

Look after your workmates.

SAFEWORK SA CAMPAIGN

South Australians are being urged to "Look After Your Workmates" as SafeWork SA's new mass marketing campaign is rolled out across the State.

The campaign, developed by local agency, Clemenger BBDO, includes television, print and radio advertising, as well as static and mobile billboards and worksite displays.

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INDUSTRY IMPROVEMENT PROGRAMME

SafeWork SA's Industry Improvement Programme is targeting workplaces in South Australia that are contributing disproportionately to the number of workers compensation claims in the State.

Director Strategic Interventions, Bryan Russell, said the programme was a major initiative within a suite of strategies aimed at helping workplaces reduce the incidence of work-related injury and illness.

'The programme, which began late in 2006, has an expected time-frame of three years and early indications are that it has been well-received,' he said.

'To date, 140 employers have been contacted and SafeWork SA has completed more than 130 audits of OHS management systems and workplace hazards.

'We have seen encouraging results so far in safety performance across a number of workplaces.'

The program consists of five strategic actions:

- Engagement with key industry sectors
- A large-employer programme
- A tailored medium-sized employer programme
- A small business project
- A risk-mitigation project.

'It is expected that these actions will help the State achieve the 40 per cent reduction in workplace injury in 2012 in accordance with the South Australian Strategic Plan.'

For more information, contact Brian Adams at SafeWork SA on 8303 9925. ■

CONTACT US

The SafeWork SA Newsletter reports on current OHS and IR news for workplaces in South Australia.

Send your feedback and suggestions to newsletter@safework.sa.gov.au or contact Helen Favretto on (08) 8204 9885.

If you would like to receive the SafeWork SA Newsletter electronically, contact us using the above email address.



LOOK AFTER YOUR WORKMATES AHEAD OF CHRISTMAS

Hon Michael Wright MP, Minister for Industrial Relations

In September this year, I had the pleasure of launching SafeWork SA's first mass media campaign, which uses the message 'Look after your workmates'.

As we head towards Christmas, it's a message we should all keep in mind as something practical we can do for each other at this time of goodwill.

The sad fact of the matter is that tragedy can strike in the workplace as busy pre-Christmas schedules heighten the risk of harm.

Certain industries are particularly active at this time of the year.

We know that warehouses, road transport and retail businesses are very hectic in the weeks before Christmas, while manufacturers and the building trades are trying to finish work before the extended break.

In these sectors particularly, the risk of harm at work rises considerably, but there are simple ways people can manage those risks.

It all starts when they take on the message, 'Look after your workmates'.

Under the law, employers have a general duty to provide a safe workplace and safe systems of work, but employees must also take reasonable care of their own health and safety and not endanger others at their workplace.

Looking after your workmates in the lead up to Christmas can mean a discussion about health and safety issues before, during and after the job is done.

It can mean reviewing safety procedures and training.

And it can mean thinking about doing the job safely before doing the job itself.

Now more than ever, no-one in a workplace should be taking shortcuts with safety to save time.

That is the first step to a tragedy occurring at what should be a festive time of the year.

What we're about not just this Christmas, but all year round is making sure that everyone can finish work and go home to their families free from injury or illness caused by their workplace. ■



SAFEWORK SA HOSTS THE INTERNATIONAL ASSOCIATION OF LABOUR INSPECTION (IALI) CONFERENCE

Michele Patterson, Executive Director SafeWork SA
Department of the Premier and Cabinet

South Australia's workplace safety will take the world stage as Adelaide and SafeWork SA hosts the International Association of Labour Inspection (IALI) conference in March 2008.

We expect about 200 delegates – representing up to 60 countries and all states and territories in Australia – to attend the conference, which has the theme *Towards Healthy, Safe and Decent Work through Alliances, Ethics and Influence*.

SafeWork SA, as host of the conference, has formed partnerships with IALI, the International Labour Organisation (ILO) and the other OHS authorities around Australia and New Zealand to run the conference.

Just as work has become globalised, labour inspection must as well. Workers deserve safe and fair working conditions, regardless of the country they are in.

The conference will have three major objectives:

- To strengthen labour inspection through regional cooperation;
- To develop a Global Code of Ethics for labour inspectors; and
- To examine best practice in measuring and demonstrating the effectiveness of their efforts.

There will also be a series of forums and events aimed at developing cooperative efforts in labour

inspection across the Pacific and South East Asia, as well as Australia and New Zealand. A series of site visits in South Australia will introduce our international visitors to local industries such as wine, automotive, mining, and hospitality.

