



Inside Information

16th Edition
September 2009

And the winner is....!

The winner of the APS Colouring Competition was Amanda aged 6 from Springvale.

We received a number of fantastic entries from all around the country and it was very hard for us to pick a winner!

A big Thank-you to all who participated!

Character of the Month

**Justice
Vs**

Corruption

Taking personal responsibility to uphold what is pure, right and true

INCIDENT REPORTING AND INVESTIGATING



A reminder to all contractors of the importance of reporting all injuries, hazards or near misses.

Please remember to inform both APS and the Client on the same day that it happens.

What is an injury?

An Injury is where **personal injury or illness** occurs as a result of a workplace incident.

What is a hazard?

A Hazard is a situation that has the **potential for harm** in terms of human injury or ill health, damage to the environment or a combination of these.

What is a near miss?

A Near Miss is an incident that **could have** caused personal injury, illness or disease, property or environmental damage.

If you sustain an injury at work and advise APS and Client immediately, this allows us to ensure that we can get you back to work as quickly as possible. It also allows us to investigate the injury to prevent the same thing from happening to you again, or others that you work with.

This also applies to hazards you foresee or an near miss that could hurt someone or something. The more we know about these types of incidents, the better we are able to reduce risk of potential injury to a you or a co worker.

APS shall always conduct an investigation with the client and may also ask you to participate. This might mean taking a formal statement from you or any witnesses or ask you to reenact or demonstrate what you were doing when the event occurred.

The purpose of this exercise is not to "lay blame", but to simply understand the sequence of events which lead to the incident / injury. Once all the facts have been established, APS and the client will establish some corrective actions which could be changes to the equipment you use, further training or identifying additional PPE which would prevent another injury.

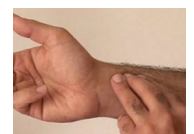
HOW HEALTHY IS YOUR HEART?

High blood pressure increases your risk of having a heart attack or stroke. Having uncontrolled high blood pressure can also reduce your alertness and thus put you at higher risk of having an accident.

Measure your pulse:

Checking your pulse allows you to check your heart rate without any specialised equipment. Taking your pulse is easy:

1. Place the tips of your index and middle finger on the palm side of your other wrist, below the base of your thumb (see illustration to the right)
2. Press lightly with your fingers until you feel the blood pulsing beneath your fingers. You may need to move your fingers around slightly until you can feel the pulsing.
3. Use a watch or clock with a second hand.
4. Count the beats you feel for 10 seconds. Multiply this number by 6 to get your heart rate (pulse) per minute.



E.g. 12 beats in 10 seconds x 6 = 72 beats per minute

Pulse rates vary greatly depending on your build and overall health. For an adult aged 18 and over, normal is considered between 60 and 90 beats per minute. Lower rates are common for active, healthy people. If your pulse is greater than 100, you should see your doctor.

STRENGTHENING YOUR CORE MUSCLES



A Segmental Rotation

Segmental Rotation is another way to exercise your core muscles:

- Lie on your back with your knees bent and your back in a neutral position. Tighten your abdominal muscles.
- Keeping your shoulders on the floor, let your knees fall slowly to the left (A). Go only as far as is comfortable. You should feel a stretch but no pain. Hold for 3 deep breaths.
- Return to the start position and repeat the exercise to the right (B).

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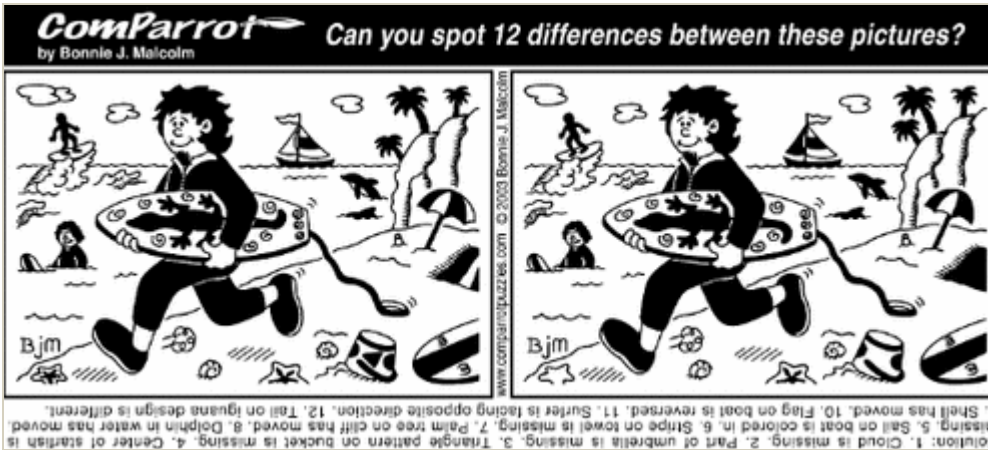
CONDUCTING PRE-START CHECKS

Truck Drivers or anyone who operates MHE (forklifts, EPJ, Tuggers, LLOP's) MUST complete a pre vehicle inspection at the start of every shift. This is important so that:

- You can be confident that the machine you will be operating is safe
- Any faults / defects / damages can be reported immediately and actions taken to fix the problem/s
- If the fault would affect the safe operation of vehicle/MHE it must be tagged out to prevent others from using it or taken straight to maintenance to have the problem checked out
- You cannot be blamed for damages that were present on the vehicle before you started your shift
- Most importantly, it ensures your safety and the safety of those around you!

Australian Personnel Solutions
 National Service Center
 Level 1, 100 York St
 South Melbourne VIC 3205
 Phone: 03 9682 3555
 Fax: 03 9686 6499

SPOT THE DIFFERENCE



Please contact your local
**APS Representative for any
 further information:**

- Yarraville: 03 9689 1555
- Vic Transport: 03 9682 3077
- Mulgrave: 03 9547 5444
- Somerton: 03 9305 1399
- Parramatta: 02 9687 5777
- Eastern Creek: 02 9830 3781
- Adelaide: 08 8260 7222
- Brisbane: 07 3899 3444

WORKPLACE FEEDBACK

APS is genuinely concerned about your health and safety and continues to seek feedback regarding the places where you work. Please contact us if you have any hazards to report, issues to discuss or if a client has asked you to do duties APS has not advised you to perform. Please also feel free to make suggestions if you have any ideas to make your workplace safer.

Comments/ Suggestions:

Which Branch do you work for? _____

What type of work do you do? i.e. Driving, Forklift etc... _____

Name _____

Address _____

Phone _____

* Please return this slip to your branch or fax to the OHS department (03) 9686 6499. You may remain anonymous if you wish, however if you want APS to contact you, please ensure you provide contact details in the space provided above.

Please note: Any specific details you provide to us will remain strictly confidential. APS only wishes to collect information and ideas for the purpose of ensuring all our workers work in a safe environment, free from hazards which may affect your health and safety.