



RISKY TIMES



November - December 1996

Issue 7

"Risky Times" by C.A.L.M. Risk Management Section

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REHABILITATION FOR INJURED WORKERS

We all take pride in our health and safety program and the prevention of incidents causing disease or illness. But what happens if somebody is injured during their work?

An early, safe and productive return to work has been shown to significantly reduce the impact of injury on the individual, their family and the Department.

This does not mean rushing straight back into the work which was being done before, and being exposed to the same or additional risk.

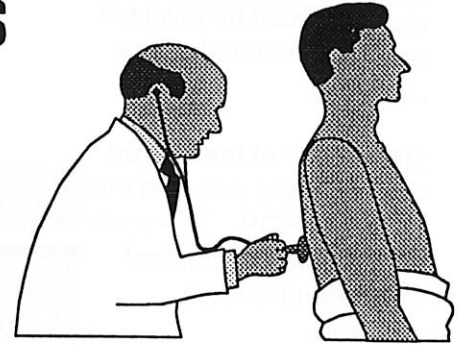
The idea is to help workers get back to work in their original job, or to a new job with the same employer. If that is not possible, a worker may consider other employment opportunities in consultation with professionals.



Return to work plan needs:

- ◆ Communication between all parties involved. This means open honest communication and discussion. Keeping contact between the injured person, their family and treating practitioners and the Department, co-workers, managers, supervisors and , Risk Management Section.
- ◆ Invite injured workers to attend work meetings, functions, encourage colleagues to visit and keep them informed of progress
- ◆ Prompt accurate paper-work
- ◆ Conduct a detailed investigation into the incident and how injury occurred, to determine if changes in work practice should be initiated
- ◆ Assist the injured worker back to work as soon as possible. This can be done through a return to work plan. All it takes is a little creativity to identify duties which can be done.

What is a return to work plan?
In summary, a RTW plan includes short and long term goals, meaningful work duties, time frames for monitoring, graded increase in duties and hours,



training and supervision where required. Continual review and communication between all parties.

- ◆ Prepare a draft program outlining duties, commencement dates, time frames, contact person etc.
- ◆ Send the draft program to relevant parties (ie doctor, injured worker, Risk Management Section) **Medical support for the program must be obtained prior to its implementation.**
- ◆ Arrange meeting with supervisor and injured worker to discuss the program details. Include dates to review the workers progress.
- ◆ Obtain agreement for the program. It would be beneficial to have both the employer and injured worker sign the agreement to indicate their support.
- ◆ Monitor the program, provide updates to the doctor and Risk Management Section.

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LIBRARIAN
LIBRARY - SUSTAINABLE RESOURCES
CONSERVATION & LAND MANAGEMENT
STATE OPS HEADQUARTERS COMO

Who is involved in CASETEAM
(a team formed to discuss, design, implement and monitor return to work plan)?

INJURED WORKER The most important party in the plan. The injured worker should be involved and kept informed of the plans.

MANAGER of the injured worker, and if required the **SUPERVISOR**. This party will be able to comment on alternative work available.

RISK MANAGEMENT OFFICER Will be able to liaise with insurers and draw on experience within CALM and current practice.

SAFETY COORDINATOR

OTHER PARTIES WHO MAY BE INVOLVED

- Family or friend of injured worker
- Union representative
- Co-worker

Rehabilitation Provider this person is a professional who can provide assistance in meeting the goal of a safe return to work. The services available include counselling, workplace assessment, provision of aids to help work, education, help to find alternative work.

RETURN
TO WORK
SAFELY



MODIFIED DUTIES OR ALTERNATIVE DUTIES

Effort should be made to find duties which the injured worker is able to do in the workplace, or modify existing duties.

Alternative duties should be offered, in the short term, to assist the worker remain at work while recuperating from the injury.

- ◆ Make a list of duties which appear suitable for the injured worker
- ◆ Contact injured worker's doctor to determine the suitability of those duties

Consider the following;

- ◆ Can the worker perform the pre-injury duties on reduced hours?
- ◆ can the duties be modified?
- ◆ can the work practices be altered?
- ◆ can rest breaks be built into the work practice?
- ◆ can you identify less physically demanding jobs which can utilise the worker's skills?
- ◆ can the worker's skills be combined with another worker's skills to complete a task?
- ◆ can the worker learn new skills to complete a task?
- ◆ Is the worker fit to perform the job?
- ◆ does the worker have medical clearance?
- ◆ is there a need for the work to be done?
- ◆ With the assistance of a vocational rehabilitation provider, a suitable job in another workplace can be identified for the injured worker, and assistance provided to enable the worker to return to work in a new job. This option is only considered when there is no opportunities with the worker's original employer.