The two keynote speakers are Dr Sameera Al-Tuwaijri, the Director of SafeWork ILO in Geneva and world-renowned occupational health and safety expert, Professor Dennis Else, Director of VIOSH at the University of Ballarat. VIOSH is the Asia-Pacific Centre for Teaching and Research in Occupational Health and Safety.

Dr Else has had a long involvement with developing the skills of labour inspectors and his long-term research focuses on what organisations can do in practice to grow the maturity of their health and safety culture and performance.

As IALI President since 2005, I am very pleased that South Australia has been given the opportunity to host the conference – the first time this event has ever been held in the Pacific region.

Not only is such a conference an important step towards benefiting working people around the world, it is also a great opportunity to showcase the best South Australia has to offer.

For more information, go to www.safework.sa.gov.au/iali2008conference.

I wish everyone a happy and safe holiday season. ■

SAFework SA ADVERTISING CAMPAIGN

FROM PAGE 1

It uses images shot entirely in and around Adelaide businesses, starring actual workmates from each site. Local talents Catherine Lambert and Pete Michelle sing the theme song – Cole Porter's tune *Friendship*. SafeWork SA inspectors accompanied the film crew to ensure all OHS requirements were met.

At the campaign's launch at Regency Park TAFE, Industrial Relations Minister Michael Wright said the campaign cost \$1 million, an expenditure that was essential to help keep South Australians safe at work.

'Workplace culture is about how our beliefs and collective knowledge guide our actions on the job,' he said.

'In most workplaces, the key source of that knowledge about the way things are done is from colleagues – your workmates.

'And so on that premise, "Look after Your Workmates" is the key message of this initiative.

'The beauty of the message is that it is simple, emotive and universal. It is a campaign about turning awareness into action.'

While Minister Wright said an advertising campaign was not a magic bullet to solve the issue of workplace safety, it did 'complement the many other projects this Government, through SafeWork SA, is driving to make workplaces safer'.

SafeWork SA Advisory Committee Presiding Officer, Tom Phillips, said the Committee's job was to develop innovative strategies to help improve safety across all industries.

'We wanted a campaign that would engage the general community, as well as everyone in the workplace,' he said.

'We wanted a campaign that would appeal to people of each gender, to people of different ethnic backgrounds and to people of all ages.

'We are most excited with the final result, and we are confident people will enjoy it and take on board its message, to help create a safer South Australia.'

Visit www.safework.sa.gov.au to view the television advertisement. ■



Top: Michele Patterson, Executive Director, SafeWork SA, the Hon Michael Wright MP (centre) and guest at the launch of the 'Look after Your Workmates' campaign

Bottom: Still photograph from the 'Look after Your Workmates' campaign

WHAT DOES IT MEAN? - AWARDS AND AWAS

INDUSTRIAL AWARD

An industrial award is a binding document that outlines minimum conditions of employment for a particular employee. Awards are made at both a state and federal level and have the force of law.

State awards are generally made in relation to all employees who perform a particular type of work. They are also known as a "common rule award". For example, in South Australia, the Clerks (SA) Award covers clerical and administrative employees and sets the minimum terms and conditions of employment for all employees working in clerical and administrative roles in South Australia.

Use the 'Compare What's Fair' on-line software on the SafeWork SA website to calculate wages and other entitlements under selected awards. Visit

www.safework.sa.gov.au

AUSTRALIAN WORKPLACE AGREEMENT

An AWA is an individual written agreement between an employer and an employee that sets out terms and conditions of employment.

Once an AWA starts to operate, it replaces any award or workplace agreement that would otherwise apply to the employee.

An AWA overrides employment conditions in state or territory laws, if the AWA mentions those conditions. However, an AWA cannot override state or territory laws that cover OHS, workers compensation or training arrangements.

Choosing whether to sign or not sign an AWA may have significant effects on your pay, working conditions, legal protections and whether you get a job at all. Before signing an AWA you should refer to the SafeWork SA AWA checklist at www.safework.sa.gov.au/uploaded_files/awa_checklist.pdf

It should be noted that the availability of AWAs may be subject to change given the policy of the newly elected Commonwealth Government.

WORK-LIFE BALANCE



Many of us dream of being able to balance our work and life commitments, and SafeWork SA is leading a project to help make that dream a reality.

