



IALI Conference
Australia 2008

Welcome

Dobre doshal 歡迎

සුභසූඤ්ඤා Mauri

Bula vinaka Willkommen

欢迎 Selamat Datang

நல்வரவு Maliu Mai

Добро пожаловать Karibu

Bienvenue Velkommen

WELLKOMM Bem-vindo

Vitajte CHÀO MỪNG QUÍ VỊ



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TAKING UP THE CHALLENGE

Hon Paul Caica MP,
Minister for Industrial Relations

Greetings, and let me say how pleased I am to be taking on the role as the new Minister overseeing occupational health, safety and welfare and industrial relations in South Australia.

I have always had a keen interest in workplace safety, and I know its value from first hand experience.

Prior to entering Parliament, I was a firefighter and went on to serve my colleagues' interests and welfare as the Secretary of the United Firefighters Union.

In those dual roles, I became acutely aware of the need for safe systems of work, and the best possible practices in hazard identification and risk management.

Not everyone faces fires in their daily work, but there are hazards great and small that can cause harm if they're not identified and properly managed.

In my other portfolios, I have responsibility for employment and the development of skills and

training. Adding industrial relations and workplace safety to these responsibilities is to me, a natural fit.

At this point, let me pay tribute to my predecessor, the Hon Michael Wright MP, for his stewardship of the Industrial Relations portfolio. It is my intention to work hard at progressing further South Australia's record of achievement in workplace safety and industrial reform.

I know that challenging times lie ahead in the field of occupational health, safety and welfare and industrial relations but I believe that with genuine collaboration we can achieve our goals for economic and social wellbeing.

Moves are well underway to harmonise workplace safety laws around Australia. I have plenty of work ahead of me with that brief, but once complete, I know that employers and employees will benefit from having a uniform set of OHSW laws across state borders and the reduced red tape that will result. Together with our work towards the national reforms in industrial relations we aim to build on our achievements to ensure safe, healthy

and fair workplaces for all South Australians.

As Minister, I eagerly look forward to participating in the Safe Work 2008 programme of events. I note with interest that the programme has expanded from a week to a month, giving greater emphasis to South Australia's regions, where so much job growth and economic activity is occurring.

I also look forward to joining you at the presentation of the Safe Work Awards on the 7th of November, where we'll honour our champions in workplace safety.

Part of my homework with my new portfolio will be to learn in greater detail about the work of SafeWork SA, but of equal importance will be hearing from employers and employees their concerns and ideas about creating safer workplaces.

I look forward to working with you to meet the challenges ahead. ■



THE VALUE OF SHARED EXPERIENCE

Michele Patterson, Executive Director SafeWork SA
Department of the Premier and Cabinet

In devising SafeWork SA's advertising campaign, the research showed that many people get their key information on safety from their workmates.

This sharing of vital advice has the potential to save people from harm, which is why the campaign carries the key message: 'Look after your workmates'.

OHS regulators such as SafeWork SA have their own workmates too, with whom they share ideas and information, and we did just that earlier this year.

Two key workplace safety conferences in Adelaide helped lay the foundations for better workplace safety not only in SA, but also the rest of Australia, the Pacific region and around the world.

The 2008 Conference of the International Association of Labour Inspection (IALI) in mid-March, resulted in a commitment to greater international sharing of expertise and resources, with Pacific region labour inspectors in particular, to receive greater technical assistance from Australia and New Zealand.

The conference also made significant progress towards adopting an international Code of Integrity on labour inspection, and considered ways to benchmark performance to ensure effectiveness.

Only a few days later, South Australia hosted its first national conference on Major Hazard Facilities (MHF), where delegates from every state and territory, New Zealand and Singapore considered ways to ensure the safety and security of refineries and storage complexes for gas, chemicals and other hazardous substances.

Both of these conferences featured an array of the world's finest experts in their respective fields, who were able to outline safety problems we may confront and then suggest ways forward.

As South Australia prepares its own Major Hazard Facilities legislation, the MHF Conference served to focus the concentration of the relevant industries to the task ahead, while the IALI Conference laid a foundation that is set to change labour inspection worldwide.

We were fortunate to be able to host both gatherings, and thrilled that their outcomes were so positive.

They confirmed that workplace safety is a global issue and the answers lie with all of us working together: not just safety authorities, but employers and employees.

It's something we at SafeWork SA have been striving to achieve, and both of these conferences have served to strengthen our commitment to the path we have chosen. ■

CONTACT US

The SafeWork SA Newsletter reports on current OHS and IR news for workplaces in South Australia.

Send your feedback and suggestions to newsletter@safework.sa.gov.au or telephone **(08) 8204 9895**.

If you would like to receive the SafeWork SA Newsletter electronically, contact us using the above email address.

