

safe@work



Occupational Health and Safety Preparation Program

Learning for Life

Year 10 2024

Full Name:

Date:

Form Group:

Table of Contents

Introduction	2
General Module – Overview and Instructions	4
Health and safety responsibilities	4
Hazard identification, risk assessment and risk control	5
Manual handling	6
Hazardous substances and dangerous goods	6
Noise	7
Electricity	8
Mechanical Equipment	9
Falls from height	9
Personal safety	10
Personal protective equipment (PPE)	11
Dealing with an emergency	11
Health and Safety Laws	12
Duties of employers	13
Duty of employees	13
Health and safety representatives and committees	13
The role of WorkSafe inspectors	13
Resolving health and safety issues	14
Test Instructions	15

Introduction:

The Occupational Health and Safety Preparation Program is an important in preparing for your Work Experience placement.

The [safe@work](#) website is part of a health and safety resource package for secondary school students undertaking work experience and structured workplace learning.

This resource is designed to help you improve your knowledge and understanding of occupational health and safety matters **before** you go to a workplace. It will help you understand occupational health and safety hazards and laws and offers practical solutions to some common health and safety problems.

Employers provide students with valuable opportunities to gain experience in the workplace. It is important to understand that employers have responsibilities towards you and that you also have responsibilities towards them.

safe@work consists of:

General Module

The [General Module](#) is designed for secondary students who undertake workplace-learning programs, for example, work experience. The module will introduce important facts about health and safety laws and common hazards. Students should complete the [General Module](#) before moving on to complete any of the industry modules.

Industry Modules

Each of the industry modules contains more detailed information on the main hazards specific to each industry. The fourteen industry modules are:

- Automotive
- Building and Construction
- Health and Community Services
- Electrical and Electronics
- Hairdressing
- Hospitality and Tourism
- Manufacturing
- Metals and Engineering
- Office and Business Services
- Painting
- Plumbing
- Primary Industry
- Retail
- Veterinary

Review Module

The [Review Module](#) allows secondary school students to refresh their memory if twelve months has elapsed after completing the General Module. It is compulsory to complete the Review Module before undertaking further work experience.

Multiple-Choice Tests

There are separate tests for the [General Module](#) and each industry module. Each module contains several sections. You should work through a module, reading and studying the information before you attempt a self-marking multiple-choice test. The Online test needs to be completed under test conditions, your teacher must supervise it and you must not use notes or research material.

Before you start the questions, it is important to type your name and the name of the school on the computer screen **exactly as you want it to appear** on your Award of Attainment. We ask you to provide these details so that you can be issued with the Award of Attainment.

safe@work Award of Attainment

There are Awards of Attainment for the [General Module](#) and each industry module that can be printed out when you answer at least 12 out of 16 questions correctly.

The Awards of Attainment recognise your understanding of basic occupational health and safety information and can be kept in your portfolio once signed by the school.

General Module – Overview and Instructions

Common hazards exist in many workplaces. It's important to learn about these so you can stay safe while at work.

safe@work will:

- help you understand health and safety hazards and laws
- provide practical solutions to common health and safety problems

In order to demonstrate what you have learnt, you must read the information available at <https://www.education.vic.gov.au/school/students/beyond/Pages/generalmodule.aspx> for all 17 modules and complete the associated activities in this booklet **before** proceeding to the online test. The tasks and what you need to do are in BOLD. **You must hand this booklet to your teacher before doing the testing so they can check it is completed.** You can not have the booklet in front of you whilst doing the testing.

1. Health and safety responsibilities

<https://www.education.vic.gov.au/school/students/beyond/Pages/hsresponsibilities.aspx>

Employers have responsibilities towards you.

You have responsibilities towards your employer and your co-workers.

Your employer is responsible for making sure that the workplace is safe, and that your health and safety are not put at risk.

You are responsible for looking after your own health and safety. You must also take care not to put other people at risk.

List the three ways you could put other people at risk in the workplace.

- i.
- ii.
- iii.

To ensure the safety of yourself and others, make sure you are aware of the correct safety procedures at your place of work. This means **(fill in the blanks)**:

- very carefully to the safety information provided by your employer
- asking for, help or instructions if you're not sure about how to perform any task safely.

