Government of Western Australia
Department of Commerce

SAFE WORK
OCTOBER 2014

Safety and Health Workshops

2 - 30 October
Technology Park Function Centre
2 Brodie Hall Drive, Bentley

New this year!

Plant Safety Sessions
15 October
Australian High Risk Training
Unit 3, 87 Belmont Avenue, Belmont
Safety and Health Workshops

The half day workshops will benefit business owners, employers, managers, supervisors, OSH representatives and OSH managers. You will gain useful tools, techniques and strategies to take back to your workplace.

REGISTRATIONS CLOSE FRIDAY 26 SEPTEMBER 2014

All workshops (except Plant Safety sessions) are held in Seminar Room 2 at Technology Park Function Centre, 2 Brodie Hall Drive, Bentley.

Morning or afternoon refreshments will be provided.

THURSDAY 2 OCTOBER

Afternoon: 12:00 noon for an 12.15 pm start - 3.30 pm

In the firing line - the perils of being a manager in the age of workplace bullying

- Kathryn Jones: Senior Inspector/Scientific Officer, Human Factors and Ergonomics, WorkSafe Division, Department of Commerce
- Justine McGillivray: Senior Inspector/Scientific Officer, Human Factors and Ergonomics, WorkSafe Division, Department of Commerce

The majority of workplace bullying claims are against in-line managers and supervisors, yet managers and supervisors are expected to not only manage employee performance, but respond to and resolve bullying allegations. This places managers in a perilous position, particularly as their response, or lack of response to these bullying claims can lead to legal action.

This interactive workshop is targeted at HR managers and supervisors. It aims to equip managers with skills to prevent allegations of bullying, assist in conflict resolution and ensure the basic essentials are in place to minimise bullying in their workplace. The workshop also touches on emerging issues such as cyber-bullying and employees with mental health conditions.

There will be a special presentation by the Western Australian Association for Mental Health (WAAMH).

TUESDAY 7 OCTOBER

Afternoon: 12:00 noon for an 12.15 pm start - 3.30 pm

Contractor safety and health management

- Geraldine Kite: Geraldine Kite Consulting

Managing the safety and health of our contractors and sub-contractors can be a complex and challenging area for any business owner/operator to navigate. The Occupational Safety and Health Act 1984 places general duties upon people to ensure their own safety at work and that of others who are at the workplace or who might be injured by the work.

Where a principal employer engages a contractor to carry out work, the principal has the duty of care responsibilities of an employer towards the contractor, any employees of the contractor, and all others engaged by the contractor on that particular contract. However, the principal’s duty applies only in relation to matters over which the principal is able to exercise control. This can be a confusing and challenging responsibility for employers. By attending this session, participants will know more about:
  - the practical things that an employer can do to 'painlessly' meet their obligations;
  - how to build a unified culture and aligning contractors to your own company values; and
  - how to deal with common challenges such as dealing with unsatisfactory contractor performance.

$40 per ticket plus booking and handling fee

Ticket required for entry

Limit of three sessions per person
Workshop sessions
Technology Park Function Centre, 2 Brodie Hall Drive, Bentley

THURSDAY 9 OCTOBER

Morning: 8:00 am for an 8.15 am start - 11.30 am

In the firing line - the perils of being a manager in the age of workplace bullying
• Kathryn Jones: Senior Inspector/Scientific Officer, Human Factors and Ergonomics, WorkSafe Division, Department of Commerce
• Justine McGillivray: Senior Inspector/Scientific Officer, Human Factors and Ergonomics, WorkSafe Division, Department of Commerce

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Afternoon: 12:15 pm for a 12.30 pm start - 2.45 pm

Keeping it simple in small business
• Rachael Lincoln: Consultant Safety and Risk Services, Chamber of Commerce and Industry WA

Managing safety and health for small businesses can be difficult as there usually isn’t a lot of time between running the business and finding new work for the business. Embedding good safety management practices into your small business should be a priority and it doesn’t have to be complicated – in fact it is better if it isn’t. This session aims to:
• outline the simple approach to managing safety in a small business;
• provide information about how to prioritise safety matters;
• put into perspective the risks associated with a poor safety record and culture; and
• give practical examples about common risk areas such as physical, financial, compliance and reputation risk.

