



Government
of South Australia

SafeWork SA

TEACHERS' TOOLBOX

[Health and safety is important at work](#)

[Employer responsibilities to protect workers](#)

[Employee rights and responsibilities](#)

[Identifying, understanding and controlling
workplace hazards](#)

[Recognising and protecting yourself from a range
of hazards](#)

[Personal protective equipment](#)

[Emergency procedures](#)

[Work-related injury and illness](#)

[Workplace hazardous substances](#)

[OHSW-related organisations](#)

[Additional information](#)





Government
of South Australia

SafeWork SA

Health and safety is important at work

Resources:

[Teaching notes](#)

[Student activity 1 – Workplace safety](#)

[Student activity 2 – Safety signs](#)

[Menu](#)



What is a workplace?

- A workplace is anywhere a person does their job e.g.
 - Factories
 - Offices
 - Hospitals
 - Classrooms and school yards
 - Shops, shopping centres
 - Restaurants, hotels and cafés
 - Construction/building sites e.g. houses



Government
of South Australia

SafeWork SA

What is an employee?

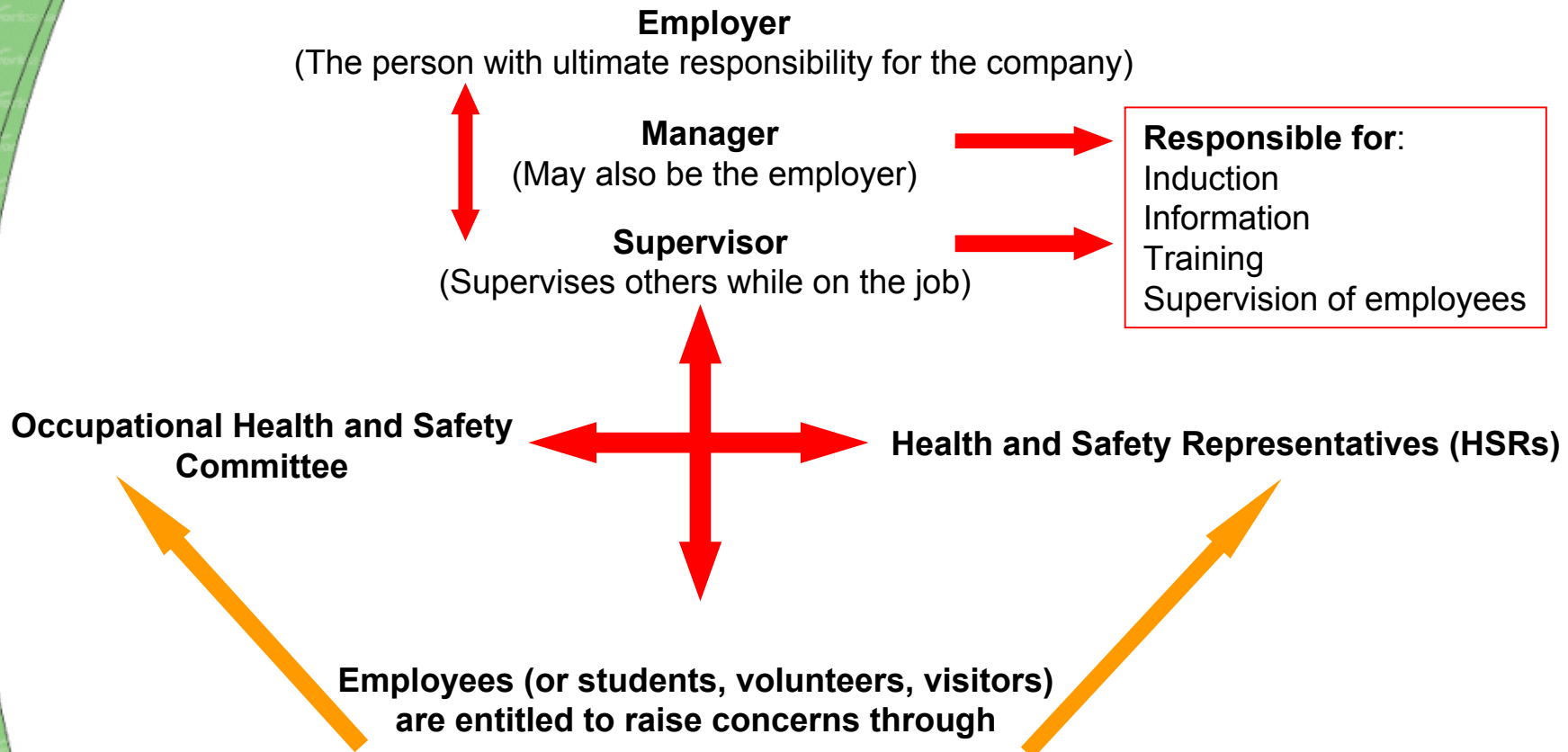
- An employee is a person employed under a contract
- Work experience students are also employees
- Employers must protect the health and safety of all employees

[Menu](#)

What is a safe working environment?

- A safe working environment is a workplace that is free of hazards and risks to the people working there
- Workplace safety = Occupational Health, Safety and Welfare (OHSW)
- Employers are responsible for providing a safe work environment
- Employees are required to keep their work area clean and tidy and ensure their actions do not create an unsafe working environment

Who has OHSW responsibilities in the workplace?



How are workplaces made safer?

- Safe workplaces have:
 - Policies and procedures explaining people's roles and responsibilities
 - Safe operating procedures (SOPs) for people to follow when operating machinery or doing hazardous work
 - Guards on dangerous machines
 - Systems for reporting hazards and taking action

How you can be safer at work

- Ensure you do the following:
 - Only perform tasks that you have been trained to do safely (including using or operating equipment)
 - Only use machines that are safe to operate
 - Always use machine guards for dangerous machinery
 - Store hazardous substances in a safe place
 - Follow safe operating procedures (SOPs) and wear the right protective equipment if required by the SOP

How you can be safer at work (cont.)

