



Government of Western Australia
Department of Commerce





Safety Passport Program


For students

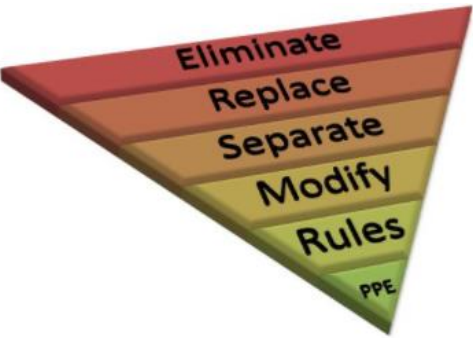
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Lesson 1 – Spot the hazard, assess the risk, make the changes

Slide #	Text
1	<p>This lesson is designed to help you 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>There are four virtual worksite within the lesson to choose from; hotel, kitchen, office and supermarket. Simply use the mouse to point and click on any hazards you spot and record them with a tick on the worksheet. You can then assess the immediate danger of the risk and the how severe an injury could be. Finally, you can suggest one or more ways of reducing the danger of the hazard you have spotted.</p> <p>The virtual worksites also contain multiple choice suggestions on the best way to lessen the risk of the hazard. These suggestions can greatly help you in choosing the best course of action in dealing with the hazard.</p> <p>Once completed, hand in your worksheet/s for your teacher/trainer to assess, along with the assessment cover page if required.</p>
2	<p>Lesson Start</p> <p>This lesson introduces you to the concept of SAM:</p> <ul style="list-style-type: none"> • Spot the Hazard • Assess the Risk • Make the Change <p>and how it relates to workplace safety.</p> 
3	<p>What Is A Hazard?</p> <p>A hazard is any item, condition or situation that can cause injury or illness to someone in the workplace.</p> <p>A hazard is something that can hurt you or someone else.</p> <p>A hazard is a source of danger that could result in an accident if undue care is not exercised.</p> 


4	<p>Examples Of Workplace Hazards</p> <p>WorkSafe has identified the seven most common hazards that are encountered in the workplace:</p> <ol style="list-style-type: none"> 1. Electricity - such as exposed live wires 2. Noise - such as excessive loud noise 3. Slips, Trips & Falls - such as wet floors 4. Hazardous Substances - such as dangerous chemicals 5. Manual Handling - such as lifting heavy items 6. Mechanical Equipment - such as a welding torch, lathe, etc. 7. Personal Safety - such as working while tired
5	<p>What Can Be Done To Minimise Injury At Work?</p> <p>Spot the Hazard:</p> <ul style="list-style-type: none"> • Identify hazards in the workplace <p>Assess the Risk – Ask yourself:</p> <ul style="list-style-type: none"> • How likely is it for a worker to be hurt? • How badly could someone be hurt? • How immediate is the danger? <p>Make the Changes – Ask yourself:</p> <ul style="list-style-type: none"> • What can be done to fix the hazard? • How can we minimise the danger? • Who do we tell? 
6	<p>Six Ways Of Making Changes</p> <p>There are six defined ways of making changes to an identified hazard.</p> <ul style="list-style-type: none"> • Eliminate it – Get rid of the risk if you can, (Elimination).


	<ul style="list-style-type: none"> • Replace it – Swap toxic glue for a safe one, etc, (Substitution). • Separate it – Use barriers or screens to separate the hazard from workers, (Engineering). • Modify it – Make changes to tools so that they are safer or put guards on machines, or change the system of work like putting two people on a night shift instead of one, (Engineering). • Rules – Have safety rules to help people to avoid hurting themselves or others, (Administration). • Personal Protective Equipment - Gloves, glasses and helmets are examples safety gear, but these are only used if all other options have been tried. Safety gear may also be used with other controls, like guarding and gloves, or barriers and hard hats, (PPE). <p>These ways of making changes are actually in order, and can be combined together. Sometimes a hazard is necessary in a workplace, such as a welding torch, and cannot be eliminated or replaced, but can be separated and modified, rules can be written for it's use, and PPE worn while using the machinery.</p> 
7	<p>Lesson Review</p> <ul style="list-style-type: none"> • Spot the hazard • Assess the risk • Make the changes <p>The top seven occurring hazards at work as defined by WorkSafe;</p> <ol style="list-style-type: none"> 1. Electricity 2. Noise 3. Slips, Trips & Falls 4. Hazardous substances

