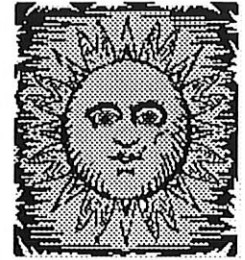




# RISKY TIMES



JULY - AUGUST 1998

Issue 14

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

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<http://calmweb.calm.wa.gov.au/drb/csd/hrb/risk/risky-times.html>

## CALM EMPLOYEES AND FAMILIES ASSISTANCE PROGRAM

PACE (Programmes Assisting Companies and Employees) has been contracted by the Department of Conservation and Land Management to provide an Employee Assistance Program including a comprehensive counselling service for the benefit of all employees, and the members of the immediate family (ie spouse and dependant children).

This appointment provides for expanded services from the previous contract.

We understand that it is essential for employees to be as motivated and satisfied by the work they do, as possible. Motivation and satisfaction are effected not only by work-related stresses, but also by per-



sonal or relationship difficulties which we may experience from time to time.

At sometime in our lives, we are likely to experience financial worries, tensions in a relationship, grief following the loss of a loved one or the breakdown of a relationship, or become unhappy, stressed, depressed or anxious for some other reason.

At these times, it is helpful to have someone to talk to. Our Employee Assistance Program is designed to provide this type of advice and counselling to you or your im-



mediate family members during your times of need. Services available through PACE are comprehensive, professional, confidential and free.

A brochure about our Employee Assistance Program, PACE and briefing sessions describing the types of services available and how you

can make arrangements to access the service, should you need to will be in your workcentre in the near future.

There is a direct telephone link to PACE 1800 622 386 should you wish to utilise the service immediately.

For further information, do not hesitate to contact the Risk Management

## PERTH DISTRICT SAFETY "GRAB KIT". The grab kit contains the following forms;

Ken Borland, Safety Coordinator at Perth District has compiled a Safety Form Grab Kit. The kit contains all the paper work and forms requiring completion following an incident in the district.

The grab kit ensures all the paper work is complete, allowing the claim to be submitted, rapid notification of the incident and ensure the injured worker receives information about assistance available.



- 1) First aid treatment slip
- 2) First medical certificate - doctor provides this form
- 3) Notification of OH+S Incident (CLM RM 1.1) All MTI and LTI's completion, to be forwarded to Region and Risk Management Section.
- 4) Employers Report Form (RiskCover form 1B) - forwarded with 2B and 5A
- 5) Workers Compensation Claim form (RiskCover form 2B) complete by employee and Safety Coordinator forward with first medical.
- 6) Workers compensation claim advise slip
- 7) Recurrence of disability (RiskCover 3A) - attached to 2A or 3B
- 8) Journey Report Form (RiskCover form 4A)
- 9) Witness Statement Form (RiskCover form 5A) fill our by witness.
- 10) Incident Report (CLM 6) Accident report form, investigation of incident. Form to to complete for near-miss also. Safety coordinator and employee, should show the facts and provide preventative actions.
- 11) Incident Report (CLM 8) Follow-up report on action.

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**What is asthma?**

As we breathe, air moves in and out of the lungs through branching airways.

People with with asthma have sensitive or "twitchy" airways. When they are exposed to certain "triggers" (e.g. cigarette smoke), their airways narrow making it hard for them to breathe.

The three main factors that cause this narrowing of the airways are:

1. The inside lining of the airways becomes red and swollen (inflamed).
2. The muscle around the airway tightens.
3. Extra mucus is produced.

**Why do people get asthma in the first place?**

We don't really know why some people have abnormally sensitive airways and others don't, but we do know that many people are born with a tendency to develop asthma. There is often a history of asthma, eczema or hayfever in brothers, sisters and parents or close relatives. Asthma can occur for the first time at any age.

There is also evidence that exposure to certain things, for example cigarette smoke during pregnancy and early childhood, increases the risk of developing asthma.

**What are the main symptoms of asthma?**

- \* Wheezing - a high pitched raspy sound on breathing
- \* Coughing
- \* Shortness of breath or tight
- \* Tightness in the chest

These symptoms vary from person to person, and from time to time within the same person. Some people have all the symptoms, while some may only have a cough or wheeze. Symptoms can also vary considerably in intensity.

