



Government of Western Australia  
Department of Commerce



certificate

# Safety Passport Program

For educators

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## Lesson 1 – Spot the hazard, assess the risk, make the changes

Slide #	Text
9	<p>This lesson is designed to help students understand what a workplace hazard is, and be able to identify immediate hazards in the workplace and act accordingly. The activity is built around the WorkSafe ethos of SAM; Spot the hazard, Assess the risk, Make the changes.</p> <p>To the right is a list of classroom lessons/activities that support and supplement the online content of this lesson. They can be downloaded and printed, and deal with the concepts of this online lesson in comprehensive detail.</p> <p>The BSBWHS201A competency assessment cover sheet for this lesson is in the "For Students" section if required.</p> <p><a href="#"><u>Argument of Obviousness</u></a> - Understand that accidents can have several potential causes and therefore can be prevented in several different ways.</p> <p><a href="#"><u>Campaigning for Safety</u></a> - Identify the hazards, risks and safety concerns of daily activities while developing awareness materials promoting health and safety.</p> <p><a href="#"><u>Electrifying Safety Tips</u></a> - Review electrical safety and the means of reducing electrical risks.</p> <p><a href="#"><u>Featuring the Five Senses Against Injuries</u></a> - Reflect on safe and unsafe feelings; describe the role of the five senses in injury prevention.</p> <p><a href="#"><u>Health Lingo</u></a> - Familiarise oneself with health and safety terminology through various language arts activities.</p> <p><a href="#"><u>Identifying the Hazard</u></a> - Identify examples of hazards that exist in everyday life that exist in everyday life, be it at school, at home or in the workplace.</p> <p><a href="#"><u>Making Safe Decisions</u></a> - Define what constitutes a safe decision.</p> <p><a href="#"><u>Risky Business</u></a> - List examples of possible hazards and risks associated with various workplace settings, as well as the means of preventing injuries.</p> <p><a href="#"><u>Safety Decisions</u></a> - Practice safe decision-making skills.</p> <p><a href="#"><u>Safety Word Association</u></a> - Define and differentiate between safe and unsafe behaviours and attitudes in the workplace.</p> <p><a href="#"><u>The Four Types of Hazards</u></a> - Describe the four types of hazards and provide examples of preventing injuries as a result of such hazards.</p> <p><a href="#"><u>What Does a Safe Environment Look Like?</u></a> - Gain an understanding of the qualities and rationale for a safe working environment.</p>

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## Lesson 2 – SAM in the workplace

Slide #	Text
6	<p>This lesson is designed to help students understand what a workplace hazard is, and be able to identify immediate hazards in the workplace and act accordingly. The activity is built around the WorkSafe ethos of SAM.</p> <p>This activity uses the skills that students have learned in Lesson 1, and has them apply those skills to actual, dynamic workplaces.</p> <p>To the right is a list of classroom lessons/activities that support and supplement the online content of this lesson. They can be downloaded and printed, and deal with the concepts of this online lesson in comprehensive detail.</p> <p>The BSBWHS201A competency assessment cover sheet for this lesson is in the "For Students" section if required.</p> <ul style="list-style-type: none"><li>• <a href="#"><u>100% Lock-out</u></a> - Define zero energy state and the importance of lock-out when working with electrical machinery and equipment.</li><li>• <a href="#"><u>Designing PPE</u></a> - Review the role, use and importance of personal protective equipment.</li><li>• <a href="#"><u>Dressing for Safety</u></a> - Review the importance of personal protective equipment, and determine the correct PPE for various jobs and activities.</li><li>• <a href="#"><u>Find the Risks</u></a> - Practice hazard recognition and describe the means of reducing the risk of an injury.</li><li>• <a href="#"><u>Helpful Tips</u></a> - Demonstrate knowledge of existing hazards within various workplace settings, and the means of controlling them.</li><li>• <a href="#"><u>Poster Campaign</u></a> - Gain an understanding that we all play a role in health and safety education.</li><li>• <a href="#"><u>Protection from Head to Toe</u></a> - Review the various types of PPE, their role in personal safety and the importance of maintaining them.</li><li>• <a href="#"><u>Taking Risks</u></a> - Differentiate between low and high risk behaviours and the impact choices and behaviours have on health and safety.</li><li>• <a href="#"><u>Typical Day in the Life</u></a> - Reflect on the impact safety has in any given workplace.</li><li>• <a href="#"><u>When, What and Why: PPE</u></a> - Develop an understanding of the purpose of PPE, the various types that exist and when the PPE should be used.</li></ul> <p>(Permission to use and modify the above lessons given by the author of the Choices for Life program, WorkSafeNB - Canada)</p>

