



News bite from ACT Nutrition Support Service

Keeping up with the seasons



Have our recent cooler mornings turned your thoughts to Autumn? We have been enjoying the reminder that shorter days and snuggling season is right around the corner and putting hot summer days behind us, and we cannot help but think about the new season foods.

Your local fruit and veg seller will soon be bursting at the sides with the new produce of the season. The benefits of eating seasonal food are significant. Foods in season are usually plentiful, fresh, packed with vitamins and minerals and very wallet-friendly.

Look out for these when you hit the shops. The pick of the Autumn bunch includes:

- Apples
- Broccoli
- Cauliflower
- Pears
- Strawberries
- Radish
- Parsley
- Beans
- Cabbage
- Asian vegetables
- Chillies
- Rhubarb
- Turnips
- Berries
- Capsicum
- Persimmons
- Pumpkins
- Tomatoes
- Mushrooms

Make the most of new season vegetables by whipping up this delicious and simple [Veggie Curry](#) -just the thing to add a little warmth to Autumn evenings

Are you a keen green-thumb? Now is a great time for planting these gems in your veggie patch:

Asian greens	Brussel sprouts	Cabbage
Cauliflower	Sugar snap peas	Leeks
Lettuce		

Go to our [website](#) - ACT Nutrition Support Service -to learn more about how to make healthier food and drink choices.



Purpose: ASIST is a two day interactive workshop in suicide first aid created by LivingWorks, an international suicide prevention training organisation. The ASIST workshop is part of the *MyHealth* Staff Health and Wellbeing program. The program is linked to ACT Health's Vision: 'Your Health – Our Priority' which is not only about the patient, it's about ensuring the health of our staff is also a priority.

This two day workshop aims to enhance a caregiver's ability to help a person at risk avoid suicide, and is delivered by OzHelp Foundation.

Outcomes: It is intended that ASIST participants will be better prepared to:

- Reflect on how their attitudes and beliefs about suicide affect their intervention role
- Discuss suicide with a person at risk in a direct manner
- Build a collaborative approach to intervention focused on safe outcomes
- Review immediate suicide risk and develop appropriate safe plans
- Demonstrate skills required to intervene with a person at risk of suicide
- Identify resources available to a person at risk of suicide
- Make a commitment to improving community resources
- Recognise that suicide prevention is broader than suicide first aid and includes life-promotion and self-care for caregivers

Designed for: All Staff
Dates: Thursday & Friday, 17 & 18 May 2018
Time: 8.45am – 4.30pm
Venue: Bowes St Conference Room, Level 2
Facilitator: OzHelp Foundation

Book directly on *Capabilti* at <https://training.health.act.gov.au/>

Please note:

Participants are required to attend both days or a non-attendance fee will be charged. Workshops may be cancelled if there are less than 8 enrolments received. There will be a \$300 fee charged to your area if you cancel within 5 working days of the course OR do not show up for training on the day.

For more information, please contact Sue-ella McGufficke –*MyHealth* Manager Phone: 6207 0266, Email: sue-ella.mcgufficke@act.gov.au



ACT
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Compassion Fatigue - Walk the Talk: Self-care



Purpose: Compassion Fatigue – Walk the Talk: Self-care workshops are part of the *MyHealth* Staff Health and Wellbeing program. The program is linked to ACT Health's Vision: 'Your Health – Our Priority' which is not only about the patient, it's about ensuring the health of our staff is also a priority.

This one day workshop will provide participants with the opportunity to consider the positive and negative effects of working in the helping profession. The workshop will address the importance of self-care through a consideration of compassion fatigue and vicarious trauma and invites participants to reflect on the impact of their experiences at work and to consider self-care strategies to enhance compassion satisfaction.

Outcomes: After successful completion of this workshop participants will be able to:

- Articulate the personal rewards of working within the helping profession
- Differentiate between compassion fatigue, burnout, vicarious trauma, moral distress
- Identify the warning signs of vicarious trauma, reflect and discuss the impact
- Identify factors related to compassion satisfaction
- Know the principles of Low Impact Debriefing
- Identify strategies and resources for immediate self and longer term resiliency
- Begin a personal self-care plan based on your own personal and professional balance

Methodologies: Individual work, discussion, questionnaire, videos and reflection

Date: Wednesday, 9 May 2018
Time: 9.30am – 4.30pm
Venue: Bowes St, Conference Room, Level 2

Facilitator: Lisa Oxman, Clinical Psychologist, Faculty of Health, University of Canberra

Book directly on *Capabiliti* at <https://training.health.act.gov.au/>

Please note: Sessions may be cancelled if there are less than 8 enrolments received. There will be a \$300 fee charged to your area if you cancel within 5 working days of the course OR do not show up for training on the day.

For more information, please contact Sue-ella McGufficke –*MyHealth* Manager
 Phone: 6207 0266, Email: sue-ella.mcgufficke@act.gov.au



Compassion Fatigue (brief session)

Purpose: Compassion Fatigue is an interactive 90-minute session that raises awareness of the causes and impact of compassion fatigue on work performance and personal well-being. The session is part of ACT Health's *MyHealth* Staff Health and Wellbeing program and is linked to our vision: 'Your Health – Our Priority' which is not only about the patient, it's about ensuring the health of our staff is also a priority.

Outcomes: By the end of this session participants will understand:

- What compassion fatigue looks and feels like
- How compassion fatigue develops
- The risk on self, team and organisational resilience
- The risk of stress and burn out
- Strategies to manage energy and self-care

Designed for: All Staff

Dates: Tuesday, 17 April or Thursday, 21 June

Time: 3pm-4.30pm 9.30am-11am

Venue: SDU, Room 2 Bowes St, Level 2

Facilitator: Kate Diggle and Kylie Holyland, Ascend HR

Book directly on *Capabiliti* at <https://training.health.act.gov.au/>

Please note:

Sessions may be cancelled if there are less than 8 enrolments received. There will be a \$300 fee charged to your area if you cancel within 5 working days of the course OR do not show up for training on the day.

For more information, please contact Sue-ella McGufficke –*MyHealth* Manager

Phone: 6207 0266, Email: sue-ella.mcgufficke@act.gov.au



Making the most of your working day



Purpose: The Making the most of your working day sessions are part of the *MyHealth* Staff Health and Wellbeing program. The program is linked to ACT Health's Vision: 'Your Health – Our Priority' which is not only about the patient, it's about ensuring the health of our staff is also a priority.

The Making the most of your work day session will explore the tyranny of importance versus urgency, the art of prioritisation, ways to battle procrastination and how to deal with perfectionist thinking styles.

Designed for: All Staff

Session Outcomes: Participants will:

- Explore the tyranny of importance versus urgency
- The art of prioritisation
- Ways to battle procrastination
- How to deal with perfectionist thinking styles

Date: Monday, 30 April 2018

Time: 10.30am-11.30am

Venue: Staff Development Unit, Room 1B

Facilitator: Kylie Holyland, Executive Coach, Optum

Book directly on *Capabiliti* at <https://training.health.act.gov.au/>

Please note: Sessions may be cancelled if there are less than 8 enrolments received. There will be a \$300 fee charged to your area if you cancel within 5 working days of the course OR do not show up for training on the day.

For more information, please contact Sue-ella McGufficke –*MyHealth* Manager

Phone: 6207 0266, Email: sue-ella.mcguifficke@act.gov.au



Mental Health Toolbox Talks



Purpose: Mental Health Toolbox Talks (a Beyond Blue workshop) are part of the *MyHealth* Staff Health and Wellbeing program. The program is linked to ACT Health's Vision: 'Your Health – Our Priority' which is not only about the patient, it's about ensuring the health of our staff is also a priority.

This workshop aims to equip managers and team leaders with the skills and confidence to encourage conversations about mental health in the workplace, reduce workplace stigma and support staff at risk. Participants do not require prior mental health knowledge.

Outcomes: By the end of this workshop, participants will be able to deliver three, five minute toolbox talks to their staff about:

- Anxiety and depression
- The relationship between the workplace and mental health
- Taking action to support someone at work

Designed for: Managers and Team Leaders

Methodologies: Individual work, discussion, video, and reflection

Dates: Tuesday, 17 April 2018

Time: 10.30am-12.30pm

Venue: SDU Room 2

Facilitator: Sue-ella McGufficke, *MyHealth* Manager

Book directly on *Capabiliti* at <https://training.health.act.gov.au/>

Please note: Workshops may be cancelled if there are less than 8 enrolments received. There will be a \$300 fee charged to your area if you cancel within 5 working days of the course OR do not show up for training on the day.

For more information, please contact Sue-ella McGufficke –*MyHealth* Manager
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Mindfulness - EAP

Purpose: The EAP – Mindfulness two hour workshop is part of ACT Health's *MyHealth* program and is linked to our vision: 'Your Health – Our Priority' which is not only about the patient, it's about ensuring the health of our staff is also a priority.

During this workshop attendees will be provided with education on the benefits of mindfulness practices and will be directed through an interactive mindfulness activity. The EAP - Mindfulness workshop is a practical, hands on workshop to increase our understanding of mindfulness and practice the techniques.

Outcomes:

By the end of this workshop participants will be able to:

- Understand the principles of mindfulness
- Use mindfulness in everyday practice
- Apply a range of techniques to their personal and professional life



Designed for: All Staff
Dates: Tuesday, 22 May 2018
Time: 9:30am-11:30am
Venue: Canberra Region Cancer Centre, Conference Room, Level 1
Facilitator: Converge EAP

Book directly on *Capabili* at <https://training.health.act.gov.au/>

Please note:

Workshops may be cancelled if there are less than 8 enrolments received. There will be a \$300 fee charged to your area if you cancel within 5 working days of the course OR do not show up for training on the day.