**What triggers asthma symptoms?**

Once someone has asthma, symptoms are set off or made worse by "triggers". These can include:

- \* colds and flu's
- \* cigarette smoke
- \* exercise
- \* inhaled allergens - e.g. pollens, moulds,
- \* animal hair and dust mite
- \* changes in temperature and weather
- \* chemicals and strong smells
- \* some foods and food preservatives, flavourings and colourings
- \* certain drugs (e.g aspirin)

But often we don't know what triggers an

# ASTHMA

## The basic facts

episode. It is recommended that wherever possible, known triggers should be avoided. Sometimes these triggers are difficult to avoid such as colds and viruses.

Exercise, of course, should not be avoided and there are steps that can be taken to help prevent symptoms when exercising.

**Can asthma be cured?**

Asthma cannot be cured but can be controlled. Getting your asthma under control means that you are able to do your daily activities and lead a normal life without having asthma symptoms.

**Controlling your asthma may involve;**

1. Taking asthma medications
2. Monitoring your asthma
3. Exercising or being active
4. Avoiding triggers
5. Having an asthma action plan
6. Visiting your doctor regularly.

**Asthma medications:** the best way to control asthma is through medication. These are usually taken by breathing in the medication so it goes straight into the lungs. Two types of medications; Relievers - provide relief within minutes, by relaxing the muscles around the airways, making airways wider; Preventers - make airways less sensitive and prevent asthma, by reducing the swelling inside the airways. They often take several weeks of daily use to make you feel better.

**Monitoring your asthma** - you can check your asthma by blowing into a Peak Flow Meter, telling you whether your airways are wide or narrow. Meters and diary cards are available from your pharmacist or Asthma Foundation.

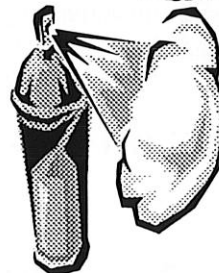
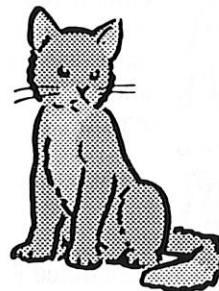
**Exercising or being active** - important for your health and to develop strong breathing muscles. If exercise triggers your asthma, ask your doctor how to control this.

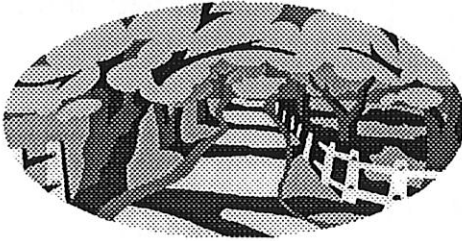
**Avoiding triggers** - It is important to try to avoid the triggers you react to. Discuss a plan with your doctor, particularly for the ones you cannot avoid, cold, change in season, exercise.

**Asthma action plan** - this helps you recognise worsening asthma, plan what to do when this happened and how to get medical help quickly.

**Visiting your doctor regularly.** Asthma is a condition that changes all the time. Visiting your GP on a regular basis (say every 6 months) will help keep on top of your asthma

**Source and further information available  
Asthma Foundation of WA, Ph ; 9382 1666**





## Bibbulmun Walk '98

To coincide with the official opening of the upgraded and realigned Bibbulmun track an end-to-end walk is being organised by CALM Bib Track Group and the Friends of the Bib Track. The walk commences in Albany on 13 September and concludes in Kalamunda on 7 November 1998.

A CALM team has nominated to complete the walk as a relay team, limited places are still available. If you are not part of this team, or can't walk a 5 day segment why not organise your own walk or a picnic when track end-to-enders go near your workcentre. Detailed segment dates, distances and locations are available from the Bibbulmun Track group, your local Recreation Leader or from the CALMWeb, by visiting the Bibbulmun Track site.

1	Albany - Denmark	13 - 17 Sept	90.8 km	6	Donnelly River Mill - Mumbullup	12 - 17 Oct	107.4 km
2	Denmark - Walpole	19 - 24 Sept	112.2 km	7	Mumbullup - Trees Road	17 - 21 Oct	75.1 km
3	Walpole - Deeside Coast Rd	26 - 30 Sept	88.6 km	8	Trees Road - Dwellingup	21 - 25 Oct	83.3 km
4	Deeside Coast Rd - Pemberton	30 Se - 5 Oc	93.5 km	9	Dwellingup - Sullivan Rock	27 Oc - 2 No	103.9 km
5	Pemberton - Donnelly River	6 - 10 Oct	93.8 km	10	Sullivan Rock - Kalamunda	2 - 7 Nov	99.7 km

## Getting fit for bushwalking

If you are walking the Bibbulmun Track, or planning and extended bushwalk in the future, detailed exercise programs, including basic stretches and strengthening exercises, are available from Linda.

