

DECEMBER 2019



Who can use power tools?



- **VIC WORKPLACE
MANSLAUGHTER LAW
PASSED**
- **NEW STANDARD ON RISK
ASSESSMENTS**
- **EMPTY BOAT RAMP
DANGER?**
- **GET READY FOR 2020 WITH
OUR FREE STRATEGY
BREAKFAST!**

Welcome to December Safety News

This month we are holding a breakfast briefing on strategic safety planning for the new year. We are also taking the opportunity to include a briefing on the workplace manslaughter laws being introduced around Australia, and just passed by the Victorian Parliament on 26th November. See details below.

Power tools cause many serious injuries, yet most are not covered by specific regulations. We explain how to control power tools in your workplace.

A new team member, Sherilyn Carter, has commenced working with us and will share the admin role with Sarah. See intro on page 2.

Safety Action wish all our readers and clients a safe and merry Christmas and a prosperous New Year.

Stay safe!

We are closed over the Christmas break from midday Friday 20th December, and we re-open on Monday 13th January 2020

However, the team are available for support over the break if urgent needs arise. Just call one of our consultant's mobile or email them direct. Enquiries email will also be monitored periodically.



Andrea Rowe, GM



GARY



KATIE



SARAH



STEPHEN



BEN

GET READY FOR 2020 - FREE STRATEGY BREAKFAST

WED 11 DECEMBER – SAFETY ACTION CONFERENCE ROOM, CLAYTON

Launch into 2020 with confidence.

Gary, our CEO, will provide tips on how to prepare a strategic safety plan and help identify what should be on your radar for 2020, including the new Workplace Manslaughter laws.

Having a good plan means you'll spend your time and money on the right safety activities.

Register now!

CLICK TO
REGISTER



Introducing Sherilyn

Sherilyn Carter has joined our admin team. She will be working on Tuesday, Thursday & Friday. You can email Sherilyn at Sherilyn.Carter@safetyaction.com.au

Sherilyn comes from a retail background and loves scuba diving.



SHERILYN

New Risk Assessment Standard

A new international standard has been released on risk assessment techniques.

This standard should be compulsory reading for everyone involved in conducting risk assessments including safety personnel, health & safety representatives and engineering staff.

The standard explains the correct usage of each risk assessment component including consequences and controls, and it also outlines the limitations of the risk matrix and typical errors in aggregating risks.

The standard entitled Risk Management – Risk Assessment Techniques IEC 2019 is available via Standards Australia.

Contact the Safety Action team on 03 8544 4300 or [email](#) for training on effective risk assessments.

Who Can Use Power Tools? By Gary Rowe

A reader recently asked, 'who is allowed to operate lathes?' This raised a wider question in my mind about what power tools and equipment workers should be allowed to use?

Many people don't realise there are some subtle aspects regarding competency to operate plant and equipment. We explain in this article.

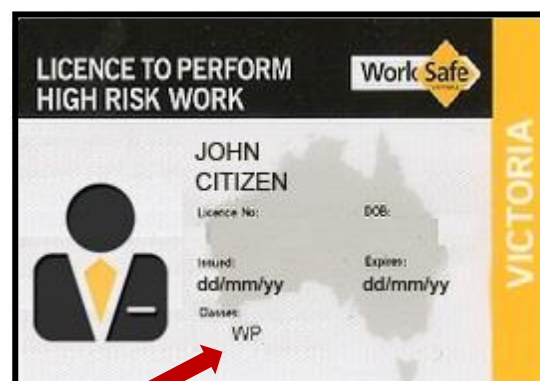
Plant Requiring a Licence

Workplace safety regulations in each state specify training and competency licences for what they call **"high risk work"**.

However, this is only specified for:

- Scaffolding
- Crane operators, riggers and dogmen
- Boom elevating work platforms (cherry pickers)
- Forklifts
- Order picking forklift
- Lifts & hoists
- Concrete placing booms

**A sample high risk work licence.
In this case for boom-type elevating
work platform (WP), arrowed.**



Order picker



Forklift truck

Illegal to Allow or Operate Without a Licence

It is a breach of the regulations for any manager or supervisor to allow or ask any person to operate designated high-risk plant without the relevant licence.

Equipment Not Covered by Licences

There are many items of equipment which pose a high-risk of serious injury or death, yet they are not covered by regulated licences.



Frontend Loader



Bobcat Excavator

For example; portable power tools, lathes, grinders, shaping machines, welders, scissors lift, bobcats, excavators and many more potentially hazardous items of equipment have no licence requirements under the regulations.

Duty to Ensure All Operators are Competent

All employers have duty (eg OHS Act S.21) to ensure all operators of plant and equipment are trained and competent.

In circumstances not controlled by regulated licences, the employer is to train or confirm training and competency for each item of equipment used by their workers. This can be an external course, e.g. at a TAFE, or internal training.

Can Maintenance Team Use all Workshop Equipment?

