, all licence applications and payments are to be lodged at participating Australia Post offices.

Contact WorkCover if you are concerned about whether you may be affected by these changes, or are unsure of the implications of the new legislation.



NEW CROSS BORDER ARRANGEMENTS

NSW Commerce Minister, John Della Bosca recently announced new cross-border arrangements for workers compensation policies that will benefit NSW businesses conducting work interstate.

The provisions are the result of a cooperative effort by State and Territory governments to develop an agreed national approach to cross border arrangements.

The majority of NSW businesses that operate in more than one State no longer need to take out multiple workers compensation policies for those employees who work interstate for a temporary period.

The new arrangements will allow staff to work interstate for the same employer for up to six months and be covered by the one workers compensation policy. This means that employers are only required to maintain a workers compensation policy in NSW when they have workers with a 'State of Connection' in NSW.

Prior to the changes, some employers, particularly those in border cities such as Albury, Queanbeyan and Tweed Heads were required to separately insure their workers in all jurisdictions where their employees undertake work, even for short periods.

The new cross border arrangements reduce red tape and make it easier to do business by eliminating the need for employers to obtain multiple workers compensation policies for workers who are temporarily working in other States. Some companies may also see significant savings as a result of this collaborative initiative.

Workers will also have more certainty with a clear understanding of which jurisdiction they come under as well as what their entitlements are.

Under the new provisions, NSW employers will take out coverage based on a number of factors, including the location of their business and where their employees usually work. The legislation ensures employees do not fall into the current gaps in coverage between the various State and Territory schemes.

DETERMINING YOUR WORKERS 'STATE OF CONNECTION'

Employers will need to determine their worker's 'State of Connection' using the following tests and maintain a current workers compensation policy for that worker in their 'State of Connection'.

The benefits to which an injured worker is entitled are also determined by the 'State of Connection'.

A worker's 'State of Connection' is:

Test A	The State in which the worker usually works in that employment.
Test B	If no State is identified by test A, the State in which the worker is usually based for the purposes of that employment.
Test C	If no State is identified by test A or B, the State in which the employer's principal place of business in Australia is located.

If no State is identified by these tests, a worker's employment may still be connected with NSW if the worker was in NSW when the injury occurred and the worker is not entitled to compensation outside Australia for the injury.

compensation Legislation

Not all States and Territories have introduced cross border legislation and employers with workers in more than one State are encouraged to check their insurance obligations to ensure they have appropriate coverage.

Employers can find out more about the new arrangements by visiting www.workcover.nsw.gov.au

WORKERS COMPENSATION SNAPSHOT

NEW SCHEME MANAGEMENT ARRANGEMENTS COMMENCE

Agents began operating in the new look workers compensation Scheme on 1 January 2006. Agents now provide claims and policy services to workers and employers under commercial contracts.

WorkCover have dedicated staff (call **13 10 50**) to address all enquiries regarding the Scheme transition. Staff will provide information on a range of issues that relate to the new Scheme management arrangements including the transfer of claims and policies.

VERO CLIENTS MOVED TO CAMBRIDGE INTEGRATED SERVICES

From 31 December 2005 WorkCover NSW transferred all Vero workers compensation claims and policies to Cambridge Integrated Services Australia Pty Ltd.

IMPROVEMENTS TO THE NSW PREMIUM SYSTEM CONTINUE

Phase 2 of the Premium Review reforms has commenced and applies to policies commencing on or after 31 December 2005. The changes include:

- greater protection from large premium increases (92 per cent of employers are now protected from premium increases when a claim is made)
- introduction of a fairer, simpler experience premium calculation
- incentives for employers to reduce the cost of claims
- waiving the claim excess when businesses report a workplace injury within five days of becoming aware of the injury
- requiring Scheme Agents to use plain English forms and provide greater explanation of premium calculations.

Other recent reforms effective for policies commencing **on or after the 31 December 2005** include:

- The announcement last November by NSW Premier Morris lemma of a five per cent reduction in premium rates across all WorkCover Industry Classification rates. Industry Claims Cost Rates (ICCRs) that are used to calculate an employer's experience premium (for policies commencing on or after 31 December 2005) have been calculated to include the premium rate reduction.
- A reduction in the late payment fee rate from 1.2 per cent to 1.074 per cent per month (compounded monthly). WorkCover will review the rate of late payment fees annually and publish the rate in the Insurance Premiums Order to ensure consistency with current market penalty rates is maintained.

For further information on reforms to the NSW premium system and to find out more about changes to workers compensation, visit the WorkCover website www.workcover.nsw.gov.au.

Bullying in the workplace

WE OFTEN THINK OF BULLYING AS A SCHOOLYARD OFFENCE, but it can just as easily occur in the workplace.

Bullying can take the form of subtle intimidation or abuse that is direct and threatening. It is any repetitive pattern of behaviour that is inappropriate or aggressive, whether it be face-to-face or via phone/email. Acts of bullying can occur at all levels. The bully may be a manager, a co-worker or an external contractor.

Workplace bullying is an emerging OHS concern as it can have a major impact on the victim, affecting both their personal and professional lives. The injuries can be both psychological and physical, including loss of confidence, insomnia, family tension, headaches, stomach pains and panic attacks.

Bullying can also be a significant cost to business in the form of absenteeism and reduced morale and productivity. If not addressed early, it may even result in mediation or compensation.

DEALING WITH BULLIES

As an employer, it is your responsibility to protect the health, safety and well being of your employees under the *Occupational Health and Safety Act 2000*. All organisations should have a workplace bullying policy in place that is available to employees via staff meetings or any other appropriate form of staff communication.

It is important to develop the policy in consultation with your employees and ensure the guidelines for managing bullying situations are fair, reasonable and in line with the *Occupational Health and Safety Act 2000*.

A workplace bullying policy that is supported and understood by all staff will help to minimise acts of bullying, as well as create guidelines for how to deal with any situations that might arise.