	<ol style="list-style-type: none"> 5. Manual handling 6. Mechanical equipment 7. Personal safety <p>Once observed, the risk needs to be assessed on two levels, how immediate the danger is, and how severe the injury can be, (mild, medium, severe, fatal).</p> <p>The risk then needs to be managed as best as possible, using the following six steps in order, as defined by WorkSafe;</p> <ol style="list-style-type: none"> 1. Eliminate the hazard 2. Replace the hazardous item/condition 3. Separate the hazard from the workers 4. Modify the hazardous item/condition 5. Develop rules when handling the hazard 6. Use Personal Protective Equipment (PPE) when handling the hazard
8	<p>Lesson Activities</p> <p>Now that you've read through the information and viewed the accompanying videos, you should have a better understanding of SAM (spotting the hazards, assessing the risks and making the changes). From here you can choose from one of the three virtual workplaces to explore and interact with (please note that the Virtual Hotel contains multiple workplaces that can be utilised as individual activities)</p> <p><i>Virtual Hotel (External link) – (no longer available)</i></p> <p><i>Virtual Office (External link) – (no longer available)</i></p> <p><i>Virtual Supermarket (External link) – (no longer available)</i></p> <p>and complete the provided worksheet Workplace Hazard Assessment (.doc)</p> <p>Then simply print it out to be assessed by your teacher/trainer.</p> <p>Many hazards are avoidable...</p> <p>When you have completed everything you need to, you can return to the main course page here.</p>





Lesson 2 – SAM in the workplace

Slide #	Text
1	<p>This lesson is designed to help you 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 you have learned in Lesson 1, and has you apply those skills to actual, dynamic workplaces.</p> <p>The WorkSafe ethos of SAM; spot the hazard, assess the risk and make the changes, are to be reinforced and applied when conducting the hazard assessment of workplace. You will also learn to assess current workplace hazards that are being managed within a dynamic workplace and suggest possible improvements.</p> <p>Prior to this activity, your teacher/trainer will need to organise permission for you to access one or more of the different worksites around the school, (classroom, cafeteria, office, gardens, workshops), and observe school employees in the workplace. Alternatively, you can use your workplace learning or work experience placement, or a current workplace if you work part-time.</p> <p>Once completed, hand in your worksheet/s for your teacher/trainer to assess, along with the assessment cover page if required.</p>
2	<p>Lesson Start</p> <p>This lesson is designed to build on the knowledge and skills you have gained from the first lesson, and apply them to real work environments.</p>  <pre>graph TD; A[Spot the Hazard] --> B[Assess the Risk]; B --> C[Make the Change]; C --> D[Evaluate the Result]; D --> A;</pre>
3	<p>What To Do</p> <p>Using the concepts learned in the last activity, and the practice of using SAM in a virtual workplace, it is now time to assess hazards within an actual workplace.</p> <p>Before continuing with the lesson and entering a workplace, it is highly recommended that you work through</p>


	<p><u>this e-learning lesson</u> – (no longer available) on hazard assessment and control that has been produced by WorkSafe Alberta, Canada.</p> <p>Once you have completed the above e-learning lesson, use the same worksheet Workplace Hazard Assessment Worksheet that you used in lesson one and choose an actual workplace (one at the school, one you have your work placement at) to conduct a hazard assessment at. By now you should be familiar with how the worksheet is completed. If possible, you should be allowed to choose which workplace around the school you are able to assess, depending on the industry you are the most interested in, (workshops for construction and engineering, gardens for horticulture, offices for business and IT etc).</p> <p>Once you have completed the hazard assessment, you need to complete the worksheet Current Hazard Controls Worksheet within the same workplace, ideally during the same session, (see the next page for more detail).</p> 
4	<p>How To Conduct The Hazard Assessment</p> <p>You should spend around 30 minutes within the workplace, not only observing from a distance, but also walking through the workplace, observing how employees are going about tasks etc. Complete the worksheet as you interact with the workplace, as opposed to going back to class and trying to recall hazards.</p> <p>You are also provided with a separate worksheet if you spot any hazards that have already been assessed and managed within the workplace, (such as a poster on an office wall advocating how to lift heavy boxes, PPE available when using certain machinery). Using the Current Hazard Controls Worksheet you can list the controls in place, what changes they can suggest, and who in the workplace is in charge of making those changes.</p>
5	<p>Completed Workplace Hazard Assessment</p> <p>Once you have completed both worksheets, simply print them out and hand in to your teacher for assessment.</p>

