

Konektions

WHS for MOP(S) Act employees

Welcome

Welcome to the first edition of the Konekt quarterly Work Health and Safety (WHS) newsletter. The Department of Finance (Finance) is committed to supporting Senators and Members to provide a safe and healthy work environment for all *Members of Parliament (Staff) Act 1984* (MOP(S) Act) employees. This newsletter will provide Senators, Members and MOP(S) Act employees with work health and safety news relevant to Senators and Members' workplaces. It will include general information on work health and safety trends observed through the collection of incident reports and quarterly inspection reports, and some practical tips on how to minimise risks within the workplace. We want this newsletter to be a useful resource for all Senators and Members and MOP(S) Act employees, so to help us in achieving this objective we welcome your feedback. Please submit any comments or suggestions to:

OHSassistance@konekt.com.au

Work Health and Safety Update

As part of a review completed by Konekt, bullying and harassment incidents were identified as being the greatest contributing factor to lost time injuries. Preventing workplace bullying, harassment and workplace violence is an important issue, and every report of bullying, harassment and workplace violence is treated seriously. All MOP(S) Act employees can play a part in eliminating bullying and harassment by:

- refusing to participate in this behaviour
- reporting any instances of the behaviour; and
- supporting colleagues in saying no to these behaviours.

In accordance with principles of early intervention, MOP(S) Act employees are encouraged to report any incidents or injuries, including those related to bullying, harassment or workplace violence, to Konekt Response on **1300 880 777**, so that they can be dealt with promptly to minimise the risk that they could escalate. A variety of resources are available to assist in assessing, managing and reporting bullying, harassment and workplace violence incidents, including:

- *Bullying Harassment and Workplace Violence – Policy and Procedure for MOP(S) Act employees.*
- Bullying and Harassment in the Workplace training module - available through Konekt E Academy, via the [Ministerial and Parliamentary services website](#).
- the [Employee Assistance Program](#) (EAP). The EAP is an independent professional counselling service that can provide assistance in dealing with work and life issues.
- the WHS library located on the Ministerial and Parliamentary Services website. The WHS library contains articles, fact sheets and links to websites for information on WHS topics, including: bullying and harassment; workplace safety; self help, and more. This suite of information is updated regularly.

What's New?

The **Safety when Working Alone and Outside of the Office** training module is now available online through Konekt E Academy, via the Ministerial and Parliamentary website. The module has been developed as a tool to manage risks to MOP(S) Act employees where they may be required to work alone and outside of the office on an ad hoc basis. It covers:

- WHS legislation and hazards associated with working alone or outside of the office;
- the key risk factors and issues related to working alone or outside of the office; and
- how to identify and undertake measures to reduce the risk associated with working alone or out of the office.

All MOP(S) Act employees are encouraged to undertake this training, which can be accessed by following the prompts in the following link:

http://maps.finance.gov.au/employee_pages/ohs/OHS_Online_Training.htm

The following suite of online modules is also available through the Konekt E Academy, and can be accessed via the process outlined above:

- Manual Handling and Ergonomics
- Bullying Harassment and Workplace Violence
- Safe Travel
- Slips, Trips and Falls

Upcoming Training

A reminder that risk management teleconference training for newly nominated WHS site officers has been scheduled for:

- **8th April at 1pm AEST** (Sydney, Melbourne, Canberra time)

If you haven't already, please provide an RSVP to Konekt via: OHSassistance@konekt.com.au

Reminder

WHS site officers are advised that their first workplace inspection checklist for the year is due by **31st March** at the very latest. Please submit checklist reports to OHSassistance@konekt.com.au and feel free to also contact Konekt on the same email address with any workplace inspection enquiries.

Please ensure that all work-related incidents are reported to [Konekt Response](#) either on **1300 880 777** or by emailing response@konekt.com.au.

It may also be appropriate to report an incident that occurred outside work if the incident is likely to affect your capacity to perform work.

Remember that incidents could include:

- injuries requiring first aid treatment or medical treatment;
- near misses (incidents that may have resulted in injury, if a mitigating effect, action or system had not been in place);
- time lost (incidents requiring time off work);
- psychological injury (a form of mental injury generally associated with work-related stress); and
- decreased capacity (unable to perform part of, or all of your normal duties, including where the initial cause was not connected with work).

If in doubt, it is best to report!

Konekt - the leader in workplace health solutions