Employers are also increasingly looking at strategies which will make their workplace attractive to prospective employees and work arrangements that will enable them to keep valuable employees in a tightening labour market.

Work-Life Balance Project Manager, Michelle Hogan, says the project aims to involve both the public and private sector in developing a strategy to best manage the issue.

‘Work-life balance is not just about work and family...’

To that end, she has been interviewing key people at best-practice organisations as part of her research.

‘Work-life balance is not just about work and family, but accommodating study, sport,

volunteering and other activities that contribute to the well-being of individuals and the community as a whole,’ she says.

‘It will move into sharper focus in the years ahead as employers try to cope with an ageing workforce that has competing priorities and the growing costs of high staff turnover.’

SafeWork SA is the lead agency for the SA Strategic Plan Target 2.12 – Improving the quality of life for all South Australians through maintenance of a healthy work-life balance.

The project has looked at innovative practices such as flexible leave arrangements, flexible start and finish times, “career break” schemes, and “buying” extra leave.

Ms Hogan says that in order to attract and retain good staff, all businesses need to explore these and other innovations.

CASE STUDIES

IAN HOFFMAN FROM INTERWORK ON CARING FOR AN ELDERLY PARENT

After the recent death of his father, Ian Hoffmann became his mother’s carer – a role made possible through the work-life balance flexibilities and support offered at his workplace.

‘When I started at Interwork (a specialist disability employment agency) almost 3 years ago I worked 32 hours per week, later developing into a full-time role. I now work part-time 3 days per week and have accessed sick/carers leave and other flexible work practices that allow me to attend to my mother’s needs.

Being able to access these flexible work practices and having my employer’s full support to use them has made a huge difference to my work and home life. Not only has it given me the ability to achieve what I need to achieve at work but also I feel engaged and motivated to give more to my employer. At the same time I do not have to call on someone else to care for my mother and can devote time to her.

I sat down with my employer and explained my home situation, what my needs were and what I thought might work for us both. A solution was reached quickly. My hours were changed and role modified by assigning some of my responsibilities to others. Interwork also adjusted its budget to accommodate for these changes with a commitment to change things back when I was ready to return to work full time.

Although I work every Tuesday, Wednesday and Thursday, I have the flexibility to change these days, and if Interwork needs me to work on days that I am normally with my mother, I can do this.

I am in a situation of trust with my employer, where we both accommodate each other’s needs.

If I was not able to access these flexible working conditions when this family tragedy occurred, I would have made a decision to move on. I have peace of mind that I am attending to my mother’s needs and meeting my work obligations without the pressure and stress of conflicting priorities.’ ■

WORK-LIFE BALANCE

'Often such flexibilities are simple and surprisingly low-cost and the spin-offs include less absenteeism and a reduction in workers compensation costs,' she said.

'Businesses need to realise the negative impact of not considering work-life balance initiatives – such as the costs associated with hiring new staff.

'Companies that embrace the concept of work-life balance and implement flexible working arrangements will have a competitive edge in attracting and retaining experienced staff in the next decade.'

'flexibilities are simple and surprisingly low-cost...'

In tandem with SafeWork SA's project, Professor Barbara Pocock of the University of South Australia's Centre for Work and Life is developing a tool – the Australian Work and Life Balance Index – to measure work-life balance.

Professor Pocock says the index will help identify just how work is affecting people on the home front and how home life may affect work.

'We know we need more people in the workforce but we also need to support them to encourage that participation without disadvantaging children and other dependents,' she says.

'We're planning to collect data every year and compare changes over time. Our data will let us compare different workers by age, industry, and whether or not they have children, to see where the imbalances are most pronounced so that we can inform policy as it is being developed.' ■



Professor Barbara Pocock

CASE STUDY 1: HACKHAM & SEAFORD BOTTLE COBOTTLE

- Support for young staff to pursue study
- Ability to take emergency leave for family
- Commitment to permanent part-time rather than casual
- Ability to trade hours
- Rostering to facilitate consecutive days off and rotating weekend penalty work



CASE STUDY 3: STATEWIDE SUPERANNUATION

- Up to 16 weeks paid parental leave up to 2 years available
- Support for study
- All sick leave can be taken as family leave
- Compressed weeks negotiable

CASE STUDY 2: FULLER COMMUNICATIONS KENT TOWN

- Ability to access sick leave as family leave
- Time off in lieu
- Ability to have school holidays off
- Ability to work from home



CASE STUDY 4: UNIVERSITY OF SOUTH AUSTRALIA

- Pre-natal leave one day per month
- Phased return to work from maternity leave (paid full time but work .6 for eight weeks)
- Capacity to negotiate pay for 48/52 weeks
- Buy 4 days extra recreation leave

NEW TEAM TO FOCUS ON SA MINE SAFETY

Safety in the mining industry is the key objective of a new SafeWork SA industry team.