Lesson 3 – Employer Responsibilities

Slide #	Text
1	<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>Once completed, hand in your worksheet/s for your teacher/trainer to assess, along with the assessment cover page if required.</p>
2	<p>Lesson Start</p> <p>In this activity you will be looking at what an employer is required to do by law to keep their workers safe and healthy, and also what a worker is required to do to keep themselves safe at work.</p>  <p><small>© 2011 State of Western Australia www.safety.wa.gov.au</small></p>
3	<p>Duty Of Care</p> <p>First and foremost, an employer has a duty of care towards their workers.</p> <p>What is “duty of care”?</p> <p>In relation to the workplace, duty of care means that employers, workers, business owners, people in charge of workplaces, designers, builders and suppliers are responsible for making sure that things are safe and looked after properly. An employer's main duty of care is to make sure the workplace is safe for everyone, including visitors to the workplace and members of the public.</p>
4	<p>Which of the following is an example of an employer taking their “duty of care” seriously?</p> <ul style="list-style-type: none">○ Giving workers safety gear to wear and use if needed○ Making sure machines, work areas and equipment are safe○ Making sure work habits are safe


	<ul style="list-style-type: none"> ○ Talking with all workers about safety and health issues and how to keep safe
5	<p>Examples Of Duty Of Care</p> <p>All of the answers on the previous page are things that an employer should be doing if they take their duty of care responsibilities seriously.</p> <p>What responsibilities do you think an employer have towards you when you begin working for them?</p> <ul style="list-style-type: none"> • You need to be told about hazards and how to work safely • You need to be given training and demonstrations about how to do your job safely • You need to be told about Personal Protective Equipment (PPE or safety gear) and what to do in an emergency • You must be supervised to make sure you are working safely • You need to know who to talk to about any hazards and other problems that might be happening in your job
6	<p>Employer Survey</p> <p>To find out if an employer takes their duty of care seriously, or if they are even aware of their duty of care towards their employees, you are to develop a questionnaire aimed at an employer. An example survey is provided as a guide, or if you are struggling with coming up with your own questions. If you are writing your own survey, make sure the questions are close-ended, meaning, make sure they are yes/no questions. A blank survey sheet is also provided as a template. If you are unable to speak with an employer, (or potential employer), you can organise to speak with a deputy or managerial teacher at your school instead.</p> <p>Everyone plays a part in workplace safety.</p>  <p>When you have completed everything you need to, you can return to the main course page here.</p>