- You have a duty of care in the workplace, so don't put other workers at risk:
 - Put up barriers, guards or signs to protect and warn others in the workplace if the job you are doing might be dangerous (e.g. grinding sparks, dust or digging a hole)
 - Keep your work area as clean as possible, clean up spills as soon as possible
 - Practical jokes put people at risk of injury
 - **don't joke around in the workplace**
- Report hazards – if you see something that is unsafe, advise your supervisor or employer
- Report accidents – when you or another worker is injured, be sure to report it to the employer

Health and safety is important at work (summary)

- The safety law is the *Occupational Health, Safety and Welfare Act 1986*
- The OHSW law applies to all workers, including full-time, casual, part-time, visitors, volunteers and work experience students
- The OHSW law places safety obligations on various parties in the workplace e.g. employers, managers, supervisors and workers
- A safe working environment will have policies, procedures, safety signs, safety equipment and reporting systems



Government
of South Australia

SafeWork SA

Employer responsibilities to protect workers

Resources:

[Teaching notes](#)

[Student activity – Case study](#)

[Menu](#)





Government
of South Australia

SafeWork SA

Things your employer must provide

- A safe work environment
- Safe systems of work
- Information, instruction and training
- Supervision
- Personal protective equipment when required
- Plant, equipment and substances in a safe condition
- Freedom from:
 - discrimination
 - harassment
 - bullying
 - violence

[Menu](#)



Government
of South Australia

SafeWork SA

Supervisors' responsibilities

- OHSW policies and procedures
 - Implement policies and procedures
 - Conduct regular workplace inspections to identify hazards
 - Consult with staff, including health and safety representatives
 - Assess risks and implement controls
 - Ensure suitable personal protective equipment is provided, used and maintained
 - Consult with health and safety representatives (HSRs)



Government
of South Australia

SafeWork SA

Supervisors' responsibilities (cont.)

- Training and instruction
 - Provide appropriate level of supervision to new and existing staff
 - Ensure all staff are trained
- Respond promptly and appropriately when advised of OHSW issues
- Maintenance
 - Ensure general work area is maintained in a safe condition (housekeeping)



Government
of South Australia

SafeWork SA



Employee rights and responsibilities

Resources:

[Teaching notes](#)

[Student activity – Sample employee
induction checklist](#)

[Menu](#)

When starting a new job

- You are entitled to:
 - An induction into the workplace
 - Information about first aid facilities and emergency exits
 - An introduction to staff you can approach about OHSW
 - Information about where necessary forms are available and who to give them to

When starting a new job (cont.)

- You are also entitled to:
 - Information and training on the work to be done
 - Information about relevant hazards in the workplace or in connection to the work
 - Training for any equipment you will be using **before** you use it
 - The appropriate level of supervision

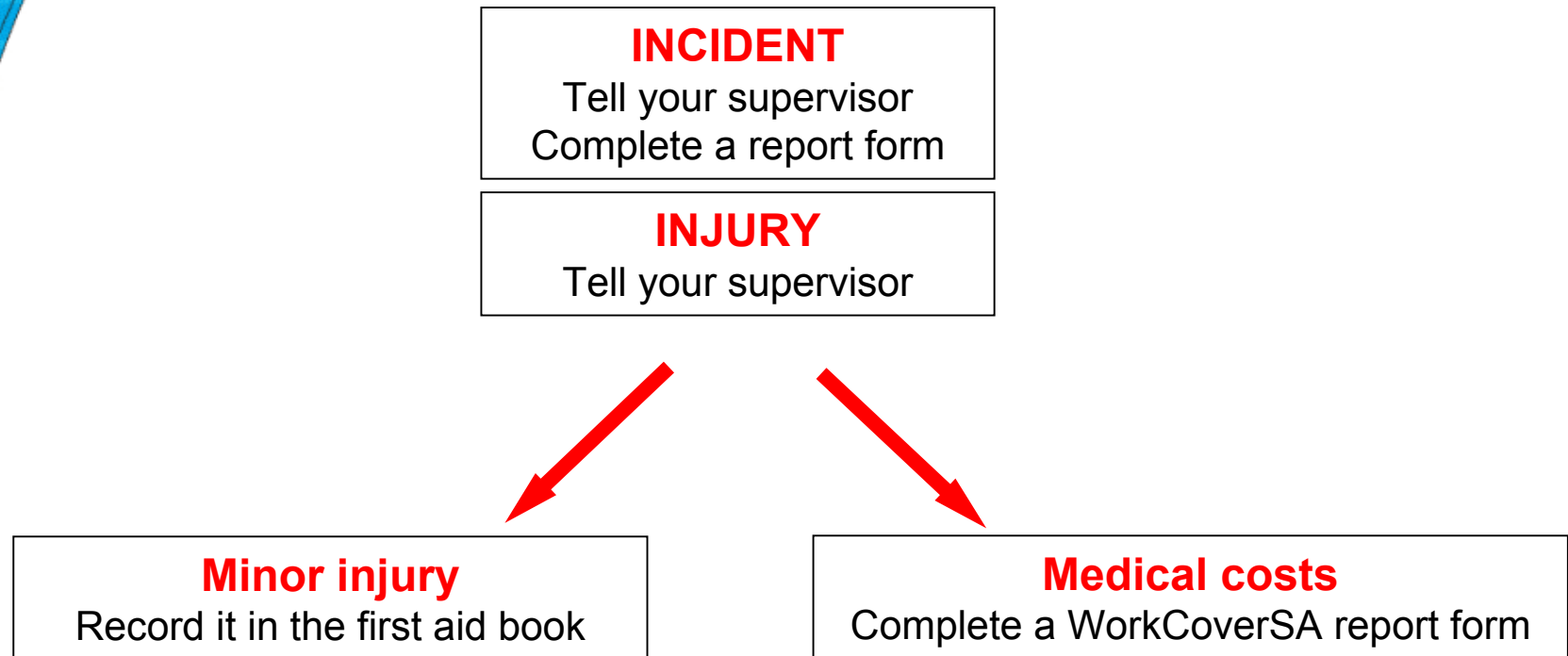
Things you must do

- Follow reasonable instructions
- Work safely and wear protective equipment when it is required
- Follow the correct procedures when you are doing your job
- Report accidents and near misses to your employer or health and safety representative
- Make sure you are not affected by drugs or alcohol

In short, you are required to:

- Protect your own health and safety at work
- Avoid putting your fellow workers or the public at risk

Incidents and injuries – what to do



If you feel unsafe, DO NOT continue working!
Speak to the supervisor and your school contact



Government
of South Australia

SafeWork SA



Identifying, understanding and controlling workplace hazards

Resources:

[Teaching notes](#)

[Student activity – Workplace hazards](#)

[Problem-solving worksheet](#)

[Menu](#)



Government
of South Australia

SafeWork SA

What is hazard management?