ARE YOU SUBJECT TO ...?

- unwelcome gestures or remarks
- threatening or offensive behaviour
- intimidation
- constant innuendo, ridicule, unpleasant comments and/or gossip
- isolation from information or co-workers
- written/verbal abuse or threats
- being assigned mundane tasks that are irrelevant to the job
- being berated in front of other staff members.

DOES IT MAKE YOU FEEL ...?

- shocked
- angered
- frustrated/helpless
- vulnerable
- lacking in confidence
- panicky/anxious
- reluctant to go to work
- unable to sleep or eat
- pains in the stomach
- tense and stressed with your family.

Workplace bullying is a serious occupational health and safety problem that puts people at risk. Being bullied, or working in a bullying climate can lead to psychological or even physical injury. Work with your colleagues and managers to ensure this type of behaviour doesn't occur in your workplace.

REPORT IT!

No one should have to put up with bullying behaviour. If you feel that your health and safety is being affected by bullying at work, seek advice now before the situation worsens.

Review of the OHS Act

THE REVIEW OF THE *Occupational Health and Safety Act 2000* is currently underway, with the final report due for release by the middle of this year.

The Hon John Della Bosca MLC, Minister for Commerce announced on 16 June 2005 that the *Occupational Health and Safety Act 2000* would be reviewed to determine whether the provisions and objectives of the Act remain valid and applicable in today's OHS environment.

A discussion paper was released later that month, inviting public submissions relevant to the terms of reference. The closing date for public submissions was 19 August 2005, but submissions were received up until the end of October.

PUBLIC CONSULTATION

An extensive public consultation and communication process was conducted to create awareness about the review and to provide the community with the opportunity to contribute their feedback.

Public information sessions and issue-based workshops were held throughout metropolitan and regional NSW during July and August. Attendees represented a cross section of employers, employees and the self-employed, with the workshops designed to target small and medium businesses; rural and regional businesses; suppliers and controllers; public sector organisations; non-traditional working arrangements and large businesses.

An OHS Act Reference Group was convened that comprised two peak employer representatives from Australian Business Limited and Australian Industry Group and two peak union representatives from Unions NSW.

Information was also disseminated through stakeholder information networks, as well as briefings to WorkCover's 11 Industry Reference Groups.

'Public engagement is critical to the process as it helps us to understand the issues and barriers to complying with the Act, as well as what people like about the legislation,' says Mr Jon Blackwell, WorkCover's Chief Executive Officer.

FOLLOW UP ISSUES

By the end of 2005 it became clear that further clarification was needed on some of the issues from the discussion paper.

'Although the feedback was generally good, a few of the topics did not receive a lot of response. We thought this may have been because some of the issues may have not been sufficiently explained or understood, so we decided to clarify these further,' says Mr Blackwell.

On 22 December the following five papers were again released for further public comment: outworkers; recognition between safety inspectorates; offences for fraudulent activities; the roles of codes of practice in the occupational health and safety framework; and controllers of work premises. Public submissions closed on 10 February but some organisations sought and received an extension.

FEEDBACK TO DATE

Feedback on the discussion paper and issue papers will form an important role in shaping the final report.

In reviewing the submissions to date, many of the comments have been in relation to the Act's objectives, general duty framework, enforcement framework and the regulators approach to prevention and compliance.

'Public comment has shown that while most support the general framework of the legislation, some have difficulty interpreting the general provisions and how they can be applied practically to their workplace,' says Mr Blackwell.

'Other issues have been about getting the balance right between advice, assistance and enforcement and gaining a better understand of WorkCover's compliance expectations in regard to the occupational health and safety general duties.'

FINAL MONTHS

The public comment and feedback is currently being review and options assessed. A final report on the review of the *Occupational Health and Safety Act 2000* will be tabled in both houses of the NSW Parliament and available on the WorkCover website by June 2006.

A large photograph of a shirtless man from the waist up, seen from the back. He is holding both hands to his lower back, indicating pain or injury. He is wearing blue jeans and a black belt.

IF YOU LIFT AT WORK, ASK ABOUT SAFETY.

TALK TO YOUR WORKERS ABOUT SAFETY - BE SAFE. NOT SORRY.

For more information call 13 10 50 or visit www.workcover.nsw.gov.au



To request a free copy of these posters contact
WorkCover on **02 4321 5328**.

The cost of manual handling

DID YOU KNOW THAT during 2003/2004 there were 12,360 manual handling injuries in NSW?

Manual handling is any activity that involves lowering, pushing, pulling, holding or restraining any animate or inanimate object. This also includes stretching, bending, sustained or awkward postures or repetitive movements. All or any of these have the potential to cause injury or illness.

The parts of the body that are most affected include: the back, shoulders, abdomen, knees and the pelvic region. Common injuries include sprains/strains, muscle, tendon and soft tissue disorders and hernias.

WHAT THE STATISTICS SHOW

There has been a downward trend in manual handling injuries in NSW over the past five years, but it still continues to be the largest cost to the NSW Workers Compensation Scheme.

Here's a snapshot of the extent to which manual handling injuries affect our workforce.

- In NSW during 2003/04, the number of workplace manual handling injuries amounted to a total of 12,360 claims.
- The incidence rate in 2003/04 for manual handling was 4.5 per 1,000 employees.
- The Gross Incurred Costs for new major workplace injuries in 2003/04 was approximately \$244 million. The number of weeks lost due to temporary disability claims has reduced to 84,420 weeks in 2003/04, although in that year there were 2,691 permanent disability workplace injury manual handling claims.
- When all the manual handling injury costs are added up, a conservative calculation suggests it is indirectly costing NSW employers, workers and the community over \$730 million each year. This amounts to a total cost of approximately \$980 million each year.

NB: statistics quoted based on major workplace injuries and occupational disease claims for the 2003/04 year from the NSW Workers Compensation database.



WHAT CAN BE DONE?

Employer and workers can work together to reduce the incident's of manual handling risks in the workplace.