Lesson 4 – Worker Responsibilities

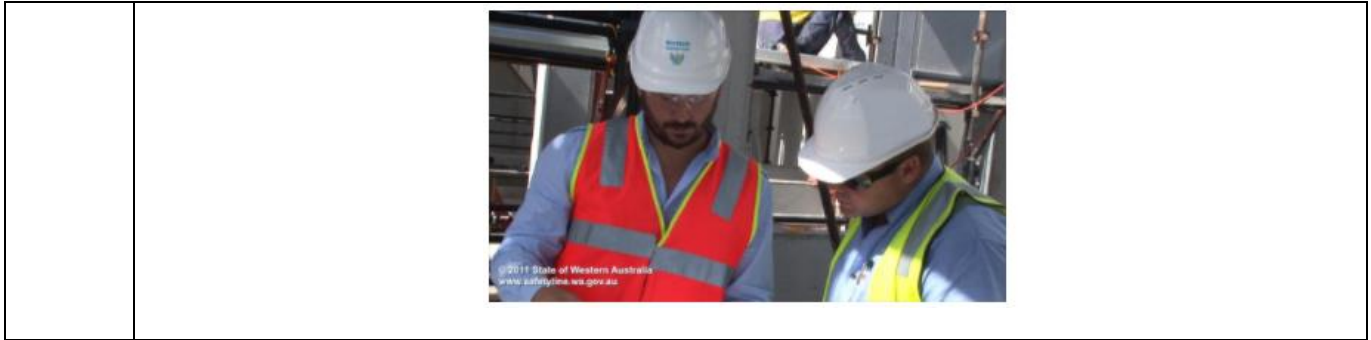
Slide #	Text
1	<p>This lesson highlights the role and responsibilities workers have in regards to work health and safety.</p> <p>The lesson is designed to explore and explain the legal responsibility that workers have towards their employers and fellow workmates in regards to work health and safety.</p> <p>Once completed, hand in your worksheet/s for your teacher/trainer to assess, along with the assessment cover page if required.</p>
2	<p>Lesson Start</p> <p>Every job and workplace has unique duties, responsibilities, safety concerns and hazards. The key to job safety is to become aware of your responsibilities at work, and familiar with your workplace hazards, in order to reduce the risk of injury.</p> 
3	<p>Investigating A Job</p> <p>This lesson focuses on using the knowledge and skills related to work health and safety, that you have been developing, to negotiate a safe route on a created board game, through a dangerous workplace environment.</p> <p>First you must choose a job and investigate a typical working day of that particular job. Reviews the duties of the job, the work environment and all hazards and safety concerns that may be associated with the job.</p>
4	<p>What To Research?</p> <p>Conduct research (interview, books, computer etc.) into your chosen job on the following themes: job duties, workplace environment, job hazards and safety issues. Step by step, outline a typical working day at the job which will include any safety concerns that may exist. Use this Job Investigation Worksheet to help you focus your research.</p> <p>With your research, create a board game depicting a typical working day and safety concerns of the job. The board game should be designed to guide the player through the duties of a typical working day. Throughout the game, players will face decisions</p>

	relating to job safety hazards and will attempt to successfully and safely get through the work day.
5	<p>Things To Consider</p> <p>While designing your game, you should consider the following:</p> <ul style="list-style-type: none"> • flow of game - a start and a finish; • game pieces for players; • instructions that clearly state the objectives and how to play; • accessories to go with game - dice, cards etc.; • when and how the game ends (e.g. all players win when they end the work day safely); • if the is game challenging, fun, includes an educational component. <p>If you are working within a classroom, you can pair up with another student to complete the board game activity, and exchange and play the board games of other students.</p> <p>Included is a student brief on the board game project that can be printed out, and a sample board game to help guide you with your own.</p>


Lesson 5 – Worksite Inspections


Slide #	Text
1	<p>This lesson is designed to help you 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>You 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 you are unable to access any actual worksites on school grounds, you 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>Once completed, hand in your worksheet/s for your teacher/trainer to assess, along with the assessment cover page if required.</p>
2	<p>Lesson Start</p> <p>This lesson is designed to help you understand the process of what happens during a worksite safety inspection. When your worksite inspection activities are completed, they can be used as a guide to help you with later lessons within the course.</p> <p>Workplace inspections are a valuable tool in averting potential incidents</p>  <p>© 2011 State of Western Australia www.safework.wa.gov.au</p>
3	<p>What Is A Worksite Inspection?</p> <p>Now that we have looked at hazards in the workplace, how to deal with them, and the roles and responsibilities of the people involved, it is time to conduct a workplace inspection of an unfamiliar workplace. A worksite inspection is when someone examines a worksite for any potential or existing hazards.</p> <p>Why conduct a workplace inspection?</p>