SAFE WORK EVENT NOW ONE MONTH

13 OCTOBER - 7 NOVEMBER 2008

This year's Safe Work event is going to one month and will offer employers and employees more time and locations to attend free occupational health and safety (OHS) workshops and events.

The programme focuses on priority risks and industries or occupations where the incidence of injury or death is particularly high, and offers valuable health and safety information and assistance to suit everyone.

The workshops have been tailored to meet the needs of employers and employees, as well as health and safety representatives (HSRs) and OHS professionals.

Originally one week, the Safe Work event has grown steadily over the past few years, with the 2008 programme dedicating the first three weeks to regional locations.

A full week will be dedicated to each of three South Australian regional districts (Eyre Peninsula, North-East and South-East).

The regional programme will begin with a community breakfast in Port Lincoln on Monday the 13th of October.

During the three weeks, public safety workshops will be held on site at local hardware stores.

However, the programme will also feature industry-specific events of relevance to regional communities including a number of walk-and-talk workshops conducted at a dairy, a winery, and a shearing shed, as well as events for the aquaculture, construction and mining industries.



Keep safety at the heart of your workplace

www.safework.sa.gov.au/sw08

Safe Work Month
Oct 13 - Nov 7
Workplace safety is in your hands
Supporting Safe Work Australia Month

SA UNIONS
BUSINESS SA
WorkCover SA
Government of South Australia

The final week of Safe Work Month will be held in metropolitan Adelaide, with workshops and events in both the northern and southern metro areas.

The metropolitan programme features the following highlights:

- Renowned doctor and author, Dr John Tickell with simple tips on how to better manage stress for success.
- A forum of leading Chief Executive Officers, facilitated by Tom Phillips.
- A 'Learn from the Winners' session where 2007 state and national Safe Work Award winners share their stories.
- A special SA Health expo showcasing excellence and innovation in injury prevention.
- A 2-day event for health and safety representatives, which will explore in detail the HSR's role in workplace safety through targeted workshops on practical issues.

All South Australians are being encouraged to participate in Safe Work Month.

To help, suggested safety-related activities that can be run in individual workplaces are provided on the SafeWork SA website.

Safe Work Month culminates on Friday the 7th of November, with the presentation of the prestigious Safe Work Awards at a gala dinner at the Adelaide Convention Centre.

To help promote events for Safe Work Month, an advertising campaign has been underway using the key message: 'Workplace safety is in your hands'.

Distinctive images of hands have been used, and the creative radio ads use the sound of clapping hands.

Other key messages in the campaign include:

Keep safety at the heart of your workplace – advertising Safe Work Month.

Free workshops will make you see things differently – advertising the Safe Work Month workshops and events.

A Safe Work Award could be in your hands – promoting the Safe Work Awards.

There's \$20,000 for reaching new heights in women's safety – promoting the Augusta Zadow Scholarships.

This year's programme is jointly presented by SafeWork SA, WorkCover SA, Business SA and SA Unions.

For information about Safe Work Month and to book for workshops online visit www.safework.sa.gov.au/sw08



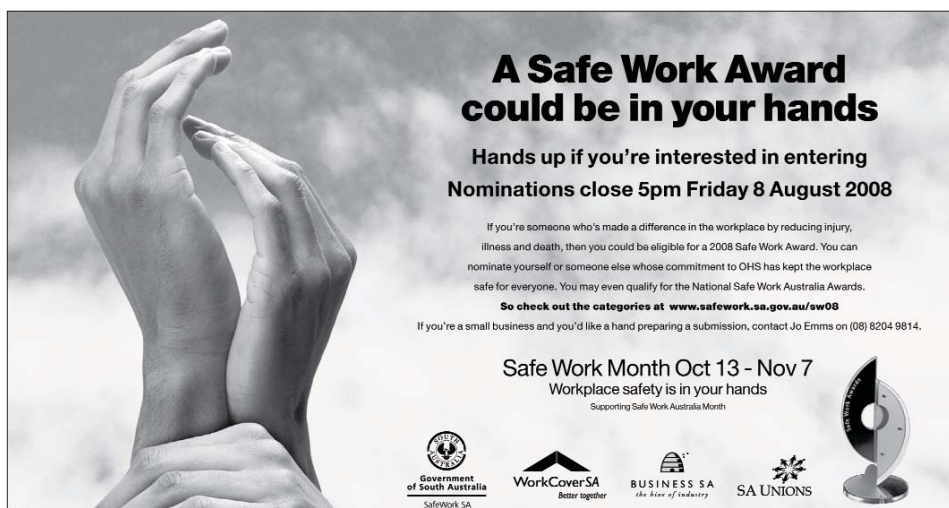
There's \$20,000 for reaching new heights in women's safety

If you've made a difference to workplace safety for the benefit of women, put your hand up for one of two Augusta Zadow \$10,000 Scholarships. Augusta Zadow, the first female inspector of factories in South Australia in 1895, initiated the type of improved working conditions that we now take for granted.