You need to gradually build up your kilometers, add 1. hills, both up and down, 2. rough surfaces, eg gravel, sand and 3. equipment, you

should train with your pack, hiking clothing and equipment you will be carrying.

In addition to walking those kilometers, you should also consider a regular stretching and flexibility program and begin a basic strengthening exercise plan, particularly for your back, abdominal, quadriceps and hamstring muscles. Combine this with a variety of aerobic activity, to provide a

little variety and cross training.

The Heart Foundation WA will be promoting the "Walk the Bibbulmun Around Your Block" commencing in September 1998. The walk kit, similar to the Heart Walks and Walk to York" programs promoted in previous years, will include a wall map to chart individual and team progress.



### COMING EVENTS AT A GLANCE

**Think before you drink competition** Run your own competition, details available from Linda.

**Climb to the Top:** August 1 - 28, Get a team of ten together and attempt to reach the heights of Mt Everest. You can use stairs, steppers, trees. Heart Foundation has entry forms and details.

**City to Surf Fun Run:** August 30th, CALM will be entering a team again in this 12km fun run, walk from the city to the beach. Call now for training details or to join the team.

**Bibbulmun Walk '98** Sept 13 - Nov 7. the great walk to commemorate the opening of the newly aligned track. join in the walk or organise a picnic to support the walkers on their journey.

**Bibbulmun Around Your Block '98** Sept 27 - Nov 15, Walk the distance of the track. Maps available to track your progress. Information and walk kits available from the Heart Foundation.

**Big Brook Relay** November , Organise your team and a cross cut, entry details available from Pemberton District

*If you have events which you think should be included, or would like further info. give Linda a call .*

**RISK MANAGEMENT ON LINE**

The "**Notification of a incident**" form is now online @ <http://calmweb.calm.wa.gov.au/drb/csd/hrb/riskfax.html>. A reminder here that any incident that involves any injury should be reported asap to the Risk Management Section either via fax using the "**Notification of Incident**" form or this new online form.

All your **insurance forms** needs are also catered for @ <http://calmweb.calm.wa.gov.au/drb/csd/hrb/hrbfrms.html#riskman>.

The JSA's are now online, as are the Occ Health and Safety Policy and Procedures manuals. **JSA's** can be found @ <http://calmweb.calm.wa.gov.au/drb/csd/hrb/risk/jsa-index.html> **Policy Manual** is found @ <http://calmweb.calm.wa.gov.au/drb/csd/hrb/manuals/policy-manual.html> **Procedures Manual** look @ <http://calmweb.calm.wa.gov.au/drb/csd/hrb/manuals/procedures-manual.html>

Current and past editions of **Risky Times** are also available, see header for the address.

**RISK MANAGEMENT ON LINE**

**STATISTICS FOR CALM JUNE 1997 - MAY 1998**

	NUMBER		FREQUENCY RATE		AV DAYS LOST	HOURS WORKED	NO DAYS LOST
	LTI	MTI	LTI	MTI + LTI			
<b>Central Forest</b>							
Bunbury	0	0	0	0	0	42803	0
Busselton	3	5	28	74	18	108825	54
Mornington	5	7	39	94	9	128030	43
Blackwood	6	6	46	93	12	129546	70
<b>Total</b>	<b>14</b>	<b>18</b>	<b>34</b>	<b>78</b>	<b>12</b>	<b>409204</b>	<b>167</b>
<b>Goldfields</b>							
Kalgoorlie Total	0	3	0	158	0	18947	0
<b>Kimberley</b>							
Kununurra	0	0	0	0	0	23500	0
Broome	0	2	0	90	0	22105	0
<b>Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>44</b>	<b>0</b>	<b>45605</b>	<b>0</b>
<b>Midwest</b>							
Geraldton	1	0	34	34	4	29777	4
Moora	0	1	0	56	0	17718	0
Shark Bay	0	0	0	0	0	18985	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>15</b>	<b>30</b>	<b>4</b>	<b>66480</b>	<b>4</b>
<b>Pilbra</b>							
Exmouth	0	1	0	65	0	15344	0
Karratha	0	2	0	65	0	30765	0
<b>Total</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>46109</b>	<b>0</b>
<b>South Coast</b>							
Albany	0	3	0	48	0	62190	0
Esperance	0	1	0	51	0	19559	0
<b>Total</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>49</b>	<b>0</b>	<b>81749</b>	<b>0</b>
<b>Southern Forest</b>							
Manjimup	0	3	0	25	0	120674	0
Manjimup Region	0	0	0	0	0	32158	0
Pemberton	0	8	0	85	0	93606	0
Walpole	1	8	10	94	31	95875	31
<b>Total</b>	<b>1</b>	<b>19</b>	<b>3</b>	<b>58</b>	<b>31</b>	<b>342313</b>	<b>31</b>
<b>Swan Region</b>							
Dwellingup	2	7	19	86	24	105009	47
Kelmscott	0	2	0	112	0	17866	0
Mundaring	3	8	26	96	24	114760	72
Marine	1	1	54	107	2	18615	2
Perth	4	10	32	112	59	125441	235
<b>Total</b>	<b>10</b>	<b>28</b>	<b>26</b>	<b>100</b>	<b>36</b>	<b>381691</b>	<b>356</b>
<b>Wheatbelt</b>							
Katanning	0	0	0	0	0	19085	0
Narrogin	2	0	76	76	3	26446	5
Merredin	0	0	0	0	0	8552	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>37</b>	<b>37</b>	<b>3</b>	<b>54083</b>	<b>5</b>
SOHQ Admin	2	9	3	15	10	732033	19
Forest Resources	3	16	6	41	5	466182	15
Science and Info.	1	6	4	27	1	259584	1
<b>Total for Dept.</b>	<b>34</b>	<b>109</b>	<b>12</b>	<b>49</b>	<b>18</b>	<b>2903980</b>	<b>598</b>