For more information, please contact Sue-ella McGufficke –*MyHealth* Manager
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Motivation and Morale in Teams



Purpose: The Motivation and Morale in Teams workshops are part of the *MyHealth* Staff Health and Wellbeing program. The program is linked to ACT Health's Vision: 'Your Health – Our Priority' which is not only about the patient, it's about ensuring the health of our staff is also a priority.

A motivating work environment enhances staff self-esteem and encourages better performance. This workshop explores the driving force behind individual motivation and provides techniques that can be utilised in enhancing and developing motivation and morale in teams.

Outcomes: Participants will leave with a toolbox of skills and:

- Be aware that a motivating work environment enhances staff self-esteem and encourages better performance
- Explore the driving force behind individual motivation
- Discover techniques that can be utilised in enhancing and developing motivation and morale in teams

Designed for: All Staff

Dates: Thursday, 10 May 2018
Times: 9am-10am
Venue: Staff Development Unit, Room 2
Facilitator: Kylie Holyland, Executive Coach, Optum

Book directly on *Capabiliti* at <https://training.health.act.gov.au/>

Please note: Workshops may be cancelled if there are less than 8 enrolments received. There will be a \$300 fee charged to your area if you cancel within 5 working days of the course OR do not show up for training on the day.

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Pillars of Resilience



Purpose: The Pillars of Resilience sessions are part of the *MyHealth* Staff Health and Wellbeing program. The program is linked to ACT Health's Vision: 'Your Health – Our Priority' which is not only about the patient, it's about ensuring the health of our staff is also a priority.

If our lifestyle creates pressures with which our body and brain cannot cope, we can experience significant health problems. The challenge is to optimise our brain and body to cope with the environmental demands of both success and failure, so that you can maintain an enduring sense of wellness. This session will focus on strategies that support the four pillars of resilience - Physical, Social, Emotional and Mental domains.

Outcomes: By the end of this session, participants will:

- Understand the importance of building resilience
- Help build a working knowledge on the four pillars of resilience
- Recognise our own stresses and how to contain stress more effectively
- Understand how EAP and Livewell can assist

Designed for: All Staff

Date: Thursday, 12 April 2018

Time: 11am-12md

Venue: Bowes St, Phillip, Level 2 Conference Room

Facilitator: Kylie Holyland, Executive Coach, OPTUM

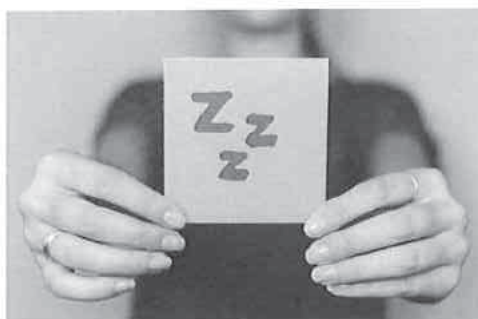
Book directly on *Capabiliti* at <https://training.health.act.gov.au/>

Please note: Sessions may be cancelled if there are less than 8 enrolments received. There will be a \$300 fee charged to your area if you cancel within 5 working days of the course OR do not show up for training on the day.

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The Psychology of Sleep



Purpose: The Psychology of Sleep sessions are part of the *MyHealth* Staff Health and Wellbeing program. The program is linked to ACT Health's Vision: 'Your Health – Our Priority' which is not only about the patient, it's about ensuring the health of our staff is also a priority.

Outcomes: By the end of this session participants will be able to understand:

- The good and bad of sleep hygiene – Practical ways to improve sleep
- The sleep cycle – how much sleep do we really need?
- Managing fatigue
- Sleep health for shift workers
- Strategies to manage insomnia

Designed for: All Staff – especially shift workers

Date: Thursday, 8 February 2018 OR Thursday, 10 May 2018
Time: 2.30pm-3.30pm 2.30pm -3.30pm
Venue: Bowes St, Conference Room, Level 2 SDU, Room 2
Facilitator: Teall Macqueen, Clinical Psychologist, Canberra Hospital

Book directly on *Capabiliti* at <https://training.health.act.gov.au/>

Please note: Sessions may be cancelled if there are less than 8 enrolments received. There will be a \$300 fee charged to your area if you cancel within 5 working days of the course OR do not show up for training on the day.

For more information, please contact Sue-ella McGufficke –*MyHealth* Manager
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Stress Busters

Purpose: This one hour session is part of ACT Health's *MyHealth* program and is linked to our vision: 'Your Health – Our Priority' which is not only about the patient, it's about ensuring the health of our staff is also a priority.

We all inevitably experience stress in our life – much of it expected and normal. Stress is part of normal human functioning and pressure is a normal aspect of human interaction. Stress in moderation gives us energy and motivation. This session is designed to provide practical strategies that you can apply quickly to your life and when used regularly can develop your daily stress resilience.

Session Outcomes: By the end of this session participants will have an understanding of:

- Common signs and reactions of stress
- Self-awareness of your personal tension
- Practical tips for stress management plus tension prevention
- Where to access further confidential advice and information
- A tip sheet covering stress management strategies
- Proven stress busting strategies for managing stress
- Group practice of stress busting skills



Designed for: All Staff
Dates: Friday, 13 April 2018
Time: 11am-12md
Venue: Canberra Region Cancer Centre, Conference Room, Level 1
Facilitator: Assure - EAP

Book directly on *Capabiliti* at <https://training.health.act.gov.au/>

Please note:

Sessions may be cancelled if there are less than 8 enrolments received. There will be a \$300 fee charged to your area if you cancel within 5 working days of the course OR do not show up for training on the day.

For more information, please contact Sue-ella McGufficke –*MyHealth* Manager
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Understanding and Managing High Risk Situations

Purpose: The Understanding and Managing High Risk Situations workshop is part of the *MyHealth* Staff Health and Wellbeing program. The program is linked to ACT Health's Vision: 'Your Health – Our Priority' which is not only about the patient, it's about ensuring the health of our staff is also a priority.

Outcomes: Participants will leave with a toolbox of skills in the following:

- An introduction to mental health and high-risk working environments
- Understand the impact of high risk work: short and long-term implications
- Understanding mental health conditions, including, anxiety, depression and suicide
- Gain insight into emotionally charged situations and customers' reactions
- Understand how to manage challenging conversations and behaviour
- Practice identifying signs of a distressed customer and conducting a basic assessment
- Developing awareness on how to manage personal reactions to challenging situations
- The biological stress response and how to view stress differently
- Key characteristics of resilience from evidence-based research
- How to build resilience in self and others
- What key areas of self-care and action steps they need to focus on in order to build resilience

Designed for: All Staff

Date: Wednesday, 18 April 2018

Time: 9am – 5pm

Venue: Bowes St, Conference Room, Level 2

Facilitator: Benestar - EAP

Book directly on Capabiliti at <https://training.health.act.gov.au/>

Please note: Workshops may be cancelled if there are less than 8 enrolments received. There will be a \$300 fee charged to your area for participants who cancel within 5 working days of the course OR who do not show up for training on the day.

For more information please contact Sue-ella McGufficke- *MyHealth* Manager
Phone: 6207 0266, Email: sue-ella.mcgufficke@act.gov.au



CANBERRA HOSPITAL
AND HEALTH SERVICES

Agenda
Work Health & Safety Committee
Mental Health, Justice Health
and Alcohol & Drug Services

Monday 18 June 2018, 9am-10.30am

Large Conference Room, Level 3, 1 Moore Street, Canberra City

WELCOME

- 1. Attendance /apologies**
- 2. Minutes and Action Arising from Previous Meeting**
 - 2.1 Action Minutes of Meeting from previous meeting
 - 2.2 Running Sheet of Outstanding Action Arising from previous meetings
- 3. Program Reports**
 - 3.1 Adult Acute Mental Health Services
 - 3.2 [REDACTED]
 - 3.3 [REDACTED]
 - 3.4 [REDACTED]
 - 3.5 Justice Health Services
 - 3.6 Dhulwa Mental Health Unit
 - 3.7 [REDACTED]
 - 3.8 [REDACTED]
- 4. Report from Workplace Safety**
 - 4.1 SAIR Reports
- 5. Divisional Workplace Goals and Objectives**
- 6. Items to be Included on the Divisional Risk Register**
- 7. Items to be raised to the Tier 1 Workplace Safety meeting**
- 8. Other Business**

Next meeting: MH, JH & ADS Work Health & Safety Committee will be held on
Monday 20 August 2018, 9am - 10.30am
Large Conference Room, Level 3, 1 Moore Street, Canberra City



Action Minutes Work Health & Safety Committee

Meeting Date: 18 June 2018

Agenda Item No: 2.1

Subject: Action Minutes of Mental Health, Justice Health, Alcohol & Drug Services
Work Health and Safety Committee - Meeting of 16 April 2018

Source: Personal Assistant to Executive Director of Mental Health, Justice Health,
Alcohol & Drug Services

Purpose/comments: For endorsement

**Mental Health, Justice Health and Alcohol & Drug Services
Work Health & Safety Committee Meeting
16 April 2018**

ACTION MINUTES

1. Attendance and Apologies

In Attendance:

Name	Role	✓	Ap or x
Katrina Bracher	Executive Director Mental Health, Justice Health, Alcohol and Drug Services	✓	
Danielle Nagle	Operational Director, Justice Health Services	✓	
Helen Braun	A/g Operational Director, Adult Acute Mental Health Services	✓	
Jill Hughes	Operational Director, Alcohol & Drug Services	✓	
Sarah Miller	Director – Office of Allied Health	✓	
Bruno Aloisi	Operational Director, Adult Community Mental Health Services	✓	
Marilyn Hines	A/g Operational Director, Child & Adolescent Mental Health Services	✓	
Shirley Anne McIntyre	A/g Operational Director of Rehabilitation & Specialty Mental Health Services		AP
Deb Plant	Operational Director of Dhulwa Mental Health Unit	✓	
Kevin Kidd	Director of Nursing		AP
Denise Meyboom	Safe Practice & Environment Coordinator, Health & Safety Representative	✓	
	Representative – Infrastructure Support		x
Daniel Guthrie	Safety Advisor, Workplace Safety		AP
Shane Carter	Adult Mental Health Unit, Health & Safety Representative		x
Tessa Sealey	Mental Health Short Stay Unit, (MHSSU) Health & Safety Representative	✓	
David Trompf	Consultation Liaison, Health & Safety Representative	✓	
Jeevan Rana	Adult Mental Health Unit (AHMU) Health & Safety Representative		x
Miriam Spira	Belconnen Mental Health Services, Health & Safety Representative		x
Annie Bell	Belconnen Mental Health Services, Health & Safety Representative		x
Wendy Rossiter	Gungahlin Mental Health Services, Health and Safety Representative		x
Tsering Angmo	Tuggeranong Mental Health Services, Health & Safety Representative		AP
Julia Rozycka	Mobile Intensive Treatment Team (MITT), Health & Safety Representative		x
Jade Nolan	Supported Accommodation Team, Mental Health Services, Health & Safety Representative		x
Alex Rawson	Crisis Assessment Treatment Team (CATT) , Health & Safety Representative		x
Melissa Wightman	Alcohol & Drug Services (A&DS), Health & Safety Representative		x
Judith Clark	Alcohol & Drug Services (A&DS), Health & Safety Representative	✓	

Lauren Hargraves	Child & Adolescent Mental Health Services, (CAMHS), Health & Safety Representative	✓	
Max Donnelly	Brian Hennessy Rehabilitation Centre, Health & Safety Representative		x
Helena Reed	Brian Hennessy Rehabilitation Centre, Health & Safety Representative		x
Rowena Gouw	Older Persons Mental Health Services, Health & Safety Representative		x
Bronwyn Thomson	Justice Health Services, Health & Safety Representative		x
Sabarish Radhakrishnan	Justice Health Services, Health & Safety Representative	✓	

Minutes: Kelly Daly

Welcome

We commence the meeting by acknowledging that we are meeting on Aboriginal & Ngunnawal land and to pay respects to the Elders and their children past, present and future.

2. Minutes and Action Arising from Previous Meetings

Quorum not met:	Managers: 7	HSR's: 5
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2.1 Action Minutes of Meeting of 19 February 2018

- MHJHADS Work Health and Safety Committee endorsed the minutes from the meeting of 19 February 2018.

2.2 Outstanding Action Arising Running Sheet from previous meetings

- MHJHADS Work Health and Safety Committee reviewed the actions arising from previous meetings.

3. Program Reports

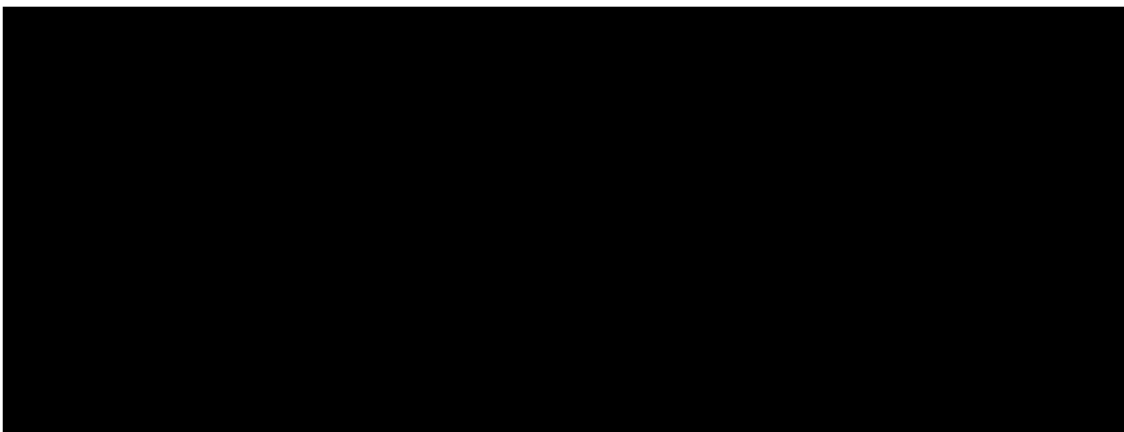
3.1 Adult Acute Mental Health Services

- Report tabled for information.
- No incidents reported as high or extreme.
- No notifiable incidents reported to Worksafe.
- Planned inspections were all conducted for the month.
- Anti-ligature - removal of a bathroom door went ahead in one identified room has occurred. Solution still in progress, currently determining a safe and aesthetically pleasing solution to remove all the bathroom doors.
- Transport van has been ordered.
- Astroturf in HDU courtyard is falling apart and concrete underneath it is crumbling; waiting for contractors to respond.

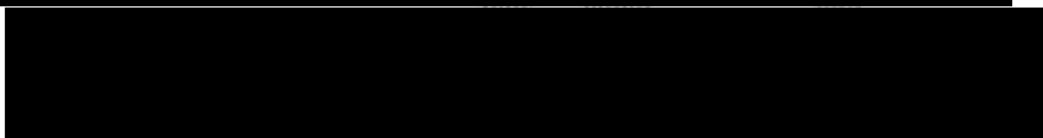
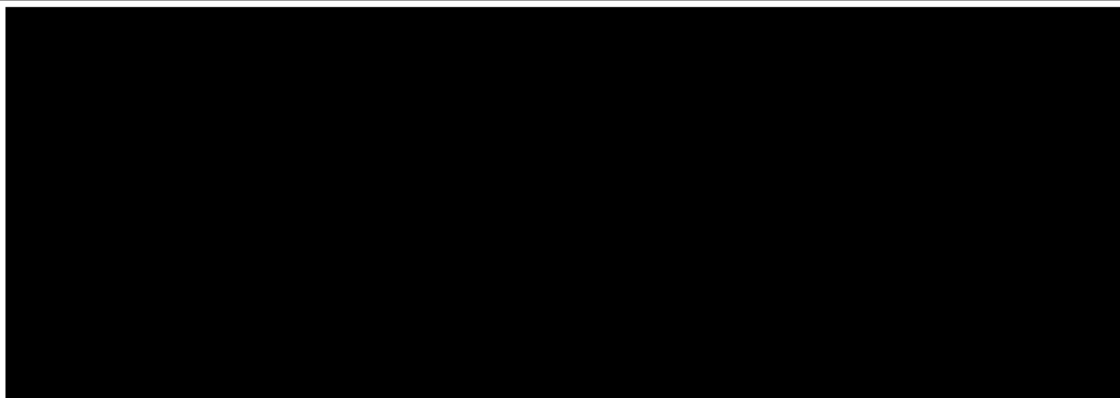
ACTION:

- Anti-Ligature risk assessment to be escalated to the CHHS risk register – Helen Braun and Colm Mooney

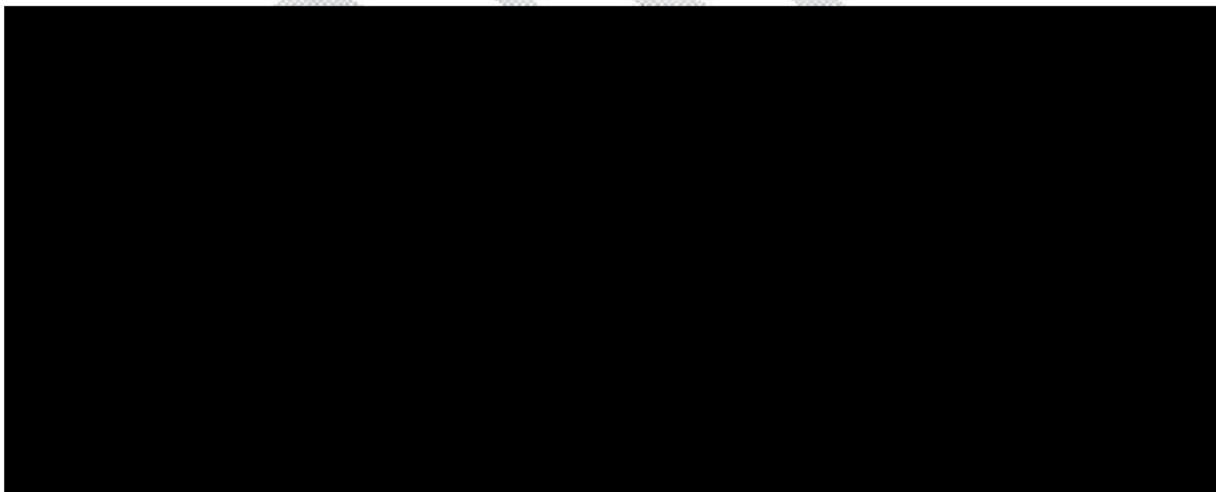
3.2




3.3



3.4

3.5 Justice Health Services

- Report and minutes from Dhulwa meeting tabled for information.
- Program reports to be split JHS and Dhulwa – update agenda
- No incidence reported as high or extreme.
- No notifiable incidents reported to Worksafe.
- Program Risk Register has been reviewed.
- Planned inspections were all conducted for the month.
- Program WHS meetings were held and minuted and quorum met.
- Annual Safety check completed.
- 

- [Redacted]
- [Redacted]

[Redacted]

DHULWA

- Minutes from HSR meeting at Dhulwa held on 20 March 2018 tabled. Daniel Guthrie from Work place Safety was also in attendance. A follow up meeting is to be scheduled.
- Issues were raised by staff including nurse escort feeling unsafe with 1:1 ratio. No policy or guideline available for transporting people in cars for appointment etc. Discussion occurred what other areas do, it should be a clinical assessment.

ACTION:

- Denise Meyboom/ Kevin Kidd to draft a guideline/procedure for the division on transporting people for appointments.