Nominations close 5pm Friday 29 August 2008
Fly to our website www.safework.sa.gov.au/azs

Safe Work Month Oct 13 - Nov 7
Workplace safety is in your hands
Supporting Safe Work Australia Month

Government of South Australia
WorkCover SA
BUSINESS SA
SA UNIONS
WAWC



A Safe Work Award could be in your hands

Hands up if you're interested in entering
Nominations close 5pm Friday 8 August 2008

If you're someone who's made a difference in the workplace by reducing injury, illness and death, then you could be eligible for a 2008 Safe Work Award. You can nominate yourself or someone else whose commitment to OHS has kept the workplace safe for everyone. You may even qualify for the National Safe Work Australia Awards.

So check out the categories at www.safework.sa.gov.au/sw08

If you're a small business and you'd like a hand preparing a submission, contact Jo Emms on (08) 8204 9814.

Safe Work Month Oct 13 - Nov 7
Workplace safety is in your hands
Supporting Safe Work Australia Month

Government of South Australia
WorkCover SA
BUSINESS SA
SA UNIONS

IALI CONFERENCE HIGHLIGHTS

INTERNATIONAL ASSOCIATION OF LABOUR INSPECTION - 2008 CONFERENCE

The international spotlight was on Adelaide in March as SafeWork SA hosted the 2008 Conference of the International Association of Labour Inspection (IALI).

More than 200 delegates from 40 nations gathered to consider the conference themes: 'alliances, ethics and influence'.

Deputy Prime Minister and Federal Minister for Workplace Relations, Julia Gillard, set the scene in her opening address:

'We need to work cooperatively to achieve reductions in work injury and improve safety through alliances on an international basis,' Ms. Gillard said.



Former Minister for Industrial Relations, Michael Wright, emphasised that safe and decent work was a basic human right that needed protecting.

'Effective labour inspection is the best means to ensure (this) through a strong and committed labour inspection system,' he said.

The conference, the first to be held in the Pacific region, opened on Wednesday 12 March with regional forums addressing issues specific to the Pacific, South East Asia and Australia/New Zealand.

The full international conference then followed, a key outcome of which saw an agreement in which Australia and New Zealand would provide greater technical assistance to Pacific region labour inspectors. This agreement cemented both countries' commitment to greater international sharing of expertise and resources.



The conference made significant progress towards adopting an international Code of Integrity to govern labour inspection, and also considered ways to benchmark performance to ensure effectiveness.

'It was pleasing to see such an ambitious agenda at both the conference proper and the preceding regional forums achieve their objectives,' IALI President Michele Patterson said.

While the conference was held in the midst of Adelaide's record breaking heatwave, delegates enjoyed the finest South Australian hospitality culminating in the official dinner at the spectacular and picturesque d'Arenberg Winery, at McLaren Vale to Adelaide's south.

Site visits were also held at key SA locations to showcase best practice OHS in action including the General Motors Holden auto assembly plant at Elizabeth, the Angas zinc mine at Strathalbyn in the Adelaide Hills, the Defence Science and Technology Organisation complex at Edinburgh in Adelaide's north, the Yalumba winery in the Barossa Valley and the award-winning Hospitality School of the Regency Institute of TAFE.

Ms. Patterson said while much work still remained ahead, the gathering was a significant one.

'The Adelaide IALI Conference will be remembered as a milestone in the development of cooperative labour inspection efforts in the Pacific, South East Asia and the Trans-Tasman,' she said.

'And more so, because it laid the foundations to transform labour inspection into an international profession through the Global Code of Integrity.' ■



INTERNATIONAL PERSPECTIVES:

SHI YANPING – State Administration of Work Safety (SAWS), PR China

In March, China's Xinhua news agency quoted official statistics showing that in 2006, the country recorded 2,945 coalmine accidents, claiming 4,746 lives.

Xinhua further reported that China has vowed to reduce coal mine accidents by at least a quarter by 2010, according to the 11th Five-year Plan for Coal Mine Production Safety.

The IALI Conference was given a first hand insight from Ms. Shi Yanping, the Director of International Cooperation with SAWS, into how the issue is being tackled.

Ms. Shi handles SAWS's international relations, which are critical to China's efforts to improve its mine safety, with Memoranda of Understanding already signed with Australia, Japan and the United States.

'We are working out the specifics... of what expertise we can bring in from Australia ...'

Ms. Shi said Australia will help set up a demonstration mine, '...so that we can do something there to show the whole country how we can improve as far as safety is concerned.