Statistics show that young workers are more likely to be injured at work than older workers.

The at-risk age group is 15-24 years old.

2. Hazard identification, risk assessment and risk control

<https://www.education.vic.gov.au/school/students/beyond/Pages/hazidentify.aspx>

There are three steps used to manage health and safety at work. What are they?

- i.

- ii.
- iii.

Remember: Always report a hazard to your supervisor or another staff member if you are not able to fix the hazard yourself.

The best way to fix a hazard is to get rid of it altogether. If it is not possible your employer should seek to make the hazard less dangerous by looking at the following options (**match the statement by drawing a line from left to right**):

Elimination	Safeguards can be added by modifying tools or equipment or fitting guards to machinery or equipment. Guards should never be removed
Substitution	If risks remain after the options have been tried, it may be necessary to use equipment such as safety glasses, gloves etc.
Isolation	Whenever possible, the hazardous item, substance or work practice should be removed.
Add Safeguards	Always follow safety rules and/or work procedures to reduce the risk of injury or harm.
Use the safest way to do something	Sometimes a less hazardous item, substance or work practice should be removed.
Use personal protective equipment and clothing (PPE)	The hazard can be separated from people not involved in the activity or work area, by marking the hazardous area, fitting screens, or putting up safety barriers.

If you spot something hazardous, what should you do?

- Simple hazard (e.g. boxes on the floor in the way)

- More complex hazards (e.g. frayed cords, damaged equipment)

3. Manual handling

<https://www.education.vic.gov.au/school/students/beyond/Pages/manhandling.aspx>

After reading the information at the above link, **pair the sentence fragments**:

Most manual handling injuries can be prevented by ...
Muscle sprains and strains are ...
For manual handling tasks, it is the employer's responsibility to provide you with ...
If you feel your job is too heavy, too difficult, too tiring or puts you at risk of injury, you should ...
Mechanical assistance for manual handling tasks includes things like ...
Slippery and uneven floors in the workplace are ...
Warming up before working, taking rest breaks, and allowing time to get used to a new task are all ...
Putting boxes on shelves, painting, gardening, cleaning, writing, and typing are all ...
Team lifts (where the load is shared) are a good way of ...
Manual handling refers to any activity requiring the use of force by a person to ...

... talk to your supervisor.
... examples of manual handling tasks.
.. hazardous, and can result in serious accidents.
... lift, lower, push, pull, hold, or restrain something.
... ways of preventing muscle strain and fatigue.
... designing the task to minimise risk.
... reducing manual handling risk.
... trolleys, adjustable height workbenches and seating.
... safe work procedures, instruction, training, and supervision.
... typical manual handling injuries.

4. Hazardous substances and dangerous goods

<https://www.education.vic.gov.au/school/students/beyond/Pages/hazsubdangerousgoods.aspx>

Your workplace may use hazardous substances and dangerous goods. Hazardous substances may be things you see every day such as paint, glue, cleaning liquid and powders. They may seem harmless, but even these ordinary things can make you very sick if they are used incorrectly.

Key point (fill in the gap):

A hazardous substance can be any substance, whether, that may cause harm to your health.

Key point (fill in the gap): It is the responsibility of your to provide you with safe work procedures for handling hazardous substances and dangerous goods, and to provide information, training and supervision. First aid treatment for hazardous substances and dangerous goods should be part of your training.

Key point (fill in the gap): A provides detailed information about a hazardous substance or dangerous good. It gives more information than you will find on a label. Manufacturers and suppliers of hazardous substances and dangerous goods are legally required to provide MSDS's to your employer if requested.