The Mines and Major Hazard Facilities (MMHF) Team deals with safety issues in the mining industry, and also reviews the safety of facilities such as those in the oil, gas and chemical industries, which may be classified as major hazard facilities.

The team is led by Simon Ridge, who has 30 years experience with open pit and underground mining operations in Zambia, Botswana, and Western Australia.

Since 1990, Mr. Ridge has also investigated many safety incidents and recently completed the investigation into the Quin Investments munitions factory blast near Gladstone in May 2006. Lawyers from the Crown Solicitors Office are now studying his 12-volume report on that incident.

'Mr. Ridge's team is working with some of the biggest employers in the country to protect South Australians in what is lucrative but potentially

dangerous work,' SafeWork SA Executive Director, Michele Patterson, said.

The team recently used Safe Work 2007* to take its message out to the state's major regional centres.

During October, the MMHF Team combined with industry giants, BHP Billiton, Santos, OneSteel, HWE Mining and Nyrstar (formerly Zinifex), along with the Australian Workers Union and presented seminars on mining safety in Adelaide, Roxby Downs, Port Pirie and Whyalla.

'This took vital information on the industry out to where our customers are in the regions,' Mr. Ridge said.

'These seminars were also a means of better explaining SafeWork SA's greater presence in the industry as the key safety regulatory body.'

*Safe Work 2007 is a major annual OHS event run by SafeWork SA as part of National Safe Work Week ■



Diamond drillers working on a mineral exploration site near Strathalbyn

NATIONAL STANDARDS FOR MANUAL TASKS

The Australian Safety and Compensation Council (ASCC) has declared the *National Standard for Manual Tasks 2007* and the *National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work 2007*.

The National Standard sets out a model regulation that provides a comprehensive, good practice approach to managing the risks arising from manual tasks at work.

It does not, however, automatically become law in South Australia as its requirements must be formally adopted through Parliamentary processes.

As part of a review of the *Occupational Health, Safety and Welfare Regulations 1995*,

SafeWork SA will consider how to best integrate the provisions of the new National Standard into the South Australian regulatory framework, ensuring consistency with the requirements of the *Occupational Health, Safety and Welfare Act 1986*.

Meanwhile, the current Regulation (Division 2.9) and the *Approved Code of Practice for Manual Handling 1990* continue to provide the legislative requirements for the management of this hazard.

The National Standard can be found at the ASCC website at: www.ascc.gov.au/ascc/health_safety/hazardssafetyissues/manualtasks

For more information, contact Valerie O'Keeffe, at SafeWork SA, on email: okeeffe.valerie@saugov.sa.gov.au ■

REGULATIONS REVIEW - YOUR CHANCE TO COMMENT

Interested groups and individuals have a chance to comment on a review of the *Occupational Health, Safety and Welfare Regulations 1995*.

'South Australia has been well served by the regulations but 12 years have passed and they need review,' SafeWork SA Director of Policy and Strategy, Peter Hampton, said.

'The review gives us an opportunity to take a fresh look at our OHS regulations, taking into account national and international emerging issues and trends, and promoting an effective regulatory framework to keep our workplaces safer.'

The review will have two phases:

- Phase 1 - consists of parts 1, 2 and 6 (Preliminary, General Workplace and Administration), and begins with a public consultation paper
- Phase 2 - consists of parts 3, 4 and 5 (Plant, Hazardous Substances and Hazardous Work) and will occur when national proposals are more developed and have been through a consultation process themselves.

The review process will:

- Encourage business operators and employees to systematically manage OHS through key principles such as risk management, consultation and duty of care.
- Make better use of guidance material to support regulatory requirements.
- Reduce the burden on business without reducing safety standards.

The consultation paper is available on www.safework.sa.gov.au The deadline for submission is Monday, December 31 2007.