3.6

[Redacted]

3.7

[Redacted]

[Redacted]

4. Report from Workplace Safety

4.1 SAIR Reports

- [Redacted]
- [Redacted]

- The committee discussed duress alarms and how often the personal and fixed are tested. Katrina Bracher asked Denise Meyboom to follow up with each team on their testing schedule.

5. Divisional Workplace Goals and Objectives

5.1 Supporting our Staff Well Being

- To be added to the program reports Program to report what their teams are doing.
- There is regular all staff emails sent out with the MyHealth programs.
- The mini expo's have been well attended by staff
- The MyHealth newsletter and flyers tabled for information.
- ADS staff are taking part in the Whole of Canberra Workplace Challenge – 30mins of exercise a day.

6. Items to be included on the Divisional Risk Register

- [REDACTED]
- Anti-Ligature risk assessment

7. Items to be raised to the Tier 1 Workplace Safety meeting

- [REDACTED]
- Anti-Ligature risk assessment

8. Other Business

8.1 Draft Critical Incident Support for Staff Procedure

- The Draft Critical Incident Support for Staff Procedure tabled for information. It was noted that it needs a lot more work related to client related aggression, self-harm/suicide and the other factors affecting staff in MHJHADS.

ACTION:

- Jill Hughes to circulate to the Policy Committee members.
- Denise Meyboom to circulate again to HSR's in the division.
- Kevin Kidd's office to collate feedback and provide to Sue Ella McGufficke.

8.2



- 8.3 Katrina Bracher discussed if the timing of the meeting should be change to help with the attendance of HSR reps. Suggest to try a teleconference meeting to see if this improves attendance, it has been working well for the program meetings

ACTION:

- [REDACTED]

Work Safety Tier 2 Meeting: MH, JH & ADS Workplace Safety Committee Meeting To: Executive Director Mental Health, Justice Health and Alcohol & Drug Services

Submitted by: Dannielle Nagle and Deborah Plant

Monthly Report for: Justice Health Services & Dhulwa Mental Health Unit

KEY INDICATORS		YES	NO
1.	Were any incident reports risk rated as HIGH/EXTREME or were there any CLUSTERS in the previous month?	Yes	No
2.	If YES are these risks being elevated to the Tier 2 Committee to be addressed at this meeting? <i>Please provide details and add to the Corrective Action Plan – See over</i>	Yes	No
3.	Have there been any Notifiable Incidents reported to WorkSafe ACT? <i>If YES provide details and add to the Corrective Action Plan – See over</i>	Yes	No
4.	Has the Programs WHS section of the RISK REGISTER been reviewed to include (if required) any identified accidents/incidents/hazards or clusters? <i>If NO explain why this did not occur. Source for this information: SAIR Monthly Reports, provided by WorkPlace Safety</i>	Yes	No
5.	Were all PLANNED INSPECTIONS conducted for the last month? <i>If NO explain why this did not occur.</i>	Yes	No
6.	At STAFF MEETINGS were WHS issues discussed and minuted for the month? <i>If NO explain why has did not occur.</i>	Yes	No
7.	At the Program WHS meeting were WHS issues discussed and minuted for the quarter? <i>If NO, explain why this did not occur.</i>	Yes	No
8.	Was a QUOROM achieved in every Program WHS meeting? <i>If NO, explain why this did not occur.</i>	Yes	No
9.	Are HSRs attending the Program WHS meetings identified (as HSRs) in the Minutes?	Yes	No
10.	Has an ' Annual Safety Check ' been conducted? Use WHSF.41a and WHSF.41b	Yes	No
11.	What was the date of the last Annual Safety Check 28 / 8 / 17 <i>If OVERDUE explain why this did not occur.</i>	Yes	No
12.	Has the annual review of the Tier 2 HSC WHS Goals and Management Plans occurred? Use WHSF.02 <i>If OVERDUE explain why this did not occur.</i>	Yes	No
13.	Division/Branch SharePoint listing of HSR's and First Aiders <ul style="list-style-type: none"> • Are all staff represented by a HSR and first Aider? • Is HSR and First Aid training current (e.g. initial training and annual refresher)? • Are HSR and First Aider details up to date on Sharepoint? 	Yes Yes Yes	No No No
14.	Recommendations/Comments (e.g. for noting, for advice etc)		
15.	Staff Wellbeing		
Submitted by	Dannielle Nagle	Operational Director JHS	6/6/18
	Deborah Plant	Operational Director DMHU	6/6/18
Authorised by			

Due Date: 1 week prior to Tier 2 Monthly Meeting. N.B. Reports will not be accepted after this date.

Send to: Katrina.bracher@act.gov.au

MONTHLY WORK SAFETY REPORT

CORRECTIVE ACTION PLAN

IDENTIFIED INCIDENT/ ACCIDENT/ HAZARD/ CLUSTER/ WHS ISSUE/ DEFECT	DATE ISSUE IDENTIFIED	RISK RATING *	CORRECTIVE ACTIONS **	PERSON RESPONSIBLE	TIMEFRAME FOR COMPLETION ***	DATE ACTIONS STARTED	STATUS/COMMENTS

MONTHLY WORK SAFETY REPORT

<p>DMHU - Nurse Escorts feel unsafe. Concerns raised re escorting of some consumers at 1:1 ratio. Safety concerns raised relate to occupational violence and sexual assault (including consumers that may have a history of sexual assault). Other issues noted included:</p> <ul style="list-style-type: none"> • Not having a witness when an incident occurs. <p>Lack of consumer supervision if the staff member needs to go to the toilet.</p>	<p>March 2018</p>	<p>TBA – WPS risk Ax requesting in April 2018</p>	<p>Meeting with Management Team, HSRs and ACT WPS to work through specific corrective action plan</p>	<p>Deb Plant Denise Meyboom</p>	<p>As soon as possible</p>	<p>March 2018</p>	<p>managed at Tier 1. <u>March 2018</u> WPS meeting held on 23 March 2018 to raise concern. Meeting Minutes – "HRS Concerns for Discussion – Dhulwa" was tabled in March report. Interim safety measures agreed by all parties until review could be conducted <u>April 2018</u> Formal risk assessment requested through ACT Health WPS team <u>May 2018</u> Meeting with staff, MHJHADS DON and ANMF occurred on the 17 May and issues relating to escorts was discussed DMHU management team and clinical and operational directors have reviewed leave panel procedures. Current procedure and risk assessment processes are consistent with other jurisdictions, evidence based and</p>
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MONTHLY WORK SAFETY REPORT

<p>robust. Occasions of therapeutic leave in which no or staff escort only is required for non-custodial people participating in the rehabilitation program is appropriate to the rehabilitation journey.</p>	<p>DMHU Leave Procedure is being updated to ensure greater clarification for staff</p>	<p>DMHU team have conducted site visits to other jurisdictions for the purposes of benchmarking and have agreed that local procedures will be updated to reflect the need for two staff to be present when transporting people in government vehicles. Otherwise staff are able to use taxis for those people who only require a 1:1 escort.</p>	<p>Transport of people in vehicles is being reviewed by the MHJHADS WPS rep to ensure consistency across the Division</p>								
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MONTHLY WORK SAFETY REPORT

<p>DMHU - Distance between Seclusion Rooms and Main Facility Concerns raised re escorting an agitated consumer through a hallway with four doors to reach seclusion rooms.</p>	<p>March 2018</p>	<p>TBA</p>	<p>Meeting with Management Team, HSRs and ACT WPS to work through specific corrective action plan</p>	<p>Deb Plant</p>	<p>As soon as possible</p>	<p>March 2018</p>	<p>Safe escort procedures are to be incorporated in local DMHU training and orientation programs and will be monitored by the CDN's and CNE</p> <p>Staff are encouraged to address all issues of concern relating to escorts / patient transports the MDT or DMHU management team, highlighting issues of deteriorating patient or clinical concerns that require escalation</p>
						<p>March 2018 WPS meeting held on 23 March 2018 to raise concern. Meeting Minutes – "HRS Concerns for Discussion – Dhulwa" was tabled in March report.</p> <p>It was acknowledged that the layout of the facility is unable to be changed and this clinical space needs to be managed operationally.</p> <p>May 2018 – DMHU Operational procedures are currently being</p>	

MONTHLY WORK SAFETY REPORT

<p>DMHU - Consumers using metal Cutlery Concerns raised re consumers having access to metal cutlery in meal room. Staff would like to see introduction of plastic cutlery.</p>	<p>March 2018</p>	<p>TBA</p>	<p>Meeting with Management Team, HSRs and ACT WPS to work through specific corrective action plan</p>	<p>Deb Plant Denise Meyboom</p>	<p>As soon as possible</p>	<p>March 2018</p>	<p>updated to reflect: 1. Improved identification of deteriorating patient 2. Operational management of de-escalation suite and seclusion rooms These procedures will be circulated for staff comment when the draft is complete and will be formalised through the existing CHHS endorsement process</p>
							<p>March 2018 WPS meeting held on 23 March 2018 to raise concern. Meeting Minutes – "HRS Concerns for Discussion – Dhulwa" was tabled in March report. Cutlery to be reviewed and consideration to be given to the size of current cutlery, and the need to replace with a smaller option e.g. the forks were described as being as being unnecessarily large. It was agreed that a flexible approach should be taken based on ward</p>

MONTHLY WORK SAFETY REPORT

<p>DMHU - Violence Prevention Management (VPM)</p> <ol style="list-style-type: none"> 1. Incident where nurses were required to enter seclusion room with a consumer who was not adequately medicated, resulting in injuries to four staff. 2. Concerns raised regarding appropriateness of PPE, such as 	<p>March 2018</p>	<p>TBA</p>	<p>Meeting with Management Team, HSRs and ACT WPS to work through specific corrective action plan</p>	<p>Deb Plant</p>	<p>As soon as possible</p>	<p>March 2018</p>	<p>and patient acuity. With plastic cutlery being one option only in certain situations.</p> <p>May 2018 MHJHADS WPS rep conducting benchmarking against other jurisdictions. Also attempting to identify and purchase forks with a smaller prongs</p>
							<p>March 2018 WPS meeting held on 23 March 2018 to raise concern. Meeting Minutes – "HRS Concerns for Discussion – Dhulwa" was tabled in March report.</p> <p>Extensive protective wear (as used in QLD) had been recommended by the previous management group. Feedback from the current unit management team was that this option would not be considered in DMHU and in the extreme circumstances requiring extreme level of personal protection, it is likely that the situation</p>

MONTHLY WORK SAFETY REPORT

eye protection.