'We are working out the specifics... of what expertise we can bring in from Australia and incorporate into our practice so that we can have something to show for others to follow.'

Ms. Shi said the mine would be used to show mine operators first hand what constituted best practice mine safety.

'One of our main efforts over the last three years has been to close down illegal mines... more than 10,000 of them,' she said.

'By closing down illegal and the legal but unsafe mines... (that) has contributed a lot to worker safety.'

'Most of the big mines are aware of their safety responsibilities, but some of the smaller mines are aimed at earning money as soon as they can.' ■



INTERNATIONAL PERSPECTIVES:

KEVIN MYERS – Health & Safety Executive, Great Britain

Kevin Myers, Director of Hazardous Installations with Britain's Health and Safety Executive (HSE), was in Adelaide to attend the IALI Conference, and stayed on to deliver the keynote address at the Major Hazard Facilities Conference on 17 March.

Mr Myers began his Occupational Health and Safety career as a Factory Inspector with Britain's renowned HSE in 1976. Since then, he's held a range of operational posts as a frontline inspector and manager regulating a broad range of industries as well as various policy and strategy postings, including a three-year secondment to the European Commission in Brussels.

From 2000-2005 he was HSE's Chief Inspector of Construction. In his current role, he has responsibility for regulating 1,500 'major hazard' facilities including those of the onshore chemical industry, offshore oil and gas, high pressure gas storage and distribution, explosives, mining and biological agents.

'Some change because they see the light... but some change because they feel the heat.'

As befitting someone at the cutting edge of OHS management, he sees the role of safety regulators as more than inspection and enforcement.

'A regulator is an agent of change. Some change because they see the light... but some change because they feel the heat,' he said.

A firm supporter of promoting a safety culture through leadership, Mr Myers also sees different OHS issues emerging as the working environment changes.

'You get new and emerging issues as well... (such as) the whole psychosocial issue, particularly stress-related issues.

'We've got broader societal challenges... because we are an ageing population and we can no longer afford to have the number of people who are not at work because their health has been damaged in some way.'

In his role as a Vice-President of IALI, Mr. Myers saw the recent IALI Conference as a valuable forum for all jurisdictions to hear what was working in terms of influencing safety practices around the world.

'I think it's particularly important for developing economies that they can learn from all of our mistakes, and they don't have to take 150 to 200 years to get up to the standard of performance that we take for granted in mature economies.' ■



INTERNATIONAL PERSPECTIVES:

WILLIAM MUKASA SENYONJO – Department of OSH, Uganda

Landlocked within Africa, Uganda has a population of about 30 million.

Eighty-two per cent of its workforce is engaged in agriculture: primarily sugar, cotton and tobacco. Five per cent work in industry, which centres on cement and steel production.

To regulate workplace safety, there are 33 labour inspectors. One of them, William Mukasa Senyonjo, was in Adelaide recently for the IALI Conference.

'Civil engineering was my first degree. I first worked for a multinational company...and was also coordinating safety functions for the company, and that's where I got the insight to take on safety.'

With such a small inspectorate relative to the size of the country's population, Mr. Senyonjo said the challenges were considerable.

'Most of our problems are in the informal work sector, and that makes (our) work very, very difficult... however the investment climate is changing and we are getting many external investors.'

Mr. Senyonjo said the health and safety example being set by foreign employers is helping improve workplace health and safety in Uganda. ■

CONFERENCE SETS SCENE FOR NEW MAJOR HAZARD FACILITIES LAWS

South Australia's new Major Hazard Facilities (MHF) laws appear set for a smooth transition judging by the strong industry turnout and positive feedback from the national Major Hazard Facilities Conference in March.

Nearly 250 delegates from Australia, New Zealand and Singapore attended the event, which followed on from the International Association of Labour Inspection Conference.

Kevin Myers, the Director of Hazardous Installations with Britain's Health and Safety Executive, delivered the keynote address on 'effective leadership in managing major hazards'.

The conference explored the 'safety case' regime, where operators explain how they identify the hazards of their facility, how they manage those hazards, and how they ensure their effectiveness.

The case is then assessed by the regulator, which in South Australia is SafeWork SA.

According to Mr Myers, '...the value of it is not so much the assessment by the regulator, but hopefully the discipline and the structure involved in producing the safety case itself'.

Other speakers at the conference included representatives from industry players, Santos and BHP Billiton; the insurer, Lloyd's Register; Occupational Health and Safety and MHF authorities from Victoria, New South Wales, Queensland and Western Australia; the Australian Workers Union; and South Australia Police.

Conference convenor, Simon Ridge of SafeWork SA, said the conference provided an ideal primer ahead of the tabling of legislation in state parliament on the regulation of such facilities.

'Some of our significant players are already working on it (the safety case) in anticipation,' he said.

