

WORKPLACE



IT'S GREAT TO HAVE YOU WITH US, LET ME EXPLAIN SOME OF YOUR RESPONSIBILITIES AND OURS WHILE YOU'RE HERE

On work experience there won't be anything more expected of you than carrying out the most basic tasks and observations; but like any other employees in your workplace it's important that you take your responsibilities very seriously – it's all about developing a good work ethic. Remember this is a business and there are deadlines to meet, customers to please and a reputation to keep!

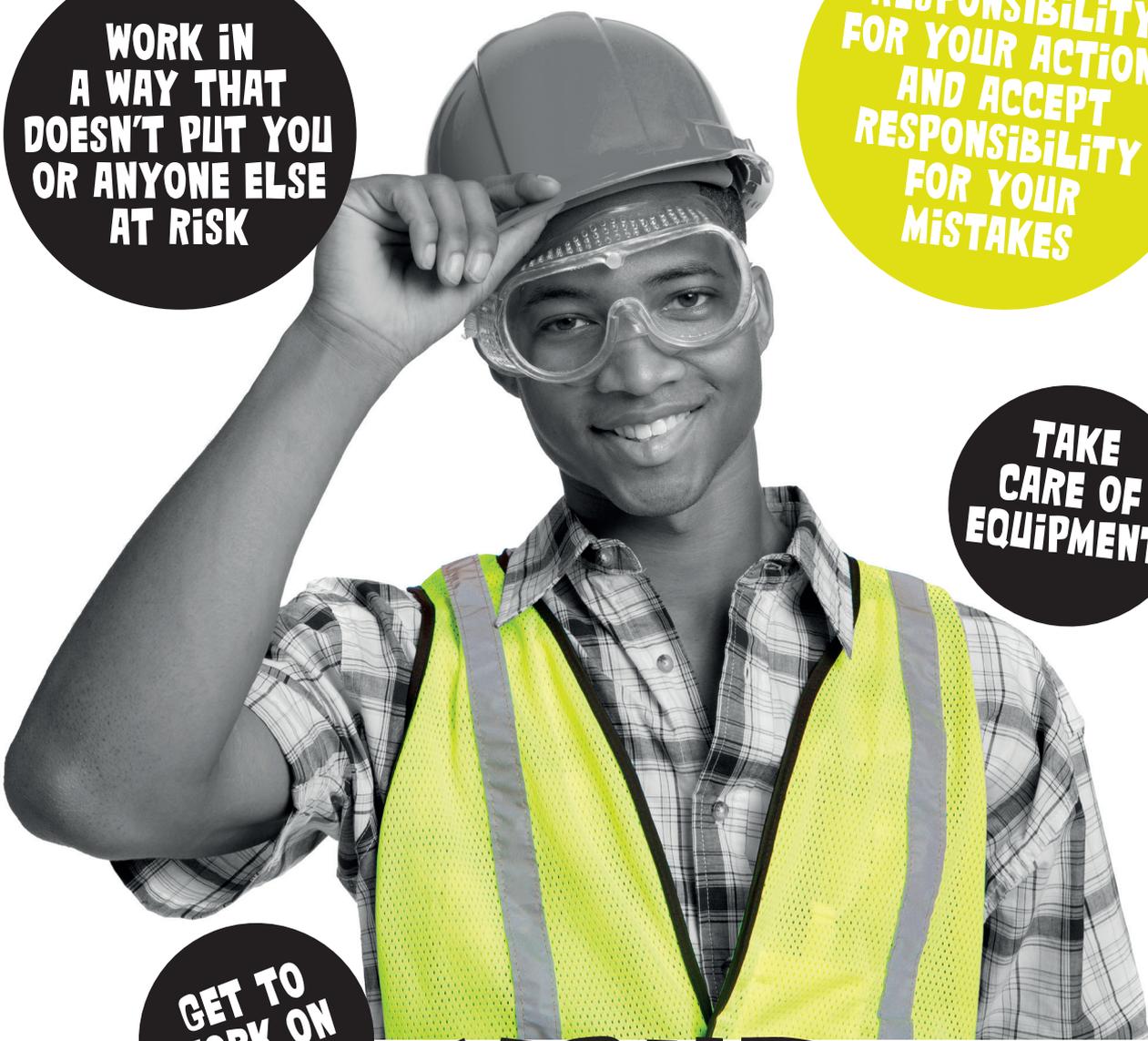
RESPONSIBILITIES

**WORK IN
A WAY THAT
DOESN'T PUT YOU
OR ANYONE ELSE
AT RISK**

**TAKE
RESPONSIBILITY
FOR YOUR ACTIONS
AND ACCEPT
RESPONSIBILITY
FOR YOUR
MISTAKES**

**TAKE
CARE OF
EQUIPMENT**

**GET TO
WORK ON
TIME!**



YOUR RESPONSIBILITIES

**TREAT YOUR
WORKMATES,
CUSTOMERS AND
CLIENTS WITH
RESPECT**

**CARRY OUT
YOUR DUTIES
TO THE BEST OF
YOUR ABILITY**

**A WORKPLACE
FREE FROM
BULLYING AND
DISCRIMINATION**

**ADEQUATE
FACILITIES**

**APPROPRIATE
TRAINING**

**A SAFE WORK
ENVIRONMENT**



THE WORKPLACE RESPONSIBILITIES

**AN
INCLUSIVE
WORK
CULTURE**

Your workplace employer also has responsibilities. These revolve around conditions in the workplace, however large or small the business. It's the responsibility of every workplace employer to provide things like fair entitlements for employees. Of course, being on work experience you won't be entitled to pay, leave or superannuation, but like your workmates you are entitled to...

A SAFE WORK ENVIRONMENT

Australian Work Health and Safety laws are there to protect the health, safety and welfare of everyone in the workplace. That includes employees, customers, visitors, suppliers, and even you – the work experience person!

Your workplace employer should provide a safe work environment by

- Providing adequate training and supervision for the use of equipment
- Making sure machinery and equipment is in good working order
- Providing safety clothing and equipment where it is necessary
- Using proper safety signage where it is needed
- The proper handling, storage and disposal of hazardous materials and waste
- Removing hazards that could cause accidents, injury or illness
- Ensuring the correct safety and emergency procedures and policies are in place and that staff are aware of these
