

# WORKSAFE SMART! MOVE!

WorkSafe Smart Move is a safety and health resource for years 10, 11 + 12 high school students going on work experience and work placements

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Ph: 1300 307 877  
www.worksafe.wa.gov.au

PROTECT YOUR DREAMS

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## GENERAL MODULE

### HOW TO USE THE SURVIVAL TOOLS

You need to go through survival tools 1 – 10 in order and in one session.

At the end of each tool are several multiple choice questions that allow you to see how much you understood. If you get an answer wrong, you will be shown the correct answer. There are a total of 35 questions.

When you finish each survival tool a tick will appear next to it along with a running score. This work will prepare you for the multiple choice tests in the industry modules that, if passed, will provide you with your first OSH certificate.

### HOW TO GET A CERTIFICATE

To get a SmartMove certificate you must successfully complete one of the industry modules. The industry module contains questions from the survival tools.

#### The ten industry modules are:

- Building and Construction
- Farming and Forestry
- Hairdressing
- Health and Community Services
- Hospitality and Tourism
- Manufacturing
- Metals and Engineering
- Retail
- Electrical
- Office

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## GENERAL MODULE

### Survival Tool One

#### What's occupational safety and health?

Occupational safety and health is mostly known as "OSH". This is about all the rules and rights that protect you and your health in the workplace.

That means that your employer (the person who gives you a job) has to make sure you're safe and you also have to know what's what.

So what's to say that your employer will look after you in the workplace? Or that you have to worry about OSH? Well, your safety and health is protected by the law.

#### **WARNING: LEGAL STUFF COMING UP BUT KEEP READING**

The Occupational Safety and Health Act 1984 (the Act) covers nearly all workplaces in WA, except mining. Employers, workers, unions and the Government wrote the Act together. It keeps getting updated and everybody has the right to be involved.

While the Act is a bit general, there are three very important rights you need to be aware of. The Occupational Safety and Health Regulations 1996 tell you how to obey the law.

The Act gives you three very important rights:

1. You have the right to know about OSH rules and laws.
2. You have the right to be involved with OSH.
3. You have the right to refuse unsafe work.

#### **REMEMBER:**

- **BY LAW, OSH IS EVERYONE'S RESPONSIBILITY**

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## GENERAL MODULE

### Survival Tool Two

#### Duty of Care

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.

But it's not just about other people keeping you safe, you have to be involved as well.

#### What your boss has to do

Your employer's main duty of care is to make sure the workplace is safe for everyone. That includes visitors to the workplace and members of the public.

That means having to:

- Make sure machines, work areas and equipment are safe
- Make sure work habits are safe
- Give workers safety gear to wear and use
- Talk with all workers about safety and health issues and how to keep safe.

There's a lot to look after but it is the law to make sure it is done!

These are the sorts of things your boss should be doing to make sure the workplace is safe for you:

- 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

Induction training may cover these things and other safety issues when you first start work.

## **What you need to do**

Once you know what you're doing in your job, you have to look after yourself and not put anyone else in danger.

This means you have to do these things:

- Follow the safety and health rules given to you by your boss
- Wear and use PPE (safety gear)
- Use equipment and machines properly
- Report hazards that you see to your boss
- Report injuries and health problems to your boss
- Join in talking to your boss about safety and health issues

Communication is the key to a safe workplace. Speak to your boss or safety and health representatives to solve safety and health problems at work.

### **REMEMBER:**

- WORK IS NOT A GAME
- FOLLOW ALL THE SAFETY RULES
- REPORT ALL HAZARDS TO YOUR BOSS

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## GENERAL MODULE

### Survival Tool Three

#### Safety and Health Representatives (SHREPS)

Safety and health reps are a link between you and your employer, representing workers on OSH issues and helping keep the workplace safe.

Safety and health reps are nominated by their workmates, or their boss, and voted in by their workmates. They make it easier to deal with OSH problems as they are trained and experienced.