Talk together to:

- identify possible problems
- assess the risks
- take steps to eliminate those risks
- make the tasks safer by providing mechanical assistance or lifting aids
- train workers in safe work practices
- monitor and review any improvements that are made.

At the 2005 WorkCover NSW Safety Summit, industry indicated that manual handling is a major problem in terms of the financial and human cost.

Over the coming months, WorkCover NSW will be focusing on this problem through advisory and assistance activities to increase safety in the workplace.

MORE INFORMATION

- ring the WorkCover Assistance Service on **13 10 50**
- visit our website **www.workcover.nsw.gov.au**
- obtain a copy of the *WorkCover Manual Handling Resource Kit*
- other useful publications include the *National Manual Handling Standard* and *Code of Practice*.

National Certificates of Competency: An approaching deadline

OVER THE NEXT FEW MONTHS, changes to the way WorkCover NSW processes conversions and renewals of National Certificates of Competency (NCOC) will come into effect.

All Certificates of Competency issued in NSW before 1996 (certificate to operate equipment – cranes, forklift, front end loader or erect scaffolding) will expire on 30 June 2006.

After this date, your card will no longer be valid for seeking conversion or undertaking work, and you will have to undergo an assessment before a certificate can be issued.

To convert your pre-1996 certificate into a National Certificate of Competency, you must complete the WorkCover conversion form and submit your pre-1996 card with a fee of \$30.

Copies of the conversion form are available from www.workcover.nsw.gov.au or by calling **13 10 50**.

Remember, you must do this before 30 June 2006 or your certificate will no longer be valid.

INTERSTATE LICENCE HOLDERS

Applications for conversion of pre-1996 interstate licences to NCOC's ceased on 1 November 2005, which means you will now need to apply to the issuing jurisdiction for conversion.

Also discontinued is the consolidation of any interstate NCOCs to a NSW NCOC. WorkCover NSW will recognise these certificates, but you will need to apply to the issuing jurisdiction if you require a replacement.

RENEWALS

From 1 July 2006, WorkCover NSW will commence a licence renewal program for NSW licence holders who received their NCOC between 1996 and 2004 (inclusive). This will include proof of identity checks and the issue of a photo licence (which has an expiry date of five years).

The focus of this program relates to NCOCs issued from April 1996 through to March 2004. Renewal of licences for all of these cardholders will take approximately two years and WorkCover NSW will notify cardholders in due course. Licences issued from April 2004 have a renewal date.

NEW APPLICATIONS FOR NCOC

The process for lodging a new application for a National Certificate of Competency has not changed. Applicants must still:

- be at least 18 years of age (unless exempted by WorkCover)
- provide proof of identity to the assessor and WorkCover
- truthfully complete the appropriate WorkCover application form
- be assessed by an accredited certificate assessor
- provide documentary evidence of competence
- pay the set fee.

CONSTRUCTION INDUCTION CONVERSIONS

You must convert your existing statement of training or 'C' Green Card **before 29 March 2006**. After this date, no other card will be recognised in NSW. If you do not convert your card in time, you must undergo additional training before obtaining a new Construction Induction Card (CIC).

To convert your existing certificate, complete the WorkCover NSW conversion form available at www.workcover.nsw.gov.au or by calling **13 10 50**. You will need to provide a certified copy of proof of attendance at the OHS General Induction for Construction Work in NSW Course with your completed form.

To find out more about the changes or to apply for a National Certificate of Competency, go to www.workcover.nsw.gov.au or contact the WorkCover Assistance Service on **13 10 50**.

Case Studies

A WINNING OHS MANAGEMENT SYSTEM

Insurance Australia Group (IAG) was awarded best workplace health and safety management system at the 2005 WorkCover NSW Safe Work Awards. Here we outline the strategies behind their success.

MANAGEMENT COMMITMENT

Management support at the most senior level has been critical to the success of IAG's OHS management system.

In 2003 IAG established an Executive OHS Steering Committee, headed by the company's CEO, who also assigned himself as the organisation's Chief Safety Officer. The committee is responsible for overseeing the development of OHS initiatives that are achievable, measurable and in line with corporate targets.

'When our CEO came on board he had a strong belief that safety was important and an integral part of the business,' says IAG Workplace Health and Safety Consultant, Louise Saule.

'Once we got this senior management commitment, things really took off. Before we had been chipping away gradually but we weren't seeing the results.'

EMPLOYEE PARTICIPATION

It became clear from a number of focus groups that IAG ran with their employees that there was a poor awareness of OHS in the organisation and a real absence of regular OHS communication. There was also a lack of ownership and accountability for OHS activities, particularly at a manager and employee level.

To address this issue, IAG decided to implement a worksite safety brand that could be embraced by all their employees.

'We had a big launch with competitions and got the employees involved with naming the brand. They selected the name 'Be-Safe', so it was something that they owned,' says Ms Saule.

'Be-Safe was incorporated with a simplified risk management approach. It was an effective way for us to engage our people in safety issues, when previously they weren't involved in the process.'

'We established a newsletter, Be Safe News, which gets emailed to all our employees, safety personnel and managers.'

PROMOTING SAFETY PERSONNEL

IAG already had a structure of safety personnel in place, but there was poor recognition among staff as to who these personnel were.

'We had an OHS representative, a First Aid officer, and a Fire Warden in every worksite, but they had a low visibility. We decided to renew this representative structure by developing posters and other visual material to show our OHS structure. Every OHS representative in the workplace now has an identifier on their workstation so that people can easily see who they are,' says Ms Saule.

TECHNOLOGY AS A TOOL

There was a poor awareness among staff about where to find safety information on the intranet, so IAG decided to embrace technology and use it to improve the safety culture.



Representatives from Insurance Australia Group, The Hon John Della Bosca and Jon Blackwell, WorkCover CEO

Case Studies cont'd...

Work was done on revitalising the intranet and the way they mapped their safety documents, making them easier to find and download.