- Hazard identification – know what the dangers are in the workplace
- Risk assessment – determine what the risk is that someone may be injured
- Risk control – implement measures to prevent injury or illness

[Menu](#)



Government
of South Australia

SafeWork SA

Hazard management definitions

- Hazard (the problem)
 - Any situation with the potential to cause injury or illness
- Risk (how bad is it?)
 - How likely is it that the hazard will cause injury or illness?
- Controls (the solution)
 - The aim is to eliminate or minimise the risk of injury
 - Controlling the risks at the source is much more effective in preventing injury and illness
 - Prioritise which hazards are the most dangerous and will therefore need to be controlled first

[Menu](#)

Hazard management definitions (cont.)

- To decide which hazards are the most dangerous and need to be controlled, compare:
 - The probability of an injury
 - How often is the hazard found in the workplace or how likely is it that someone will be injured if exposed to the hazard?
 - The consequences of an injury
 - If a person is injured when working with the hazard, how serious is the injury likely to be?



Government
of South Australia

SafeWork SA

Hazard and risk examples

- **Hazard:** Manual handling e.g. lifting, carrying, pushing or pulling things
- **Risk:** Sprains, strains, over-use injuries

- **Hazard:** Plant and equipment e.g. powered machinery
- **Risk:** Crush injuries, amputations or fractures

- **Hazard:** Electricity e.g. worn or broken cords
- **Risk:** Electric shock or electrocution

- **Hazard:** Chemicals e.g. acids, flammable liquids
- **Risk:** Burns, skin irritations, breathing problems, poisoning

- **Hazard:** Noise e.g. machinery, general workplace noise
- **Risk:** Short and long-term hearing damage

[Menu](#)

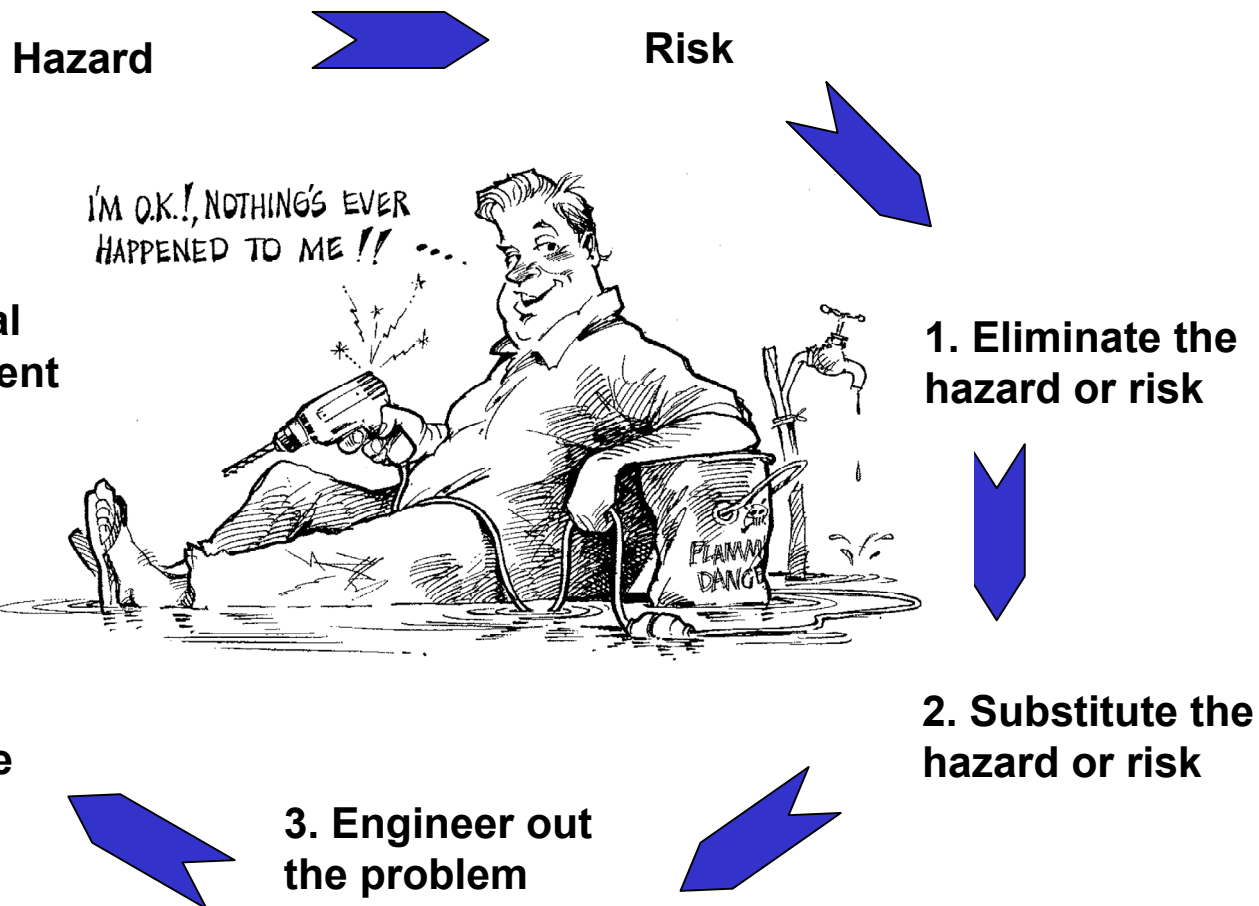


Government
of South Australia

SafeWork SA

Hazard control process

'The Hierarchy of Control'