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

**SIGNIFICANT INCIDENT**

**Inhalation of fumes.**



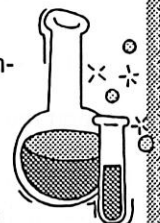
Methylated spirits was being used on a daily basis by an employee.

The room in which the project was being conducted was small and had minimal ventilation. To achieve the desired result the employee needed to bend over the bench. This working posture brought the employee into close contact with the fumes given off by the product. Migraine headaches occurred.

**Points to consider are :**

- \* Inflammable type products are volatile and will give off fumes.
- \* Continual contact with bare skin should be avoided and gloves or barrier cream type products used.
- \* Continual contact can lead to skin problems such as dermatitis. Gloves are the preferred protection means.
- \* Adequate ventilation is essential, forced fan, an extractor system or a fume cupboard.
- \* If the aroma of the product can be detected the system is not functioning properly.
- \* If a respirator is being used and the aroma can be detected then respirator should be replaced with a new one. If it is a cartridge type respirator then the cartridge must be immediately replaced.
- \* Depending on the severity of the effects a GP may recommend health monitoring checks.

Fume monitoring instruments are not available within CALM, however, a number of commercial companies have products for hire or can provide monitoring services.



For further information on any issues discussed in "Risky Times" or recommendations for future editions please contact Risk Management Section. - SOHQ, 50 Hayman Road, Como 6152. PHONE (08) 9334 0397 OR FAX (08) 9334 0475.

# A 'PACE' AHEAD

AN INITIATIVE FROM YOUR PACE EMPLOYEE ASSISTANCE PROGRAM

## DEVELOPING A LOW-STRESS WORK STYLE

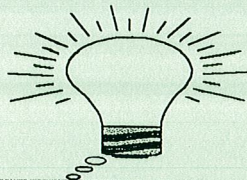
### IS STRESS RUNNING YOUR LIFE

**Stress is a fact of life** - especially in the workplace. You may be confronted day after day by tight deadlines, too much to do in too little time, conflicts with co-workers, or ever-changing job requirements and technology. Sometimes it may seem like job stress runs your life, making you feel hurried, irritable and frustrated. These negative feelings can make you unhappy, affect your job performance, hurt your relationships with co-workers and even damage your health. So, what can you do about stress on the job? Though you can't make it go away, you can learn to develop a low-stress work style before stress overcomes you. You may like to determine your stress level by completing the two charts.

### ARE YOU UNDER JOB STRESS

#### How You See Yourself

- You have trouble sleeping at night
- You feel like you don't have enough time to relax
- You skip meals
- You don't take holidays
- You feel anxious about not having time to get all your work done
- You feel competitive with your co-workers
- You think about what you'll say next while someone else is speaking



#### How a Friend Sees You

- It seems like you're preoccupied whenever people talk to you
- During conversations, you usually do most of the talking
- You're often impatient or irritable over delays that are unavoidable
- You frequently show a lot of frustration and impatience
- You seem to get angry easily, even over small problems
- You often look very tired, with dark circles under your eyes

**How many boxes did you or your friend tick?** None? Then you're a model of low-stress living! However, if you or your friend crossed even one box, adopting a low-stress work style will help put you back in control over job stress.