## Lesson 3 – Employer Responsibilities

Slide #	Text
7	<p>This lesson highlights the role and responsibilities employers have in regards to work health and safety.</p> <p>The lesson is designed to explore and explain the legal responsibility that employers have towards their employees in regards to work health and safety.</p> <p>To the right is a list of classroom lessons/activities that support and supplement the online content of this lesson. They can be downloaded and printed, and deal with the concepts of this online lesson in comprehensive detail.</p> <p>The BSBWHS201A competency assessment cover sheet for this lesson is in the "For Students" section if required.</p> <ul style="list-style-type: none"><li>• <a href="#"><u>Architect for a Day</u></a> - Understand the impact accidents may have on physical abilities; promote awareness and respect for people confined to wheelchairs.</li><li>• <a href="#"><u>Assessing Proper Training</u></a> - Review the importance of receiving proper training in any given workplace.</li><li>• <a href="#"><u>Debating Our Rights</u></a> - Develop a greater understanding, through debate, that both the employer and employee have rights and responsibilities.</li><li>• <a href="#"><u>What I Look for in an Employer or Employee</u></a> - Reflect on desirable traits of an employee and employer and their roles in the workplace.</li><li>• <a href="#"><u>What to Know About Employment Standards</u></a> - Acquire knowledge of existing employment standards within the workplace and their effect on the health and safety of workers.</li></ul> <p>(Permission to use and modify the above lessons given by the author of the Choices for Life program, WorkSafeNB - Canada)</p>

## Lesson 4 – Worker Responsibilities

Slide #	Text
6	<p>This lesson highlights the role and responsibilities workers have in regards to work health and safety.</p> <p>The lesson is designed to explore and explain the legal responsibility that workers have towards their employers and fellow workmates in regards to work health and safety.</p> <p>To the right is a list of classroom lessons/activities that support and supplement the online content of this lesson. They can be downloaded and printed, and deal with the concepts of this online lesson in comprehensive detail.</p> <p>The BSBWHS201A competency assessment cover sheet for this lesson is in the "For Students" section if required.</p> <ul style="list-style-type: none"><li>• <a href="#">Applying the WHS Regulations</a> - Discover the role of the Work Health and Safety (WHS) regulations in protecting the health and safety of the worker.</li><li>• <a href="#">Employment Standards</a> - Examine keys facts of employment standards.</li><li>• <a href="#">Flying Health Flags</a> - Become aware of daily health and safety issues, and learns that everyone has a role to play in health and safety promotion.</li><li>• <a href="#">Knowing Our Rights</a> - Recognise and apply the rights and responsibilities of the employer and employee.</li><li>• <a href="#">Legal Duties</a> - Differentiate between the rights and responsibilities of the employee and employer.</li><li>• <a href="#">My Right to Know</a> - Apply the right to know by exploring important facts about the workplace before starting a new job.</li><li>• <a href="#">Proclaiming Your Rights</a> - Through dramatic play, demonstrate the roles and responsibilities of the employer and employee within the workplace.</li><li>• <a href="#">Refusing Dangerous Work</a> - Differentiate between safe and unsafe work, and practice the steps to refusing dangerous work.</li><li>• <a href="#">Rights and Duties</a> - Promote the understanding that the right to know includes knowledge of workplace hazards and proper training on how to do the job safely.</li><li>• <a href="#">Rights and Duties II</a> - Create an understanding that the employee has a right to participate in workplace health and safety planning, and in monitoring and improving workplace health and safety issues.</li><li>• <a href="#">Student Documentary</a> - Learn more about the rights and responsibilities of employees and employers in the workplace by researching and recreating actual workplace injuries to determine preventative measures.</li></ul>

- [The Jobs in My Community](#) - Differentiate between the role of the employee and the employer, and discover what types of jobs exist in the local community.