'There's a large number of them who are very enthusiastic about the concept and are doing preliminary work right now.'

Mr. Myers said based on past experience, that's an encouraging development.

'The real trick is to try and get engagement with the industry where you make it clear that you want the 'safety case' to be something that adds value to them, and it's something that they use as part of their running of the company, as opposed to something that they produce to satisfy a legal requirement.'

TARGETED PROGRAMMES - HOSPITALITY, CLOTHING OUTWORKER, RETAIL, SHOPPING PRECINCT AND THE ROYAL ADELAIDE SHOW

\$115,000 in unpaid wages recovered from hospitality industry

SafeWork SA's Industrial Relations inspectors have helped to recover \$115,000 for South Australian employees working in the hospitality industry. This recovery of funds is part of SafeWork SA's Targeted Programmes initiative.

The next phase of the project looks at the retail, shopping precinct and clothing outworker industries as well as businesses operating at the Royal Adelaide Show.

'Being underpaid or not being paid at all is unfortunately a major issue facing some employees in this state,' SafeWork SA's Executive Director Michele Patterson said.

'To address this issue, SafeWork SA has targeted priority industries through education, consultation and audits.'

Since February 2007, SafeWork SA has worked closely with stakeholder and industry groups across South Australia, informing them of what legal obligations employers have under industrial relations laws. The agency consulted with employers and employees, particularly young workers, and then conducted audits on hotels and motels as well as cafes and restaurants.

POSITIVE EMPLOYMENT TIP

ENHANCE YOUR SKILLS BASE

Offering employees the chance to study while working is a great way to increase the skills and knowledge base of your organisation, as well as improve staff morale and motivation. This can be in the form of paid study leave, payment of study fees, or flexible working arrangements that allow employees time for study.

By encouraging and supporting employee studies, employers can generate a strong return on investment. Study results in greater professionalism, increased skills and knowledge, different perspectives on the same tasks, and enhanced communication and group work skills.

For more information about a healthy work life balance visit www.safework.sa.gov.au

SafeWork SA inspectors investigated compliance with the relevant state awards covering rates of pay, penalty rates and long service leave as well as constitutional corporations under the federal industrial relations system.

Audits revealed that more than 36% of businesses investigated were underpaying workers or keeping inadequate time and wage records.

This project and its outcomes are part of SafeWork SA's commitment to ensuring that employers and employees in the hospitality industry are working in a fair environment, with productive working lives.

The retail industry and long service leave

SafeWork SA has visited 170 retail businesses as part of its Retail Industry Long Service Leave Project.

Completed in June 2008, the project aimed to educate employers and employees about the *Long Service Leave Act 1987*, the *Fair Work Act 1994* and the *Retail Industry (SA) Award*, to help ensure compliance.

Those most affected by non-compliance with the law included young and new workers, workers with a non-English speaking background, regional workers and new employers.

SafeWork SA supported retailers and employees by providing advice and information before and after the audits.

Clothing Outworkers

SafeWork SA has recently advised retailers, contractors, suppliers, outworkers and interested community and business groups about new industry legislation. The *Fair Work (Clothing Outworker Code of Practice) Regulations 2007* (the Code of Practice), offers outworkers better protection by increasing the transparency in the clothing supply and production chain.

SafeWork SA inspectors have given out information at shopping centre displays and information sessions. They will also visit retailers, contractors, and suppliers to provide them with relevant information.

'Workers in this industry are some of the most vulnerable people in the workforce and as such should be offered the right protection,' Ms. Patterson said.

SafeWork SA will start auditing retailers, contractors, suppliers and outworkers in November to ensure compliance with the Code of Practice.

WHAT DOES IT MEAN?

OUTWORKER

A person who is engaged to work at their own home or other location (e.g. given articles or materials to be made up, cleaned, altered, finished or repaired), which would not normally be regarded as a place of business. One example is a person who makes, repairs or alters clothing at home for an employer.

For more information visit

http://www.safework.sa.gov.au/uploaded_files/ClothingOutworkers.pdf

Major shopping routes

SafeWork SA will audit businesses along Adelaide's major shopping routes during August and September to gauge compliance with relevant industrial relations laws.

To date consultation and education have informed stakeholders and industry about the provisions of the *Fair Work Act 1994*, *Long Service Leave Act* and SA Industrial Awards and Minimum Standards.

Royal Adelaide Show

The largest event held by the Royal Agriculture and Horticulture Society of South Australia, the Show, employs more than 6,000 people from a wide range of areas including large multi-national companies, small retailers, food merchants and carnival/side show operators.

SafeWork SA's Royal Adelaide Show Project aims to ensure these workers are protected and that business operators meet their industrial relations obligations.