'Following the online enablement of some of our key forms, like our Accident and Incident form, we saw an immediate impact in terms of increased reporting,' says Ms Saule.

IAG also introduced an online self-assessment tool called Risk Ratar. Essentially an improved version of a hazard inspection checklist, it is an online worksite check completed by IAG's OHS representatives on a quarterly basis.

Also being rolled out is an online system check, which will enable centre managers to monitor how well they have implemented safety systems at a local level. A tagging system attached to the Risk Ratar ensures the inspection schedules are complied with.

ONLINE TRAINING

OHS online training was introduced, and again linked to IAG's corporate objectives. The training is regularly monitored by The Executive Steering Committee and targets were introduced to achieve an improvement in training results.

'From our 11,000 employees, 85 per cent have gone through the training, and it is mandatory for all new staff,' says Ms Saule.

The competency-based training includes a general OHS Principles of Practice module that covers general orientation, how to report incidents, consultation structure and emergency procedures. There is also a manual handling module that focuses on lifting, carrying and moving, as well as a workstation module that looks at the ergonomics for office based employees.

STRONG DOCUMENTATION

Now that IAG has a strong OHS management system in place, they are turning their attention to improving their risk management documentation.

'We have been working on a project to document the hazards for all the divisions, key business units and high risk areas,' says Ms Saule.

'Our future direction is to establish an internal audit program that will enable us to continue to monitor and re-improve our safety systems.'

IAG IN PROFILE

IAG is one of Australia's leading general insurers, with 11,000 employees spread over nearly 300 worksites Australia-wide.

Their top safety hazards include slips, trips and falls, manual handling and motor vehicle accidents.

Since introducing their OHS Management system, IAG has achieved a 57 per cent reduction in total incurred workers compensation costs, a 22 per cent reduction in lost time injury frequency rates and a significant improvement in incident-to-claims ratio in the last financial year.

IAG has been recognised by the St James Ethics Centre in their *Corporate Responsibility Index*, which showed an increase in safety performance from 58 per cent to 90 per cent over the last 12 months.

SAFE WORK AWARDS AUSTRALIA 2005

The winners of the Safe Work Australia Awards 2005 were announced on 1 March 2006 at a ceremony at Parliament House. Insurance Australia Group was highly commended in the category of Best workplace health and safety management system.

This award recognises demonstrated commitment to continuous improvement of workplace health and safety outcomes through the implementation of an integrated systems approach.

This recognition was in addition to winning the NSW Safe Work Awards 2005 for its excellent health and safety management system.

THE STAIRMATE FALL PREVENTION SYSTEM

Builders can now transport tools and equipment to an upper storey without risk of falling, thanks to the development of Stairmate™, an innovative fall prevention system.

Awarded winning entry in the best solution to identified workplace health and safety issue category of the WorkCover NSW Safe Work Awards 2005, the Stairmate was initially developed by Hunter Valley builder, John Wilson, to create a safe workplace for his own employees.

'I decided there must be a better and safer way of accessing a second level and bringing up tools and materials than trundling up and down a ladder,' says Mr Wilson.

'It was then I came up with the idea of replacing an aluminium ladder with aluminium stairs. I knew stairs would be quicker and safer to climb, and builders could legally use them to carry up their equipment.'

The Stairmate is made up of modular components, comprising the stair flights and supporting platforms, that interlock to adapt to each individual stairwell space. Each stairwell on site is assessed during project planning, and the compatible Stairmate components (ie, stair flights and platform lengths/heights required to suit the stair space) are delivered and positioned in the stair space.

It is the second successful height safety invention for Fallstop®, the company John founded in 2003. His first invention, the Fallstop temporary handrail system, has received accolades in the Engineers Australia Awards, the Housing Industry Association's Product Innovation Award and the HIA Product Innovation Award.

'When I developed the Fallstop handrail system there was nothing on the market like it. I was working as a builder with six apprentices and decided to develop a guard rail system around the building to prevent falls from upper levels. I developed it for my own business but then realised its commercial potential,' says Mr Wilson.

His next invention due for release is a void system around stairwells to prevent workers falling down the stair void, but first John hopes to concentrate on making the Stairmate a commercial success.

'We've had nothing but great feedback from the builders who have used the Stairmate. By eliminating the need for access ladders, it removes the hazard and wasted time and improves workplace safety control. I know it will take some time to catch on, but I strongly believe it is an innovation that will have long term benefits for the construction industry.'



Stairmate in use



Representatives from Fallstop Pty Ltd, The Hon John Della Bosca and Jon Blackwell, WorkCover CEO

Assistance Unit,

WORKCOVER BUS HAS SAFETY ON A ROLL

WorkCover is taking its message that safe business is good business on the road with the launch of its brand new Safety Bus.

Unveiled on 10 March by NSW Minister for Commerce, John Della Bosca, the Safety Bus has been developed specifically to deliver education and advisory services to small and medium businesses throughout NSW.

The Safety Bus is designed to make it easier for rural and regional businesses to make their workplaces safer and meet their workplace safety and workers compensation responsibilities.

Business Advisory Officers will accompany the Safety Bus and deliver tailored workshops and one-on-one advice at a time and place that meets local business needs.

The Safety Bus will also deliver a series of field days and Safety Solution Days in rural NSW throughout 2006.

Many small and medium sized businesses have limited resources and are looking for help to ensure they meet their workplace safety, workers compensation and injury management obligations.

The WorkCover Safety Bus and Business Advisory Officers will play an important role in reaching small and medium businesses in rural and regional NSW to provide assistance and fulfil their information needs.

Since it was launched 12 months ago, the Business Assistance Unit (BAU) has assisted over 4,000 small and medium businesses with their workplace safety and workers compensation responsibilities.

The unit spent much of 2005 delivering safety workshops around the State on a range of occupational health and safety (OHS), workers compensation and injury management topics. The workshops were well attended and provided participants with practical advice tailored to the needs of their workplace.

