

November  
2016  
Edition 10

New England & North West  
Work for the Dole Coordinator  
E - Newsletter



Inside This Month

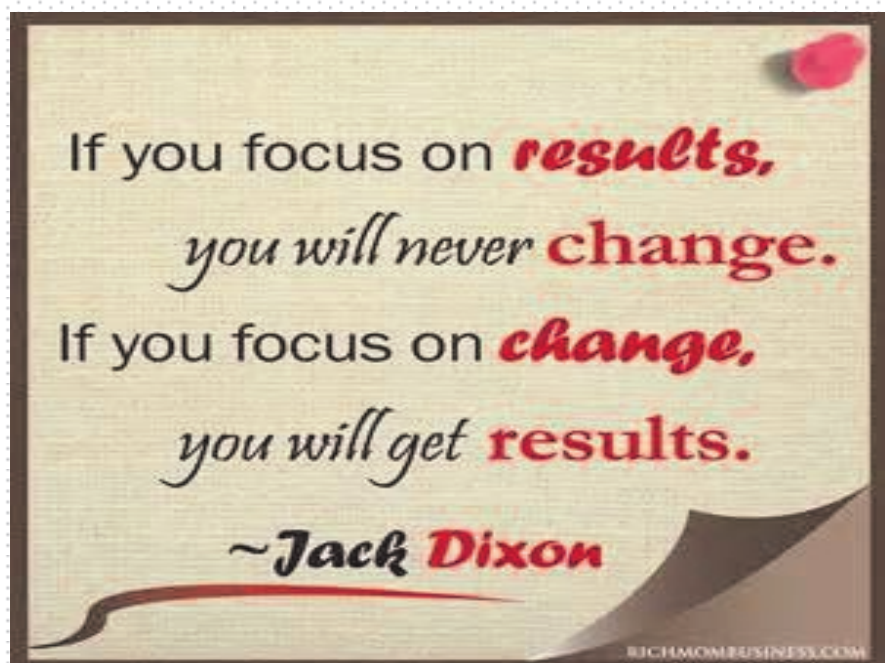
- *Welcome*
- *What is WfD*
- *Safety is the main priority*
- *Suns Smart Hints*
- *Activity Update*
- *Classifieds*
- *Coordinator Contacts*

*Welcome to the November edition of the WfD Coordinator E-Bulletin.*

*In this edition, we'll touch on Safety in Wfd, revisit Sun Safety and drop in on the Linking Together Centre in Inverell.*

## Work for the Dole Xmas closure;

Annual Activity Requirements - Job seekers with an Annual Activity Requirement who are in the Work for the Dole phase are not required to participate in activities during the fortnight in which the Christmas Day public holiday falls if their activity is not available or their Host Organisation is closed. These job seekers will be considered as having met their Annual Activity Requirement during this period and ensures that these job seekers are not penalised for circumstances outside their control. Job seekers must continue to meet their monthly job search requirements and attend Provider appointments as required.





## **What is the role of a Work for the Dole Coordinator ?**

Work for the Dole Coordinators work to identify suitable Work for the Dole activities for job seekers. They also work with jobactive providers to match job seekers to activities.

## **What is WfD?**

Work for the Dole is part of the Australian Government's jobactive employment service. It is a work experience programme designed to help job seekers gain new skills while they look for work.

As a Work for the Dole host organisation, you can get access to extra sets of hands to undertake activities and projects that may not normally get done.

By hosting activities you can help job seekers gain the skills, experience and confidence they need to move off welfare and into a job.

## **Who can host a Work for the Dole activity?**

Work for the Dole activities can only be hosted by not-for-profit organisations and local, state, territory and Australian government agencies.

## **What is the role of a Host?**

As a Work for the Dole host, you will provide work-like activities for Work for the Dole participants.

Your Work for the Dole Coordinator or jobactive provider can help you determine the projects that participants complete.

## **Links**

<http://docs.employment.gov.au/documents/work-dole-information-host-organisations>

<http://docs.employment.gov.au/documents/health-and-safety-work-dole-activities-information-host-organisations>

<http://docs.employment.gov.au/documents/programme-fact-sheet-about-work-dole>

# Wfd - Safety is the main priority !

Every Work for the Dole activity is subject to a Risk assessment before commencement.

Risk Assessments are designed to identify hazards, analyse or evaluate the risk associated with that hazard and determine appropriate ways to eliminate or control the hazard.

All host's and supervisors should play a part in completing a Risk

Assessment with the Work for the Dole Coordinator for all activities. The hazards identified should be controlled through either training, personal protective equipment, safe work methods or eliminating them all together.

Only approved tasks that have been documented in a Risk Assessment can be undertaken by job seekers in a Work for the Dole activity. Many times Wfd Coordinators see or are told of activities that have breached this requirement example;

- Supervisor has transported participants to a different location than documented in the activity agreement and Risk assessment.
- Participants are allowed to continue working without wearing the correct personal protective equipment.
- A blind eye is turned to risky activities like standing on unstable platforms or using unfamiliar equipment.

**“Remember that a lot of participants have never been taught how to think about safety and the ramifications that even a small injury can inflict.”**

The risk assessment should be discussed daily by supervisors and participants at a Toolbox safety meeting and recorded.

If you have not been completing Toolbox talks, have a proposed change in tasks or need to review your Risk Assessment, please contact your local Wfd Coordinator as soon as possible.