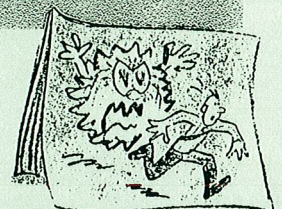
### A HIGH-STRESS WORKSTYLE HURTS EVERYONE

A high-stress work style can hurt you, your co-workers and your entire organization when one or more people have:

1. **Difficulty in Setting Priorities:** When you're under stress, you can lose sight of your organization's or your own overall goals. You may have difficulty prioritizing tasks, spending too much time on trivial details.
2. **Time Urgency:** When you feel overwhelmed, you not only rush yourself, but you rush other people. You may leave jobs unfinished or have no time for double checking.

Confidential PACE Helpline 1800 - 622 - 386

PACE Winter Publication - May 1998



## AN INITIATIVE FROM YOUR PACE EMPLOYEE ASSISTANCE PROGRAM

3. **Preoccupation with Numbers:** Numbers can be a good measure of performance, but always relying on numbers to prove your case or solve your problems may keep you from seeing the "why".
4. **Inability to Delegate:** Can you trust others to do important work for you? Delegating may assist you in getting your work done efficiently. And the people you work with may resent not being able to help out.
5. **Accidents and Mistakes:** Accidents and mistakes may happen when you try to work too fast and fail to use the proper procedures or safety precautions.
6. **Too Much Competition:** If you don't see your fellow workers as allies working with you to accomplish common goals, you may begin to treat them as enemies out to get you. This leads to competitiveness and a lack of cooperation.

### DEVELOP A LOW STRESS ATTITUDE

Once you're aware of the damage a high-stress work style can do, you can begin to develop an attitude that helps you deal with high-stress situations in a low-stress way. Your low-stress attitude will enable you to feel more relaxed, get more done, and be more creative.

1. **Build Your Self Confidence:** When you are confident, it's hard to be hostile or irritable with others. Take an inventory of your strengths, use these rather than feelings of anger or hostility as "fuel" for your work.
2. **Ask Yourself If Your Reaction Will Help:** When you feel you are beginning to have a high-stress reaction ask yourself: Is it worth sacrificing my peace of mind and lowering my self-confidence? Will it make me more productive?
3. **Find Out What Stresses You:** Begin to spot potentially stressful events. You can then choose how you'll respond, like not raising your voice or leaving your work area for a few minutes to calm down before confronting the stressful situation.

### PRACTICE A LOW-STRESS WORKSTYLE

When you develop a low-stress attitude, you can begin to practice a low-stress work style to help you overcome stress in two ways: You'll develop skills that will help keep some stressful situations from occurring, and you'll create an organized work style that will lessen the impact of unavoidable job stress on your well-being.

Pick one or two low-stress work skills to start with, and add others one at a time after the first ones begin to feel more natural. Soon you'll find that practicing a low-stress work style is helping you reduce the amount of job stress you experience each day.

1. **Set Your Priorities:** If you can't seem to get anything finished, take a few minutes each day to list your priorities, and you'll be less frustrated and more productive.
2. **Create a Friendly Workspace:** A pleasant workspace can be your haven from stress. Staying within your organization's guidelines, bring in plants or photographs.
3. **Take a Break:** A break can go a long way to relieve stress and free your mind from thoughts about work. Be sure to take holiday time - time away prepares you to meet new challenges.
4. **Assess Your Skills:** Do your job's requirements and your skills "match"? If there's a gap between the requirements and your skills, do something about it: ask for help, or get formal training. If you're not using all your skills, ask your supervisor about ways to put these skills to work.
5. **Accommodate Change:** Rather than being surprised by changes, start planning ahead. Look at your entire year to pinpoint times when changes are likely to occur. Some examples are annual reports, holidays or training. Develop a plan to deal with the changes and leave yourself a little extra time each day to accommodate unexpected changes.
6. **Live Well:** Treating your body badly can make you vulnerable to stress, but taking good care of yourself helps you take stress in your stride. Eat well, exercise and get enough sleep.

When you adopt a low-stress work style, you not only reduce the amount of job stress you feel, but you also get more done and improve your relationships at work and at home.

### PACE W.A.

EAP counselling is a positive and effective way to deal with personal, family and work-related problems

**Confidential PACE Helpline 1800 - 622 - 386**

PACE Winter Publication - May 1998