Here is an example of what an MSDS might look like:

SAFETY DATA SHEET Flammosol

1. IDENTIFICATION

Product identifiers

Product name :	Flammosol	Product Number :	1000000
Brand :	Madeup Chemical Co.	Index-No. :	000-000-00-01
CAS-No. :	001-01-0		

Recommended use of the chemical and restriction on use

Company Details

Madeup Chemical Company
999 Chemical Street
Chemical Town, My State
Tel No. : 1 300 000 000
Email: info@madeupchemical.gov.au
Website: www.madeupchemicalcompany.com.au

Emergency telephone number

Emergency Tel No. : 1 300 000 001

2. HAZARDS IDENTIFICATION

Classification of the substance or mixture

Flammable liquids (Category 2)
Acute Toxicity – Oral (Category 3)
Skin corrosion / irritation (Category 2)

Label elements

Pictograms:



Signal word: Danger

Hazard statement(s):

H225 Highly flammable liquid and vapour
H301 Toxic if swallowed
H302 Harmful if swallowed
H315 Causes skin irritation

Precautionary statement(s):

P210 Keep away from heat/sparks/open flames/hot surfaces. - No smoking.
P233 Keep container tightly closed
P241 Use explosion proof electrical equipment
P242 use only non sparking tools
P243 Take precautionary measures against static discharge
P264 Wash hands thoroughly after handling
P270 Do not eat, drink or smoke when using this product
P281 Use personal protective equipment as required

IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician.

Store in a well-ventilated place. Keep cool.

Page 1 of 3

5. Noise

<https://www.education.vic.gov.au/school/students/beyond/Pages/noise.aspx>

If you have any of the early warning signs of hearing loss, you should talk to the workplace Health and Safety representative or your supervisor.

Early warning signs may include:

- Ringing in the ear
- Needing to turn up the volume on the TV or radio
- having trouble understanding what people say
- Not hearing background noises for example, doorbell, phone

Key point (fill in the gap): If employees experience any of the warning signs of hearing loss, they should talk about ways to and reduce your to the noise with their supervisor and their health and safety representative.

Noise is measured in decibels (dB). Some examples include:

- Normal conversation is 60-65 dB
- Yelling is 90 dB

Prolonged exposure to noise levels above 85 dB will significantly damage hearing.

If noise cannot be reduced or removed at its source, personal protective hearing equipment (PPE) must be worn.

Key point (circle the correct response): People do not adapt to noise. It only seems that way because they have lost their hearing. Lost hearing is gone **forever/in the short term**.

6. Electricity

<https://www.education.vic.gov.au/school/students/beyond/Pages/electricity.aspx>

Pair the sentence fragments.

Working safely with electrically powered tools and equipment requires safe working procedures and training, a qualified electrical worker at all times.
Electrical work should legally only be carried out by electrical arcing and flying objects.
Apprentices and trainees must be supervised by bracelets, rings, neck chains, exposed metal zips or watches.
Safety glasses provide protection from ...	appropriate tools and the right protective clothing.
Safety helmets provide protection from a licensed electrical worker.
While carrying out electrical work near live electrical equipment you should not wear over-head wires, structures and falling objects.

7. Mechanical Equipment

<https://www.education.vic.gov.au/school/students/beyond/Pages/mechanicalequipment.aspx>

Complete the missing words

Electrically	Plant	Moving parts	Authorised
Construction	Locking out	Power	Guards
Cleaning	Checked	Agricultural	Starting
Machinery	Replaced	Manufacturing	

- i. Mechanical equipment includes _____, _____ and handheld _____ tools.
- ii. _____ are attached to mechanical equipment to protect people from _____ of machines.
- iii. If guards are removed during _____ or maintenance, they must be _____ and _____ by an _____ person before the machine is used.
- iv. Many mechanical equipment injuries happen in the _____, _____ and _____ industries.
- v. _____ is one way of stopping _____ powered machinery from _____ during maintenance.

8. Falls from height

<https://www.education.vic.gov.au/school/students/beyond/Pages/fallsfromheight.aspx>

Pair the sentence fragments:

Victorian law requires a risk assessment for every task that involves a fall hazard of slip sideways or fall backwards.
Steel/wire mesh and covers protect people from ropes which are attached to a strong anchor point.
Fitting a ladder bracket to a structure enables a worker to skylights or fibreglass panels.
An industrial rope access system enables a worker to be supported by they should be raised and lowered in a bag.
Ladders should be 'tied off' where practicable to ensure that they are stable and will not more than 2 metres.
Falls are a serious risk for people working on or near brittle or fragile roof surfaces such as light work of short duration.
Ladders should be used only for access to the work, or for secure the ladder before work begins.
Tools and equipment should never be carried up or down a ladder; falling down holes or shafts at work sites.

