



Konektions

WHS for MOP(S) Act employees

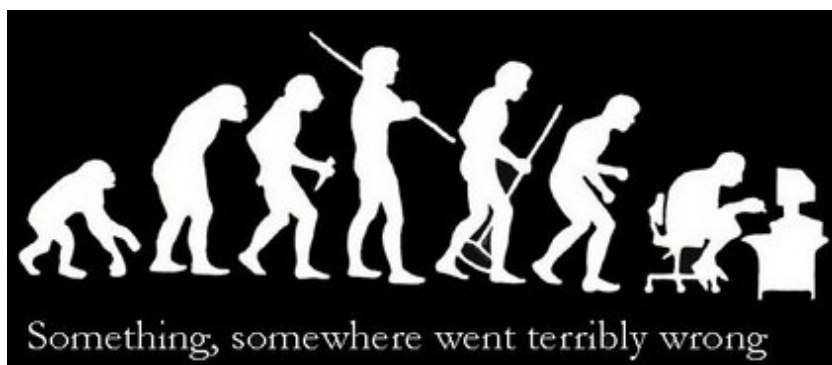
Welcome

Welcome to the seventh 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. 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

LIVING AN ACTIVE LIFE

Regular exercise benefits your entire body. It can prevent excess weight gain, combat health conditions/diseases, improve your mood and boost your energy levels.



“Those who think they have not time for exercise will sooner or later have to find time for illness.”

Edward Stanley, 15th Earl of Derby.



According to the National Heart Foundation, if you are physically active regularly, you tend to:

- *Have improved long term health*
- *Be less likely to have a heart attack*
- *Feel more energetic*
- *Manage your weight better*
- *Have a healthier blood cholesterol level*
- *Have lower blood pressure*
- *Have stronger bones and muscles* – which improves balance and co-ordination and prevents bone-weakening diseases such as osteoporosis
- *Recover better from a heart attack*
- *Feel more confident (self-esteem) and happy* – I.e. Exercise can help synchronize brain chemicals which are out of sync and also stimulates the production of endorphins (neurotransmitters) that produce feelings of well-being. Also, if you look & feel better about yourself, you'll be more confident & have greater self-esteem
- *Feel more relaxed, and are able to sleep better* - Moderate exercise at least 3 hours before bedtime can help you relax & sleep better at night.

HOW MUCH EXERCISE SHOULD YOU BE DOING?

30 minutes of moderate physical activity on most days (5+) is all you need to improve your fitness & gain the benefits of regular exercise. With 1,440 minutes in each day, it shouldn't be that hard to find 30 minutes for moderate physical activity. Make it as convenient as possible for your lifestyle by:

- Exercising in the comfort of your home
- Exercising away from home
- Exercising whilst you're on the job

Make daily exercise a habit you keep. Try to:

- **Wake up early** and walk around the neighbourhood.
- **Make household chores count** – Housework can form part of your exercise routine through incorporating stretching and lifting
- **De-stress with quick walks after work**, get your dog into the act - Exercising before dinner may also suppress your appetite.
- **Exercise while watching TV** - Ride a stationary bike or incorporate a stretching routine. Get up off couch to change the channel
- **Make family time exercise time I.e.** Walks after dinner or schedule game of kickball on the weekend
- **Be social** – Involving yourself in dance clubs, hiking groups, health clubs, parks, recreation activities can all assist with staying active
- **Join a team** - Try softball, soccer, volleyball or a netball team
- **Join a fitness club near your job**
- **Plan active outings with friends and family** – You can have fun together & still get some exercise.
- **Make the most of commuting time and exercise while running errands** - Walk/bike to work, get off transport a few blocks early & walk the rest of the way, park further away & walk the extra distance
- **Take the stairs rather than the lift**
- **Take fitness breaks instead of coffee breaks** – I.e. take 15 min walk



- **Start lunchtime walking groups with your co-workers**
- **If you have to travel for work, pack & plan to maintain your exercise routine**
- **Schedule exercise as you would any other apt** – Remember exercise is important!