OH&S INCIDENT CHECKLIST

INCIDENT OCCURS

- First Aid Treatment
- Record in 1st Aid Book
- Medical Assessment
- Take CALM letter to treating Doctor.
- Inform Risk Management, fax "Notification of incident" immediately
- Incident Investigation - Safety Officer

IF MEDICAL TREATMENT SOUGHT

- First Medical Certificate from treating doctor
- Workers Compensation - SGIC forms

TIME OFF

- Communication between injured worker and CALM - phone, letter, visit either party

3 DAYS OFF

- Contact Injured worker
- Discuss further GP review
- Discuss return to work options

1 WEEK OFF

- Develop RTW case management team,
- Conduct meeting,
- Forward options to GP

2 WEEKS OFF

- Contact injured worker to discuss RTW progress,
- Discuss possible referral to specialist or another GP for opinion
- Notification to Worksafe WA by Risk Management Section

4 WEEKS OFF

- Appoint rehabilitation providers

WORKING MACHINERY

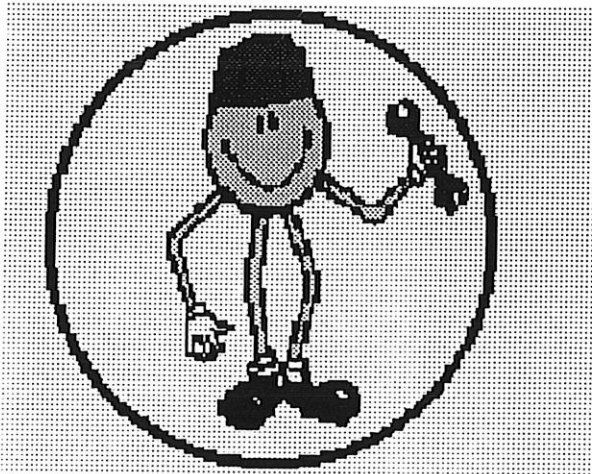
The greatest caution must be exercised when approaching any person who is operating a machine or power tool. A number of questions as to the safety of the environment that you are entering must be posed.

Ask yourself:

- ◆ Does the operator know that I am nearby?
- ◆ Is there a danger from objects flying or falling?
- ◆ Is the operation producing smoke, dust, bright light (welding) or noise that can cause injury to anyone nearby?
- ◆ Is everybody (including you) wearing the correct protective equipment?
- ◆ Is the machine likely to move without warning?
- ◆ If I disturb or startle the operator what is likely to happen?
- ◆ Will they swing around or attempt to take other evasive action which could place either or both of us at risk?

Remember you have control over the timing of your approach to any operator - exercise it for your own safety, the operators safety and safety of bystander.

THINK SAFE



WORK SAFE

Says "Think Safe Sam"

HITCHING UP TO A TRAILER

The changing style and type of vehicles available within CALM has meant that there is an increasing move toward the use of trailers to cart tools and equipment. This has also led to an increase in the number of hand injuries sustained when connecting the trailer to the towing vehicle.

The following points should be considered;

- ◆ Can I connect the trailer on my own?
- ◆ Is the trailer correctly loaded, not front or rear heavy?
- ◆ Is the load secured or will it move causing a change to the balance of the trailer as I hook up to the vehicle?
- ◆ Tray back vehicles usually have the tow hitch fitted forward of the back end of the tray and are hard to access.
- ◆ Does a jockey wheel need to be fitted to the trailer draw bar?

If you are unsure about how to connect a trailer, ask for a demonstration or assistance.

GOOD TRAINING = SAFE PRACTICE

USE CORRECT EQUIPMENT

Whether you are working with power tools, playing sport or participating in an organised activity the use of the correct equipment means that you have every chance if something goes amiss of not being injured.

For example an impromptu game of cricket with the nearest object to you without thought of the consequences can lead to an injury. *A flying table leg is no substitute for a proper bat.*

The participation in activities to improve your health is encouraged and supported, however the correct gear must be used. The consequences of incorrect tools and equipment can lead to claims of an unsafe workplace or incorrect work practices. *Take the time to do it properly, or it's not worth doing.*

CALM Employee Assistance Program PACE WA ☎ 1800 622 386 or (09) 472 1243

A confidential place to turn for help when you have concerns that may be affecting you at work or at home. When you encounter a situation (or a string of incidents) that is difficult to resolve, it's helpful to have someone to talk to - someone who can discuss your situation and look objectively at what options are available to you. PACE WA is available to provide confidential care and guidance for any concern you may have. Since PACE is a service provided by an independent organisation, no-one need know of your decision to seek help.