For more information, contact Julie Gillman-Smith at SafeWork SA on (08) 8303 0245. ■



SAFework SA HELPS WIN FAIR GO FOR TROLLEY COLLECTORS

SafeWork SA has been actively auditing the trolley-collecting industry to ensure fair pay and conditions and in the process, earning praise from the Federal Workplace Ombudsman.

In June 2007, SafeWork SA began looking at compliance with Long Service Leave provisions, which are administered under state law.

The agency's industrial relations inspectors interviewed employers and employees of several companies, and found that many workers were being paid under the minimum federal rate for casuals of \$16.16 per hour. Some workers were found to be receiving as little as \$6 per hour.

As many of these companies are incorporated entities governed by the federal workplace relations system, SafeWork SA wrote to the Federal Workplace Ombudsman's office informing it of alleged underpayments by six South Australian trolley collecting companies.

SafeWork SA's audits highlighted that these employees are particularly vulnerable to exploitation.

In reply, the Federal Workplace Ombudsman, Nicholas Wilson, welcomed SafeWork SA's involvement.

'We are delighted with the opportunity to work closely with the South Australian Government's OHS and IR agency to bolster existing efforts to protect the rights of South Australian workers,' Mr. Wilson said.

'SafeWork SA is deeply concerned by what has been uncovered,' the agency's Executive Director, Michele Patterson said.

'If anyone has a query about their pay and conditions, we urge them to ring our Help and Early Intervention Centre on 1300 365 255.

'Even if it is a federal matter, our expert staff will be able to refer them to the right source of information.' ■

POSITIVE EMPLOYMENT TIP

PERFORMANCE REVIEWS

Before conducting a review, ask employees to list their work successes and identify improvement goals and training requirements. Have them bring these lists to the review to act as a platform for discussion.

A performance review meeting is a valuable opportunity to:

- engage in constructive and positive two-way feedback
- identify and discuss work related issues
- discuss the employee's role and the employer's expectations and standards for fulfilling this role
- recognise performance achievements
- discuss the employee's future career goals and training requirements.

TEMPERATURE IN THE WORKPLACE

Q: What legislation defines temperature requirements in the workplace?

A: There is no legislated temperature limit for thermal comfort provided by the *Occupational Health, Safety and Welfare Regulations 1995*.

You can help achieve thermal comfort at work by introducing or implementing measures which decrease the level of heat stress or improve the efficiency of the body's cooling mechanisms.

For example:

- alter the work schedule so that heavier work is done during cooler periods; or
- improve air circulation.

The temperature range within which workers are comfortable varies widely according to factors such as the type of work, clothing worn, air movement, radiant heat, humidity and individual preferences.

Alert your employer to any workplace temperature issues that are affecting you or your workmates. Employee comfort can have a significant impact on morale, productivity and quality of work.

For more information refer to the SafeWork SA Heat Stress Safeguard at:
www.safework.sa.gov.au/uploaded_files/gs29i.pdf

IR FAQ

MINIMUM WEEKLY WAGE

Q: What is the minimum weekly wage for adult employees under the South Australian industrial relations system?

A: The current minimum weekly wage for full time employees who are aged 21 years and older, working a maximum of 38 ordinary hours (which may be averaged over 4 consecutive weeks) is \$501.40. A weekly hired adult employee working fewer than 38 hours per week is to be paid a minimum hourly rate of \$13.19, while an adult casual employee is to be paid a minimum hourly rate of \$15.83.

From the first full pay period beginning on or after 1 January 2008, the minimum weekly rate for an adult employee working ordinary hours will be \$522.15 pw.

Some adult apprentices, and people covered by the *Sportspersons, Coaches, Umpires and associated Support Staff Award and the Real Estate Award* are exempt from the minimum wage.

There is also a prescribed minimum wage for junior employees, apprentices, trainees, piece workers and workers in supported employment. These rates will also increase from 1 January 2008.

NEW PUBLICATIONS

NEW RESOURCES FOR YOUNG WORKERS

SafeWork SA has produced a series of posters and brochures about workplace safety aimed at young people, to help ease the transition from school to work.

The posters encourage young people to:

- ask for training when they start work
- learn to identify hazards in the workplace
- report hazards
- think about how the workplace is set up for them (ergonomics).

The brochures provide young people with information about the:

- use of personal protective equipment
- eight steps to ensure they are safe at work.

Industrial Relations Minister Michael Wright said these materials would help schools and teachers prepare students for work experience programs.

'Each poster is supplied with a discussion sheet for the teacher to refer to when talking about occupational health and safety in the classroom, while the brochures are a resource for students to retain and refer to as they need when they start work or while they are at work.