REMOVE SELF-DEFEATING BEHAVIOURS – THINK ACTIVE

We all have been known to make excuses at one point or another to avoid exercising. Next time you come up with the below list of barriers, consider the following:

BARRIER	SOLUTION
<i>Exercise is boring</i>	Join forces with friends, relatives, neighbours or co-workers. Consider activities which have variety such as Cross-training.
<i>My family and friends don't support my efforts to exercise regularly</i>	Try new adventures such as rock-climbing, white-water rafting. Go to the park to play Frisbee/kickball with family. Go to the pool and get in with kids instead of watching.
<i>I'm afraid I'll hurt myself if I exercise</i>	Start small by going for a walk and building up your endurance from there. Exercise classes for beginners are also designed for people who are new to an activity.
<i>I'm self-conscious about the way that I look when I exercise</i>	Choose some exercise videos to use in the privacy of your home. Buy home exercise equipment. Sign up for a beginner's exercise class.
<i>I'm too lazy to exercise.</i>	Exercise gets easier with persistence & gives you energy. Never underestimate the power of momentum. Work with your nature, not against it. Exercise when you feel more energetic. Schedule exercise as you would schedule an important meeting or appointment.
<i>I'm too tired to exercise after working all day</i>	Exercise in the morning or at lunch time.
<i>I've tried to exercise regularly in the past and failed</i>	Pace yourself. Start small and build up to intense workouts later when your body is ready. Set realistic/personal goals. Remember why you're exercising & use this as your motivating factor.
<i>I can't afford to buy fancy exercise equipment or join a health club</i>	Try at-home strength training. Use resistance bands, skip rope, plastic dumbbells and exercise videos (An array of exercise videos are available free on YouTube). Start a walking group or check into exercise classes offered at your local community centre.
<i>I don't have a convenient place to exercise</i>	Parks and outdoor trails are great places to walk, jog or bike while getting some fresh air.



Therefore live longer & stay healthier with just 30 mins of exercise a day. Also, when exercising, remember to:

- **Wear the correct clothing, shoes, protective equipment**
- **Drink enough water**
- **Don't exercise in extreme weather conditions**
- **Warm up and cool down**
- **Build up gradually**
- **Listen to your body**
- **Stretch!**

WHS Site Officers – Call for Nominations

A WHS Site Officer is an important role within each office as they provide and coordinate key work, health and safety tasks at their particular site(s) of employment, performing essential functions that cannot be conducted off-site or remotely. The key functions performed by the WHS Site Officer include:

- Conducting quarterly worksite inspections
- Conducting basic risk assessments with assistance if required
- Assisting employees with WHS matters such as the reporting of incidents and hazards
- Provision of on-site WHS induction for new employees
- Undertaking incident investigations

All WHS Site Officers receive training to assist them to fulfil the requirements of their role. WHS Site Officers also receive payment of corporate responsibility allowance (CRA) of \$20 per fortnight once they have completed their WHS Site Officer training. The continued payment of CRA requires WHS Site Officers to fulfil the duties as outlined in the responsibilities of a WHS Site Officer.

If your office is yet to nominate a WHS site officer, the following nomination form can be completed to finalise the nomination: http://www.maps.finance.gov.au/forms/docs/Form_144.pdf

Following receipt of the completed nomination, Konekt will be in contact to provide further information regarding upcoming teleconference training.

Upcoming Training

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

- **14th April at 1pm** (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 next workplace inspection checklist is due by **31st March 2016** 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 note that a new workplace inspection checklist has also been developed and can be accessed on the intranet via:

http://www.maps.finance.gov.au/employee_pages/ohs/docs/WHS_Employee_Workplace_Inspection_Checklist.pdf

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).

Konekt - the leader in workplace health solutions

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