**Remember that any incident or near miss on a Work for the dole activity should be reported to the Lead provider within 24 hours. An incident form needs to be completed in full and the activity Risk Assessment will be reviewed to determine whether changes are required.**

## SunSmart Infoline

 02 9334 1761 



Anyone can develop skin cancer. However, the risk is higher in people who have:

- fair skin, especially if it burns easily, is prone to freckles and doesn't tan
- red or fair hair and light-coloured eyes
- experienced short, intense periods of exposure to ultraviolet (UV) radiation, e.g. on holidays or playing sport, especially if it caused sunburn
- actively tanned or used solariums
- worked outdoors
- a weakened immune system, which could be caused by taking certain medicines after an organ transplant or being HIV-positive
- a personal or family history of skin cancer.

Read more at <http://www.cancercouncil.com.au/skin-cancer/#khrKxua> personal or family history of skin cancer.

Australia has one of the highest rates of skin cancer in the world. About two in three Australians will be diagnosed with some form of skin cancer before the age of 70. Skin cancer is the most common cancer diagnosed in Australia.

Almost 770,000 new cases of BCC and SCC are treated each year. BCC can develop in young people, but it is most common in people over 40. SCC occurs mostly in people over 50.

More than 12,000 cases of melanoma are diagnosed each year, with the highest incidence in people over 40, especially men. It is the most commonly diagnosed cancer in people aged 15–29.

The main cause of skin cancer is overexposure to UV radiation. This is produced by the sun, but it can also come from other sources, such as solariums (sun beds). While these are now banned in Australia, people who used a solarium before age 35 have an almost 60% greater risk of melanoma.

Most parts of Australia have high levels of UV radiation all year round. UV radiation cannot be seen or felt and it is not related to temperature, but it can cause:

- Sunburn
- premature skin ageing

damage to skin cells, which leads to skin cancer.

The Work Health and Safety (WHS) Act 2011 requires employers in NSW to provide a safe working environment for all employees. The Act also says that employees must co-operate with the employer's efforts to make the work environment safe. Both employer and employee can be prosecuted if they don't.

*\* All Work for the Dole participants in outdoor activities will be provided with long pants, long sleeve work shirts, wide brimmed hats, work boots and access to sunscreen. If you are a supervisor or host -please reinforce the message to wear the provided clothing at all times.*

Read more at <http://www.cancercouncil.com.au/26062/cancer-prevention/sun-protection/local-government-workplace/local-government/sun-safety-information-for-employers/#HPyZWU02Rhj6UbKH.99>

# Activity Updates

## The Linking Together Community Shed

This activity was commenced in August this year and involves bringing participants together to help establish a community shed facility in South Inverell.

Participants have been busy restoring furniture, building new projects from scratch and assisting to maintain a local sporting field with help from the Inverell Shire Council.

Supervisor John Errington was happy to report that many items had been donated back to not for profit community organisations and that special orders were currently being completed.

The activity has also seen job seekers get instruction on building techniques & safety from qualified builders and machinery training from Inverell Shire Council.

The activity aims to up-skill participants and market them to potential employers in the area.



Roger Davis hard at work



Chokita & Brickelle Binge; put the finishing touches on a sand pit for the local daycare.



A kids outdoor table made solely from recycled pallets awaits staining.

**Tingha Community Shed** is seeking scrap hard wood to recycle into furniture and household items. If you can assist with donations please contact Craig Conley on 0427224009



**ComputerBank New England** are urging residents across the New England to recycle as much E Waste as possible. Uralla residents can drop of used computers at the recycling facility in Rowans Avenue.



Did you know that if all E- Waste was recycled we could reduce landfill by 80%.

\* E-waste is basically anything that plugs in !!!



**Sustainability Centre in Tamworth** are in need of any materials that you may not need.

Items for consideration include Fence palings, Horse shoes, Plough discs , Roof sheets , RHS, Timber, Pallets, Beds, TV units, Wheels, Old work boots , Electric fans, Old suite cases, Tables, chairs, Sinks, Farm odds and ends, Car hubs caps, Surf boards, Rollerblades, Chest of drawers, Car and truck rims, Pushbikes, Forks and spoons & Windows.

Contact : Malcolm Howell

Ph: 0477 404 210

Email: [upcycle@oneofakind.org.au](mailto:upcycle@oneofakind.org.au)



**Quirindi Heritage Village** are in need of wooden palates. The palates are being used to construct vertical gardens during the current WfD activity. Contact: Cedric Grayson

Ph: 0427 461 785

Email: [qrhv96@gmail.com](mailto:qrhv96@gmail.com)

# Your Local WfD Brokers



**Craig Conley**

**0427 224 009**

**[craig.conley@best.com.au](mailto:craig.conley@best.com.au)**

Tingha  
Guyra  
Glen Innes  
Deepwater  
Emmaville  
Tenterfield  
Wallangarra / Jennings



**Ilonka Patkos**

**0475 975 462**

**[ilonka.patkos@best.com.au](mailto:ilonka.patkos@best.com.au)**

Tamworth  
Quirindi  
Gunnedah  
Barraba  
Manilla  
Armidale  
Walcha  
Uralla



**Gerry Taveira**

**0475 975 457**

**[gerry.taveira@best.com.au](mailto:gerry.taveira@best.com.au)**

Inverell  
Warialda  
Bingara  
Moree  
Mungindi  
Boggabilla  
Narrabri  
Wee Waa