Running from June to October, the project tests the compliance of all businesses operating at the Show with the *Fair Work Act 1994*, South Australian Industrial Awards and Minimum Standards.

Workers who are most affected include young and new workers (including trainees and apprentices), workers from non-English speaking backgrounds, regional workers, and workers on a temporary visa. ■

HEADS OF WORKPLACE SAFETY AUTHORITIES (HWSA) SAFETY CAMPAIGN TO PREVENT FALLS IN THE CONSTRUCTION INDUSTRY

South Australia has joined workplace health and safety regulators across Australia to ensure that workplaces have appropriate measures in place to prevent falls in the construction industry.

SafeWork SA has focused on the housing and small-scale commercial building sectors, with inspectors visiting about 80 sites during February and March this year.

SafeWork SA Executive Director, Michele Patterson, said this was a priority area for South Australia and its interstate counterparts.

'Falls are the single, biggest cause of workplace injury and deaths in the construction industry,' she said.

'In the past three years there have been three deaths and 450 compensated injuries due to falls from height in South Australia's construction sector.

'You don't have to fall from a great height to be seriously, permanently or fatally injured.

'For the sake of those doing the job, their families and workmates, as well as your business, we urge employers and their staff to identify and control fall risks as soon as possible.'

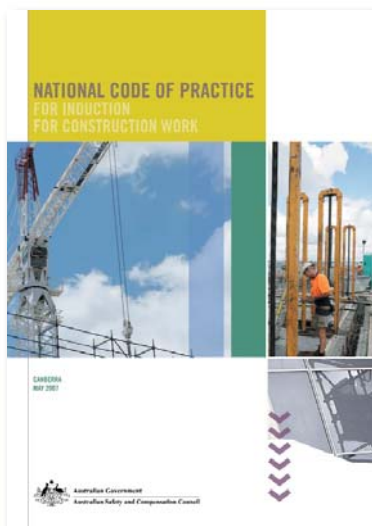
Ms. Patterson said builders, plasterers, plumbers, electricians, roof tilers and workers in similar trades were all at risk of serious injury if fall prevention measures were not taken.

'Don't assume that because you've never had an injury that you're working safely,' she said.

'Safety is a full-time job and everyone needs to be constantly vigilant.'

SafeWork SA publications and guidance materials, are available at www.safework.sa.gov.au or contact their bookshop on 8204 8881 or 8204 8882.

Help is also available from the Help and Early Intervention Centre on 1300 365 255. ■



GREEN CARD TO BE REPLACED BY NATIONAL CODE OF PRACTICE

South Australia will adopt a new national system to replace the current 'green card' for induction and training in the building and construction industry.

Called the *National Code of Practice for Induction for Construction Work* (the Code), the approved Code of Practice will:

- provide minimum standards for health and safety; and
- be used in addition to the Act and Regulations to provide workplaces with detailed guidance on how to comply with safety requirements.

The Code is a nationally uniform approach to Occupational Health and Safety (OHS) induction training in the building and construction industry.

It provides guidance on the appropriate induction training to be provided and also requires that general induction training be delivered by Registered Training Organisations (RTOs).

This nationally consistent approach will significantly improve the mobility of labour across state borders.

In May 2007, the Australian Safety and Compensation Council (ASCC) declared the Code as part of a commitment to adopt national OHS standards.

Training organisations in SA have adopted the requirements of the National Code and have implemented the new training regime in July 2008.

This means that SA workers working interstate can take advantage of a nationally recognised induction card in those states that have adopted the national code.

Once adopted, information regarding the Code will be available from the SafeWork SA website www.safework.sa.gov.au ■

Q: What is a safe weight to lift or carry?

A: South Australian OHS law does not specify an exact 'safe' weight limit to lift or carry. Most jobs involve some manual tasks and while not all manual tasks are hazardous, almost half of all workplace injuries occur as a result of these activities.

The level of risk for manual tasks depends on how the load is handled. For example, a 10kg load held close to the body and transferred at waist height from a stack to a bench, poses less risk than the same load lifted from floor to shoulder height. As a general rule, the heavier the load, the greater the force required to handle it. The more bent, twisted, uncomfortable or sustained the posture: the greater the risk of injury.

The *National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work* provides practical guidance on preventing musculoskeletal injury. Download the Code of Practice at www.ascc.gov.au

IR FAQ

Q: How much sick leave am I entitled to?

A: All permanent (not casual), full-time and part-time employees are entitled to paid sick leave when they are too unwell to work. For those employees covered by the state industrial relations system (usually employees of a sole trader and partnership), the *Fair Work Act* provides for 10 days of personal leave per year of service. Part-time employees are entitled to the same leave on a pro rata (proportionate) basis according to their ordinary hours of work.

