

Workplace Safety

**Awareness training for
support staff working
in a Disability
Employment Service**



Creating a safe workplace



What is your involvement with OH&S?

Communication

Care

Consultation



Providing and maintaining safe machines and systems of work for supported employees

How can we
achieve this in
our workplace?



Organising the safe use of dangerous goods and hazardous chemicals

How can we achieve this in our workplace?



Controlling hazards such as dust, noise and fumes

How can we
achieve this in
our workplace?



Providing hygiene facilities such as toilets and change rooms

How can we
achieve this in
our workplace?



Hygienic work practices



Providing information on hazards to ensure all supported employees have a clear understanding

How can we achieve this in our workplace?



Providing instruction, training and supervision to supported employees

How can we
achieve this in
our workplace?



Monitoring your work area and employee health

How can we
achieve this in
our workplace?



Maintaining information and records on health and safety

How can we
achieve this in
our workplace?



Supporting an injured supported employee's return to work

How can we achieve this in our workplace?



Demonstrating safe work practices



Safe work practices and methods

Like all employees, supported employees must use safe work practices and methods.

As support staff, your role is to **assist** supported employees to use safe work practices and methods.

How do you achieve this?



Case study

Rona enjoys working on the assembly line. However, she seems to repeatedly forget the instructions you have given her about safe lifting practices.

What are some techniques you would use to help Rona work more safely?



Safety clothing and equipment

Like all employees, supported employees must use safety clothing and equipment (PPE).

As support staff, your role is to **assist** supported employees to use safety clothing and PPE.

How can you do this?



Case study

Daniel is required to wear ear-plugs when he works near loud machinery. He is very good at inserting the ear-plugs correctly, but you have noticed that he sometimes arrives at work wearing his ear-plugs. You suspect he is not removing them when he finishes work.
How would you address this issue?



Misusing equipment

Like all employees, supported employees must **not** interfere with or misuse equipment.

As support staff, your role is to **assist** supported employees not to interfere with or misuse equipment.

How can you do this?



Case study

Nicola frequently leaves her gloves on the conveyor belt. This causes problems on the assembly line when they become caught.

What would you do to help solve this problem?



Endangering others

Like all employees, supported employees must **not** do anything that may be dangerous to others.

As support staff, your role is to **assist** supported employees not to do anything that may be dangerous to others.

How can you achieve this?



Case study

Milan can't reach to put the rolls of paper towel away on the top shelf. Instead of getting the safety step, he sometimes throws the rolls up onto the shelf.

Yesterday one rolled off and hit Jane who

was walking past carrying a tray of glasses.

How would you address this issue?



Risk management

What are the challenges for you when identifying OH&S risks for supported employees in your organisation?



Handling dangerous goods

What are the issues you need to address when training supported employees to handle dangerous goods?



Manual handling

What are some effective methods for demonstrating to supported employees how to lift correctly?



Movement

What are the rules
for our
workplace?

Are there particular
issues with
assisting
supported
employees to
follow them?



Soft tissue and overuse injuries due to repetitive work

How is the risk of these type of injuries identified in our organisation?

Are there particular issues we should consider for supported employees?



Illegal drugs and alcohol

Are drugs and alcohol an issue when working with supported employees?



Medication

What are the issues around medication management for supported employees in our workplace?



Hazard identification and emergencies



What is a hazard in our workplace?



Identifying and reporting hazards

There are several ways to identify hazards in the workplace, including:

- Inspections and audits
- Hazard reports
- Job analysis
- Health monitoring data
- Material safety data sheets
- Workplace environment monitoring data



Emergencies

In the case of an accident or emergency, it is important to know where the emergency equipment is and what to do.



Reporting accidents and emergencies

Are you aware of the workplace emergency and accident procedures?

What are your responsibilities?