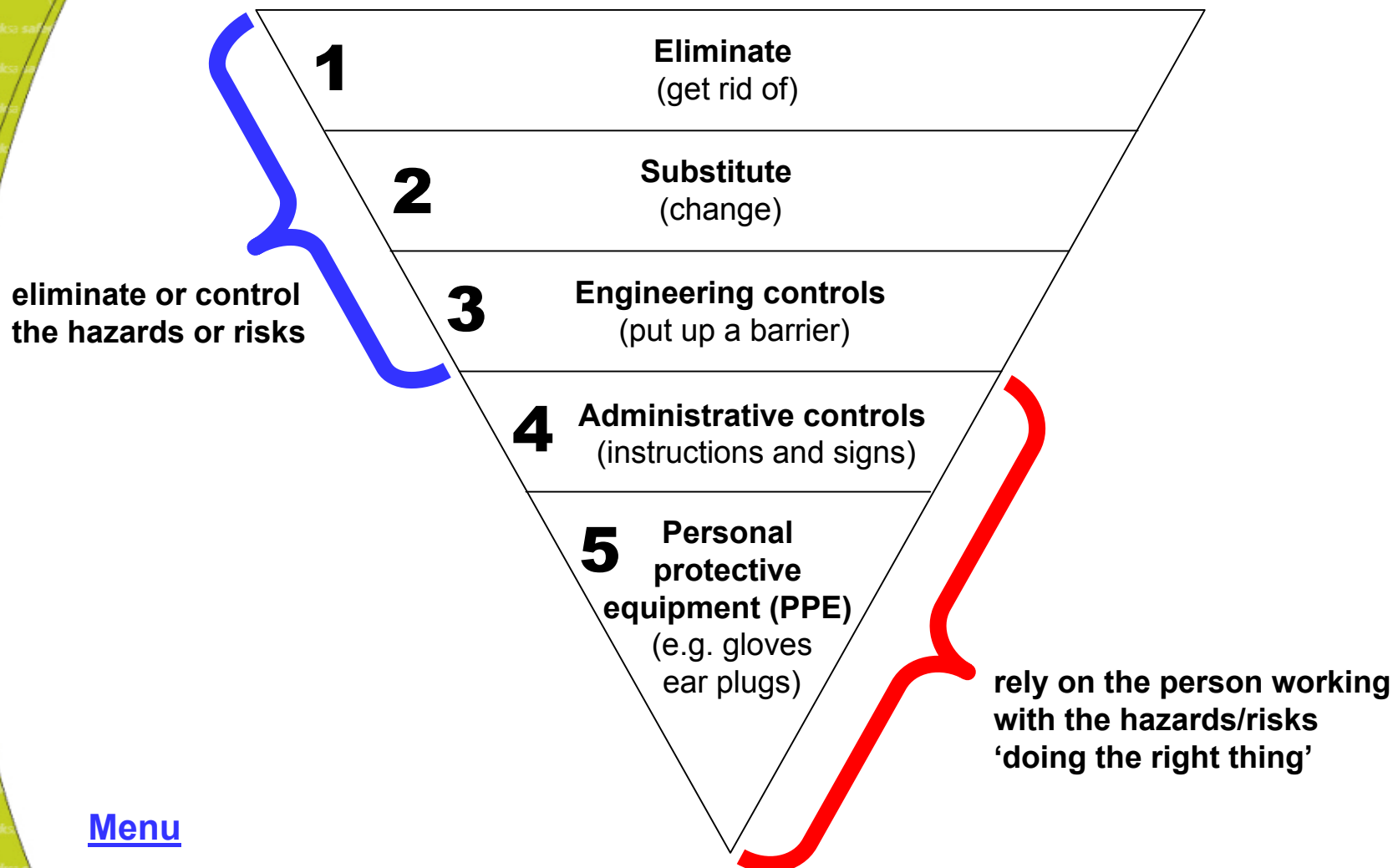
[Menu](#)



Government
of South Australia

SafeWork SA

Hierarchy of control measures





Government
of South Australia

SafeWork SA

Recognising and protecting yourself from a range of hazards

Resources:

[Teaching notes](#)

[Menu](#)



Physical hazards

- Physical hazards have the potential to cause injuries that may need immediate treatment e.g. cuts, broken bones, and burns
- The outcome of a physical hazard can be immediate or develop over a longer period of time

Physical hazards (cont.)

- Examples of physical hazards include:
 - Work environment, tools and equipment, materials and surfaces
 - Electrical hazards
 - Lifting and carrying
 - Working above or below others
 - Slippery floor surfaces
 - Fire/explosion
 - Poor housekeeping (e.g. clutter, unsafe storage)
 - Unguarded machinery
 - Confined spaces
 - Motor vehicles
 - Hand tools and sharp implements
 - Noise and temperature
 - Poor ergonomics

Biological/health hazards

- Biological/health hazards tend to be less obvious but are equally dangerous and can cause severe injury
- These hazards are varied and found in many work environments. They include:
 - Infectious diseases
 - Bodily fluids
 - Bacteria
 - Insects
 - Unsanitary conditions
 - Plants

Ergonomic hazards

- *Ergonomics* is the study of how your job and workplace is designed and arranged to suit your body's characteristics
- Ergonomic hazards are tasks that can cause immediate injuries or develop over time. Early warning signs should not be ignored

Ergonomic hazards (cont.)

- Examples include:
 - Lifting and carrying
 - Sitting at desks
 - Restrictive work areas
 - Poor design of the workplace
 - Poor lighting or noisy conditions
 - Excessive workloads
 - Repetitive work activities
 - The pace of work
 - Vibration

Psychological hazards

- Stress is the main psychological hazard in a workplace
- Factors that create stress are sometimes hard to identify but can include:
 - Elements of the job itself
 - Outside pressures or problems
 - Discrimination
 - Harassment
 - Bullying

Discrimination

- Discrimination means noting the difference or making a distinction in favour or against a person or thing
- It is against the law to discriminate against people because of certain personal characteristics, or because they belong to a particular ethnic group
- All workplaces should be free from discrimination and harassment

When is discrimination against the law?

- It is against the law to treat a person unfairly because of their:
 - Age
 - Sex
 - Race
 - Disability, or a past disability or presumed disability
 - Sexuality, or presumed sexuality
 - Marital status
 - Pregnancy
- Equal opportunity also makes sexual harassment and victimisation unlawful

Direct and indirect discrimination

- Direct discrimination – intentionally treating someone unequally
- Indirect discrimination – occurs when there is a policy or ‘way of doing things’ that seems to be fair, but has an unequal effect on certain groups of people

Areas of discrimination

- It is unlawful to treat anyone unfairly on the basis of their age, sex, race, impairment, sexuality, marital status or pregnancy in the following areas of public life:
 - Employment
 - Job advertisements, applications, recruitment, promotion, transfer, training and dismissal
 - Full or part time work, contract, casual or unpaid work
 - Customer service
 - Dealings with business, professions, trades or government
 - Accommodation

Areas of discrimination (cont.)