Further information about the WorkCover Safety Bus also available from the WorkCover website www.workcover.nsw.gov.au or by phoning 13 10 50.

In September 2005, the BAU organised a range of activities as part of the Department of State and Regional Development's *Small Business Month* program of events.

Other initiatives included a roadshow of one-on-one advisory sessions, regional workshops, and a statewide business advisory day to encourage small and medium businesses to visit their local WorkCover NSW offices.

One of the most successful events was the launch of BAU's 'Safe business is good business' website for small business by NSW Minister for Small Business, David Campbell, in September (www.workcover.nsw.gov.au/safebusiness). Eight months in the planning, the website is designed to provide simple and practical information for small business.

The following month, BAU was involved in the three-day Safety Show and Conference at Homebush, providing 11 seminars and one-on-one information and advice to attendees.

With the cooperation of the State Chamber of Commerce and the Department of State and Regional Development, the unit held three *Safe Business Advisory Days* in Penrith, The Entrance and Drummoyne, providing free information and advice to attendees. The days were so successful and well attended that the unit will continue to hold these events throughout 2006.



The Hon John Della Bosca and Jon Blackwell, WorkCover CEO

one year on



Business Advisory Officer, Chris Downie with small business owner, Bert Van Leeuwen

2005 IN SUMMARY

- delivered 198 state-wide safety workshops
- formed the Central Coast Small Business Consultative Group
- organised Small Business Month activities
- held a roadside tour of one-on-one advisory sessions
- conducted a State-wide and regional business advisory days
- launched the *Safe business is good business* website
- presented 11 seminars at the Safety Show.

COMING UP THIS YEAR ...

The BAU will be extremely busy during 2006, with additional Business Advisory Officers being recruited to enhance WorkCover's capacity to assist small and medium businesses in regional NSW.

The unit will also conduct a Small Business Safety Roadshow, incorporating a series of *Safety Solutions Days*, across regional NSW, and is developing further resources, including a new self-assessment tool for small business on workplace safety and a mentoring program.

INFORMATION WORKSHOPS

BAU has already begun delivering a new series of state-wide information workshops to help small to medium sized businesses improve their workplace safety. The workshop program can also be found on the WorkCover website at www.workcover.nsw.gov.au/safebusiness.

If you would like a workshop to be held in your area and can gather a group of 15 or more small business operators to

attend, please complete and return the online request form via the BAU website. To register for any of the workshops, please phone **1800 624 097**.

The BAU is also developing further resources to assist small and medium businesses, including a new self-assessment tool and mentoring program.



Safety Summit Strategy

RECOMMENDATIONS FROM THE 2005 NSW Workplace Safety Summit are one step closer to being realised, with the launch of the Government's blueprint for action.

The NSW Workplace Health and Safety Strategy 2005-2008 outlines the Government's response to the Summit recommendations. It reflects agreement by industry experts, occupational health and safety professionals, senior members of industry and employee representatives to jointly concentrate on the elimination of major causes of work related injury and illness.

The Strategy was launched on 19 December in the presence of over 90 senior employer, employee and government representatives. The launch was opened by NSW Minister for Commerce, John Della Bosca MLC, who applauded Safety Summit delegates on their commitment to improving workplace safety standards. Mark Goodsell of the Australian Industry Group and Mark Lennon of Unions NSW also spoke in support of the Strategy.

SUPPORTING IMPROVED SAFETY OUTCOMES

The NSW Workplace Health and Safety Strategy 2005-2008 gives priority to areas of high-risk and high-cost, while at the same time encouraging a cooperative, evidence-based approach to safety planning.

Industry experience has also been sought to develop and deliver specific, targeted strategies that will improve workplace safety and workers compensation outcomes in particular sectors.



L-R: The Hon John Della Bosca MLC, Mark Goodsell, Director-NSW, AIG, Jon Blackwell, WorkCover CEO Mark Lennon, Assistant Secretary, Unions NSW

To ensure these Action Plans remain focused and relevant, there is a mechanism for review that will be overseen by a ministerially appointed tripartite committee (the NSW Workplace Health and Safety Strategy Review Committee).

The NSW Workplace Health and Safety Strategy 2005-2008 will guide workplace safety policy over the next three years. For consistency of vision, the Strategy has a number of features in common with the *National Occupational Health and Safety Strategy 2002-2012*, including its injury reduction targets, guiding principles and success indicators.

Most importantly, it affirms the shared commitment by Government and industry to meet the National Occupational Health and Safety Strategy target of a 20 per cent reduction in workplace fatalities and a 40 per cent reduction in the incidence of workplace injury by 30 June 2012.

TO BE ACTIONED

The Government has committed to a range of safety initiatives to support the Strategy, including:

- a major safety project focusing on the prevention of manual handling injuries
- safety programs that focus on reducing the number of injuries from falls and high-risk plant and equipment
- research into the prevention and management of work related psychological injury
- rural safety initiatives including the Power Takeoff Safety Rebate Scheme and the WorkCover 'safety bus', which will take advice direct to rural and regional communities.

Keep our young

workers safe

DID YOU KNOW THAT under 25 year olds are more likely to be injured on the job than any other age group?

There are more than 210,000 young workers in NSW, with around 14 percent of all injuries occurring in 15 to 24 year olds. Every day over 20 young workers are injured in our workplace, most commonly from the following causes:

- manual handling
- slips, trips and falls
- being hit by moving objects
- falls from height
- hitting moving objects.

At the start of their working lives, young people do not have the experience and training of other workers and may not recognise workplace hazards, particularly during their first few weeks on the job. Their enthusiasm and eagerness to please may also prompt them to take on tasks for which they are not prepared.

OUR RESPONSIBILITY

As an employer, it is your duty of care to ensure your young workers are provided with the appropriate information and equipment they need to undertake their work safely. This includes providing instruction, supervision and training.