- Providing a work induction



Every industry encounters different types of risks, so Work Health and Safety will look a little different in every workplace. For example, beauticians would have little use for safety helmets!

Think about some of the Work Health and Safety issues that you might encounter in your workplace.

List the risks and explain the measures that have been put in place to reduce these risks. Send this to your teacher for comment.

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These are the most common workplace hazards and they impact on thousands of workers in Australia each year.

BIOLOGICAL HAZARDS

Bacteria, moulds, dust, grain, deteriorating building materials, insects, vegetation, blood and bodily fluids.

IMPACTS: infections and disease, respiratory irritation, skin irritation and allergies, occupational asthma, lung disease, death

CHEMICAL HAZARDS

Cleaning chemicals, hairdressing products, glues, welding fumes, nitrogen oxides, exhaust fumes, gasses.

IMPACTS: corrosion, explosions, fire, chemical burns, skin irritation, blindness, respiratory irritations, headaches, dizziness, asthma, pneumonia, cancer, mental health issues, death

PHYSICAL HAZARDS

Environmental factors (extreme weather), heights, noise, radiation, pressure, electricity, fires, extreme temperatures, enclosed spaces.

IMPACTS: dehydration, heat exhaustion, dizziness, burns, asphyxiation, electric shocks, falls from height, injury, mental health issues, death

SAFETY HAZARDS

Unguarded or damaged machinery, frayed or faulty cords and wiring, loose carpets, trip hazards, liquid spills, uneven ground.

IMPACTS: trips and falls, electric shock, burns, bruising, broken bones, loss of limbs, head injuries, mental health issues, death

ERGONOMIC HAZARDS

Physical factors, poor workstation setup, screens, unsuitable equipment, manual handling, heavy loads, vibration.

IMPACTS: repetitive strain injury, musculoskeletal damage, eyestrain, fatigue, joint injuries, sensory nerve damage, poor posture, and mental health issues

PSYCHOSOCIAL HAZARDS

Adversely effect mental health and wellbeing. Bullying and harassment, sexual harassment, violence, aggression and abuse.

IMPACTS: mental health issues such as stress, anxiety, sleep deprivation, loss of appetite, sense of vulnerability, depression