- Renting flats, rooms or houses, and staying in hotels, motels and caravan parks
- Selling land
- Clubs and associations
- Membership, conditions and playing rights
- Education
- Granting qualifications
- Advertising

Discrimination example

- Kate, 16, worked at a fast food chain after school. She found out that she was not getting the same pay as the boys even though she was doing the same work and they were the same age
- Kate has been discriminated against on the ground of sex

Discrimination example

- Kylie just found out she has Chronic Fatigue Syndrome. She was offered a job as a veterinary nurse in a metropolitan practice, and the business accepted her knowing she had this disability. However, after three weeks she was sacked. Kylie was told they would have to 'let her go' because the impairment was affecting her work. Kylie felt as though she had been managing fine and had not been given the opportunity to prove it
- Kylie has experienced disability/impairment discrimination
- Video – 'Sitting down on the job'



Government
of South Australia

SafeWork SA

‘Sitting down on the job’



[Menu](#)

Discrimination example

- Linda, who had worked for a supermarket since she was 15 years old, had just turned 18. She used to consistently receive 16 hours per week, however, over the last few years her hours had steadily reduced, despite new positions for juniors being advertised. When Linda asked her supervisor about this, she was told that it was because of her age she was more expensive to employ than junior staff. Soon after this, she found she was not rostered on for any further work
- Linda has experienced age discrimination
- Video – ‘Generation gap’



Government
of South Australia

SafeWork SA

'Generation gap'



[Menu](#)

Sexual harassment

- Sexual harassment occurs when there is some sort of unwelcome sexual advance, request for sexual favours, or verbal or physical sexual behaviour that results in another person feeling afraid, humiliated or offended
- If two people are attracted to each other and consent to sexual behaviour, it is not sexual harassment

Sexual harassment (cont.)

- It may include:
 - Staring and leering
 - Unwelcome touching or contact
 - Persistently seeking your attention when you have said 'no'
 - Unwelcome comments or telling rude jokes in your presence
 - Personal questions or comments based on sex or sexuality
 - Direct or implied propositions or requests for dates
 - Promising reward for a favour based on sex
 - Sexual insults
 - Posters, calendars, screensavers of a sexual nature
 - Inappropriate SMS or email

Sexual harassment is against the law

- Both males and females can sexually harass and be sexually harassed. The people involved do not have to be of the opposite sex
- Sexual harassment is against the law in four areas:
 - Employment, including work experience but not including private household jobs, such as babysitters and house cleaners
 - The provision of education, including public and private institutions such as schools and colleges
 - The provision of goods and services
 - The provision of accommodation, including rental properties, motels and caravan parks

The difference between flirting and sexual harassment

- **Flirting** makes you: **non-threatening**
 - Feel good
 - Feel flattered
 - Flirt back
 - Smile
 - Feel on top of the world

- **Harassment** makes you: **threatening**
 - Feel bad and/or humiliated
 - Feel embarrassed, offended or intimidated
 - Want to get away from the other person
 - Cry
 - Feel out of control

Flirting and sexual harassment in the workplace

Welcome behaviour	Unwelcome behaviour
You get asked out on a date	The person keeps asking you out after you say 'no'
You get asked out on a date	Your boss asks you out and says he'll fire you if you say 'no'
Shaking hands	Hugging, kissing, patting, pinching
Complimenting your shoes, suit, haircut etc	Commenting on clothing and physical features with sexual overtones

Sexual harassment example

- Alexis, a year 10 student, does her work placement at a local radio station. Her supervisor there, Mark, asks her questions like 'do you have a boyfriend?' and 'have you ever been out with an older guy?'. He insists that Alexis gives him her mobile number 'for OHSW reasons' and sends her messages while she's at work as well as after work. The messages include personal comments like 'you are looking gorgeous today' and 'what are you doing after work tonight?'. Late one afternoon Mark brushes up against Alexis in the kitchen
- What would you do if you were Alexis?

Sexual harassment example

- Tom, a 15-year-old on work placement with a small building company, was asked by some apprentices whether he was gay. They commented on him visiting gay bars, and implied that he was a paedophile. One day one of the guys grabbed him from behind and rubbed up against him. This behaviour continued for the whole week and Tom changed his mind about wanting to work in the building industry
- What is wrong with the way the apprentices treated Tom?

Racial harassment

- This is the unfair treatment of people because of their race, the colour of their skin, and country of birth, ancestry, ethnic origin or nationality
- It is also racial discrimination if you are treated unfairly because of the race of the people you live or associate with, like relatives, friends or workmates

Racial harassment (cont.)

- May include:
 - Repeatedly mimicking accents
 - Calling racist names
 - Telling racist jokes or making racist comments
 - Damaging property because of cultural background
 - Racist graffiti
 - Refusing to communicate or isolating because of cultural background
 - Allocating tasks which are dirtier, less challenging or more repetitive because of cultural background

Racial harassment example

- Habib, a 15-year-old Iranian student, took on a work placement in the kitchen of a city restaurant. On the first day, Jason, the new chef, asked him if he was the cousin of one of the London Bombers, because of his religion and colour of his skin and hair. Habib said it was not funny and left the kitchen, feeling humiliated and insulted. Habib told one of the managers, but they pressured him to resolve it without making a fuss by saying, 'this is what it's like in the real world'. Habib did not finish his placement. He stayed home the rest of the week
- How do you think the manager should have handled Habib's complaint?
- How do you think this incident could affect Habib in the future?

Workplace bullying

- 'Any behaviour that is **repeated, systematic** and directed towards an employee or group of employees that would victimise, humiliate, undermine or threaten a person AND creates a **risk to health and safety**' [Section 55A(1) *OHSW Act 1986*]
 - **Repeated** – refers to the persistent or ongoing nature of the behaviour and can refer to a range of different types of behaviour
 - **Systematic** – refers to having, showing or involving a method or plan. Whether the behaviour is systematic or not will depend on an analysis of each case
 - **Risk to health and safety** – includes the risk to the emotional, mental or physical health of the person in the workplace

Duty of care

- The safety laws state that it is the employer's responsibility to provide a safe workplace. This includes a duty of care for workers' health and wellbeing, which may be affected by bullying

Types of workplace bullying

- Workplace bullying can be obvious and aggressive. It may include:
 - Abusive, insulting or offensive language
 - Behaviour or language that frightens, humiliates, belittles or degrades including criticism delivered with yelling and screaming
 - Teasing or regularly making someone the focus of practical jokes
 - Displaying material that is degrading or offending
 - Spreading rumours, gossip and innuendo of a malicious nature

Types of workplace bullying (cont.)

- Violence, assault and stalking are extreme forms of bullying that constitute a criminal offence. Such behaviour must be reported directly to the police
- Examples include, but are not limited to:
 - Harmful or offensive initiation practices
 - Physical assault or unlawful threats

Types of workplace bullying (cont.)