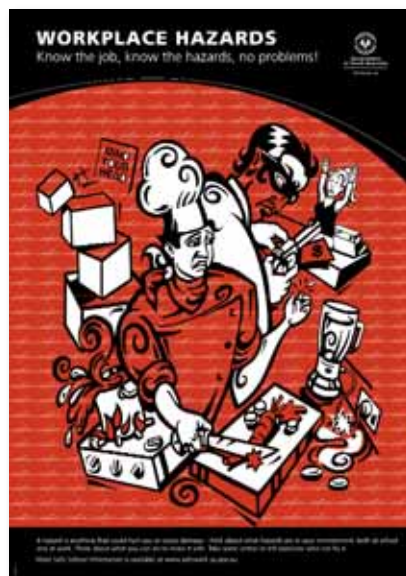
'Nationally people aged 15 to 19 account for 5 per cent of all workers compensation injury claims, in South Australia this figure is 6 per cent.

'Our researchers also know that often young people do not always report workplace injuries for fear of the consequences, such as loss of hours.

'We hope these materials will help inform and educate them about workplace safety so that statistics like these become a thing of the distant past,' Mr Wright said.

The posters and materials are available from the SafeWork SA website at:

www.safework.sa.gov.au ■



HEIC (Help and Early Intervention Centre) 1300 365 255

SAFework SA

HELP AND EARLY INTERVENTION CENTRE

100 Waymouth Street, Adelaide

HELP CENTRE

Telephone: **1300 365 255** or **(08) 8303 0400** for mobile and interstate callers

Email: help@safework.sa.gov.au

To report all serious workplace accidents and incidents telephone **1800 777 209** (24 hour service)

LIBRARY

Telephone: (08) 8204 8877

Facsimile: (08) 8204 8883

Email: library@safework.sa.gov.au

BOOKSHOP

Telephone: (08) 8204 8881 or (08) 8204 8882

Facsimile: (08) 8204 8883

Email: bookshop@safework.sa.gov.au

Opening hours from 8.30am - 5.30pm,

Monday to Friday (the Help Centre closes at 4.15pm on Wednesdays)

HEAD OFFICE

Level 3, 1 Richmond Road, Keswick

GPO Box 465, Adelaide, SA 5001

DX 715, Adelaide

COUNTRY OFFICES

BERRI

30 Kay Avenue, Berri

PO Box 346, Berri SA 5343

Telephone: **(08) 8595 2199**

MOUNT GAMBIER

Level 1, 11 Helen Street, Mount Gambier

PO Box 871, Mount Gambier SA 5290

Telephone: **(08) 8735 1199**

PORT LINCOLN

Civic Centre, Suite 10, 60 Tasman Terrace, Port Lincoln

PO Box 2862, Port Lincoln SA 5606

Telephone: **(08) 8688 3057**

PORT PIRIE

Level 1, 104 Florence Street, Port Pirie

PO Box 462, Port Pirie SA 5540

Telephone: **(08) 8638 4777**

WHYALLA

15-17 Horwood Street, Whyalla

PO Box 696, Whyalla SA, 5600

Telephone: **(08) 8648 8733**

It's safe to say these people are winners.



"I congratulate the Safe Work 2007 Award winners on their outstanding contribution to workplace safety."



Hon Michael Wright MP
Minister for Industrial Relations



- Lifetime Achievement Award for Occupational Health and Safety
The late Jack Watkins
- Best Workplace Health and Safety Management System
Santos Limited
- Best Solution to an Identified Workplace Health and Safety Issue
BOS Shift 2 OneSteel
- Best Workplace Health and Safety Practices in Small Business
Vino Ristorante
- Employer of the Year – joint winners:
Hardy Wine Company and Santos Limited
- Employee of the Year
Veronica Wilkey of tafeSA Regional
- Health and Safety Representative of the Year
Wayne McCoy of GM Holden Ltd
- Best Public Event Safety
City of Port Adelaide Enfield
- The Augusta Zadow Scholarship (\$12,000)
Dr Elspeth McInnes and Christy Ward of the University of South Australia

If you'd like to be in the spotlight in 2008, you can register your interest in the Safe Work Awards at www.safework.sa.gov.au/sw07

Safe Work 2007 Working Together. Supporting Safe Work Australia Week



Government of South Australia
SafeWork SA