9. Personal safety

<https://www.education.vic.gov.au/school/students/beyond/Pages/personalsafety.aspx>

Working Alone

Many people work alone. This is defined as a person at work when they cannot be seen or heard by another person. To reduce the risk of injury or harm, employers should provide adequate information, instruction and training for people who work alone.

Key point (fill in the gap): Students doing work experience and structured workplace learning at all times and would never be expected to work alone.

Work-Related Stress

No job is free from stress. All work involves some responsibilities, problems, demands and pressures that may be stressful.

Not all pressure is harmful. People are often kept motivated by challenges and difficulties they face and can them at work. However, there is a limit to how much pressure people can deal with.

You should talk to your supervisor if you feel unduly stressed at work. Employers can do things to reduce work-related

Key point (fill in gaps): There will always be times at work when you experience some stress. to others about your concerns often eases the pressure. Keeping fit and healthy will increase your ability to deal with stress.

Violence and bullying at work

Violence and bullying can be a workplace hazard. Workplace violence and bullying is an action, incident, or pattern of behaviour that harms, injures, or upsets another person, which may include situations where employees are threatened, bullied, or intimidated.

Employers must take steps to protect employees from violent incidents that may cause injury or harm and from situations where they are victimized or subjected to bullying behaviour.

Key point (fill in the gap): You are not expected to deal with harassment and bullying yourself. Inform your or someone you can trust.

10. Personal protective equipment (PPE)

<https://www.education.vic.gov.au/school/students/beyond/Pages/personalprotectiveequipment.aspx>

Pair the sentence fragments:

Employers must provide personal protective equipment and clothing (PPE) when tell their supervisor or their health & safety representative.
Before employees use PPE, they must be told The OHS Act provides a broad framework for improving standards of workplace health and safety to reduce work-related injury and illness.
Employees must make sure PPE is stored hazards in the workplace can't be eliminated or reduced by other risk controls.
Employers should make sure that any PPE they purchase complies with hazards arising from exposure to noise.
PPE should be inspected regularly and before use to make sure why it's necessary and trained in how to use it.
If a person feels the PPE, they have is not suitable for the task, they should it is in good working order.
Signs are necessary in workplaces to let people know where it will be safe from interference and damage.
Earplugs, earmuffs and earpieces all provide protection against ...	

11. Dealing with an emergency

<https://www.education.vic.gov.au/school/students/beyond/Pages/dealingwithanemergency.aspx>

Complete the missing words

- In a fire or other emergency, a warning _____ will sound.
- Employers must provide _____ aid facilities for employees.
- Only authorised employees can use fire _____ in an emergency.
- Employers must make sure that employees are _____ to carry out _____ if someone is injured or becomes ill.
- First aid facilities may include first aid _____ or first aid _____ within a workplace, and first aid _____ attached to a wall.

12. Health and Safety Laws

<https://www.education.vic.gov.au/school/students/beyond/Pages/healthandsafetylaws.aspx>

The Occupational Health and Safety Act 2004 covers most workplaces in Victoria including offices, hospitals, schools, factories, construction sites, farms, forests, boats, vehicles where employees or self-employed people work.

Occupational Health and Safety Act



Occupational Health and Safety Regulations



Codes of Practice - provide practical guidance of how to comply with the regulations

The ACT is supported by regulations including:

- Manual Handling
- Noise
- Plant
- Prevention of Falls
- Hazardous Substances
- Asbestos
- Lead

Key point (circle the correct response): Regulations are made under the Occupational Health and Safety Act 2004 to prevent injury and disease. **Every/no** workplace in Victoria must comply with the regulations.

The Occupational Health and Safety Act 2004 contains sections that describe the responsibilities of:

- employers
- employees
- self-employed persons
- persons who have control of workplaces (e.g., owners or managers)
- persons who manufacture or supply plant (machinery or equipment tools) and substances used at work
- persons who design or construct buildings and structures

These responsibilities are known as 'duties of care'. The duty of care applies to each person 'as far as is reasonably practicable'.