- A client, customer, business contact, individuals or a group can also engage in workplace bullying. It can be subtle and may include behaviour such as:
 - Deliberately isolating or excluding a person from normal work practices
 - Intruding into a person's space by pestering, spying or tampering with their personal property or work equipment
 - Intimidating a person through inappropriate personal comments, belittling opinions or unjustified criticism

Types of workplace bullying (cont.)

- Bullying can also be covert (hidden) behaviour that undermines, treats less favourably or takes control away from others. Examples may include:
 - Overloading a person with work
 - Setting timelines that are very difficult to achieve, or constantly changing deadlines
 - Setting tasks that are unreasonably beyond a person's ability
 - Ignoring or isolating a person
 - Deliberately denying access to information, consultation or resources
 - Unfair treatment in relation to accessing workplace entitlements, such as leave or training

What workplace bullying is not

- Bullying behaviour does not include:
 - Reasonable action taken by an employer to transfer, demote, discipline, counsel, retrench or dismiss an employee
 - A reasonable decision by an employer not to promote, transfer or offer a benefit to an employee
 - Reasonable administrative action taken by an employer in relation to an employee's employment
 - Reasonable action taken under an Act affecting an employee

Workplace bullying – what you can do

- Often, people are afraid to report bullying, yet bullies can rely on the very silence of their victims to keep on harassing them. If you are being bullied, you should tell somebody or follow a more formal approach
- The following personal and informal steps are recommended as a first approach in dealing with most bullying cases
- Keep a record
 - Keep a detailed record of what happened, the place, the date and time, and anyone who saw or heard what happened

Workplace bullying – what you can do (cont.)

- Check if there is a policy
 - Check if the employer has a policy and complaint procedure, it may have been mentioned as a part of the induction session
- Get advice
 - There may be someone at the workplace you can talk to, there may be a designated person you can go to
 - Your parents or school contact person
 - The health and safety representative
 - A union representative
- In South Australia, you can also contact:
 - Equal Opportunity Commission, Office of the Employee Ombudsman, SafeWork SA, or the Working Women's Centre
- Remember, no matter who is doing the bullying in the workplace, it is the employer's responsibility to address it



Government
of South Australia

SafeWork SA

Personal protective equipment (PPE)

Resources:

[Teaching notes](#)

[Student activity – Match equipment to jobs](#)

[Menu](#)





Government
of South Australia

SafeWork SA

What is personal protective equipment (PPE)?

- PPE is any clothing, equipment or substance designed to protect you while working
- It is the last measure of control – you should look at the other measures first
- Examples include:
 - Goggles
 - Glasses
 - Face shield
 - Respiratory mask
 - Ear muffs
 - Ear plugs
 - Gloves
 - Boots
 - Helmet
 - Apron

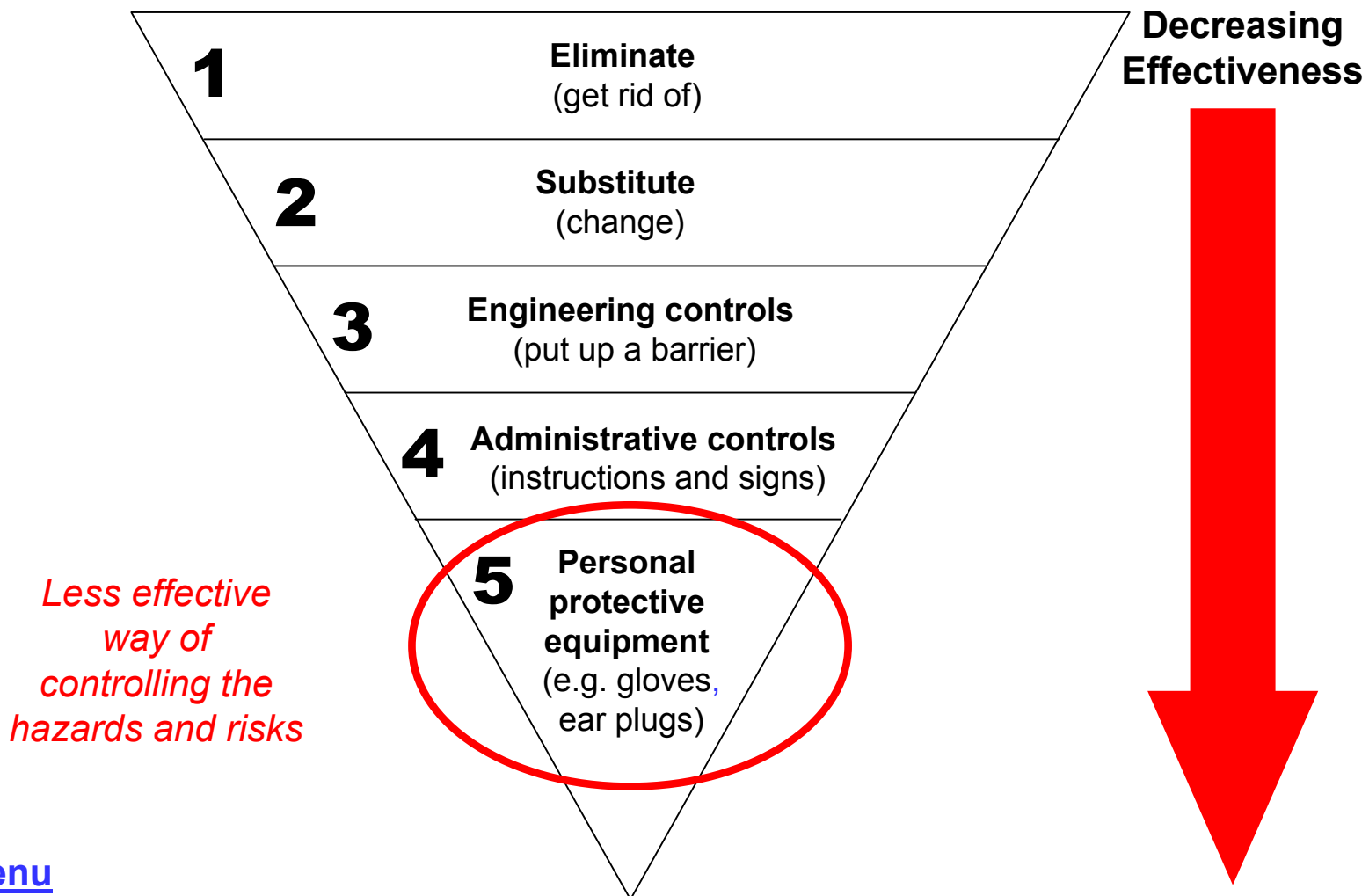
[Menu](#)



Government
of South Australia

SafeWork SA

Hierarchy of control measures





Government
of South Australia

SafeWork SA

When should you use PPE?