	<p>A workplace inspection is done for a variety of reasons;</p> <ul style="list-style-type: none"> • You may be developing an emergency response plan or WHS induction kit, and need to be aware not only of current hazards, but potential hazards also. • You may want to lay the foundation of a health and management system in the new workplace. • You may need to assess whether your workplace, or another, meets the basic standards of health and safety requirements. <p>Safety is a serious concern for any business. To make sure employees are working in a safe environment, employers need to conduct a safety inspection. Whether employers conduct their own inspection or have an outside group, the goal is always to protect workers from injury. Conducting a safety inspection reveals potential dangers in the workplace, as well as confirms that the worksite is working smoothly. An avoidable injury at a worksite can cost a company in production time and medical expenses.</p>
4	<p>Things To Consider</p> <p>You may need to speak to a manager within the workplace order to complete the inspection.</p> <p>The more you can complete of the checklist, the easier it is to spot current and future hazards in the workplace, and safer you can make the workplace for current and future workers.</p>
5	<p>Safety Checklist</p> <p>You have been provided with two checklists to use when inspecting your chosen worksite. It is up to you and your teacher/trainer which version to use, the simple/short one or the longer/more comprehensive one.</p> <p>The longer checklist provided is modified from the existing checklist currently provided by WorkSafe. You will again need to have access to a workplace within the school environment, as well as access to a manager within that workplace to ask questions of in regards to current WHS procedures and inductions.</p> <p>Please note that if you are unable to access any actual worksites on school grounds, you 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 students).</p> <p><u>Click here to download/print the simple checklist.</u></p> <p><u>Click here to download/print the comprehensive checklist.</u></p>



Lesson 6 – Incident Reports

Slide #	Text
1	<p>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 you to complete 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 you to focus on the impact a workplace accident actually has on an individual, their family and the workplace itself.</p> <p>If the teacher wishes to give you a greater challenge, when finished they may have you create your own incident report forms and have other members of the class complete them.</p> <p>Once completed, hand in your worksheet/s for your teacher/trainer to assess, along with the assessment cover page if required.</p>
2	<p>Lesson Start</p> <p>This lesson is designed to teach you what an incident report form is for, and how to fill one out.</p> <p>This task is fairly straight forward and allows you to focus on the impact a workplace accident actually has on an individual, their family and the workplace itself.</p> 
3	<p>Case Studies</p> <p>There are five case studies provided for this task as source material for you to use when completing the report. The case studies document actual workplace incidents that have occurred, and include the perceived factors and WorkSafe responses to each incident. Before beginning the task, it is recommended you work through <u>this e-learning lesson about incident investigations</u> – (no longer available) from WorkSafe Alberta first.</p>

4	<p>Why Report An Incident?</p> <p>When looking at real life examples of incidents in the workplace, we not only record what happened, but also what could have been done to avoid the incident, and also what is the best way to deal with an incident when it occurs, and how to prevent it from happening again.</p> <p><u>Incident report forms</u> are important for many reasons, some of which include;</p> <ul style="list-style-type: none"> • An official record of a workplace accident • A document that can be given to a doctor/medical staff to help with injury treatment • A tool that can highlight a previously unforeseen hazard, or indicate a current hazard that has not been managed correctly • A document that can help an employee support a worker compensation claim • Evidence in a court case <p>There are five scenarios that can be looked at. Each one gives a brief description of a workplace incident. Completing an incident report correctly can be vitally important, so make sure you fill out every field, and give as much detail as possible.</p> 
5	<p>What To Do</p> <p>Select one of the case studies provided and fill out an <u>incident report form</u> in relation to the accident as if you were a witness to the accident itself. The more detail, the better. You can list the hazards you perceived led to the incident or use the WorkSafe recommendations.</p> <p>Please note that although the workplace incidents in the case studies have actually occurred, the names, dates and locations have been changed/created to give you more information when completing the report, and for privacy reasons are not real.</p> <p>What recommendations would you make to ensure that an accident like this wouldn't happen again?</p>

Completing this task will help you;

- Understand the reality and danger of workplace accidents
- Identify workplace hazards and preventative measures
- Understand that WorkSafe is governing body that enforces laws and regulations

When you have filled out and completed an incident report form, print it out so it can be assessed by your teacher/trainer.

