



EDITION 66– Sept 2019

WHS & Wellbeing

NEWS BULLETIN

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RSPCA Cup Cake Day



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Welcome - To the **66th** edition of the **Work Health Safety (and Wellbeing) News Bulletin**.

Hello Everyone,

Our WHS newsletter has a combination of **WHS** and **Wellbeing** information.

Please feel free to offer any advice on what you would like to see included in these additions as this information is for not only the resident's safety but also just as important your safety and wellbeing.

Some extra inclusions:

- >Healthy eating ideas and recipes
- >Stories from staff and residents about their journey to wellness.
- >Competitions
- >Policy/Procedures that have incorporated staff wellness
- >Upcoming training and workshops



Do you have you an inspiring story you would be willing to share with us all? We would love to hear your inspirational story on how you took on a challenge, such as weight loss, healthy living choices, improved your fitness or overcoming any adversity in your life etc.

Every story published in this newsletter will be given a prize.

A little quote:

What we have to learn to do, we learn by doing-
Aristotle

RCPCA cupcake day was held on the 27th of August with Bambina our apprentice cook making some lovely cupcakes and raising \$76.00

A great job thank you Bambina they looked lovely.

Staff Performance Appraisals

ECA staff appraisals were due to be completed by the **17/6/19**. Unfortunately not all staff have completed these. If you have lost your Staff Performance Appraisal form, please come and see Julie so she can replace it for you.

Staff that completed their appraisals, a big thank you to you. Information gathered has allowed Louise to register your interests in training suggestions and Maree has registered any

suggestions made for Meercroft and all other information that you have written in your appraisal has been logged as well.

Thank you once again for you participation.

Julie

Training/Information

- Manual Handling –ongoing monthly
- Working at Heights
- Palliative care
- Skin tears
- Pressure injuries
- First aid
- Hearing aid care

THE NEW AGE CARE STANDARDS



Source: **Australian Aged Care Quality Agency**
website www.aacqa.gov.au

New Aged Care Quality Standards:

T-shirt pic here

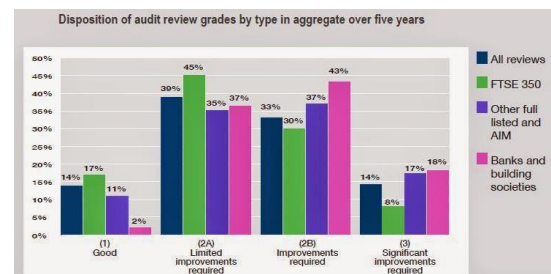
In order to help you understand the New Standards there will be some outstanding staff who will be able to answer your questions regarding each standard, these

staff will be wearing an appropriate coloured t-shirt with wording in regards to each standards.
Please fire away with any questions you wish answered.

Quality Performance Systems

All staff were asked to participate in Fire and Emergency Procedures audit this quarter. Thank you to all those staff that returned their forms. Congratulations to Suzie Horne whom won the random draw of a \$20.00 movie voucher. The results have been reviewed and noted that some questions where low scores were attributed, those questions are generic in nature and not taught in our current emergency training programs. It was also noted that some questions were quite ambiguous with a couple indicating the wrong answer. In summary the current questionnaire does have a percentage of questions that are relevant however in the main, it is not relevant to the training provided by QuickFire. Therefore Meercroft will work with Quick Fire to ensure all questions are relevant to our training

Thank you for your participation.



Splash Devonport



We have a corporate membership deal offered to all employees of Meercroft

Please find below details of the corporate package:

- \$20 Start-up fee (Usually \$60)
- Rate of \$15.50 per week (Usually \$17.00)
- 12 month Minimum term

Membership Includes:

- Access to all aquatic facilities
- Access to newly upgraded fully equipped gym
- Access to over 50 group exercise classes per week (Timetable attached)
- Free Face 2 Face Program (Personalised gym induction and program)
- Free Splash drink bottle
- Free splash gym towel

Please speak to Julie in regards to your interest in this deal.

FIRE TRAINING

Staff are to be congratulated on the two assessed practice drills held in August during our recent Fire training

The first drill being the Code red drill was noted on the report as *“the overall outcome of the drill was outstanding” with a score of 9/10*

The second evacuation drill with the Brigade in attendance was considered *“outstanding” with a total score of 9.5/10*

This was notable impressive as the drill was completed in an area that staff are not familiar in evacuating

Next years fire training has been confirmed for the :

- 24th March till the 26th March 2020
- 18th August till the 20th August 2020

If staff are planning annual leave at either of these dates please discuss with Amanda (Roster Clerk) to ensure you are able to be booked in to the other session.

FIRE ALARM ACTIVATIONS IN A CONSTRUCTION ZONE



A review between Meercroft and Quick fire of our latest fire alarm activation has resulted in some changes to our process in construction areas. To ensure staff safety -staff are not to enter constructions zone s for any purposes relating to emergency response.

For alarms that occur during Business Hours, Andrew Johnson or John Nichols should respond immediately to the fire panel to assist the search team and liaise with the Chief Warden. If the alarm is in a construction zone, then this person is to be briefed and respond immediately to that area to determine if there is a fire or not. The search team should follow to the last point before entering the construction zone.

For alarms that occur in construction zones outside business hours, staff should evacuate any residents that are either within the compartment attached to the construction zone or residents that occupy areas above the construction zone.

NEEDLE STICK INJURIES

Over the past few months there has been 3 reported needle stick injuries all using insulin needles.

As a consequence thereof, we are trialing retractable insulin needles . Registered nursing staff are reminded that the following procedures/protocol must be adhered to when

disposing of used medical sharps, to decrease the risk of injuries and possible transmission of blood-borne infections:

Small sharps container should be taken to the point of administration and the syringe disposed of immediately, then the container should be secured back in the drug cupboard back in the relevant storage area

NEVER:

Re cap needles



Clip/bend or break syringes or needles
Pass sharp objects directly between people
Over fill sharps containers (to be filled 2/3 capacity only)
Force sharps in to container

ALWAYS:

Avoid distractions when handling sharps
Dispose of used sharp/s into container IMMEDIATELY after use
Place sharp END of sharp into container first
Store ALL sharps containers in a locked cupboard or room when not in use
Handle butterfly needles by the wings to prevent the needle from flicking back
Leave needles or syringes of Intravenous or Subcutaneous tubing and discard as a COMPLETE unit.

FIRST AID KITS

It is a requirement under the *WH&S Regulations / Chapter 3 / Division 3 / Item 42* that a person conducting a business or undertaking (PCBU) at a workplace must ensure:

- the provision of first aid equipment for the workplace, and
- that each worker at the workplace has access to the equipment; and
- access to facilities for the administration of first aid.

The **official first aid station** within the facility is **Parkview Nurse Station**.

It is a requirement that all accidents, incidents resulting in the requirement of first aid and actively related illnesses are to be **reported immediately** to the RN in-charge of Parkview who is responsible for administration of first aid and for completion of any association documentation.



Portable first aid kits are available in the following nurse stations: **Parkview, Park Avenue, Seaview, Munnew Day Centre, Nursing Main kitchen** and in all **buses** used by staff and residents

Julie Patterson
As part of the Staff Wellbeing Committee

Jodi Towns
As part of the Workplace Health & Safety Committee