<p>DMHU - Nursing Staff are only staff designated to pat down. Concern relates to staff shortages associated with requirement for a male nurse to pat down male consumers. On some shifts there might not be a male nurse available. Is it possible for allied health staff to assist with this?</p>	<p>March 2018</p>	<p>TBA</p>	<p>Meeting with Management Team, HSRs and ACT WPS to work through specific corrective action plan</p>	<p>Deb Plant</p>	<p>As soon as possible</p>	<p>March 2018</p>	<p>should be escalated to police e.g. when a patient is barricaded into a room, brandishing of a weapon</p> <p>April 2018 Nursing Meeting held in April - Staff offered to express interest in rotating through AMHU HDU for increased exposure and improved learnings in the management of seclusion rooms</p> <p>Operational Management of seclusion rooms and clinical escalation processes is being updated within the DMHU operational procedures</p> <p>Soft shield eye protection has been purchased</p>
							<p>March 2018 WPS meeting held on 23 March 2018 to raise concern. Meeting Minutes – "HRS Concerns for Discussion – Dhulwa" was tabled in March report.</p> <p>April 2018 The search procedure stipulates that only an</p>

MONTHLY WORK SAFETY REPORT

									<p>AHPRA registered professional may perform this function. Some allied health professionals may not have the required registration</p> <p>Review of the search procedure was conducted by DMHU management team - The procedure specifically states the staff conducting a pat down search must be an Authorised Health Professional (AHPRA registered) or Security Officer. The procedures recommends the person conducting the search should be of the same sex however also allows for the occasion when this cannot be accommodated stating "another person of the same sex or a sex nominated by the consumer must be in the room while the search is conducted". This can be managed operationally within the current staff profile.</p> <p>Recommended for Closure</p>
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MONTHLY WORK SAFETY REPORT

DMHU - Lessons Learnt Register

Discussed need to record lessons learnt & solutions for use in training, induction, handover etc.

<p>March 2018 WPS meeting held on 23 March 2018 to raise concern. Meeting Minutes – "HRS Concerns for Discussion – Dhulwa" was tabled in March report.</p>	<p>Process to be reviewed for ensuring training, induction and handover materials are updated when a new lesson is learnt or solution discovered.</p>	<p>UMT discussion- WPS / Clinical / professional and operational issues are addressed through existing governance pathways. Items to be addressed are allocated to action officers within these existing processes and issues identified for inclusion in training and induction etc will be facilitated as an element of these processes</p>	<p>Recommended for closure</p>
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*Risk Rating - See Risk Matrix (WHSF.20)

**Corrective Actions - See Hierarchy of Control (WHSF.21)

***Timeframe for Completion - See WHSMS Section 7.1.9 Priority Timeframe

Definitions

Accident/Incident - An actual occurrence in the workplace that caused injury to workers, damage to property, plant/equipment

Hazard - Potential cause of a workplace accident or incidents that could cause injury to workers, damage to property, plant/equipment



Near Miss - Incidents in the workplace resulting in "Near Miss" situations to workers, damage to property, plant/equipment.

MONTHLY WORK SAFETY REPORT

Staff Incident Reporting Trends

Mental Health, Justice Health, Alcohol & Drug Services

1st Quarter 2018 (January, February, March)

PURPOSE

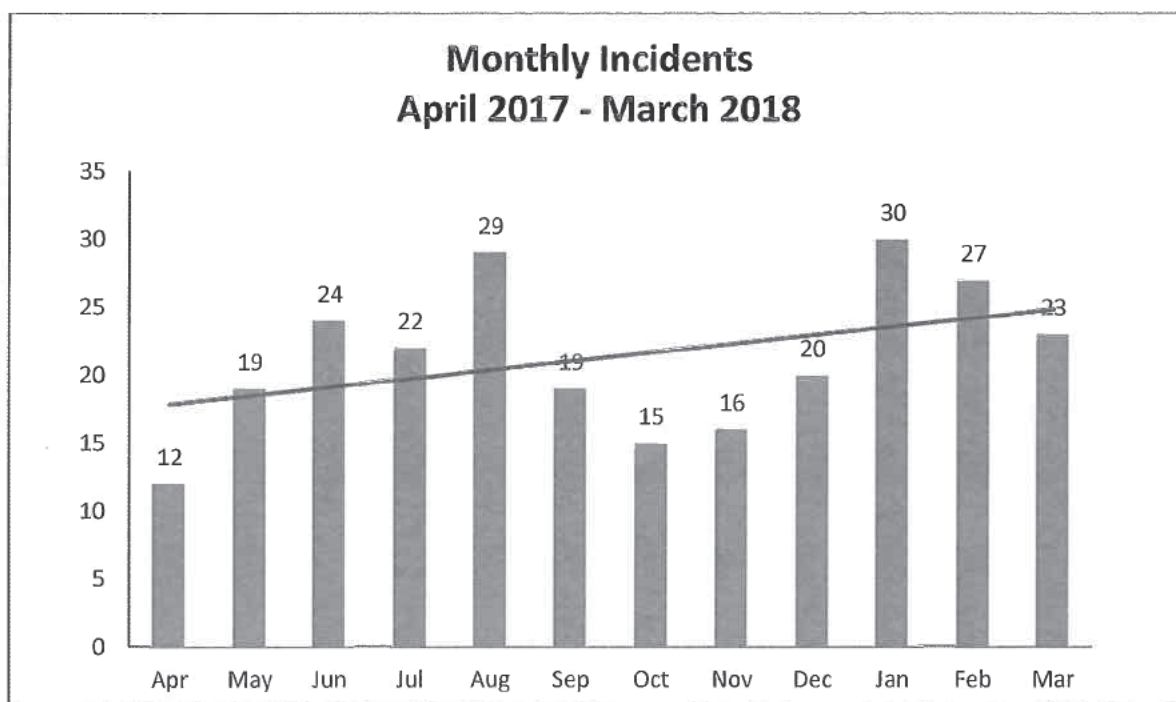
The report provides a safety picture by identifying trends and 'hot spots' collated from Riskman Incidents for a rolling 12 month period (April 2017 – March 2018). This report should be tabled at the appropriate Health and Safety Committee in conjunction with the Monthly Incident Reports.

The report includes *Staff incidents*, *Risk Ratings* and *Mechanism of Injury*.

Please note:

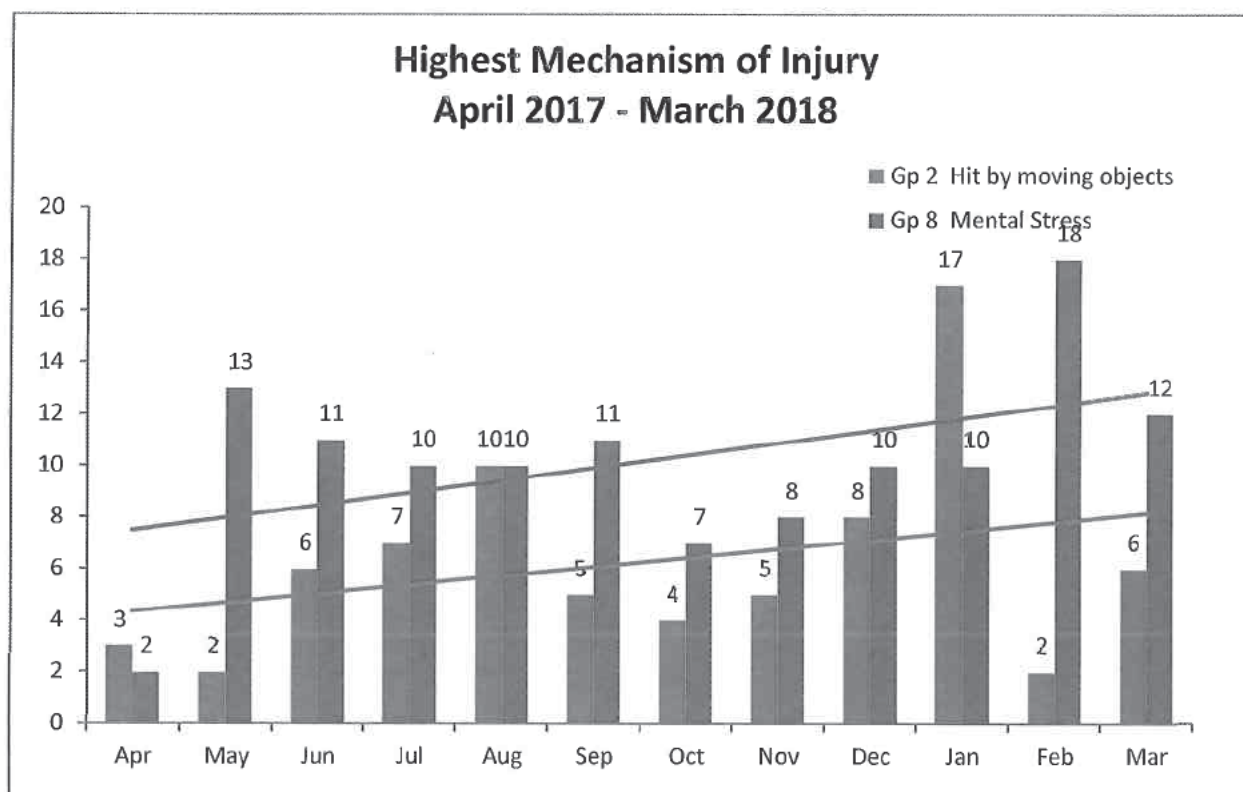
- This data includes staff incidents ONLY – this does not include Non-Individual / Hazards / Relatives / Visitor or client related incidents.
- This data reflects incidents by 'Notification Date'