In the first year of continuous service a full-time employee is entitled to 1.46 hours of sick leave for each completed week of service. A part-time employee is entitled to a pro-rata payment of paid leave. For example, if an employee worked 12 hours in a week they would be entitled to 0.46 hours sick leave for that week (1.46/38 x 12). For each 12 months of continuous service thereafter, full-time employees are entitled to 10 days at the beginning of each year, while part-time employees receive pro rata equivalent. Most state industrial awards and enterprise agreements provide for similar entitlements.

For information about sick leave and other employment entitlements under the state industrial relations system call SafeWork SA's Help and Early Intervention Centre on 1300 365 255 or visit www.safework.sa.gov.au

For information relating to the federal industrial relations system, contact the Workplace InfoLine on 1300 363 264 or visit www.workplaceauthority.gov.au

USER-FRIENDLY GUIDE TO THE OCCUPATIONAL HEALTH, SAFETY AND WELFARE REGULATIONS 1995

A practical, easy-to-understand guide to complying with South Australia's workplace safety law will be available soon.

The User-friendly Guide to the *Occupational Health, Safety and Welfare Regulations 1995* is a major publication by SafeWork SA designed to help anyone with an interest in occupational health, safety and welfare.

As opposed to an Act, which spells out what has been made law by Parliament, regulations outline the practical details and rules required to comply with an Act.

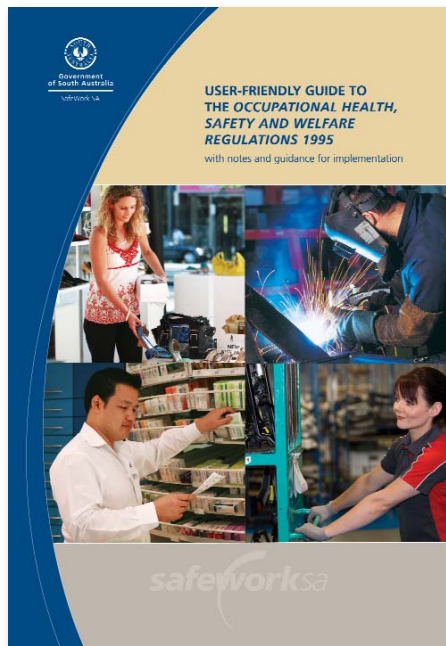
In the field of workplace safety, regulations take on an added significance hence the need for an accurate reference guide that is both easy to use and understand.

Topics covered in the 428 pages of the User-friendly Guide to the OHSW Regulations include:

- buildings and their precincts
- space per person
- lighting, noise and ventilation
- fire prevention and first aid
- fall protection
- manual handling.

The User-friendly Guide to OHSW Regulations is available for \$10 a copy from the SafeWork SA Bookshop on the ground floor of the WorkCover Building at 100 Waymouth Street, Adelaide.

A CD-ROM format of the User-friendly Guide to the OHSW Regulations will also be available in the near future. ■



Customers at a Service SA Customer Service Centre

SAFEWORK SA AT SERVICE SA

You can now pay your SafeWork SA expiation notices and lodge your Bulk Driver and Bulk Vehicle application forms through any Service SA Centre.

In addition to its 10 regional centres, Service SA is expanding its services into nine metropolitan locations by converting existing Registration & Vehicle Licensing Centres during 2008.

Improvements include a new ticketing system, comfortable seating and a dedicated staff member to assist customers on arrival.

In addition to paying your motor registration and driver's licence at these centres, you will also be able to:

- **Ask** for information on government services including recreational fishing, water conservation, SA Short Holidays, buying or selling a home or car, and consumer rights
- **Pay** bills including SA Water, Emergency Services Levy and Land Tax, speeding and court fines, firearms licences, aquaculture licences and commercial fishing licence fees
- **Apply** for boat licences and personalised and custom plates for vehicles
- **Purchase Power of Attorney** and **Power of Guardianship** kits, financial year planners, diaries and government publications and books
- **Select** from a range of free publications.

You can also access a range of services and products online at www.service.sa.gov.au

Call Service SA on 13 23 24 for your closest centre. ■

HEIC Help and Early Intervention Centre 1300 365 255

SAFEWORK SA

HELP AND EARLY INTERVENTION CENTRE

100 Waymouth Street, Adelaide

HELP CENTRE

Telephone: **1300 365 255**

Email: help@safework.sa.gov.au

To report all serious workplace accidents and incidents telephone **1800 777 209** (24 hour service)

LIBRARY

Telephone: (08) 8204 8877

Facsimile: (08) 8204 8883

Email: library@safework.sa.gov.au

BOOKSHOP

Telephone: (08) 8204 8881 or (08) 8204 8882

Facsimile: (08) 8204 8883

Email: bookshop@safework.sa.gov.au

Opening hours from 8.30am - 5.30pm,

Monday to Friday (the Help Centre

closes at 4.15pm on Wednesdays)