- PPE is the last option as a means of protection and should be used in conjunction with other control measures
- It may have to be worn when operating a machine that has guards fitted
- A Safe Operating Procedure (SOP) may require you to wear PPE while doing a job
- Use PPE:
 - If you feel unsafe
 - When instructed to by your supervisor or team coordinator
 - A material safety data sheet or warning sign tells you to
 - If there is a chance of injury

[Menu](#)



Government
of South Australia

SafeWork SA

PPE responsibilities

- You should:
 - Wear PPE when you need to
 - Look after it and keep it clean
 - Use it properly
- Your employer should:
 - Provide you with PPE when needed
 - Train you on how to use it properly
 - Replace broken equipment
 - Make sure it fits you

[Menu](#)



Government
of South Australia

SafeWork SA

Selecting PPE

- PPE should:
 - Be appropriate for the type of work
 - Give adequate protection to the user
 - Not create additional health or safety risks
 - Not interfere with any medical conditions of the user
 - Be compatible with other PPE being used
 - Fit properly
 - Be easy to use
 - Be comfortable
 - Comply with relevant Australian Standards

[Menu](#)



Government
of South Australia

SafeWork SA

PPE examples



**HEARING PROTECTION
MUST BE WORN**



**FOOT PROTECTION
MUST BE WORN**



**FULL FACE RESPIRATORY
PROTECTION
MUST BE WORN**



**HAND PROTECTION
MUST BE WORN**



Government
of South Australia

SafeWork SA

Storing and maintaining PPE

- PPE should be:
 - Stored in a way that ensures its cleanliness and functionality
 - Checked regularly during storage and use
 - Maintained to ensure it is effective
 - Repaired or discarded if damaged or defective



Government
of South Australia

SafeWork SA

PPE activity

- What PPE would an employer have to supply for a:
 - Firefighter
 - Pest control worker
 - Welder
 - Fruit picker who works outside on a regular basis
 - Kitchen hand in a café
 - Cleaner in an automotive workshop
- Select from:
 - Face shield, earplugs, respiratory mask, glasses, earmuffs, helmet, gloves, sunglasses, boots, goggles, apron, sunscreen, broad-brimmed hat

[Menu](#)



Government
of South Australia

SafeWork SA

Emergency procedures

Resources:

[Teaching notes](#)

[Student activity 1 – Emergency procedures](#)

[Student activity 2 – Word search](#)

[Word search answers](#)

[Menu](#)





Government
of South Australia

SafeWork SA

What is a workplace emergency?

- A workplace emergency is any unforeseen situation at work that requires urgent action
- Examples of workplace emergencies include:
 - Fire
 - Gas leak
 - Chemical spill
 - Bomb threat
 - Robbery or violent incident
 - Serious injury
 - Power failure
 - Environmental incidents – flood, storm or earthquake

[Menu](#)



Government
of South Australia

SafeWork SA

Impact of workplace emergencies

- Workplace emergencies have the potential to cause significant losses including:
 - Loss of life
 - Injury to employees/visitors/general public
 - Property and product damage
 - Equipment damage
 - Loss of information
 - Community damage
 - Environmental damage
 - Loss of production

[Menu](#)



Government
of South Australia

SafeWork SA

Knowing what to do in an emergency

- If you know what to do in an emergency, you are much more likely to make the right choices on what to do e.g.
 - If a worker is injured – find a first aid officer
 - If there is a fire – raise the alarm, find a fire warden
 - If there is a chemical spill or a gas leak – warn other workers in danger and tell a supervisor
- It is important that your workplace has a plan to respond to emergencies



Government
of South Australia

SafeWork SA

What is an emergency plan?

- An emergency plan documents the actions required in the event of an emergency e.g. your school evacuation procedure
- If there is a dangerous situation, an evacuation procedure might include the following steps:
 1. Make your work area as safe and secure as possible
 2. Go straight to the designated assembly point
 3. Do everything that the supervisor tells you to
 4. Walk, do not run, to the assembly point
 5. Stay at the assembly point until you are told you can go

When should I be told about emergency procedures?

- You should be told about emergency procedures during your induction into the workplace – this should happen **before** you start doing the work!
- Staff are often provided with an ‘induction manual’ which should include information about emergency procedures and important contacts and their telephone numbers



Government
of South Australia

SafeWork SA

Know where to find key staff and equipment

- Make sure you know the location of:
 - The nearest emergency exits
 - Emergency equipment relevant to your work and the nearest fire extinguisher (and how to use them)
 - The nearest first aid officer and first aid kit
 - Any isolating electrical switches and gas taps relevant to your work area
- It is important that you know how to use fire extinguishers and other emergency equipment



Government
of South Australia

SafeWork SA

Work-related injury and illness

Resources:

[Teaching notes](#)

[Case studies](#)

[Student activity 1 – Work-related injuries](#)

[Student activity 2 – Effect of work-related injuries](#)

[Menu](#)





Government
of South Australia

SafeWork SA

Work-related injury and illness

- Work-related injury or illness occurs at work or as the result of work
- Examples include:
 - A worker trips over an electrical cord, falls to the ground and suffers a broken wrist
 - A worker is unknowingly exposed to a hazardous chemical and later becomes ill at home
- Work-related injuries and illness can result in death or disability
- Where medical treatment is required, make sure you tell the doctor that the injury happened at work

[Menu](#)



Government
of South Australia

SafeWork SA

Work-related injury statistics

- Around 3,000 workers die as a result of work-related injuries or illnesses each year in Australia
- Up to 600,000 people claim workers compensation in Australia
- Annually this costs Australia \$10 – \$15 billion
- Up to 33 new workers are injured every day in SA
- 15-24 year olds have a 75% greater risk of being injured at work



Government
of South Australia

SafeWork SA

Costs of work-related injuries to employees

- Workers compensation covers loss of wages and the costs for treatment
- When a person is injured at work, it is often assumed that **everything** is covered by workers compensation
- Things that are **not** covered by workers compensation:
 - Being stuck at home, no social life
 - Relying on family members to do simple tasks e.g. getting dressed, preparing meals
 - Being unable to enjoy hobbies or pastimes
 - Being unable to play sport

