


April 2020

CONTINGENCY PLANNING

~~PLAN A~~

PLAN B

- 
- **DRIVING RISKS**
 - **A PRACTICAL LOOK AT
MANSLAUGHTER LAWS
WEBINAR**
 - **WORKING FROM HOME
RESOURCE PACK**

What's new in April?

The team at Safety Action send our readers and their families best wishes for good health during these extraordinary times.

This month we welcome Miriam Oliver who joins our admin support team, bravely stepping into the role in the midst of these challenging times!

Our April newsletter includes Gary discussing the highly pertinent subject of 'Contingency Planning - When and How' and our friends at RACV outline how they can help with their driver training courses. We also include a list of fact sheet resources we have prepared on workplace safety during the pandemic.

In response to the government guidelines for containing the spread of the Covid-19 virus we have decided to change the breakfast briefing on the new Workplace Manslaughter Laws to a webinar and deferred the error management workshop to later this year. Please contact the office for webinar details if you haven't received our mailing.

Stay Safe!



Andrea Rowe, GM

SAFETY ACTION TEAM



Gary



Stephen



Katie



Ben



Miriam



Sarah



Kirill

Contingency Planning

Most organisations are heavily into planning how to cope with the virus pandemic and maintain operations as best they can. This is appropriate and necessary.

However, this is not contingency planning, but emergency response and often includes trying to obtain scarce items at a time of extreme supply chain stress, which in turn exacerbates the problem across the community. The panic buying of toilet paper and hand sanitiser are an example of this.

Best practice companies continually question what could reasonably go wrong, internally and externally, and what preparations are needed.

It is anti-social and illegal in some circumstances to hoard scarce supplies during an emergency situation, but it is right and proper to build up emergency stock prior to emergency events.

Contingency preparation needs to happen before the event

The main types of critical event planning include:

1. **Emergency Response Plan**
2. **Crisis Plan**
3. **Business Continuity Plan**

Emergency response plans include all the immediate things which need to happen. These are regularly drilled in most organisations, including fire and evacuation, suspicious parcels, telephone threat, physical attack, industrial accident, social unrest or protest.



A crisis plan provides the framework for overall management of large scale or ongoing emergencies and may include things like; change in government policy or rules, natural disasters, adverse media and its impact on business (whether true or false).

Contingency planning is part of crisis planning, and considers foreseeable adverse events, their impact on the organisation and preparations necessary to respond effectively if the event occurs. This phase usually includes obtaining critical supplies and equipment or identifying reliable sources.

Good contingency planning involves securing supplies when they are plentiful and cost effective

Once the crisis phase comes to an end, the business continuity plan takes over.

A business continuity plan, as the name suggests, is focused on maintaining business operations and re-building capacity as quickly as possible, and also utilises the contingency plans developed earlier.

Most of our equipment and supplies are now part of the global supply chain, and sea and air travel are so cheap these days that future viruses and disease will spread quicker than in the past, as demonstrated by the current pandemic.

***Once the pandemic is over you can stock up on toilet paper,
but not now***

Once your business is comfortable that you have done everything possible in response to the current virus pandemic, we recommend you discuss proper contingency planning with your senior management team and include pandemics as a standard crisis item moving forward.

Thought of the Month



***“We will not make
yardsticks
any longer”***

Are you and your staff working remotely? Safety and health is more than just a desk.

Do your workers have a toolkit including these topics?

- ✓ Regular communication & check-in procedures
- ✓ Fatigue management
- ✓ Mental health support
- ✓ Security
- ✓ Emergency plan
- ✓ First Aid

See page 6 for resources to help with your changed work environments.

WHY DRIVER TRAINING?

“Did you know a third of all workplace fatalities involve road accidents, yet most companies spend most of their safety budget on site safety?”

Another interesting fact is that 20% of work vehicles are involved in crashes each year, and 60% of the time it is the fault of the fleet driver.