Unless your maintenance team have been formally trained in correct and safe use of a particular item of equipment as part of their trade qualification, they should not be allowed to use it until trained and authorised to do so.

Even for workers who have a trade qualification (e.g. turner & fitter) which included training in correct operation of lathes, you need to ensure they are familiar with the specific model of lathe you have, per manufacturer's manual.

If unsure if a person's trade qualification included training on a particular item of equipment you can confirm by asking your local TAFE about trade training content

If you have trade qualified staff who are not formally trained to operate your equipment, but you would like to allow them to use it you can:

- a) Send them to a short TAFE course; or
- b) Train them internally using the manufacturer's manual (by a competent person).

In both cases above you need to save records on file to prove they were trained and assessed competent by the trainer. Even better, a short theory and or practical test will prove beyond doubt they understood the training and were competent at the time.

Refresher Training

Best practice companies set a refresher period for plant operation training (e.g. 2 to 5 yearly refreshers), but there is no regulation requiring this unless staff operate licensed plant where licences must be renewed 5-yearly.

Principle – Trained and Authorised

In short, your company policy should be ***No person is to operate any item of plant or powered equipment unless trained and authorised to do so.***

This prevents people with a licence (eg forklift licence) assuming they can use any forklift anywhere without permission.

Skills Matrix

One convenient way to show who is trained and authorised to operate various items of equipment is to have a Skills Matrix, per the sample below.

SAMPLE SKILLS MATRIX					
NAME	PLANT ITEMS	Lathe Type A	Lathe Type B	Pedestal Grinder	Large 300mm Angle Grinder
Bob Builder		X	X	✓	X
John Smith		✓	✓	✓	✓
Fred Bear		✓	X	✓	✓

If you would like a copy of our workshop safety checklist or have a safety question give us a call us on 03 8544 4300 or [email](mailto:info@safetyaction.com.au)

Workshop Equipment Safety Checklists



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Specialists in Workplace Safety and Business Risk

Safety Action Workshop Safety Guide

Workplace Manslaughter Laws

Victoria has introduced the Workplace Manslaughter Bill into Parliament.

The Bill proposes workplace manslaughter is when an individual is negligent and breaches the duty owed to another person and causes the death of that person.

Negligence is defined as **“a great falling short of the standard of care”** of a reasonable person in similar circumstances where there is a high-risk of death or serious injury.

Under the legislation corporations can also be charged if they engage in conduct that is negligent and falls below standard of care of a reasonable organization. Note: The standard of care for corporations is higher than the legislation proposes for individuals.

When the workplace manslaughter legislation commences, Victoria will have the highest workplace safety penalties in Australia.

The maximum penalties include:

- 20 years jail
- \$16.5m for corporations
- \$1.65m for officers

**New workplace manslaughter
law penalties include
up to 20 years prison**



Email or call us on 03 8544 4300 for our summary of the Vic Workplace Manslaughter Bill. Gary will talk about this topic at the upcoming breakfast. See page 2 for your free invite.



Have questions or would like to see a topic in a future newsletter?

Contact the editor

Do you have questions or is there a topic you would like to see in a future newsletter? [Email](#) with your ideas.

Kirill, editor

Empty Boat Ramp Danger?

I found an interesting article entitled "Danger - Empty Ramp" in a recent newsletter from Maritime Safety Victoria.



This intrigued me to wonder why an empty boat ramp and empty car park might be a problem. I thought it would be a blessing, compared to many days when "boaties" have to fight for parking and access to the boat ramps around the Victorian coast and bays.

The article went onto explain the reason the boat ramp and associated car parks would be empty is because everyone else had checked the weather and it is too dangerous to go out.

Tip of the month

***BAN PRE-SHREDDED
CHEESE, MAKE
AUSTRALIA GRATE AGAIN***



Safety for the Holiday Season

WorkSafe Victoria is reminding everyone to **take time, take care and stay safe** during the festive period.

According to statistics, the festive period in December see increased workplace injuries and deaths. Busy workloads, pressure to meet deadlines and untrained staff can contribute to this.

We also recommend you use your work risk assessment skills, albeit without paperwork, for your family and holidays. For example:

- Check car (and tyre pressures which are often neglected)
- Safe camping or picnic areas (do a walk around)
- Check electrical leads and safety switches in home and garage
- Consider weather for boating, camping or drives into bush fire danger zones
- Watch young children closely and brief everyone on key risks
- Ensure vehicle trailer loads are correctly restrained



Is Your Work Site Secured for the Holidays?

As in most holiday seasons construction sites shut down for a few weeks over Christmas. Youths can be attracted to unattended sites who may see it as a play area and not be aware of the risks.

Contractors and builders must ensure that their site is safe and secured particularly when not attended. For example, builders should ensure that they have a complete and secure perimeter fence around their site which complies with AS 4687 for temporary fencing and hoardings.

For our factsheet which includes fence dimension and other tips on securing your worksite for the holidays. [Email for your copy.](#)

Enjoy your holidays!



Children climbing fence