[Case Study 1](#)

[Case Study 2](#)


[Case Study 3](#)

[Case Study 4](#)

[Case Study 5](#)

Lesson 7 – Emergency Response Plan

Slide #	Text
1	<p>This lesson guides you 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 you will be working on later during the final lesson.</p> <p>It is up to the teacher whether you should create your own emergency response plan template or use the one provided.</p> <p>Once completed, hand in your worksheet/s for your teacher/trainer to assess, along with the assessment cover page if required.</p>
2	<p>Lesson Start</p> <p>In this lesson you will be creating an emergency response plan for a chosen workplace.</p> <p>The person (employer/manager/owner) who has responsibility for the workplace has specific obligations for emergency evacuations – including having an evacuation procedure in place to protect anyone at the workplace in the event of an emergency; and a general ‘duty of care’ obligation to prepare for potential emergencies that might occur – including identifying potential hazards that could arise in case of an emergency and ensuring that workers will not be exposed to them.</p>
3	<p>Procedures need to be developed for emergencies such as, (where reasonable)</p> <ul style="list-style-type: none"> • accidents • medical emergencies • fire, both structural and bush fires • cyclones / destructive winds • floods <p>It is best practice to have emergency telephone numbers and call signs readily available as part of the emergency procedures. In addition, the address of the property and easy directions on how to get there are vital for emergency procedures. A list of emergency telephone numbers should include:</p> <ul style="list-style-type: none"> • hospital • doctor

	<ul style="list-style-type: none"> • ambulance • fire brigade • police station • shire office • Poisons Information Centre 13 11 26 (for Australia only)
4	<p>First Aid</p> <p>The initial treatment a person receives directly after an injury, accident or when they become ill at work is extremely important.</p> <p>A first aid kit may be of any size, shape, or type providing it is large enough to contain all the supplies required to suit the property and the types of injuries that may occur. First aid kits need to be provided and located to ensure they are immediately accessible. Access for people working in isolated or remote locations must be taken into account. Additional information on or near the top of a first aid kit should include the name, address and telephone number of the nearest medical or emergency service; and instructions for emergency treatment of injuries that may be specific to the workplace.</p> <p>The level of training for first aid needs to be determined when first aid facilities and services are being planned. As a general rule, the more remote the property is from professional medical help, the higher the standard of first aid training is required. As an absolute minimum one person who is at the property all the time must hold current first aid qualifications.</p> 
5	<p>What's The Plan?</p> <p>You can find a worksheet for an emergency response plan here.</p> <p>Alternatively, your teacher/trainer may wish you to create your own and use the provided template as an example.</p> <p>To help you in understanding emergency response plans and what they are for, an e-learning lesson is provided here – (no longer available).</p>

Choose element six on the menu screen when it appears.


Simply complete and print-out the worksheet and hand into your teacher/trainer for assessing.




Lesson 8 – WHS Induction

Slide #	Text
1	<p>In this final lesson, you are to develop and design a basic WHS induction kit, or safety video, for new young workers. The worksite to be used for your induction kit/safety video can be either a virtual one or one that you have visited within the school, or one that you are currently working in.</p> <p>The induction kit that you 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, you 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">• Workplace Inspection• Emergency Procedure Plan• Incident Reporting <p>You are encouraged to research and look at existing WHS induction processes and documentation and use your research as a framework for your own documents, (some are provided as examples).</p> <p>Once completed, hand in your worksheet/s for your teacher/trainer to assess, along with the assessment cover page if required.</p>
2	<p>Lesson Start</p> <p>In this final task you are to develop and design a basic WHS induction kit, or safety video, for new young workers. The worksite to be used for your induction kit/safety video can be either a virtual one or one that you have visited within the school, or one that you are currently working in.</p> <p>The induction kit/safety video that you create is in no way to be regarded as an actual induction kit for a workplace and is for assessment purposes only. As an alternative, you can script an induction video approximately 3-5 minutes in length, dependant on your school's resources and capabilities.</p> <p>Work completed and document templates used in previous tasks should be used as part of the induction kit, such as</p> <ul style="list-style-type: none">• Workplace Inspection - Lesson 5• Emergency Procedure Plan - Lesson 7• Incident Reporting - Lesson 6