If you have any concerns about dangers in the workplace, you can go to your OSH rep if your workplace has them, as well as your boss.

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## GENERAL MODULE

### Survival Tool Four

### ThinkSafe S.A.M

Did you know that young people are much more likely to be injured in the workplace? In fact 1400 young people are injured every year at work and in WA, at least two die every year.

The only way to stop this scary fact is to get to know what to do in a tricky situation. There are three steps:

1. **S**pot the hazard
2. **A**ssess the risk
3. **M**ake the changes

...which are easy to remember as **S.A.M.**.

### SPOT THE HAZARD

First of all, what's a hazard?

A hazard is anything that could hurt you or someone else. In other words, DANGER.

### ASSESS THE RISK

This means working out two things:

- How likely is it that myself or someone else could be hurt?
- How badly could I or someone else be hurt?

### MAKE THE CHANGES

This means fixing the hazard or telling someone else who can fix it.

## **S.A.M IS PART OF WHAT'S REQUIRED BY THE LAW**

### **CONTROLLING HAZARDS**

So what should you do once the risk is identified? What if you can't exactly fix or get rid of the hazard? Check out these 6 steps that your employer can use to control hazards and make your work as safe as possible.

When there is a hazard:

1. Eliminate it - Get rid of it if you can!
2. Replace it - eg. safe glue can replace a toxic one.
3. Separate it – Use barriers or screens to cut the hazard off from workers.
4. Modify it – eg. 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.
5. Rules – Have safety rules to help people to avoid hurting themselves or others.
6. Personal Protective Equipment (PPE or safety gear) - 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.

### **REMEMBER IT IS THE LAW TO FIX OR GET RID OF HAZARDS IN THE WORKPLACE**

If you still feel that you are doing something unsafe or unhealthy, then here's what you should do:

1. Talk to your boss or the OSH rep. They then need to get the owner or employer to do something about it.
2. If the problem isn't fixed, you, your employer or an OSH rep, could get a WorkSafe Inspector to take a look.
3. Talk about what other work you could do if that work is too dangerous.

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## GENERAL MODULE

### Survival Tool Five

#### Top 7 Hazards at Work

These are the tasks, equipment and situations that are most likely to injure you at work:

#### ELECTRICITY CAN KILL YOU

Main things to remember:

- Apprentices and inexperienced workers working with electricity should be supervised at all times by a qualified worker.
- Use appliances correctly. Read the instruction book and follow all instructions.
- Always switch off appliances at the power point before you pull out the plug.

Even after a piece of electrical equipment has been turned off, it may still partially operate. This is because of stored energy in the equipment. After disconnecting, activate the appliance to release stored energy.

- Don't overload plugs, use a power board.
- Keep electrical cords off the floor to reduce the risk of drag or contact with sharp objects. A damaged cord can give a fatal electric shock.
- Disconnect broken appliances and report frayed cords or broken power points so they can be replaced, and do not use them.
- Know the location of the main power supply.
- Electricity and water don't mix.
- Check the location of overhead power lines and stand clear of any fallen lines.

#### HAZARDOUS SUBSTANCES

These are any liquids, gases or solids that can poison or hurt you. Injuries like itchy skin, dizziness, vomiting, burns, lung damage or cancer can happen and high levels of some chemicals can kill.

Main things to remember:

- Follow safe work procedures.
- Read the Material Safety Data Sheet (MSDS) and label to find out about the product and how to use it safely.
- Don't eat drink or smoke when using a hazardous substance.
- Do not keep food or drink near the substance.
- Wash your hands, face and other exposed areas with soap and water before going to the toilet or eating/drinking.
- Always use the personal protective equipment (safety gear) and clothing provided by your employer.

## **MANUAL HANDLING**

This means lifting, carrying, pushing, pulling, holding - anytime you use your body to move stuff. Injuries like bad backs, bruises and bad posture are very common.