It is important to take into account the inexperience of young workers by anticipating potential risks and putting prevention strategies in place. This includes not only full-time workers, but also school students working part-time, casually or on work experience/placement.

Make sure all your new workers receive safety information and induction training that clearly outlines the risks and

safety procedures of your workplace. You should ensure they understand safe work practices and hazard-reporting systems, as well as how to access and use the necessary personal protective equipment.

WorkCover encourages employers and workers, regardless of age or position, to embrace a safety culture that values the importance of workplace risks and understands their consequences.

Every year many thousands of new young workers enter the workforce, keeping them safe on the job is everyone's responsibility!

USEFUL RESOURCES

WorkCover produces a range of workplace safety information for workers and their employers. Simply log on to WorkCover's website www.workcover.nsw.gov.au or phone the WorkCover Assistance Service on **13 10 50**.



strengthens safety

IT'S OFTEN THE HUMAN FACE OF INJURY that brings home the message about workplace safety.

Nestlé Australia employees were given a first-hand account of the importance of safe work practices when Paralympian, John Marshall, visited their workplace to share his personal experiences.

John is one of five Paralympic athletes sponsored through the WorkCover NSW Paralympian Sponsorship Program. Having been left a paraplegic through an on-duty motorcycle accident, John delivers the powerful message that workplace safety is a personal choice and disregarding it can have tragic consequences.

'Posters, brochures and PowerPoint presentations are important tools in educating staff about workplace safety, but what really worked for us was John's personal story', says Neil Smedley, Nestlé Australia's Safety, Health and Environment Manager.

'The staff found John to be inspirational, and his message was effective because he was able to engage with people at a personal and emotional level.'

John was 24 years old and working as a police officer when he was hit by a drunk driver while on duty. After spending six months in hospital he returned to the NSW Police Service, re-training as a technician with the diving unit. Married with two young children when the accident occurred, John's life was forced to take a dramatically different turn.

'I had to think about what to do with my life; not just sit around and feel sorry for myself. It's now twenty years since the accident, and I've had one of the greatest and most uplifting experiences of my life as a Paralympian, but I would still give it all back if it meant I could walk again.'

'It's the everyday things you take for granted that I can't do anymore, like going for a stroll with my kids along the beach and feeling the surf rush over my toes,' says John.

'Even something as mundane as changing a light globe is now no longer possible.'

SAFETY – A PERSONAL CHOICE

John's presentation was made to the Nestlé Australia corporate and sales teams in all the capital cities. He attended the dinners in each state prior to presenting the next day so as to give staff a chance to meet with him one-on-one.

'Seventy five per cent of injuries in our sales and administration area are manual handling related and 25 per cent are slips, trips and falls. A lot of these relate to personal responsibility – did I lift the box the right way? Did I take a few minutes to assess how to perform the task safely before I jumped in and did it? Did I use the right safety or manual handling equipment?' says Neil.

'The message that John reinforced is that workplace safety is everyone's responsibility and you should never turn a blind eye to a potentially dangerous situation.'

John makes the point that if an accident occurs and you knew it would happen, the fault rests on your shoulders as you should have done something about it. What everyone does on an individual level can have an impact on creating a safe workplace.

'You only have one body – look after it, as you never know what is around the corner. A major injury is a catastrophic event, that can not only change your life forever, but also have a profound effect on the lives of your family,' says John.

'It's not worth pushing yourself to the absolute limit to meet a deadline – remember you work so that you can live.'

A LASTING IMPACT

Nestlé is working hard to improve its safety performance and WorkCover's Paralympic program has proved a real boost to its safety program.

message



John Marshall with staff
from Nestlé Australia

'The feedback amongst staff from John's visits was overwhelmingly positive and we will certainly be using him again this year,' says Neil.

'Being injured in the pursuit of either producing, selling or distributing our product is not an acceptable option anymore. It is about being safe every day in what we do, and what better way to bring home this point than to make the safety message personal.'

John's career as a Paralympian began when he took up archery not long after the workplace accident that left him a paraplegic.

He has competed in the Sydney 2000 Paralympic Games and won gold as part of the NSW team in the able-bodied National Archery Championships in Perth.

WORKCOVER PARALYMPIAN SPONSORSHIP PROGRAM

Athletes participating in the Paralympian Sponsorship Program were injured in the workplace and are available to share their inspirational stories and promote their workplace safety message.

They have attended workplaces, industry groups, conferences, media and corporate events around Australia to talk about their accident and the impact it has had on their lives.

The program reinforces workplace safety messages while helping these Paralympians achieve their sporting goals. It can help lift the profile of your organisation while promoting important messages about safe work practices.

For more information about this free initiative, log onto the WorkCover website at www.workcover.nsw.gov.au or call the WorkCover Assistance Service on **13 10 50**.

safety with us

HOW DO I DETERMINE A WORKER'S 'STATE OF CONNECTION'?

TEST A

The State in which the worker **usually works** in that employment.

TEST B

If no State is identified by test A, the State in which the worker is **usually based** for the purposes of that employment.

TEST C

If no State is identified by test A or B, the State in which the employer's principal place of business in Australia is located.

USUALLY WORKS

A worker **usually works** in the State where they spend the greatest proportion of their working time. Many workers are required to travel temporarily to other States in the course of their duties. However, if a worker spends the greatest proportion of their time working in one State, for the term of their contract, they are considered to usually work in that State.

In determining whether a worker usually works in a particular State an employer should consider:

- What is the worker's history of employment with the employer?
- How long is the arrangement intended to last? Temporary arrangements of not longer than 6 months are not to be taken into account.
- What are the intentions of the employer and worker?

USUALLY BASED

There may be cases where, under an ongoing contract of employment, a worker works comparable periods of time across a number of States and a single 'State of Connection' cannot be determined using test A. In these cases it will be necessary to proceed to test B, usually based.