Ticket required for entry
Limit of three sessions per person

$40 per ticket plus booking and handling fee
Registrations close 26 September
Workshop sessions
Technology Park Function Centre, 2 Brodie Hall Drive, Bentley

TUESDAY 14 OCTOBER

Morning: 8:00 am for an 8.15 am start - 11.30 am

Asbestos management in the workplace

- Sally North: Principal Scientific Officer, Occupational Hygiene, WorkSafe Division, Department of Commerce

Asbestos is present in many workplaces and WorkSafe has found that many of these businesses do not have an effective system in place to manage the hazard. This workshop examines the requirements for safe and compliant management of asbestos in these workplaces to reduce risks to workers. This session is suited to building/facilities managers, maintenance managers, real estate agents managing asbestos-containing properties, safety and health managers, or others with responsibility for the management or maintenance of asbestos-containing properties.

The focus of the workshop will be on management of asbestos, rather than removal methods. Reference will be made to the OSH legislation and relevant Codes of Practice.

Afternoon: 12:00 noon for an 12.15 pm start - 3.30 pm

Evidence-based decision-making in safety

- Geraldine Kite: Geraldine Kite Consulting

How do we make decisions about strategies, policies, risk management and new initiatives when it comes to safety and health in the workplace? Do we favour a ‘habitual’ approach, going with the ‘way we’ve always done it’? Or do you tend to adopt the alternative ‘they’re doing it and they’re bigger than us, so it must be right’ approach? The reality is that neither approach is likely to produce desirable results. Every organisation is unique, with its own particular strengths, challenges, culture and people. In understanding that no two organisations are exactly the same, we must therefore think hard about the best way to implement safety management systems and address challenges.

By attending this session, participants will learn more about:

- the case for improved evidence-based decision-making in safety and health;
- the sources and types of information and data that is useful in decision-making; and
- how to use information and data to identify priorities, inform your decisions and turn them into practical workplace solutions.

Registrations close 26 September

Tick required for entry

Limit of three sessions per person

$40 per ticket
plus booking and handling fee
Plant safety sessions

HOSTED BY AUSTRALIAN HIGH RISK TRAINING

Australian High Risk Training provides training, verification of competency and CraneSafe® inspections in the high risk construction industry. The company specialises in High Risk Work Licences such as dogging, rigging, scaffolding, elevated work platforms (EWP) and forklifts. Safety is of the utmost importance to management and the company’s motto is “Training today for a safer tomorrow”.

Australian High Risk Training is a Registered Training Organisation with the Training Accreditation Council of Western Australia. All courses are based on Australian Qualifications Training Framework (AQTF). The Australian Qualifications Framework (AQF) is a quality assured national framework of qualifications in the school, vocational education and training (VET), and higher education sectors in Australia. Australian High Risk Training’s training courses are part of the vocational education and training (VET) sector of the framework and sometimes referred to as the AQTF where the T is for Training.

WEDNESDAY 15 OCTOBER

Where: Australian High Risk Training, Unit 3, 87 Belmont Avenue, Belmont

Please choose one session

Morning: 7.45 am for an 8:00 am start - 11.00 am OR
Afternoon: 11.45 am for a 12.00 noon start - 3.00 pm

Morning or afternoon refreshments will be provided.

SESSIONS ARE FOR SMALL GROUPS ONLY – BOOK EARLY

Plant Safety

- Geoffrey Kennedy: Plant Inspector, Plant and Engineering, WorkSafe Division, Department of Commerce.

This practical workshop is aimed at OSH advisors, managers and supervisors who deal with plant equipment in the workplace. The session will cover:

- registration of plant using Form 101;
- what type of plant requires registration;
- maintenance of plant; and
- record keeping.

Participants will have the opportunity to gain valuable hands-on knowledge and experience utilising cranes, pressure equipment, forklifts and elevated work platforms (EWPs).

Note: Please wear safety footwear (fully enclosed shoes) and long trousers. A hard hat, safety glasses and high visibility vest will be provided or you may bring your own.