Main things to remember:

- It is your employer's responsibility to provide you with safe work procedures, instructions, training and supervision for manual handling tasks.
- Lighten loads, break it into smaller parts.
- Reduce bending, twisting, reaching movements.
- Use team lifting.
- Use mechanical assistance, eg. trolleys or other lifting devices.
- Take rest breaks and try and vary the work to reduce fatigue and strain.

## **MECHANICAL EQUIPMENT**

Machines are powerful things and should only be used after training has been given. Injuries like crushed limbs and broken bones happen more often than you think.

Main things to remember:

- Find out how to use equipment properly. You need to be shown how to safely start, operate and stop the equipment and what to do if something goes wrong.
- Report equipment that is faulty to get it tagged and fixed.
- Use the correct personal protective equipment (safety gear).
- Make sure all guards are in place and don't remove them.
- Never use a machine that has a lock or a tag on it, which means someone is maintaining or working on it or it is unsafe.
- Read any warning signs, labels and procedures before use.

## **NOISE**

If you can't hear someone speaking from 1 metre away, you need to protect your hearing.

Main things to remember:

- It is your employers responsibility to provide you with safe work procedures, instructions, training and personal protective equipment (safety gear).
- Hearing is lost forever.
- Your employer should choose quieter machinery and tools where possible.

## **PERSONAL SAFETY**

This means being safe from bullying, violence and stress. No job is stress free as we are given responsibilities, problems happen and things can get difficult. Working alone can be a stressor or leave you vulnerable to violence. Young or inexperienced workers can be targets for bullying.

Main things to remember:

- If you feel stressed at work, talk to your boss, your family, a workmate, a safety and health representative or a professional.
- Things can be done by your employer to reduce stress, like rotating your work duties or giving you breaks, making sure you work with someone else.
- Report any violence or bullying that happens to your boss.

## **SLIPS, TRIPS AND FALLS**

This explains itself! Injuries like broken bones and strains can happen.

Main things to remember:

- Employers must make sure floors are even, slip resistant and free from obstruction.
- Report or clean up spills and wet floors.
- Let others know if spill happens or put up a sign until it can be cleaned up.
- Non-slip shoe soles can reduce the risk of slips.

**Pay attention! Do you work safely?**

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## GENERAL MODULE

### Survival Tool Six

#### Protect yourself and information on workplace signage

It may not be the coolest look in the world, but wearing Personal Protective Equipment (PPE) and clothing (safety gear), is essential if there are hazards in the workplace that just can't be eliminated, like using chemicals or heavy tools.

PPE is things like:

- Overalls
- Safety hats
- Safety boots
- Safety glasses
- Gloves
- Goggles
- Respirators and masks
- Ear Muffs

You need to be trained how to use PPE properly. Your boss has a duty to look after you, and so must give you PPE to use at work if it's needed.

Remember: It is the law that you must use and wear any PPE and clothing if it's given to you. You shouldn't have to buy it yourself.

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## GENERAL MODULE

### Survival Tool Seven

#### Speak Up - Dangerous Work

Did you know that you don't have to do anything at work that you think might hurt you? Just because you're there to work, doesn't mean you should be put in danger.

That also goes for working by yourself. If it doesn't make you feel safe or you're worried about something going wrong, ask to not do that work. Make sure that you are given the right support and supervision to do your job safely.

It can be tough being the youngest person in the workplace - you might feel too scared to have your say. But be brave and always speak up when you think something is unsafe or you're untrained to do it.