Staff Incidents



Mechanism of Injury

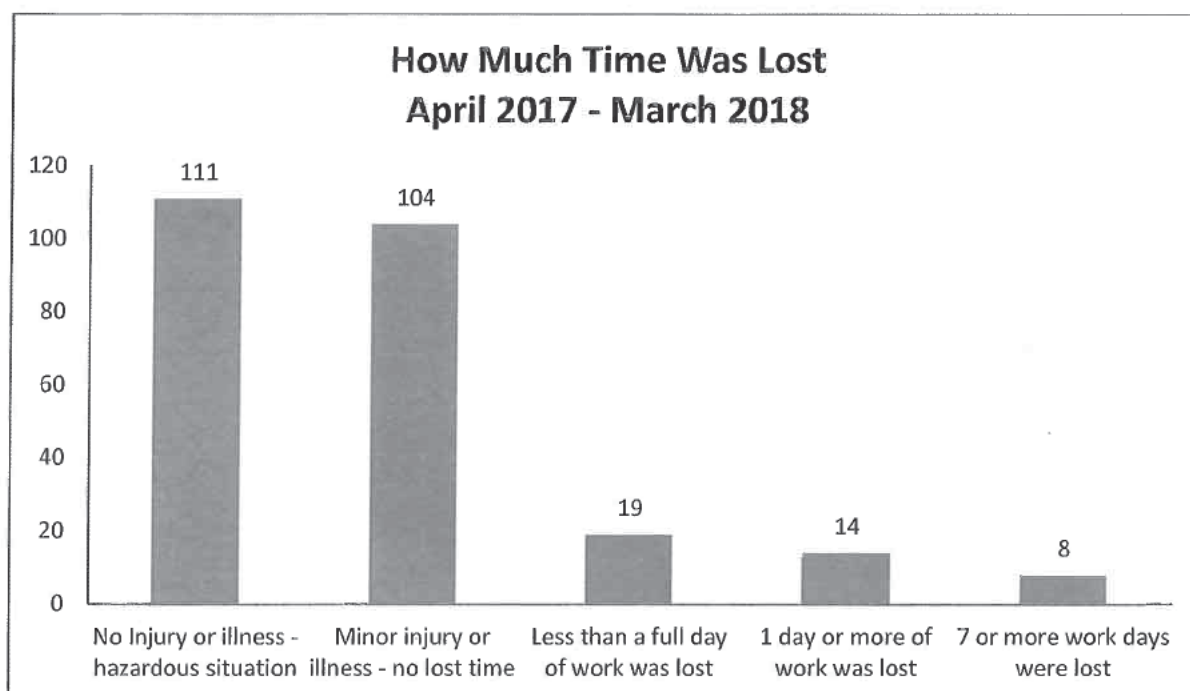
- The highest recorded *Mechanism of Injury* was **Group 8 Mental Stress with 122 incidents** reported during the 12 month period.
- The second highest recorded *Mechanism of Injury* was **Group 2 Being Hit by moving objects with 75 incidents** reported during the 12 month period.



Mechanism of injury	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Gp 0 Falls, Trips & Slips	2	0	3	1	2	0	2	1	0	0	2	3	16
Gp 1 Hitting Objects	2	0	0	2	1	0	0	0	1	1	0	0	7
Gp 2 Hit by moving objects	3	2	6	7	10	5	4	5	8	17	2	6	75
Gp 3 Sound & Pressure	0	0	0	0	0	0	0	0	0	0	0	0	0
Gp 4 Body Stressing	2	2	2	0	3	2	1	0	0	2	0	2	16
Gp 5 Heat, Electricity, Environ.	0	0	0	0	0	0	0	0	0	0	0	0	0
Gp 6 Chemicals & other	0	0	1	0	1	0	0	0	0	0	0	0	2
Gp 7 Biological Factors	0	1	0	1	1	0	1	0	0	0	0	0	4
Gp 8 Mental Stress	2	13	11	10	10	11	7	8	10	10	18	12	122
Gp 9A Other & Unspecified	1	1	0	1	1	1	0	2	0	0	2	0	9
Gp 9B Vehicle Incidents	0	0	1	0	0	0	0	0	1	0	3	0	5
TOTAL	12	19	24	22	32	21	15	16	20	30	27	23	256

Highest Mechanism of Injuries recorded are highlighted in this table

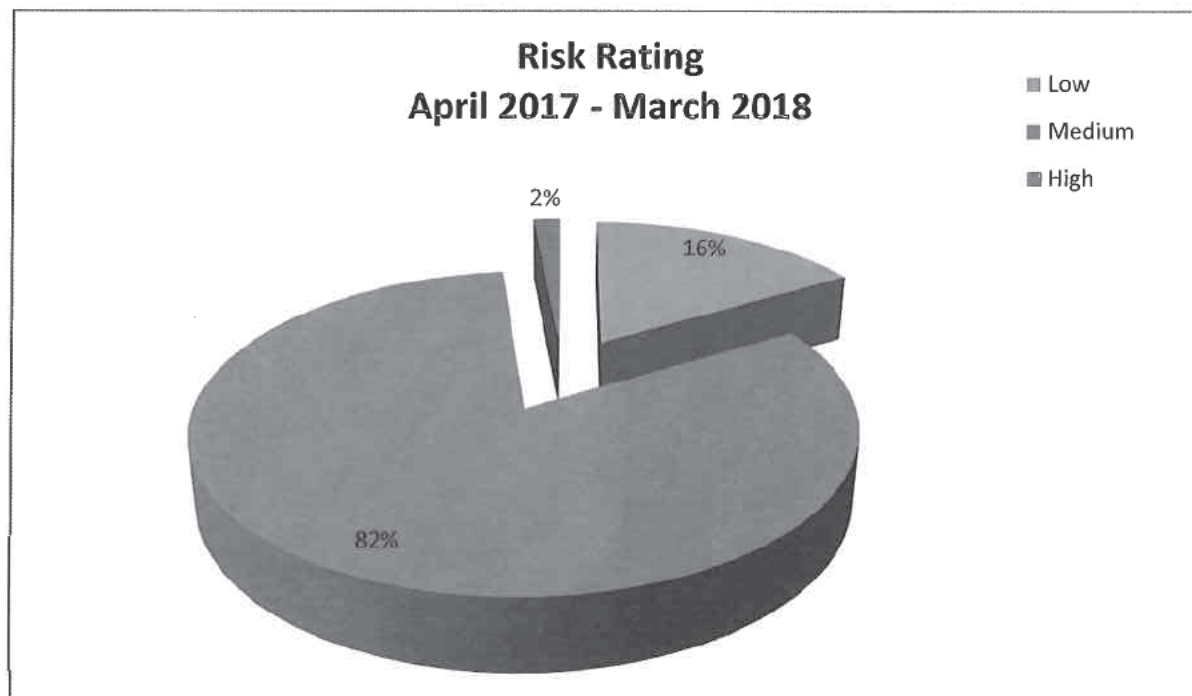
How Much Time was Lost



Note: This data reflects the information as provided by the reporter

How Much Time Was Lost	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
No Injury or illness - hazardous situation	2	9	5	7	11	10	7	11	11	8	20	10	111
Minor injury or illness - no lost time	7	7	13	9	12	7	6	4	7	18	5	9	104
Less than a full day of work was lost	0	0	4	0	6	1	0	1	0	3	1	3	19
1 day or more of work was lost	2	1	1	5	0	0	2	0	1	0	1	1	14
7 or more work days were lost	1	2	1	1	0	1	0	0	1	1	0	0	8
Total	12	19	24	22	29	19	15	16	20	30	27	23	256

Risk Rating for 12 month period



Analysis of High Risk Accident / Incidents reported by month of the incident

There were 2 high risk incidents reported in the 1st Quarter of 2018.

Workplace Safety
24 April 2018



CANBERRA HOSPITAL
AND HEALTH SERVICES

Agenda
Work Health & Safety Committee
Mental Health, Justice Health
and Alcohol & Drug Services

Monday 20 August 2018, 9am-10.30am

Large Conference Room, Level 3, 1 Moore Street, Canberra City

WELCOME

1. Attendance /apologies

2. Minutes and Action Arising from Previous Meeting

- 2.1 Action Minutes of Meeting from previous meeting
- 2.2 Running Sheet of Outstanding Action Arising from previous meetings

Program Reports

3.1 Adult Acute Mental Health Services

3.2 [REDACTED]

3.3 [REDACTED]

3.4 [REDACTED]

3.5 Justice Health Services

3.6 Dhulwa Mental Health Unit

3.7 [REDACTED]

3.8 [REDACTED]

4. Report from Workplace Safety

4.1 SAIR Reports

4.2 MHJHADS Qtr Report 2nd Qtr 18

5. Divisional Workplace Goals and Objectives

6. Items to be Included on the Divisional Risk Register

7. Items to be raised to the Tier 1 Workplace Safety meeting

8. Other Business

8.1 [REDACTED]

Next meeting:

MH, JH & ADS Work Health & Safety Committee will be held on
Monday 17 September 2018, 9am - 10.30am
Large Conference Room, Level 3, 1 Moore Street, Canberra City



Action Minutes Work Health & Safety Committee

Meeting Date: 20 August 2018

Agenda Item No: 2.1

Subject: Action Minutes of Mental Health, Justice Health, Alcohol & Drug Services
Work Health and Safety Committee - Meeting of 18 June 2018

Source: Personal Assistant to Executive Director of Mental Health, Justice Health,
Alcohol & Drug Services