STATISTICS FOR CALM October 1995 - September 1996

	NUMBER		FREQUENCY RATE		AV DAYS	HOURS	NO DAYS
	LTI	MTI	LTI	MTI + LTI	LOST	WORKED	LOST
Central Forest							
Bunbury	0	1	0	14	0	70929	0
Busselton	3	8	24	89	6	124209	17
Mornington	10	10	61	122	13	163700	132
Blackwood	4	10	29	102	9	137426	36
Total	17	29	34	93	11	496264	185
Goldfields							
Kalgoorlie	0	0	0	0	0	29141	
Kimberley							
Kununurra	1	4	37	187	15	26756	15
Broome	2	0	92	92	68	21635	136
Total	0	4	0	83	0	48391	151
Midwest							
Geraldton	0	0	0	0	0	27929	0
Moora	0	1	0	50	0	19957	0
Shark Bay	0	0	0	0	0	14598	0
Total	0	1	0	16	0	62484	0
Pilbra							
Exmouth	0	0	0	0	0	9675	0
Karratha	0	4	0	101	0	39649	0
Total	0	4	0	81	0	49324	0
South Coast							
Albany	1	8	11	96	11	93933	11
Esperance	2	0	90	90	21	22340	42
Total	3	8	26	95	18	116273	53
Southern Forest							
Manjimup	0	11	0	88	0	124356	0
Manjimup Region	0	0	0	0	0	59746	0
Pemberton	0	10	0	91	0	110030	0
Walpole	1	11	11	134	3	89326	3
Total	1	32	3	86	3	383458	3
Swan Region							
Dwellingup	0	8	0	63	0	126294	8
Kelmscott	0	0	0	0	0	48077	0
Mundaring	3	15	21	128	20	140389	60
Perth	5	11	27	86	74	185012	369
Total	8	34	16	84	55	499772	437
Wheatbelt							
Katanning	1	0	95	95	2	10553	2
Narrogin	0	2	0	65	0	30739	0
Merredin	0	0	0	0	0	8686	0
Total	1	2	20	60	2	49978	2
SOHQ Admin	3	2	4	7	3	743502	9
Forest Resources	1	9	5	47	32	211806	32
Science and Info.	2	10	8	46	9	262144	17
Total for Dept.	36	135	12	58	25	2952537	889

LTI = LOST TIME INJURY MTI = MEDICAL TREATMENT INJURY
 FREQUENCY RATE = No. OCCURRENCES IN PERIOD x 1,000,000 / TOTAL HRS
 AVERAGE DAYS LOST = No. OF DAYS LOST / No. OF LTI's

SUMMER SAFETY TIPS

Remember that you only have one body - so look after it - especially during the silly season.

Think **DRINK SAFE**.

Be prepared for the hot summer ahead, especially if you may be called on to attend bushfires.

Keep fluid (water) intake up.

Make sure that you are in tip top condition - by being active.

Slip, slop and slap - all year long. If you don't have access to sunburn cream during working hours - ask your storeperson. A good place to keep a tube of sunblock is in your esky - or tucker box. This will keep it cool, but will ensure that you have it close at hand to reapply.

Enjoy the break, catch up with family and friends.

If you are on the fire roster and do standby, enjoy your days off, get away from the phone and relax!

Have a safe and healthy Christmas.
 Risk Management Section. ☺

For further information on any of the issues discussed in the Risky Times please contact the Risk Management Section. If you have any issues you would like to be included in future editions of Risky Times please forward them to the section - SOHQ, 50 Hayman Road, Como 6152.

Fighting Fit

CALM Health and Fitness Update

September - October 1996



The pleasures of the festive season may have unwanted legal consequences for those employers who provide drinks for employees at Christmas parties. There are a number of risks associated with the excessive consumption of alcohol, apart from sore heads the next day.

POTENTIAL EXPOSURE Christmas parties are sufficiently work related to come within the scope of Worker's Compensation legislation and could also be regarded as workplace activities under the Occupational Safety and Health Act. Common law negligence claims are also possible by injured workers and injured third parties.

Worker's compensation, employers' liability and public liability insurance should protect employers against claims for personal injuries associated with Christmas functions. But it is important that employers take all reasonable precautions to prevent injuries occurring in order to minimise potential exposure to claims and meet standard requirements of insurance cover. A reckless supply of alcohol to employees could result in the loss of insurance cover.

EMPLOYEE'S RESPONSIBILITIES Employees also have a legal responsibility to avoid becoming so intoxicated that they become a danger to themselves or to others. Besides the potential loss of workers' compensation entitlements for less serious injury, they are also required under the provisions of the Occupational Safety and Health Act to take reasonable precautions for their own safety. Their personal culpability would also reduce the extent of the employer's liability to them in a negligence claim.