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## Lesson 5 – Worksite Inspections

Slide #	Text
6	<p>This lesson is designed to help students understand what occurs and what the processes are when a worksite or potential worksite is inspected for hazards that could endanger workers and can be used in later tasks as a resource tool if required.</p> <p>The main checklist provided is modified from the existing checklist currently provided by WorkSafe and is quite comprehensive. The second checklist is simpler and easier to use. It is up to the teacher/trainer which checklist is to be used for this activity.</p> <p>Students will again need to have access to a workplace within the school environment, as well as access to a supervisor within that workplace to ask questions of in regards to current WHS procedures and inductions.</p> <p>Please note that if students are unable to access any actual worksites on school grounds, they have the option of a) using the virtual worksites from activity one for this and other activities, b) organising an excursion to a nearby business or workplace, or c) considering the classroom as a workplace (for both teachers and staff).</p> <p>To the right is a list of classroom lessons/activities that support and supplement the online content of this lesson. They can be downloaded and printed, and deal with the concepts of this online lesson in comprehensive detail.</p> <p>The BSBWHS201A competency assessment cover sheet for this lesson is in the "For Students" section if required.</p> <ul style="list-style-type: none"><li>• <a href="#">Cave Ins</a> - Examine the dangers of working in trenches that are not properly excavated or monitored.</li><li>• <a href="#">Dangers of Confined Spaces</a> - Define, provide examples and define the dangers of a confined space.</li><li>• <a href="#">Drug Free Workplace</a> - Examine the negative impacts of drug and alcohol use in the workplace, and assess the lifestyle advertised in the media related to alcohol use.</li><li>• <a href="#">Futuristic Workplaces</a> - Develop and understanding of the importance of PPE in the ever-changing workplace.</li><li>• <a href="#">Health and Safety Checklist</a> - Develop and carry out a health and safety checklist for evaluating a workplace.</li><li>• <a href="#">Interview with the Workplace</a> - Review various working environments and their health and safety components.</li><li>• <a href="#">Machine Guarding</a> - By constructing a fictitious machine, demonstrate the importance of guards on machines.</li></ul>

- [Slips, Trips and Falls](#) - Identify methods of preventing slips, trips and falls.
- [Watch Your Back](#) - Demonstrate an understanding of the measures that can be taken to prevent the occurrence of back-related injuries.
- [What am I Breathing?](#) - Become familiar with the effects of air quality on health, safety and well-being.
- [What is WorkSafe?](#) - Identify the role of WorkSafe in the workplace and within the community.
- [Working in High Places](#) - Summarise important safety tips when working on elevated surfaces.

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## Lesson 6 – Incident Reports

Slide #	Text
6	<p>This lesson teaches students how to complete an incident report form in relation to an accident that has occurred in the workplace.</p> <p>There are five case studies provided for this task as source material for students to use in completing the report. The case studies document actual workplace incidents that have occurred and include the perceived factors and WorkSafe responses to each incident.</p> <p>This task is fairly straight forward and allows students to focus on the impact a workplace accident actually has on an individual, their family and the workplace itself.</p> <p>If educators wish to give students a greater challenge, when finished have students create their own incident report forms and have other members of the class complete them.</p> <p>To the right is a list of classroom lessons/activities that support and supplement the online content of this lesson. They can be downloaded and printed, and deal with the concepts of this online lesson in comprehensive detail.</p> <p>The BSBWHS201A competency assessment cover sheet for this lesson is in the "For Students" section if required.</p> <ul style="list-style-type: none"><li>• <a href="#">Accidents</a> - Investigate the various causes of accidents, means of responding to emergencies, the consequences of accidents, and the means of preventing accidents.</li><li>• <a href="#">Before and After</a> - Analyse the consequences and effects of unsafe decisions.</li><li>• <a href="#">Heat Stress</a> - Gain knowledge about hypothermia and heat stress (such as definition, signs and symptoms, risks, responding to emergency situations and prevention).</li><li>• <a href="#">How Important is Our Hearing?</a> - Hearing conversation awareness.</li><li>• <a href="#">Investigating Accidents</a> - Investigate and develop an understanding that accidents can be caused by a number of events, can have short and long term impact, and can be prevented.</li><li>• <a href="#">Investigating Safety Habits</a> - Observe the safety habits of self and others, and make recommendations for safer decisions and choices.</li><li>• <a href="#">Lasting Effects of Accidents</a> - Gain an awareness of the short and long term consequences of workplace injuries.</li></ul>

- [Media Review](#) - Reinforce the concept that all accidents are preventable; review a number of accidents and determine how they could have been prevented.
- [Sexual Harassment in the Workplace](#) - Gain an understanding of what is considered sexual harassment, and the means of dealing with sexual harassment.
- [Survey on Injuries](#) - Reflect on the impact that injuries have on people's lives.
- [Too Many RSIs](#) - Define repetitive strain injury (RSI) and list means of preventing RSI.
- [What if we Ignore Accidents?](#) - Discover the importance of accident reporting and investigating.
- [What's Involved in an Accident?](#) - Investigate the multiple causes of accidents, the effects of accidents and the means of preventing accidents.
- [Working Through Stress](#) - Become familiar with the effects of stress on the job or during daily activities, and identify methods of dealing with stress.