Driving for work not only exposes the employee to the usual driving hazards such as speed, distraction, fatigue, and occasionally impaired driving but often the added pressure of meeting deadlines and other work related stress compounds these standard hazards.



Key steps to minimise risk include:

- Purchase vehicles with 5 Star ANCAP safety ratings.
- Set realistic travel schedules with adequate rest breaks.
- Enforce a hands-free or no phone calls while driving policy.
- Provide periodic driver training aimed at improving driver behaviour.

Road fatalities and serious injuries are deservedly the focus of government policy, vehicle manufacturer's and public awareness.

However, employers and fleet managers must also deal with slow speed collisions and car park "bollard incidents" where pillars apparently materialise from nowhere and clearance around the company vehicle appeared adequate when the driver started the engine, but somehow changed.

Our friends at **RACV** run a variety of **Safe Driver Training** programs suitable for business which are *designed to change driver behaviour* and to make our roads safer for all users, and importantly reduce fleet costs.

More information on the RACV driver training is available at

www.racv.com.au/safedrivertraining



Workplace Safety During the Virus Pandemic

Under the safety laws, employers must take all reasonable measures to eliminate or reduce the risk of workers' exposure to COVID-19. In recent weeks, the shift to working from home introduces some new health and safety hazards, which also need to be managed.

We have prepared the fact sheets detailed below to support you in managing the potential health effects of COVID-19, and the new safety risks posed by changed work environments, such as working from home.

[Collection of COVID-19 Health and Safety Resources](#) - Websites for employers to manage the health and safety risks.

[Working Safely at Home](#) - Now that it is necessary for many workers to work from home, this guide helps you to assess and control the risks.

[Do Hand Sanitisers Protect Against Coronavirus?](#)

[Do Face Masks Protect Against Coronavirus?](#)



Working from home

Call us on 03 8544 4300 or email enquiries@safetyaction.com.au if you need help to customise your staff information resources or other plans.

Construction Safety Alerts - WorkSafe Victoria

In recent weeks, two construction workers have lost their lives in separate incidents on Victorian construction sites.

WorkSafe has published the following two Safety Alerts:

[Using a vehicle loading crane for deliveries on construction sites](#)

[Employee seriously injured while operating a circular saw, resulting in death](#)

Oops, How Did That Happen?

A FREE Workshop on Error, Safety, and Performance

~~Wednesday 29th April 2020~~

Date to be Re-scheduled later in 2020

We all make mistakes and thankfully most are not too serious, but occasionally serious outcomes arise particularly in the workplace. Traditional approaches to accident investigation have focused on the behaviour of the individuals involved, which has often failed to get to the root causes.

We are very fortunate to have Dr Todd Bentley, Director HSA and former Director of Safety at Metro Trains, who is going to introduce us to an interesting and different approach to looking at human error and workplace safety performance.

This short workshop is focused on understanding human error, and the various ways that we can develop practical systems to help minimise the adverse effects.

Timing: 10am to 12noon (2 hrs)

Venue: Safety Action, Clayton, Vic

Cost: Free



Facilitator: Dr Todd Bentley

For a [copy](#) of the workshop outline or to [book](#) your free place call 03 8544 4300 or [email](#) Safety Action. [Click here to book.](#)

Note: Those who have booked for the 29 April date (cancelled due to the virus epidemic) do not need to do anything, we will forward new timing and details when re-scheduled later this year.

Changed to a **Free Webinar** *A Practical Look at the Manslaughter Laws* (Date and time to be advised soon)

How the New Manslaughter Laws Will Operate in Practice

Andrew Douglas, Principal FCW Law, will explain the difference between existing reckless endangerment offences and the subtle differences between state manslaughter laws and penalties, and importantly who has duties and liable for prosecution.



Andrew Douglas

How to Avoid Manslaughter Prosecution

Gary Rowe, CEO Safety Action, will provide some practical tips on how your business can minimise the risks, based on his extensive experience with workplace accidents and fatalities.



Gary Rowe



*If you would like to join us for the webinar click here or email us at **Safety Action***