Registrations close 26 September

Limited places
Workshop sessions
Technology Park Function Centre, 2 Brodie Hall Drive, Bentley

THURSDAY 16 OCTOBER

Morning: 8:00 am for an 8.15 am start - 11.30 am

Excellence in safety leadership - the core competencies for leading safety in your business

• **Mathew Bowen:** Principal Consultant, Sentis

  Designed for anyone who has direct leadership responsibilities, this workshop covers the core competencies required to lead safety excellence. Often we see leaders promoted based on their technical skill and competence, and they are simply expected to know how to lead effectively. This workshop will enable you to take a step back and consider the softer skills of leadership and the way to influence your people toward safer behaviour. It will encourage you to:
  • consider your current approach to safety leadership;
  • consider the eight dimensions of safety leadership;
  • identify influence opportunities; and
  • develop an individual plan for improving your safety and general leadership capabilities.

Afternoon: 12:00 noon for a 12.15 pm start - 3.30 pm

Sustainable safety culture

• **Mathew Bowen:** Principal Consultant, Sentis

  Safety culture has been shown as a consistent leading indicator of safety performance, highlighting that it is the shared assumptions, the attitudes and the behaviours of individuals that define the effectiveness of the safety management systems in place. This workshop will explore what safety culture is and more importantly aspects of cultural change that enable sustainable cultural change to occur. The session will cover:
  • the components of safety culture;
  • safety culture maturity and assessing your organisation;
  • effective and sustainable cultural change; and
  • aligning culture and systems.

Registrations close 26 September

Ticket required for entry

Limit of three sessions per person

$40 per ticket plus booking and handling fee
Workshop sessions
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TUESDAY 21 OCTOBER

Morning: 8:00 am for an 8.15 am start - 11.30 am

Sprains and strains still our number 1: Where are the gaps and what is our fastest emerging issue

- **Professor Leon Straker**: Director of Research and Higher Degree Programs, School of Physiotherapy, Curtin University of Technology
- **Jean Mangharam**: Principal Scientific Officer/Inspector, Human Factors and Ergonomics, WorkSafe Division, Department of Commerce
- **Eng Soon Chew**: Scientific Officer/Inspector, Human Factors and Ergonomics, WorkSafe Division, Department of Commerce

Musculoskeletal disorders remain the leading type of workplace injury, averaging 50 per cent of all reported workers’ compensation injuries. Statistics show that these injuries predominantly arise from body stressing whilst performing manual tasks.

Aimed at employers, injury management, rehabilitation, occupational health and OSH professionals, this workshop will highlight some of the factors that may be stalling improvement including:

- returning workers to jobs that have not been adequately assessed and corrected to reduce the risk of re-injury and new injuries to other workers performing similar tasks;
- not acknowledging and addressing wider organisational issues that lead to the presence of psychosocial risk factors; and
- designing jobs and work environments that lead to increased sedentary time, which may have multiple health implications including increased risk of acquiring musculoskeletal disorders, cardiovascular and mental health problems.

Afternoon: 12:00 noon for a 12.15 pm start - 3.30 pm

Human and organisational factors in safety - the top 10 topics

- **Ronny Lardner**: Founder and Registered Psychologist, The Keil Centre Limited

There is an increasing emphasis on the importance of managing ‘human factors’ to achieve improved safety and business performance. Many major safety and environmental incidents, including those at Varanus Island and Montara, have highlighted the importance of addressing this aspect of performance. However, many find the term ‘human factors’ unclear and incorrectly assume it is identical to behavioural safety, or synonymous with safety culture.

In the UK, the national health and safety regulator has provided an operational definition of the key human factors issues relevant to ensuring safety in hazardous industries. This practical way of defining the scope of human factors is relatively unknown in Australia and this workshop will outline the key elements of this approach. Attendees can expect to gain:

- knowledge of the top 10 human factors topics;
- an understanding of how the top 10 relate to the attendee’s own organisation;
- initial high-level gap analysis for their organisation; and
- awareness of the range of high-quality, freely-available tools, support and guidance on these topics, which can be used to improve safety and business performance.