Purpose/comments: For endorsement

**Mental Health, Justice Health and Alcohol & Drug Services
Work Health & Safety Committee Meeting
18 June 2018**

ACTION MINUTES

1. Attendance and Apologies

In Attendance:

Name	Role	✓	Ap or x
Katrina Bracher	Executive Director Mental Health, Justice Health, Alcohol and Drug Services		AP
Danielle Nagle	Operational Director, Justice Health Services	✓	
Helen Braun	A/g Operational Director, Adult Acute Mental Health Services	✓	
Jill Hughes	Operational Director, Alcohol & Drug Services	✓	
Sarah Miller	Director – Office of Allied Health	✓	
Rachael McMahon	A/g Operational Director, Adult Community Mental Health Services	✓	
Cathy Furner	A/g Operational Director, Child & Adolescent Mental Health Services		AP
David Jackson Hope	Operational Director of Rehabilitation & Specialty Mental Health Services (Chair)	✓	
Deb Plant	Operational Director of Dhulwa Mental Health Unit		AP
Kevin Kidd	Director of Nursing	✓	
Denise Meyboom	Safe Practice & Environment Coordinator, Health & Safety Representative	✓	
	Representative – Infrastructure Support		x
Daniel Guthrie	Safety Advisor, Workplace Safety		AP
Shane Carter	Adult Mental Health Unit, Health & Safety Representative		x
Tessa Sealey	Mental Health Short Stay Unit, (MHSSU) Health & Safety Representative		x
David Trompf	Consultation Liaison, Health & Safety Representative	✓	
Jeevan Rana	Adult Mental Health Unit (AHMU) Health & Safety Representative		x
Miriam Spira	Belconnen Mental Health Services, Health & Safety Representative		x
Annie Bell	Belconnen Mental Health Services, Health & Safety Representative		x
Wendy Rossiter	Gungahlin Mental Health Services, Health and Safety Representative		x
Tsering Angmo	Tuggeranong Mental Health Services, Health & Safety Representative		AP
Julia Rozycka	Mobile Intensive Treatment Team (MITT), Health & Safety Representative		x
Jade Nolan	Supported Accommodation Team, Mental Health Services, Health & Safety Representative		x
Alex Rawson	Crisis Assessment Treatment Team (CATT) , Health & Safety Representative		x
Melissa Wightman	Alcohol & Drug Services (A&DS), Health & Safety Representative	✓	
Judith Clark	Alcohol & Drug Services (A&DS), Health & Safety Representative		x

Maureen Henshaw	Child & Adolescent Mental Health Services, (CAMHS), Health & Safety Representative	✓	
Max Donnelly	Brian Hennessy Rehabilitation Centre, Health & Safety Representative		x
Helena Reed	Brian Hennessy Rehabilitation Centre, Health & Safety Representative		x
Rowena Gouw	Older Persons Mental Health Services, Health & Safety Representative		AP
Bronwyn Thomson	Justice Health Services, Health & Safety Representative		x
Sabarish Radhakrishnan	Justice Health Services, Health & Safety Representative	✓	

Minutes: Kelly Daly

Welcome

We commence the meeting by acknowledging that we are meeting on Aboriginal & Ngunnawal land and to pay respects to the Elders and their children past, present and future.

2. Minutes and Action Arising from Previous Meetings

Quorum not met:	Managers: 7	HSR's: 5
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2.1 Action Minutes of Meeting of 16 April 2018

- MHJHADS Work Health and Safety Committee endorsed the minutes from the meeting of 16 April 2018.

2.2 Outstanding Action Arising Running Sheet from previous meetings

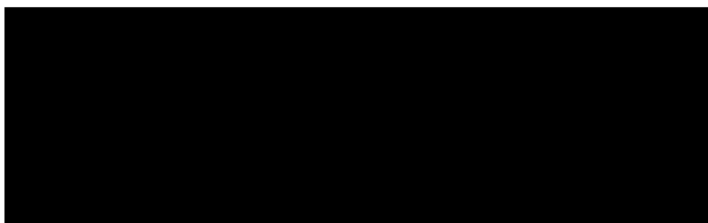
- MHJHADS Work Health and Safety Committee reviewed the actions arising from previous meetings.

3. Program Reports

3.1 Adult Acute Mental Health Services

- Report tabled for information.
- No incidents reported as high or extreme.
- No notifiable incidents reported to Worksafe.
- Planned inspections were all conducted for the month.
- Anti-ligature – stage 1 completed. Prototype room been fitted out this week.
- Transport van – quote has been requested - still waiting on quote. First requested January 2018 – actively following up.
- Occupational Safety assessment – information from the site visit to North Western Mental Health Service Victoria shared with the division and Daniel Guthrie.

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Justice Health Services

- Joint DMHU & JHS Report tabled for information.
- No incidence reported as high or extreme.
- No notifiable incidents reported to Worksafe.
- Program Risk Register has been reviewed.
- Planned inspections were all conducted for the month.
- Program WHS meetings were held and minuted and quorum met.
- Annual Safety check completed.

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- DMHU – nurse escorts feel unsafe – risk assessment to be completed.
- DMHU – distance between seclusion rooms and Main Facility (number of doors) – risk assessment to be completed – New procedures circulated to staff to provide comment
- DMHU – consumers using metal cutlery – risk assessment to be completed – benchmarking with other jurisdictions.

- DMHU – Violence Prevention Management – risk assessment to be completed. Processes being updated and PPE has been ordered.
- DMHU – Nursing Staff are only staff designated to pat down - risk assessment to be completed. Review of search procedure completed. Recommended to close.
- DMHU – Lessons Learnt Register – Processes to be reviewed for ensuring training, induction and handover materials are updated when new lesson is learnt or solution discovered. Recommended for closure.

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4. Report from Workplace Safety

4.1 SAIR Reports

- SAIR Hazard reported for April 2018.
- All incident reported in yellow have been discussed and requested any outstanding reports to be addressed.

5. Divisional Workplace Goals and Objectives

5.1 Supporting our Staff Well Being

6. Items to be included on the Divisional Risk Register

7. Items to be raised to the Tier 1 Workplace Safety meeting

8. Other Business

Next Meeting: Monday 20 August 2018, Large Conference Room, 1 Moore Street, Canberra City.

DRAFT



Dhulwa Workplace Safety Concerns meeting in response to a letter from WSR (Carol Sandland) 7 August 2018

Attendees

Katrina Bracher	Executive Director, MHJHADS
Kevin Kidd	MHJHADS Director of Nursing
Deb Plant	Operational Director, Dhulwa
Carol Sandland	Workplace Safety Representative – Dhulwa
Myette Leversage	Workplace Safety Representative – Dhulwa
Goodwell Mhlanga	Workplace Safety Representative – Dhulwa
Sabarish Radhakrishnan	Workplace Safety Representative – Dhulwa
Liza Marando	Workplace Safety Representative – Dhulwa
	Australian Nursing and Midwifery Federation
	Australian Nursing and Midwifery Federation
Daniel Guthrie	Director, Workplace Safety
Michelle Hemming	Scribe

Ms Bracher thanked everyone and welcomed them to the meeting and acknowledged the letter that Ms Sandland wrote about the workplace safety concerns at Dhulwa.

Ms Bracher acknowledged the safety concerns raised and expressed she takes all matters concerning staff safety seriously. Ms Bracher receives all RISKMANs that are submitted regarding a staff assault within MHJHADS, which she escalates to the Deputy Director General and Director General as necessary, who are also very concerned about staff safety and take these matters very seriously.

Ms Bracher acknowledged the work done at Dhulwa. The staff are the most expert in the ACT for this type of complex mental-health care. The management team have been extraordinary in their support for staff – generally and specifically when these very concerning incidents occur. Additionally, the important focus all employees take with regard to safety – evidenced by 6 WSRs working together at Dhulwa.

Ms Bracher invited Ms Sandland to speak to and provide clarification on the issues/concerns, which are themed below:

1. Agency staff orientation and training.

An example was given regarding a shift where an Agency nurse was not familiar with the procedures.

2. Clinical handover between shifts of individual management plans and some staff not being familiar with the detail in the plan.

The impression was the plans can change without floor staff input and the changes are not conveyed to staff. Need to clarify the policy around management plan development.

3. Violence Prevention Management

The impression was that this was not an appropriate form of training and is not adequate for the clients at Dhulwa.

Examples given of inconsistent 'command' structure when VPM response is used and mixed messaging and approach to the use of VPM.

As an aside there was some discussion regarding earlier invention, recognition of deteriorating behaviour and the implementation of least restrictive practice in secure inpatient units

4. Leave provisions

Ms Sandland felt that input of floor nurses was not taken into account when determining leave. Discussion reflected on existing and extensive leave panel processes

Action – undertake a snapshot look at the leave plans for the past month regarding clarity of the documentation

5. Personal Protective equipment

Two issues flagged:

- I. Location of PPE and all staff being aware. Example was given where PPE had been removed from the staff station and some staff were not aware.
- II. Availability and appropriateness of padded protective suits.

6. Resourcing on the floor with patient leave and other activities

Need for 5 staff to be available for implementation of VPM restraint interventions.

7. Availability of debriefing following incident

An example was given that the staff that were injured (July 2018 incidents) did not receive a de-brief or follow up.

Discussion regarding need for de-briefing at 3 distinct points:

- I. Immediately with any injured staff
- II. For the team involved
- III. For Dhulwa team more broadly

The other WSRs in attendee were asked if they had any issues regarding workplace safety at Dhulwa they wished to raise in this meeting. No further concerns were raised.

Ms Bracher outlined the governance process for workplace safety within MHJHADS and the committee structure for the management and escalation of workplace safety concern, including:

- I. The three Tiered process in place for the management of Workplace Safety issues (program level, divisional level and ACT Health level).

- II. The requirement for management/WSR monthly reports (these are being completed at Dhulwa with the 6 WRS's completing the reports on a roster basis).