3	<p>What's A WHS Induction?</p> <p>This is the final task for the SmartMove course. Now we have to gather up all the research and work we have done, and use that to help us write up a WHS Induction Kit for a workplace of our choice. We can use one of the virtual workplaces from task one, one of the workplaces we've visited in the school, or even a workplace you actually work in.</p> <p>An induction is when your employer formally informs you of policy and procedures that exist in your workplace, or simply put, how things are done. An occupational health and safety induction is used by employers to inform new employees what hazards currently exist in the workplace and how they are controlled and contained.</p> <p>Induction kits also state what to do in an emergency, and what an emergency is likely to be. They are also used to give new employees other relevant health and safety information.</p> 
4	<p>How To Start</p> <p>After choosing a workplace, you now need to look at what issues and hazards need to be addressed in your induction. The best way of doing this is by first looking at the worksite inspection you completed earlier. If you are developing an induction kit for a workplace that you didn't previously inspect, you can still use the headings and categories to help you kick-start this task.</p> <p>To make it easy to start, here is a list of things that may need to be addressed in your induction kit, (use these as headings if needed);</p> <ul style="list-style-type: none"> • Chemicals and harmful substances

	<ul style="list-style-type: none"> • Electricity • Health topics • Manual tasks - lifting • Slips and trips • Violence, aggression and bullying • Human factors • Evacuation • New and young workers • Work experience • Machinery and plant • Guarding • Noise • Work practices • Confined space • Working at heights • Working alone • WHS system checklist <p>Not all of these topics will need to be addressed, although you will find that many will be included. It is recommended that you use <u>this e-learning lesson</u> – (no longer available) as a reference to your WHS Induction kit/video/presentation if you're not sure where to start.</p>
5	<p>How To Continue</p> <p>Below is an example of how you can begin your induction kit, through focus questions, using chemicals as an example;</p> <ul style="list-style-type: none"> • What harmful chemicals are used in the workplace? • How and where are they stored? • What are they used for? • What is the procedure for handling them? (PPE etc) • If the workplace was a kitchen or cafeteria, the responses might be;

	<p>What harmful chemicals are used in the workplace?</p> <p>Ammonia and bleach</p> <p>How and where are they stored?</p> <p>In a locked cupboard under the kitchen sink</p> <p>What are they used for?</p> <p>Cleaning the floors at the end of the workday</p> <p>What is the procedure for handling them? (PPE etc)</p> <p>No direct contact with skin or eyes, use of latex gloves and a disposable fume mask, diluted with water into a bucket</p> <p>You now have some basic WHS information that can be put under the chemicals heading if the workplace you were working in was a kitchen. Following this example of focus questions for each category that needs addressing will quickly help students develop a basic WHS induction kit.</p> 
6	<p>What To Include</p> <p>On the previous page is some basic WHS information that can be put under the chemicals heading if the workplace you were working in was a kitchen. Following this example of focus questions for each category that needs addressing will quickly help you develop a basic WHS induction kit.</p> <p>Things that should be included in the induction;</p> <ul style="list-style-type: none"> • A map of the workplace with an evacuation plan • Location of first aid kits and fire extinguishers • Location of emergency exits and isolating switches

	<ul style="list-style-type: none"> • A list of workers that are first aid trained, safety officers and fire marshals, etc. • An emergency procedure plan (Lesson 7). • An example of how to complete an incident report form (Lesson 6). • Information on the responsibility of the worker and employer in regards to health and safety in the workplace (Lesson 3 & 4). • Safe operation of machinery • How to properly wear and use PPE • How to remove waste • Drug and alcohol guidelines • Included also is an WHS induction checklist and a sample WHS induction pack <p>It is generic and “wordy” and should be used only as a guide and example. You can use the provided checklist to help you complete your own kit or safety video.</p>
7	<p>Completed</p> <p>Once you have completed the WHS induction manual or video, use the checklist to make sure you have included as much information as possible before handing it in to your teacher/trainer to be assessed.</p>