Registrations close 26 September
Workshop sessions
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THURSDAY 23 OCTOBER

Morning: 8:00 am for an 8.15 am start - 11.30 am

The Globally Harmonised System (GHS) of chemical classification and labelling

• Sally North: Principal Scientific Officer, Occupational Hygiene, WorkSafe Division, Department of Commerce

This workshop will examine the GHS, the Safe Work Australia supporting documents, and how the GHS is being implemented nationally and within Western Australia. Requirements for chemical classification, labelling and Safety Data Sheets will be explained.

The workshop is suited to chemical importers, chemical manufacturers, and organisations where chemical management is a significant issue.

Afternoon: 12:15 pm for a 12.30 pm start - 2.45 pm

Keeping it simple in small business

• Rachael Lincoln: Consultant Safety and Risk Services, Chamber of Commerce and Industry WA

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THURSDAY 30 OCTOBER

Morning: 8:00 am for an 8.15 am start - 11.30 am

Building resilience

- **Mathew Bowen**: Principal Consultant, Sentis

Ultimately an employee’s performance is heavily impacted by their capacity to manage their emotional state and to deal with change and adversity in helpful ways. This workshop focusses on the development of psychological resilience and wellbeing in employees and will provide an introduction to the core concepts and tools for building personal resilience. It will explore:

- the building blocks for personal resilience;
- the benefits of building a resilient workforce;
- control and influence in relation to workplace change; and
- utilising stress for high performance.

Afternoon: 12:00 noon for a 12.15 pm start - 3.30 pm

Human and organisational factors in safety - the top 10 topics

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Registrations close 26 September

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Speakers

**Professor Leon Straker:** Director of Research and Higher Degree Programs, School of Physiotherapy, Curtin University of Technology

Leon Straker is a professor and national leader in physiotherapy. He holds a National Health and Medical Research Council Senior Research Fellowship and has an international reputation for research. Leon is a successful teacher and program leader who has worked in the area of prevention of musculoskeletal disorders for more than 20 years, starting with a government taskforce on repetitive strain injury.

His professional experience has included working as a community physiotherapist providing prevention education for adult workers and school children and working as the first ergonomist for the UK National Health Service where he developed a participative approach to risk management.

Leon has also received awards for distinguished service to the International Ergonomics Association. His recent awards include 2012-2016 National Health and Medical Research Council Senior Research Fellowship and 2011 Raine Foundation award for most outstanding contribution to public health.

**Mathew Bowen:** Principal Consultant, Sentis

Mathew is a registered psychologist with experience working across a range of areas including forensics, clinical, counselling and organisational psychology. For the past eight years he has consulted to organisations across 17 countries on strengthening safety culture and improving performance.

Mathew is the principal consultant responsible for managing global client relationships and developing solutions for large scale operations. As a member of Sentis’ executive leadership team he has seen the company placed in BRW’s Top 50 Great Places to Work for the past four years.

**Geraldine Kite:** Principal, Geraldine Kite Consulting

Geraldine Kite is a highly regarded facilitator, trainer and management consultant. She has a wealth of experience and expertise in OHS and risk management, learning and organisational development, cultural change and human resources management.

Geraldine’s expertise is drawn from a long and dedicated career across a diverse range of industries.

**Jean Mangharam:** Principal Scientific Officer/Inspector Human Factors and Ergonomics, WorkSafe Division, Department of Commerce

Jean manages a multidisciplinary team of WorkSafe Scientific Officer/Inspectors who address physical, cognitive and organisational ergonomic hazards.

Jean has a background in physiotherapy, ergonomics and industrial hygiene. Since starting her professional career in 1993, she has practiced as a clinical physiotherapist and consultant ergonomist in Australia, UK and USA. She is currently conducting epidemiological research at Curtin University in the area of occupational slips, trips and falls.

**Ronny Lardner:** Founder and Registered Psychologist, The Keil Centre Limited

Ronny Lardner is a UK and Australian registered psychologist, and an Associate Fellow of The British Psychological Society and the Institution of Chemical Engineers. He holds a Masters Degree in occupational psychology from the University of Sheffield, UK.