Factors to consider in determining where the worker is based for the purposes of employment include, but are not limited to:

- What is the work location specified in the worker's contract of employment?
- Where does the worker routinely attend to collect or use materials, equipment or other items in relation to the work and receive directions or instructions?
- Where does the worker report to in relation to the work?

PRINCIPAL PLACE OF BUSINESS

There may be cases where a worker works equally across a number of States and is not usually based in any particular State. As the first two tests fail to identify a single State, test C must be undertaken. Under test C the worker's 'State of Connection' is where the employer's **principal place of business** in Australia is located.

Evidence to establish the employer's principal place of business will include:

- the address registered on the Australian Business Register in connection with the employer's Australian Business Number (ABN)
- if the employer is not registered for an ABN, the State registered on the Australian Securities and Investments Commission's National Names Index, as being the jurisdiction in which the employer's business or trade is carried out
- if the employer is not registered for an ABN or on the National Names Index, the employer's business mailing address.

WHERE CAN I GET MORE INFORMATION?

Visit www.workcover.nsw.gov.au under the FAQs section or call **13 10 50** and speak to one of our representatives.

Applying for a PTO Rebate

REBATES ARE NOW AVAILABLE TO NSW FARMERS who purchase Power Takeoff (PTO) guarding for their tractors and equipment.

The PTO rebate program provides a dollar-for-dollar rebate subsidy, up to the value of \$200 to NSW farmers who purchase PTO guarding for their tractors and equipment.

The rebate is available only to farmers in NSW, and does not apply to government agencies or dealers/suppliers of PTOs. It can be claimed for any of the following three types of PTO guards listed in AS1121-1983 Guards for Agricultural Tractor PTO drives:

- Tractor PTO guard
- Power Input Connection (PIC) guard
- PTO Shaft guard.

More than one PTO guard can be claimed per rebate. The rebate is available on a one-application-per-farm basis, with the maximum rebate being \$200. It is available for the next two years or until funds are expended.

To apply for the rebate, simply visit **www.workcover.nsw.gov.au** and download the PTO rebate application form and brochure. Alternatively, contact the WorkCover Assistance Service on **13 10 50**.

WHY USE A PTO GUARD?

Every year people are killed or seriously injured in incidents involving tractor PTOs where clothing, hair, jewellery, hands or limbs get caught and become wrapped around an unguarded PTO shaft or coupling.

Up to 22 per cent of severe tractor related incidents have been caused by being hit or becoming entangled in moving machinery such as the rotating driveline between the tractor and the implement.

If your hair or clothing is caught by an unguarded PTO shaft or coupling, there is a real danger you could be drawn into and struck by part of the tractor, or flung to the ground, often receiving fatal injuries.

The PTO rebate program aims to reduce the likelihood of injury or death caused by unguarded Power Takeoffs on farms in New South Wales.



Webwise

NEW SCHEME ARRANGEMENTS

As part of the NSW Government's program of reform to workers compensation that is aimed at delivering a range of benefits for injured workers and employers, seven Agents have been contracted to provide workers compensation services under a new-look NSW WorkCover Scheme.

The new management arrangements of the Scheme are outlined at www.workcover.nsw.gov.au/WorkersCompensation/NewSchemeArrangements.

Find out about the services that Agents will offer to injured workers and employers, how their performance will be monitored, and how the new arrangements will be phased-in

over time. There is also a list of frequently-asked questions regarding changes to the Scheme.

THE OCCUPATIONAL HEALTH AND SAFETY AMENDMENT (LONG DISTANCE TRUCK DRIVER FATIGUE) REGULATION 2005

The *Occupational Health and Safety Amendment (Long Distance Truck Driver Fatigue) Regulation 2005*, took effect on 1 March 2006. The Regulation applies to heavy trucks with a GVM of 4.5 tonnes or more transporting freight (either single or in a series of trips) greater than 500kms.

Visit www.workcover.nsw.gov.au/Industry/TransportAndStorage for a range of practical guidance materials developed through consultation between WorkCover, unions, and industry and employer groups.

WorkCover NSW Offices

Head Office

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Fax (02) 4325 4145
Postal Address:
WorkCover NSW
Locked Bag 2906
LISAROW 2252

WorkCover Assistance Service

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8:30am – 5:00pm
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92-100 Donnison Street
GOSFORD 2250
Phone 13 10 50

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THORNLEIGH 2120
Phone (02) 9473 4000
Fax (02) 9980 6849

Londonderry

TestSafe Australia
Ground Floor,
919 Londonderry Road
LONDONDERRY 2753
Phone (02) 4724 4900
Fax (02) 4724 4999

REGIONAL and LOCAL OFFICES

Office hours
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Monday to Friday

REGIONAL OFFICES

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CARRINGTON 2294
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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

Coffs Harbour

Suite 33, Jetty Village
Shopping Centre
361 Harbour Drive
COFFS HARBOUR 2450
Phone (02) 6659 1700
Fax (02) 6652 8213

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

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

Suite 6, Level 1
100 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

Port Macquarie

Shops 1 & 2,
Raine & Horne Centre
145 Horton Street
PORT MACQUARIE 2444
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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

Tweed Heads

Unit 25 & 26,
Corporate House
8 Corporation Circuit
TWEED HEADS SOUTH 2486
Phone (07) 5506 1400
Fax (07) 5524 6300

Wagga Wagga

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

**IF YOU WORK AROUND HEAVY MACHINERY,
FOLLOW SAFETY PROCEDURES.**

TALK TO YOUR WORKERS ABOUT SAFETY - BE SAFE. NOT SORRY.

For more information call 13 10 50 or visit www.workcover.nsw.gov.au



To request one free copy of each poster contact
WorkCover on **02 4321 5328**.