HEAD OFFICE

Level 3, 1 Richmond Road, Keswick

GPO Box 465, Adelaide, SA 5001

DX 715, Adelaide

COUNTRY OFFICES

BERRI

30 Kay Avenue, Berri

PO Box 346, Berri SA 5343

Telephone: **(08) 8595 2199**

MOUNT GAMBIER

Level 1, 11 Helen Street, Mount Gambier

PO Box 871, Mount Gambier SA 5290

Telephone: **(08) 8735 1199**

PORT LINCOLN

Civic Centre, Suite 10, 60 Tasman Terrace, Port Lincoln

PO Box 2862, Port Lincoln SA 5606

Telephone: **(08) 8688 3057**

PORT PIRIE

Level 1, 104 Florence Street, Port Pirie

PO Box 462, Port Pirie SA 5540

Telephone: **(08) 8638 4777**

WHYALLA

15-17 Horwood Street, Whyalla

PO Box 696, Whyalla SA, 5600

Telephone: **(08) 8648 8733**

HEALTH AND SAFETY REPRESENTATIVE TRAINING CALENDAR

COURSES		August	September	October
HSR LEVEL 1 COURSES				
Metro	5 days	4-8 SAU 4-8 BSA 11-15 AWU 11-15 BSA	18-22 TTC 18-22 BSA 25-29 BSA 25-29 ATEC	8-12 BSA 15-19 TTC, SAU, BSA & AWU 22-26 ATEC 29 Sept-3 Oct BSA
Country	5 days		29 Sept-3 Oct SAU (Whyalla)	29 Sept-3 Oct BSA 13-17 BSA 20-24 BSA, ATEC & TTC 27-31 BSA
Deputy – Metro	3 days			29 Sept-3 Oct SAU (Whyalla)
Deputy Country	3 days			
Split Courses - Key Requirements	3 days	12-14 SDA	16-18 SDA	7-9 TTC
Split Courses - Essential Developments	2 days	20-21 SDA	23-24 SDA	
HSR LEVEL 2 COURSES				
Metro	5 days	11-15 ATEC 25-29 AWU 25-29 SAU	8-12 BSA & ATEC 22-26 BSA & SAU	20-24 BSA 20-24 SDA
Country	5 days	4-8 SAU (Pt Pirie)		
Deputy – Metro	3 days			
Deputy – Country				
Split Courses - Key Requirements	3 days		8-10 TTC	
Split Courses - Essential Developments	2 days			2-3 TTC
HSR CONTINUING COURSES				
Metro	5 days	3-8 ATEC		13-17 ATEC
Metro	1 day	21 SAU 22 SAU		13, 14, 15, 16 SAU 13, 14, 15, 16, 17 AWU
Metro – Technical Skills	5 days		15-19 BSA	
Country – Review, Revision & Update	1 day			
Country – Risk Management/ Accident Investigation	1 day			
CONFERENCES & OTHER				
Committees	1 day	1 (1/2 day) SAU 15 TTC	11 TTC 24 BSA	

Approved Training Providers

ATEC

275 Grand Junction Rd
Ottoway SA 5013
☎ 08 8444 1608
☎ 08 8240 1433
✉ hsr@atec.asn.au
Web: www.atec.asn.au

JobSafe (JS) (formerly AWU)

22 - 24 Main St
Mawson Lakes SA 5095
☎ 08 8360 1900
☎ 08 8360 1960
✉ training@awusa.asn.au
Web: www.awusa.asn.au

Business SA (BSA)

136 Greenhill Rd
Unley SA 5061
☎ 08 8300 0103
☎ 08 8300 0001
✉ eventservices@business-sa.com
Web: www.business-sa.com

MTA-GTS* (MTA)

Level 1, 81 Greenhill Rd
Wayville SA 5034
☎ 08 8291 2000
☎ 08 8291 2099
✉ mta@mta-sa.asn.au
Web: www.mta-sa.asn.au
Approved training provider for participants from the Motor Trades Industry only.

SA Unions (SAU)

46 Greenhill Rd
Wayville SA 5034
☎ 08 8279 2248
☎ 08 8279 2222
☎ 08 8279 2223
✉ saunions@saunions.org.au
Web: www.saunions.org.au

SDA Training Centre (SDA)

69 Fullarton Rd
Kent Town SA 5067
☎ 08 8364 5022
☎ 08 8364 5020
✉ secretary@sdasa.asn.au
Web: www.sdasa.asn.au

Transport Training Centre (TTC)

17 Wirriga St
Regency Park SA 5010
☎ 08 8268 6066
☎ 08 8347 2388
✉ enquiries@ttc.com.au
Web: www.ttc.com.au