



s a f e @ w o r k



# SEASONAL HEAT

Hate to say this but, with so many likely very hot days ahead of us, heat is a hot topic in many members' workplaces and CPSU receives many calls at this time of the year about the workplace environment.

Because we are all individuals and our work tasks differ, we react differently to excessive heat. Some may have chronic illnesses, some temporarily unwell. Some of us work outside, some inside. Many of our members perform tasks so stressful that anything out of the ordinary exacerbates stress levels. It is known that excessive heat can cause such stress that workers can become distracted, lose concentration and have an accident.

As a consequence there are no regulations for dealing with heat. However like any other hazard in your workplaces, the OHS Act 2004 places an obligation on your employers and management representative to consult with Health and Safety Reps (HSR's) and staff, to identify hazards associated with heat and to analyse the impact and likelihood of staff becoming injured/ill and then in consultation with HSR's and effected staff develop solutions to control the hazard.

CPSU's web site [www.cpsu.org.au](http://www.cpsu.org.au) in the health and safety section contains advice for members. Further information can also be found on the websites below. Follow links to the work environment.

[www.ohsrep.org.au](http://www.ohsrep.org.au) and [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

## HOT OFFICE - AIR CONDITIONING PROBLEMS

During hot weather CPSU receives many enquiries in relation to air-conditioning problems. A good source of information to assess health and amenity concerns is to reference Comcare's Air Conditioning and Thermal Comfort guide at [www.comcare.gov.au](http://www.comcare.gov.au). Further information is also available in WorkSafe's Officewise guide on their website [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au). This document also provides some initial guidance on Legionnaire's disease.



# OH&S TRAINING COURSES - FEBRUARY 2008

Venue, CPSU (rear building, level 5) – Trades Hall – Cnr Lygon & Victoria Sts

## PREVENTION OF STRESS IN PUBLIC SECTOR WORKPLACES – NO COST

*1 day course 9AM start. 13th February 2008.*

This one day course covers significant research on stress along with an examination of work environment triggers such as workload, lack of job control, and change. Members are encouraged to identify stress hazards in their workplaces and through group work activities develop short and long term solutions to control risks associated with stress. This training session will also provide an information kit including the new WorkSafe Authority Guidance Material\* on stress in the Public Sector, "Stresswise". Members will participate in workshopping some issues to develop greater understanding of these issues and the guide. "Stresswise" Guide is now released and will be provided with relevant training.

## PREVENTION OF WORKPLACE BULLYING AND OCCUPATIONAL VIOLENCE – NO COST

*1 day course. 9AM start. 27th February 2008*

Provides information on the relevant VWA guidance note; the identification of bullying and advice on how to deal with it; the prevention of occupational violence; strategies to reduce the risk of injury and illness for such behaviour at work.

## OH&S REPRESENTATIVES COURSE – OHS REPS AND DEPUTIES ONLY – NEW COST

*5 days staggered. 9AM start. 20th - 21st Feb 2008, 5 - 6 - 7th March 2008*

All elected HSR's should enrol in this course. It covers your rights as well as up to date information on emerging OHS issues. The OH&S Act and how it can be used to improve workplace H&S and conditions, along with bullying, violence, legislation, communication and negotiation skills are also covered. The cost involved for this course is for Members \$645.00 / NON MEMBERS \$787.00 Inc GST. 14 DAYS NOTICE must be given to your Employer. HSR's and Deputies are able to choose the course and CPSU suggests you attend this VWA approved course. Course costs are paid by your employer.

All members will be requested to fill out an "approved" application for CPSU Training 2008 form and return it by fax before training is confirmed. Click on this link to view/download a copy of this form which can also be faxed to your on request; [http://www.cpsuvic.org/public\\_docs/forms/training\\_enrolment\\_form.pdf](http://www.cpsuvic.org/public_docs/forms/training_enrolment_form.pdf)

Those interested should enrol by having the Approved Application form completed and signed and return it by fax (03) 9662 4591 or by e-mail to [pspencer@cpsuvic.org](mailto:pspencer@cpsuvic.org) or by contacting Pam Spencer by telephone on (03) 9639 1822 or toll free 1800 810 153 for all training enquiries.

Tea, coffee and biscuits will be supplied; however participants are requested to bring their own lunch. No off-street parking is available at Trades Hall however there is some meter parking in Lygon Street, and a number of private car parks in the vicinity. Both Parliament and Melbourne Central railway stations are within easy walking distance.

CPSU MEMBERS ARE ENTITLED TO PAID TIME RELEASE. ENROLMENTS OPEN NOW. PLACES LIMITED.

**JIM WALTON**

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