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SPECIALISTS IN ON-SITE CONSULTING AND TRAINING PROGRAMS FOR WORKPLACE SAFETY

REGISTERED TRAINING ORGANISATION
(RTO) provider No 7053 Registered by NSW VETAB



SOME OF OUR TRAINING COURSES INCLUDE:

- ✓ Confined Space Safety Training
- ✓ Smarttrain chemical application course
(mandatory if you use pesticides at work)
- ✓ Risk Assessment ✓ Hazardous Substances
- ✓ Construction Induction (Greencard)
- ✓ Other WorkCover accredited courses
- Advice/Assistance with Regulatory compliance
- Develop/Implement Safety Management Systems
- Conduct Hazard Identification/Risk Assessment with site personnel



PHONE 02 9979 7888

info@ctcsafety.com.au www.ctcsafety.com.au

thinking of change?

Here's 13 reasons why you should.

Don't waste time searching!

When you need a course, we'll have one.

- ✦ We have a large range of courses (from CPR to OHS)
- ✦ We have a large range of venues (NSW, VIC, QLD)
- ✦ We have a large range of dates (220 scheduled to June 06)
- ✦ We can come to you at a time that suits you – low minimum numbers apply.

Our bookings are fast and effective.

- ✦ Book on-line! Ring for your unique access key
- ✦ Phone or fax our experienced call centre.

We keep our class sizes small. Why?

- ✦ You'll get more personal attention
- ✦ There are less distractions & interruptions
- ✦ Classes are interactive...
...all of which mean our students are more competent.

We're a professional provider who:

- ✦ Provide on-going workshops for our trainers
- ✦ Ensure all trainers are up-to-date with current guidelines
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Pty Ltd ABN: 96 115 000 201

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Phone: (02) 9833 7500

Occupational Health & Safety Training

2006 Course Dates :

OHS Consultation

(Safety Committee & Safety Rep)

4 day course

20, 21, 27, 28th March

1, 2, 8, 9th May

19, 20, 26, 27th June

24, 25, 31 July & 1st Aug

28, 29 Aug & 4, 5th Sept

9, 10, 16, 17th Oct

OHS Risk Management

(Supervisors, Managers & Business owners)

Mar 14th (1 day format)

Apr 11th & 19th (2 days)

May 16th (1 day format)

Jun 14th & 21st (2 days)

July 12th (1 day format)

Aug 16th & 23rd (2 days)

Sept 13th (1 day format)

OHS General Induction

(Construction)

Courses run weekly

Traffic Control (RTA)

(Stop Slow Bat - Blue Card)

Courses run every fortnight

Electrical Test & Tagging

(Competent person qualification)

Courses run every fortnight

Return to Work Co-ordinator

(2 day course)

Manual Handling Training

(1 day course)

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- ✓ Risk Management
- ✓ Senior First Aid
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Course Information May – December 2006

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'The trainer made a boring and unstimulating topic interesting and fun'

'Best course I have ever done'

'The material was clearly presented and easily understandable'

'The facilitator was outstanding.'

'Facilitator conveyed the information clearly and concisely with a sense of humour.'

'First OHS course that I found interesting'

'Outstanding effort - excellent trainer'

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Easy HR courses are conducted at our centrally located **Parramatta** training venue or in **Sydney CBD**

OHS Consultation - 4 Days
\$450.00 + \$45.00 GST = \$495.00

(2006 - 2,8,12,14 Jan (CRG))

(2006 - 6,7,13,14 Feb (CRG)) / (2,3,9,10 Feb (Phone)) / (2,3,9,10 Mar (CRG))

Return to Work Coordinator - 2 Days
\$375.00 + \$37.50 GST = \$412.50

(5,14 Dec)

(All Courses are conducted at Sydney (CRG))

Construction Induction - 1/2 Day
\$105.00 (GST Exempt)

(Must Complete 1)

The following courses can also be conducted in your workplace:

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

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- > Job safety analysis
- > Manual handling and ergonomics
- > Legionella and cooling towers
- > Plant safety

Safety Management Systems

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

Training Programs

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

For Information Contact:

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Safe Working Procedures
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RISK ASSESSMENTS

General Site Reviews
Hazardous Substances
Plant
Manual Handling
Noise

DETAILED REPORTS

DIGITAL PHOTOGRAPHY

AUDITING OHS SYSTEMS

Your System
Propriety Systems

SPECIFIC HAZARD TRAINING

Your site, your needs. Eg.
• Manual Handling
• Hazardous Substances
• Risk Management
• Supervisor Line Manager

MANY OTHER PROGRAMS TO SUIT

2006 TRAINING CALENDAR

OHS Risk Management for Supervisors and Managers

> 1, 2 May > 14, 15 June
> 19, 20 July > 16, 17 August

OHS Consultation (for Committee Members and OHS Representative)

> 3-6 April > 3, 10, 17, 24 May
> 5-8 June > 17, 18, 24, 25 July
> 7-10 August

OHS Committee Refresher Training

> 29 May

Introduction to Return to Work Coordination

> 10- 11 April > 19-20 June

OHS Committee Chairperson Course

> 26 June

First Aid

> 8-9 May
> 26-27 July

First Aid Recertification

> 9 May
> 27 July

Manual Handling Employee Awareness (4 hours)

> 18 May > 31 July

Applying Principles of Occupational Health

> 5, 6 April > 18, 19 July

Developing and Implementing OHS Management Systems

> 30, 31 May & 1 June

How to Conduct an OHS Audit of your Workplace

> 26, 27 June

OHS Committee Chairperson Course

> 26 June

OHS Incident Investigation

> 15, 16 May > 28, 29 August

Manage Plant Hazards

> 10, 11 May > 1, 2 August

Unless otherwise stated, courses are held in our training rooms in the city • All courses can be delivered on site at your workplace.

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

OTHER COURSES

- > Managing Occupational Violence
- > Managing Contractor Safety
- > OHS Workplace Committee – Refresher
- > OHS Employee Induction
- > OHS Employee Induction – Construction

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

- > Noise in the Workplace
- > Accident Investigation
- > Planning for Emergencies
- > OHS for Labour Hire Companies
- > Site Safety Induction
- > Emergency First Aid
- > OHS in the Office

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