'Practicable' means reasonable measures must be taken, bearing in mind:

- the severity of any injury or harm to health that may occur
- the likelihood of the injury or harm occurring
- how much is known about the hazard and the ways of reducing, removing, or controlling it, and
- the availability, suitability, and cost of safeguards.

13. Duties of employers

<https://www.education.vic.gov.au/school/students/beyond/Pages/dutiesofemployers.aspx>

Fill in the blanks:

An employer's main responsibility is to make sure that the workplace is and that anyone working in or visiting the workplace is not exposed to or by the work.

14. Duty of employees

<https://www.education.vic.gov.au/school/students/beyond/Pages/dutyofemployees.aspx>

Fill in the blanks:

Remember that and are the keys to a safe and healthy workplace. Employers and employees should to each other to solve health and safety problems at work.

15. Health and safety representatives and committees

<https://www.education.vic.gov.au/school/students/beyond/Pages/hsrandcommittees.aspx>

i. What are health and safety committees for?

16. The role of WorkSafe inspectors

<https://www.education.vic.gov.au/school/students/beyond/Pages/roleofworkplaceinspectors.aspx>

Pair the sentence fragments.

WorkSafe inspectors are responsible for official identification.
It's a serious offence for anyone to why they have been issued and may set out specific actions which must be taken to fix the problem.
Inspectors have to avoid any activity where the Inspector thinks someone may be at risk of serious harm.
A Prohibition Notice is a written direction that prohibits refuse access to a WorkSafe Inspector.
All WorkSafe Inspectors carry where it can be easily seen, at or near any work area affected, until the action it requires has been taken.
Improvement and Prohibition Notices give reasons explaining unduly or unreasonably interfering with the work being carried out in any workplace.
In the course of an inspection, an Inspector may enforcing health and safety legislation (Acts and Regulations).
An Improvement or Prohibition Notice must be displayed take photos, samples, and measurements in the workplace.

17. Resolving health and safety issues

<https://www.education.vic.gov.au/school/students/beyond/Pages/genmodhealthsafe.aspx>

Employers, employees and health and safety representatives are encouraged to co-operate to resolve health and safety issues.

If you are working on a task that you believe is unsafe or unhealthy you can take the following steps:

1. Talk to your supervisor and health and safety representative about the problem. If the issue cannot be resolved, go to the employer.
2. Try to agree on ways to fix the problem. If you are in danger you may be given different work to do until the risk has been dealt with.
3. If you cannot agree upon a safe course of action your employer or health and safety representative may ask a WorkSafe inspector to visit
4. Inspectors take whatever action they consider appropriate. Improvement and prohibition notices may be issued.

Fill in the blanks:

If you believe the work you are doing is and there is a risk of serious injury or harm to yourself or others, then you can to do this work. You must tell yourand your health and safety representative of your concerns.

An employer can give you work to do, away from the danger, while the issue is being addressed.

If you have refused to work on reasonable grounds, you must receive the same pay and other benefits (if any) that you usually get. This is not the case if you have left the workplace without the authorisation of the employer or if you have refused to do reasonable alternative work.

Test Instructions

After completing the safe@work general module workbook, you are required to complete the self-assessment test. YOU MUST PRINT THE CERTIFICATE YOU RECEIVE ONCE YOU GET 75% OR OVER AND GIVE IT TO YOUR TEACHER.

Google Online Quiz/Safe@Work or go to

<https://www.education.vic.gov.au/school/students/beyond/Pages/quiz.aspx>

Enter your full NAME and SCHOOL, select the GENERAL assessment module and begin the test.

Once you have done the GENERAL test, you should read the specific information for the industry you are doing work experience in at

<https://www.education.vic.gov.au/school/students/beyond/Pages/industrymodule.aspx> and then follow the above process to do the appropriate test. **YOU MUST PRINT THE CERTIFICATE YOU RECEIVE ONCE YOU GET 75% OR OVER AND GIVE IT TO YOUR TEACHER.**