Ms Bracher expressed that all staff have a responsibility for staff safety and importance of the monthly WPS reports as this enables issues to be raised and addressed/ escalated through the tiered committee structure. The Workplace Safety legislation is clear on the responsibilities to document issues. The WPS representatives play a very important in that system and process.

Possibility of a Provisional Improvement Notice (PIN)

Given the formality of the letter from Ms Sandland regarding a possible PIN, Ms Bracher asked Ms Sandland if she would be progressing with a PIN under the legislation on Dhulwa.

Mr Guthrie provided information about the intention and purpose of the provisions of a PIN in the legislation. The provisions were there for a good reason - when employers were not listening to the raised safety concerns by staff it provided an avenue for escalation. Equally management had to have the opportunity to address issues.

It was Mr Guthrie's impression that this meeting and the conversations about safety issues at Dhulwa clearly illustrated that ACT Health /MHJHADS want to and are listening to the concerns being raised and this meeting is moving in the right direction to facilitate the issues being addressed. Mr Guthrie expressed that while this is one step in addressing the raised concerns, not everything could be 'fixed' all at once, but working together to resolve the concerns is a really good approach.

Ms Sandland expressed some concern about the inconsistent approach to the monthly WSR reports. It was agreed that the issues remain on the report until they are resolved.

Ms Bracher asked the views of the attendees on the way forward and suggested:

1. Reconvene another meeting of this group, or
2. Provide a written response to the concerns.

It was agreed that reconvening another meeting was the preferred option with the intention of that meeting to discuss shared solutions to this meetings identified concerns.

The second meeting would provide an avenue for information to be shared about what has been done to address the identified concerns, the rational for those actions and to seek a consensus agreement to the actions of resolution.

Ms Bracher thanked everyone again for their time and openness at the meeting.

Meeting closed.

Work Safety Tier 2 Meeting: MH, JH & ADS Workplace Safety Committee Meeting To: Executive Director Mental Health, Justice Health and Alcohol & Drug Services

Submitted by Helen Braun - Adult Acute Mental Health Services
Monthly Report for July 2018

KEY INDICATORS		YES	NO
1.	Were any incident reports risk rated as HIGH/EXTREME or were there any CLUSTERS in the previous month?	Yes	
2.	If YES are these risks being elevated to the Tier 2 Committee to be addressed at this meeting? <i>Please provide details and add to the Corrective Action Plan – See over</i>		
3.	Have there been any Notifiable Incidents reported to WorkSafe ACT? <i>If YES provide details and add to the Corrective Action Plan – See over</i>		No
4.	Has the Programs WHS section of the RISK REGISTER been reviewed to include (if required) any identified accidents/incidents/hazards or clusters? <i>If NO explain why this did not occur. Source for this information:</i>	Yes	No
5.	Were all PLANNED INSPECTIONS conducted for the last month? <i>If NO explain why this did not occur.</i>	Yes	
6.	At STAFF MEETINGS were WHS issues discussed and minuted for the month? <i>If NO explain why has did not occur.</i>	Yes	
7.	At the Program WHS meeting were WHS issues discussed and minuted for the quarter? AAMHS Workplace Safety Meeting was held 08 August 2017 <i>If NO, explain why this did not occur.</i>	Yes	No
8.	Was a QUOROM achieved in every Program WHS meeting? <i>If NO, explain why this did not occur. A quorum was not achieve at the meeting however the meeting still went ahead</i>	Yes	
9.	Are HSRs attending the Program WHS meetings identified (as HSRs) in the Minutes?	Yes	No
10.	Has an ' Annual Safety Check ' been conducted? Use WHSF.41a and WHSF.41b		
11.	What was the date of the last Annual Safety Check July 2018 <i>If OVERDUE explain why this did not occur.</i>	Yes	No
12.	Has the annual review of the Tier 2 HSC WHS Goals and Management Plans occurred? Use WHSF.02 <i>If OVERDUE explain why this did not occur.</i>	Yes	No
13.	Division/Branch SharePoint listing of HSR's and First Aiders <ul style="list-style-type: none"> Are all staff represented by a HSR and first Aider? Is HSR and First Aid training current (e.g. initial training and annual refresher)? Are HSR and First Aider details up to date on Sharepoint? 	Yes	No No
14. Recommendations/Comments (e.g. for noting, for advice e/c)			
Submitted by	Helen Braun	AAMHS Operational Director	11 July 2018
Authorised by		Signed by the Executive Director	Date

Due Date: 1 week prior to Tier 2 Monthly Meeting. N.B. Reports will not be accepted after this date.

Send to: Katrina.bracher@act.gov.au

MONTHLY WORK SAFETY REPORT

CORRECTIVE ACTION PLAN

IDENTIFIED INCIDENT/ ACCIDENT/ HAZARD/ CLUSTER/ WHS ISSUE/ DEFECT	DATE ISSUE IDENTIFIED	RISK RATING *	CORRECTIVE ACTIONS **	PERSON RESPONSIBLE	TIMEFRAME FOR COMPLETION ***	DATE ACTIONS STARTED	STATUS/COMMENTS
Anti-ligature review for MH in-patient units & Jacobs Report reviewing ligature points throughout AMHU and climbing points in the courtyards		H	Ligature report has been reviewed and comments provided. Jacobs report has been reviewed and comments provided, in context of ligature review.	Executive Director			L,M,H risks have been identified and MHJHADS recommendation to proceed as priority for remedial action. Amendment to Jacobs report has been provided following concerns for increased ligature points and aesthetic concerns. Sep 2017 – Courtyard remediation works completed. Minister for Mental Health inspecting on 11 Oct 17. Oct 2017 – Awaiting update on the remediation work regarding ligature risk. Nov 2017 – ongoing Jan 2018 – bathroom doors to be removed – schedule to be developed and privacy option to be scoped. February 2018 – ongoing. March 2018 Still in progress, currently determining a safe and aesthetically pleasing

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<p>solution to the removal of the bathroom doors. April 2018 A scope of works, based upon the external review document, is to be finalised by August. A test door was removed, and a metal plate installed. This was deemed inadequate and posed a ligature risk. Alternative remedial works were required; including welding and grinding down the ensuite door frame.</p>								<p>May 2018 Stage 1 of ligature mitigation works has commenced 37 doors have been removed. Stage 2 to commence towards end of May/June, following sign off of a prototype room. Strategic decisions required to allow for temporary bed closure to allow for additional remediation works. June 2018 All Ensuite doors have been removed- J-tracks and curtains are being installed. July 2018; Stage One works complete. Stage 2 Prototype room</p>
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<p>AAMHS transport van identified as requiring replacement to match one used at DMHU</p>	<p>Aug 17</p>	<p>Liaison between Fleet and Security Services</p>	<p>Helen Braun</p>	<p>Feb 18</p>		<p>complete; approval provided to order sample products for unit.</p>
						<p> August 2017 – Interim measure to extend lease of current vehicle. Oct 2017 – to liaise with Fleet Nov 2017 – Carry over being progressed with Fleet and ACT Security Services Jan 2018 – ordered February 2018 Helen provided photos of DHULWA Van for specifications. Helen to check order status. March 2018 Helen confirmed order, waiting status update on progress. April 2018 Received advice that specifications have been sent to Sgfleet and a quote will be supplied for order approval. May 2018 Helen provided advice to Beau Trevor with SG fleet that </p>

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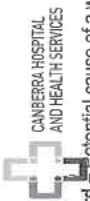
<p>Occupational safety assessment of the Adult Mental Health Unit</p>	<p>April 2018</p>					<p>ACT Health Security Services and Wardpersons approve of specs used with Dhulwa transport vehicles. June 2018 Helen waiting advise from SG Fleet. July 2018 Helen contacted Ally Jordan on the 15/6 and was advised that the vehicle specifications were provided to SgFleet; currently waiting on quotes. Helen to chase up.</p>
			<p>Risk assessment requested to be done by Daniel Guthrie</p>			<p>April 2018. Minute by ACT Health Security Services discussed by ED, MHJHADS and ED, HIS. Number of recommendations for improvement at AMHU, however no risk assessment or rationale of how it will reduce occupational violence. Risk assessment by Daniel Guthrie requested. May 2018 – follow up with Daniel Guthrie to remind of need for risk assessment. Information gathered by site visits to NWMH, Melbourne and their occupational violence strategies has</p>

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<p>Replace Toyota Yaris; poses risk to staff due to its compact size.</p>	<p>July 2018</p>		<p>Risk Assessment Complete by AMHU Office Manager</p>	<p>Helen Braun</p>			<p>been shared for information: cameras inside wards, airlocks, drug detection dogs, metal detector wands etc. June 2018 July 2018</p>
<p>Ligature Risk Audit and Risk Reduction Action Plan</p>	<p>July 2018</p>			<p>Helen Braun</p>			<p>July 2018 Risk assessment complete; Toyota Yaris deemed unsafe due to compact size allowing consumer's unrestricted access to the driver. Reduced size also limits the capacity for staff members of large or tall stature. June 2018 Preliminary audit of all areas within AMHU/MHSSU complete; excel spreadsheet created and data compiled. July 2018 Helen has completed a Risk Assessment informed by the audit data. Helen and AMHU/MHSSU ADON to complete Risk Reduction Action Plan for risks identified as high.</p>

Risk Rating** - See Risk Matrix (WHSF.20) * Corrective Actions** - See Hierarchy of Control (WHSF.21) *****Timeframe for Completion** - See WHSMS Section 7.1.9 Priority Timeframe

Definitions
Accident/Incident - An actual occurrence in the workplace that caused injury to workers, damage to property, plant/equipment



MONTHLY WORK SAFETY REPORT

Hazard - Potential cause of a workplace accident or incidents that could cause injury to workers, damage to property, plant/equipment

Near Miss - Incidents in the workplace resulting in "Near Miss" situations to workers, damage to property, plant/equipment