#### IT IS THE LAW THAT YOU BE GIVEN:

- A safe and healthy workplace
- Training about health and safety
- PPE/safety gear to do your job safely

#### IT IS YOUR RIGHT TO:

- Report hazards
- Report harassment and bullying
- Refuse work that would cause immediate harm

#### YOUR RESPONSIBILITIES ARE:

- Follow all safety rules
- Use PPE given to you
- Not to do anything that puts yourself or anyone else in danger. Protect your workmates.
- Keep your work area clean and tidy
- Know emergency procedures

#### **WHAT YOU SHOULD DO IF WORK IS UNSAFE:**

- Be polite and explain to your boss why you think the work is too dangerous for you to do.
- It is then up to your boss to fix the problem.
- If your work is too dangerous to do, you must be paid the same for other work you might be given to do.
- Don't just stop work and go home. You need your boss to say OK to you going home if no other work can be found for you. You must do any other reasonable work that is given to you instead.
- If you disagree with your boss over the safety of a task, get advice from your OSH rep or call WorkSafe.

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## GENERAL MODULE

### Survival Tool Eight

#### How to Solve a Problem

#### WHAT IF YOUR BOSS DOESN'T AGREE WITH YOU? WHAT NEXT?

What should you do in this situation? Always remember that by law your employer must keep your workplace as safe as possible.

Work through these three steps whenever you feel you're being asked to do something that could endanger you or other workers.

STEP 1: Figure out exactly what worries you about doing the work. e.g. lack of training/experience, lack of safety gear/PPE, faulty equipment.

STEP 2: Next tell someone you trust to help you. This could be a parent, an older relative, a work mate or teacher (if you are on work experience). They will be able to support you when you tell your employer about how you feel.

STEP 3: If your employer still isn't prepared to change things, you will need to tell the health and safety rep who will be able to take the issue further. If there is no safety and health rep, call WorkSafe for advice. A WorkSafe Inspector may have to come out to solve the problem.

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## GENERAL MODULE

### Survival Tool Nine

#### Bullying - Beware

WorkSafe is telling you about bullying because as the newest person at work, you may be bullied or have practical jokes played on you that affect your safety and health.

Bullying is a pretty low sort of behaviour and it can happen anywhere. It can range from hassling someone all the time to physical assault.

So what exactly can be defined as bullying behaviour? It can be obvious or not so obvious. Obvious signs of bullying behaviour are:

- Abusive language
- Being threatened, yelled at or criticised
- Negative comments about looks, lifestyle or family
- Being teased all the time
- Messing with someone's stuff
- Pranks and dares
- Ignoring someone
- Physical assault

Not so obvious signs of bullying behaviour are:

- Giving someone too much work
- Constantly changing the "rules" about work
- Setting someone up to fail or look stupid
- Making it difficult to take leave or get training
- Blocking promotion

Bullying is usually spoken but you can also be bullied through email, text messages and letters.

When bullying gets out of hand it can make you feel:

- Stressed
- Unable to work properly
- Low in self-esteem
- Depressed

What can be done about bullying?

It is the law that as soon as bullying is reported it needs to be investigated and the victim protected. Your employers should have a system for dealing with a complaint and a zero tolerance of it going on at their business.

If you are being bullied you can put a stop to it:

- Make notes about when, where and what happened.
- Tell a friend or family member outside of the workplace for moral support.

Make an appointment to speak to your boss, human resource officer, safety and health rep or grievance officer to tell them about the bullying you have suffered.

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## GENERAL MODULE

### Survival Tool Ten

#### Red Alert! Handling Emergencies

You should be told about what to do if there's an emergency. You need to know the following things:

- Where the first aid box is
- Who the first aid officer is
- Where the fire extinguishers are
- What the alarms sound like
- What the evacuation procedure is and where to go

#### REMEMBER:

**Pay attention when you are told about first aid and evacuation drills. If you are not sure, ask questions!**

#### FIRST AID

You should know the first aid officer in your workplace, if there is one, in case you should ever need to call on them for help.

The first aid box should be safely closed to keep items clean and dry. It should contain all the basic stuff as well as things especially needed in your workplace eg. special gels to deal with chemical burns.

First aid boxes should:

- Be easily reached
- Have the names and numbers of first aiders
- Have the name, address and phone number of the closest hospital
- Have instructions for treatments like CPR
- One person should be in charge of looking after it – replacing used up or old items and making sure it is safe.

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