WHAT'S HAPPENING; COMING EVENTS

NOVEMBER
16 Big Brook Relay

DECEMBER
7 Rottnest Swim Thru
25 Christmas Day

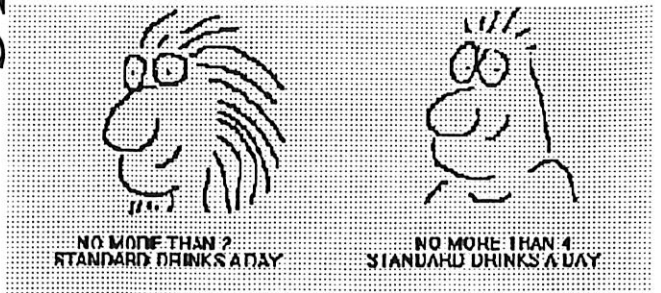
JANUARY
26 Matilda Bay Triathlon

CHRISTMAS DRINKS

MINIMISING RISKS To minimise potential legal exposure employers should take precautionary measures such as;

- ★ Formal (but friendly) reminders to employees about the dangers of drink driving and excessive drinking
- ★ Reasonable controls on consumption by ensuring limits on supplies of alcohol and a reasonable finishing times
- ★ Provide soft and light alcoholic drinks and preferably serve food
- ★ Provide supervision to prevent excessive drinking. Intoxicated employees should tactfully be asked to stop drinking and if necessary to leave the premises with safe transport arranged to ensure that they do not drive home.
- ★ Pre-arranged safe transport home would be preferable. Suggest use of taxis, public transport or non-drinking skippers.
- ★ Special responsibilities should be taken in relation to employees under the legal age drinking.

SOURCE: BUSINESS BRIEF - PARKER AND PARKER, Barristers, Solicitors and Notaries. This information should not be relied on as comprehensive legal advice or treated as a substitute for detailed advice concerning individual situations, it *should make you think about how and why you should be a responsible host and a responsible drinker.*



Christmas Pudding

1/4 cup brandy
1/2 cup wholemeal flour
1/4 tspn bicarb. soda
1 1/2 cup fresh wholemeal breadcrumbs
250 g bananas, mashed
1 carrot, grated
1 egg
2 tblsp skim milk
2 tblsp polyunsaturated oil
120 g currants
100 g sultanas
100 g raisins
1/2 cup orange juice, unsweetened
1 tspn mixed spice
1/2 tsp of each of the following; nutmeg, cinnamon, ginger, grated lemon rind

Method Place dried fruit, juice and spices in a saucepan and simmer gently for 3 minutes. Leave to cool, add brandy and allow to stand overnight. Combine flour, bicarb soda and breadcrumbs, add brandied fruit mixture, bananas, grated carrot, egg, milk and oil. Steam in cloth or basin for three hours.

On Christmas Day, steam pudding for 2 hours and turn out onto a hot dish. Serve with sauce. If you wish to flame the pudding, heat a little brandy gently in a small basin, pour over pudding and ignite at the table. Serve immediately.

Brandy sauce

3 cups skim milk
5 tblspn cornflour
2 tblspn sugar
2 tspn Brandy (or vanilla essence)

Method Combine milk, cornflour and sugar, cook in a double saucepan until mixture coats spoon, stirring constantly. Remove from heat, add brandy. Serve. (serves 12, 930Kj, 220 cal per serve)

Source: Heart Foundation

HEALTHY PERSONS AWARD

This editions healthy persons award goes to Mick Zwart from Kirup. Mick has quit smoking after 27 years. (it has been over 12 months since his quit date). Mick says he was motivated to quit because "I got a shock when I underwent a carbon monoxide test and felt embarrassed at running out of breath."

To do it, Mick used a suggestion from the QUIT campaign book, "pick a date to QUIT and then reinforced the principles from decision date to quit date." His principles were:

- (1) I will give up on date
- (2) I will not be grumpy
- (3) I will not be a typical ex-smoker and lecture people
- (4) I will feel better physically
- (5) I will financially be better off.

Mick says since giving up he, "feels better generally, has \$3,000 plus, per annum extra in the pocket, has improved his sense of smell and has led to the start of a fitness program."

Congratulations on behalf of all CALM employees and management.

Another healthy person is John Chapman from Dwellingup. John recently became a goal umpire and due to his commitment, study and training, was selected as Goal umpire for the Peel League Grand Final. John is keen to umpire a WAFL game now that Peel Thunder are in the League - Well done Chappo.

CALM Healthy Persons Award -Nominations to Risk Management, Como. Fax (09) 334 0475



Enjoy a drink or two,
but four or more
and who knows what you'll do.