**Day 1 - Session 1**

**What do you know about workplace health and safety?**



**Introduction**

In order to understand the need for an integrated and systematic management of health and safety we need to first understand what is health and safety and acknowledge barriers that may exist.

**How would you describe an unsafe and unhealthy workplace?**

**How do these issues affect people in the workplace?**

**What barriers might exist to having a safe and healthy workplace?**

**Activity: The WHS Act – Locating sections and how to use them**

 **Purpose: To become familiar with the layout and content of the WHS Act.**

 **Indicative time –20 minutes**

1. The group will be broken into pairs / small groups to perform this activity.
2. Participants are to practice locating different sections /clauses of the WHS Act.
3. The activity will look at those topics relevant to the group’s requirements in terms of hazard profile, but include locating definitions of generic terms such as: workplace, health, substance, plant and worker.
4. Participants are to start by looking up sections of the WHS Act, and then move on to find particular regulations as requested by the facilitator.
5. Participants are to record the location of some key areas related to their work place, noting the section of the WHS Act for future reference.

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| **Area of interest** | **Section / chapter** |
| Meaning of a worker |  |
| Primary duty of care |  |
| Reasonably practicable |  |
| Category 1 offence |  |
| Notifiable incident |  |
| Powers and functions of health and safety representatives |  |
| Duty to consult workers |  |
| Definition of Volunteer |  |

**Activity: The WHS Regulation – Locating sections and how to use them**

 **Purpose: To become familiar with the layout and content of the WHS Regulation.**

 **Indicative time –20 minutes**

1. The group will be broken into pairs / small groups to perform this activity.
2. Participants are to practice locating different sections /clauses of the WHS Regulations.
3. The activity will look at those topics relevant to the group’s requirements in terms of hazard profile, but include locating definitions of generic terms such as: workplace, health, substance, plant and worker.
4. Participants are to start by looking up sections of the WHS Regulations and then move on to find particular regulations as requested by the facilitator.
5. Participants are to record the location of some key areas related to their work place, noting the section of the WHS Regulations for future reference.

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| **Area of interest** | **Section / chapter** |
| Provision to workers and use of personal protective equipment |  |
| Procedures for election of health and safety representative |  |
| Provision for information, training and instruction |  |
| Duty to provide first aid |  |
| Hierarchy of control |  |
| Managing risk of hearing loss from noise |  |
| License required to carry out high risk work |  |
| Hazardous chemicals register |  |

**Activity: Health and Safety Duties**

**As a group consider the following scenario and issues. Responses can be recorded on flip chart paper**

**Indicative time – 15 minutes**

Consider a commercial building in the city with tenants such as legal firms, advertising agencies, financial agents and brokers some of whom use labour hire and who have clients regularly visiting the building. A sports association also has an office which volunteers visit. The property manager engages a variety of contractors, such as cleaners, tradesmen and security to maintain the building.

***Under WHS legislation in this scenario:***

* Who has duties and to whom?
* Who are workers, what are their duties and to whom do they owe them?
* Who are ‘others’ in the workplace? What are their duties?

**Activity: Match a range of persons/parties in their workplace with hypothetical examples of non-compliance with work health and safety legislation**

 **Indicative time –15 minutes**

 **Purpose:** To gain an understanding of the range of penalties and their possible applications under the WHS Act

* Review the scenarios
* Find sections of the legislation that may be relevant for each scenario
* Discuss your findings

Example 1: A PCBU doesn’t consult with workers or their HSR about a change that will require additional training in safety measures before introducing the change.

Example 2: A supervisor knows that the reversing sensors on truck are not working and the PCBU has failed to implement a program of regular inspection of vehicle checks. A person is fatally injured in the loading dock when they are crushed by a reversing truck.

Example 3: A labour hire employee fails to clean up after a spill at the host company work premises and fails to report the matter as required under the host employer procedures.

**Summary: Day 1**

*We will review the topics that we have covered today. Record key information below that you can use back in your workplace or wish to investigate further.*

*Don’t forget to ask questions of anything that you are not sure about.*

**Session 1: Work health and safety legislation framework and duties**

**Session 2: Evolution of work health and safety and the WHS legislative framework**

**Session 3: New terminology under WHS framework and key concepts**

**Session 4: Key parties with WHS legislative duties or functions**

**Session 5: The role and function of WHSQ and offences and penalties**