[Menu](#)



Government
of South Australia

SafeWork SA

Costs of work-related injuries to the employer

- When injuries occur in the workplace, employers are affected in ways that cannot be measured easily or compensated for, things like:
 - Equipment or machinery damaged at the time of the injury
 - Losses due to materials being wasted or contaminated at the time of the injury
 - 'Down time' due to people helping the injured person
 - Retraining of replacement staff
- In addition to these losses, the employer could be prosecuted and fined



Government
of South Australia

SafeWork SA

What to do if you get injured at work

- Get first aid treatment if necessary
- Report the injury to the employer or the supervisor in charge at the time of the injury
- If you see a doctor for treatment, make sure the doctor gives you a 'WorkCoverSA' certificate
- If you get a bill for treatment or medication, fill out a WorkCoverSA 'Claim for Compensation' form
- Regardless of whether you are full-time, part-time or casual, if you are a worker and you have an injury or illness that happened *because* of your work then you are entitled to compensation and/or rehabilitation
- 'Claim for Compensation' forms are available from your workplace, post offices, WorkCoverSA or online at www.workcover.com

[Menu](#)



Government
of South Australia

SafeWork SA

What are your rights if you make a claim?

- As a worker, you have a right to:
 - Make a claim for compensation
 - Choose your doctor
 - Have all personal information kept confidential
 - Have someone with you during any meeting about your claim
 - Get advice before signing anything
 - Get a copy of all medical reports about your claim
 - Get a copy of your rehabilitation and return to work plan and be included in its preparation
 - Have reasonable out-of-pocket expenses paid
 - Receive assistance from an interpreter or advocate

[Menu](#)



Government
of South Australia

SafeWork SA

Incidents and injuries – what to do

INCIDENT

Tell your supervisor
Complete a report form

INJURY

Tell your supervisor

Minor injury

Record it in the first aid book

Medical costs

Complete a WorkCoverSA report form

If you feel unsafe, DO NOT continue working!

Speak to the supervisor and your school contact

[Menu](#)



Government
of South Australia

SafeWork SA

Workplace hazardous substances

Resources:

[Teaching notes](#)

[MSDS 1](#)

[MSDS 2](#)

[MSDS 3](#)

[Student activity 1 – Material safety data sheets](#)

[Student activity 2 – Word search](#)

[Menu](#)

[Word search answers](#)





Government
of South Australia

SafeWork SA

Hazardous substances – employer responsibilities

- A hazardous substance is any substance which can potentially harm the health and safety of workers
- For all hazardous substances in the workplace, employers are required to:
 - Provide a material safety data sheet (MSDS)
 - Develop procedures for safe use and handling
 - Provide training to employees on safe use and handling
 - Where necessary, monitor the health of people who work with hazardous substances



Government
of South Australia

SafeWork SA

Hazardous substances – employee responsibilities

- To ensure the safe use and handling of hazardous substances in the workplace, employees are required to:
 - Participate in training sessions as required
 - Follow all safe operating procedures
 - Report all hazards to the employer



Government
of South Australia

SafeWork SA

Material Safety Data Sheets (MSDSs)

- MSDSs provide information on hazardous substances such as:
 - The product name, manufacturer/supplier names, addresses and emergency phone numbers
 - Hazardous ingredients
 - Chemical properties (liquid, powder, gas)
 - Flammability, explosion hazards and fire fighting measures
 - How it affects human health – short-term and long-term
 - Preventative measures – storage, handling and disposal recommendations and type of protective clothing to wear
 - First aid measures – what to do if adversely exposed to the product

[Menu](#)



Government
of South Australia

SafeWork SA

Hazardous substances and PPE

- Hazardous substances can enter the body through
 - Inhalation
 - Skin absorption or accidentally swallowing the substance (e.g. by eating or smoking with contaminated hands)
 - Injection
- The following PPE may be required when handling hazardous substances:
 - Safety glasses
 - Full face shield
 - Gloves (chemical resistant)
 - Footwear – safety shoes, boots
 - Respirators/dust masks
 - Clothing – overalls, aprons

[Menu](#)



Government
of South Australia

SafeWork SA

Hazardous substances and PPE (cont.)

- Information provided in the MSDS will identify what type of PPE should be used – you may be required to wear more than one item of PPE
- You are legally required to use this PPE
- Where PPE is required, make sure you are trained on how to use, maintain and store the PPE safely

Government
of South Australia

SafeWork SA

Hazardous substances and PPE examples

Job	Hazardous substance	PPE
Kitchen hand	Bleach, detergents	Gloves, apron, shoes
Painter	Paints, paint stripper, solvents, dust	Dust masks, safety glasses, cartridge-type respirators*
Mechanic	Grease, oils, solvents, fuels and fumes	Gloves, respirators* safety glasses, safety footwear
Gardener	Fertilisers, weed poison	Gloves, respirators* safety glasses, safety footwear

** Respirators should be used with local ventilation systems*

[Menu](#)



Government
of South Australia

SafeWork SA

Hazardous substances safety in the workplace

- What you need to do:
 - Ensure you have received information, training and instruction
 - Read the product labels and the MSDS
 - Ask questions if you are not sure about the hazards
 - Report missing labels or labels that are not easy to read
 - Know the emergency procedures and where the equipment is located
 - Know why you are using PPE – and **USE IT!**
- If you think you are at risk of being injured – **you do not have to do the job!**
- Raise your concerns with your supervisor or the school contact

[Menu](#)

OHSW-related organisations

- Commonwealth, State and Territory agencies e.g.
 - Safe Work Australia
 - SafeWork SA
 - WorkCoverSA
- Employer associations e.g.
 - Australian Chamber of Commerce and Industry (ACCI)
 - Business SA
 - Australian Industry Group
 - industry associations
- Employee associations e.g.
 - Australian Council of Trade Unions (ACTU)
 - SA Unions
 - trade-based associations

Additional information

- SafeWork SA
 - Youth@Work website www.safework.sa.gov.au/youth
 - Virtual Supermarket, Virtual Office, Virtual Hotel
 - Hunt the hazards
 - Passport to Safety <http://www.passporttosafety.com/australia/>
 - www.safework.sa.gov.au
- Department for Education and Children's Services
 - Workplace Learning Guidelines (2004)
www.decs.sa.gov.au/learningandwork/
 - Section A – Essential training before work placement
 - Appendix 1 – Checklist prior to placement
 - Workplace Learning Agreement form