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## Lesson 7 – Emergency Response Plan

Slide #	Text
6	<p>This lesson guides students through the creation of an emergency response plan for a given workplace, actual or virtual, that details how various emergencies should be responded to</p> <p>When completed, this lesson's tasks can be added to the WHS induction kit that students will be working on during the final lesson</p> <p>It is up to the educator whether students should create their own emergency response plan template, or use the one provided.</p> <p>To the right there is a list of classroom lessons/activities that support and supplement the online content of this lesson. They can be downloaded and printed, and deal with the concepts of this online lesson in comprehensive detail.</p> <p>The BSBWHS201A competency assessment cover sheet for this lesson is in the "For Students" section if required.</p> <ul style="list-style-type: none"><li>• <a href="#"><u>Does Anyone Know What This is For?</u></a> - Gain an understanding of first aid kits in an emergency situation and become familiar with role of item</li><li>• <a href="#"><u>Fire Safety</u></a> - Increase awareness of fire prevention strategies and identify methods for detecting and extinguishing fires.</li><li>• <a href="#"><u>In Case Of Emergency</u></a> - Through role-play, discover the importance of having an emergency action plan in place.</li><li>• <a href="#"><u>In Case Of Fire</u></a> - Evaluate the school fire drill evacuation plan; review the role of planning and following emergency procedures in case of fire.</li><li>• <a href="#"><u>Mock Emergency</u></a> - Create an emergency action plan (EAP) for various types of emergency situations; practice responding to an emergency situation.</li></ul> <p>(Permission to use and modify the above lessons given by the author of the Choices for Life program, WorkSafeNB - Canada)</p>

## Lesson 8 – WHS Induction

Slide #	Text
8	<p>In this final lesson, students are to develop and design a basic OSH induction kit, or safety video, for new young workers. The worksite to be used for the developed induction kit/safety video can be either a virtual one or one that students have visited within the school, or one that they are currently working in.</p> <p>The induction kit that students develop is in no way to be regarded as an actual induction kit for a workplace and is for assessment purposes only. As an alternative, they can script and film an induction video approximately 3-5 minutes in length, dependant on school resources and capabilities.</p> <p>Work completed and document templates used in previous lessons can be used as part of the induction kit being created, such as;</p> <ul style="list-style-type: none"> <li>• Workplace Inspection</li> <li>• Emergency Procedure Plan</li> <li>• Incident Reporting</li> </ul> <p>Students are encouraged to research and look at existing OSH induction processes and documentation, and use their research as a framework for their own documents, (some are provided as examples).</p> <p>Below is a list of classroom lessons/activities that support and supplement the online content of this lesson. They can be downloaded and printed, and deal with the concepts of this online lesson in comprehensive detail.</p> <p>The BSBWHS201A competency assessment cover sheet for this lesson is in the "For Students" section if required.</p> <ul style="list-style-type: none"> <li>• <a href="#">Job Discovery</a> - Discover different types of jobs, their health and safety concerns, and means of preventing injuries while working.</li> <li>• <a href="#">Job Fair</a> - Identify various types of jobs and careers that exist, as well as the related health and safety issues and practices.</li> <li>• <a href="#">Research For Safety</a> - Investigate current programs, laws and products that share a common goal in injury prevention.</li> <li>• <a href="#">Searching The Internet</a> - Use the computer and internet as a resource by searching for health and safety related content.</li> <li>• <a href="#">Survival Kit</a> - Discover various methods and resources that will help prepare a new worker to stay safe on the job.</li> <li>• <a href="#">Tell Others About Safety</a> - Teach others about safety and the prevention of injury.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• <a href="#"><u>Training Manual For New Workers</u></a> - Provide examples of information to be included in a safety training manual for employees.</li></ul> |
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