He is a founder of The Keil Centre, a Scottish-based firm of psychologists and ergonomists recently established in Australia. He specialises in the human factors that influence health and safety in hazardous industries and has worked in this field of applied psychology for 20 years.
Speakers

Rachael Lincoln: Consultant Safety and Risk Services, Chambers of Commerce and Industry WA

Rachael Lincoln has attained hands-on occupational safety and health experience from working in the offshore oil and gas, and mining sectors.

Now working as a senior safety and risk consultant at CCI, she spends much of her time at CCI members’ businesses assisting them to provide a workplace that is safe for their workers. She is passionate about safety and health and holds a master’s degree.

Sally North: Principal Scientific Officer, Occupational Hygiene, WorkSafe Division, Department of Commerce

Sally has a background in OSH, specialising in chemical safety and has been a WorkSafe inspector for 13 years.

Sally leads a specialist team of inspectors supporting other WorkSafe inspectors in occupational hygiene issues as well as providing information to stakeholders and conducting operational activities. She has provided input into the development of national model legislation and codes and works with other agencies on issues such as exposure standards, lead and pesticides.

Geoffrey Kennedy: Plant Inspector, Plant and Engineering, WorkSafe Division, Department of Commerce

Geoffrey is a certified in-service plant inspector with experience in petroleum and mining. He is on the executive committee of the Australian Institute of Engineering Surveyors.

Much of Geoffrey’s work involves plant-related investigations where there may have been a fatality or injury, or failure within the plant which includes pressure equipment, lifts, showground rides and cranes.

Kathryn Jones: Senior Inspector/Scientific Officer, Human Factors and Ergonomics, WorkSafe Division, Department of Commerce

Kathryn is a senior inspector with undergraduate qualifications in psychology and a Masters Degree in occupational therapy.

She has undertaken investigations and projects to increase awareness of and compliance in physical ergonomic hazards like manual tasks. Kathryn also advises and enforces on psychosocial hazards such as workplace bullying.

Eng Soon Chew: Inspector/Scientific Officer, Human Factors and Ergonomics, WorkSafe Division, Department of Commerce

Eng Soon is a registered physiotherapist with educational background and work experience in the area of musculoskeletal physiotherapy, occupational health and safety and ergonomics. He has applied his ergonomic and enforcement skills as an inspector appointed under the OSH Act across several industry sectors including healthcare, manufacturing, retail/wholesale and transport.

He has practiced as a clinical physiotherapist in the public and private sectors over the past 15 years. Eng Soon is a committee member of the Human Factors and Ergonomics Society of Australia WA and the Occupational Health Physiotherapy Australia Group WA.

Justine McGillivray: Senior Inspector/Scientific Officer, Human Factors and Ergonomics, WorkSafe Division, Department of Commerce

Justine is an organisational psychologist and is the treasurer of the College of Organisational Psychologists in WA. Justine works to create healthy and safe work environments for employees. This includes providing advice on how to prevent and manage psychosocial hazards in the workplace.

Previously Justine worked as a private company consultant providing organisational development services including leadership development, coaching, culture surveys, performance management advice and investigations. During this time, Justine was also an injury management consultant and assisted injured workers return to work under both the Comcare and WorkCover workers’ compensation schemes.
Important information

There is a limit of three registrations per person.
For entry, tickets must be presented at the workshop registration desk on the day.
Registration will be processed when payment has been received. An email including a
tax invoice/receipt will be sent as confirmation of registration. A registration must be
completed for each delegate.

Cancellation policy
If a delegate is unable to attend a workshop session a substitute delegate can attend at no extra
charge and must bring the original session ticket to the workshop. Tickets will not be reissued.
A full refund will be made for cancellations received up to one week prior to the selected
workshop. Any cancellations made after this period will not be refunded.

Changes in workshop sessions
Workshop sessions cannot be changed or transferred once selected and paid for. Should
you wish to change your selection, you will need to cancel and you will be refunded (as long it is within
the cancellation timeframe). To select a new workshop (if places are available) simply follow the registration
process and pay.

Registrations close Friday 26 September 2014
For bookings go to www.commerce.wa.gov.au/worksafe/2014-workshops. For further enquiries contact the
Department of Commerce Publications and Campaigns Team on (08) 9327 8827 or
promotions@commerce.wa.gov.au