



TRADE RECOGNITION PROCESS

WORK HEALTH AND SAFETY

Employees in South Australia are protected by and required to adhere to State & National health and safety regulations. Employers, employees and others all have an important role to play. For further information please refer to the Work Health & Safety Act, Regulations and Code of Practice.

WHS Responsibilities

Work Health and Safety is about the management of hazards in the workplace so that you, your workmates and customers do not get sick or injured.

It is the Employers responsibility to provide:

- A safe place of work
- Safe systems of work
- Safe plant and equipment
- Information, instruction and training
- Adequate facilities for employees
- First Aid

It is the Employees responsibility to:

- Look after your own health and safety
- Look after health and safety of workmates
- Use any protective equipment provided
- Not go to work fatigued or affected by drugs/alcohol
- Follow instructions and comply with laws
- Advise your employer of any known hazards

Hazard Management

An essential step in the management of WHS is ensuring that all hazards are identified, the risks are assessed and effective control measures are developed and implemented.

A hazard is anything that may cause injury or illness, and may include:

- Chemicals or hazardous substances
- Gas
- Faulty equipment or electrical cables
- Poor housekeeping
- Repetitive tasks
- Any situation that could cause an accident

The hazard management process is based on the **SAFER** system:

- **See it** » Identify the hazard
- **Assess it** » Work out the risk
- **Fix it** » Control the risk (see below)
- **Evaluate it** » Check that the control works
- **Review it** » Review regularly

To control hazards in the most effective way, you should:

- Eliminate the hazard
- Substitute the hazard with a safe alternative
- Engineer a solution
- Administration – inform staff about the hazard
- Use personal protective equipment

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Hazardous substances

A hazardous substance is any substance that may have an effect on your health, for example:

- Chemicals for cleaning and disinfecting
- Pesticides
- Paint
- Drugs
- Methylated spirits
- Some food products

Controlling hazardous substances

Employers must:

- List all hazardous substances in the workplace
- Ensure Material Safety Data Sheets are provided (MSDS)
- Ensure that all substances are labelled
- Ensure hazardous substances are stored safely
- Provide training in safe handling

Employees must:

- Never use food containers or drink bottles for storage
- Wear correct personal protective equipment
- Be trained in the safe handling of chemicals

Slips, trips and falls

A high proportion of injuries occur from slips, trips and falls. These injuries effect customers as well as employees.

Slips, trips and falls can be prevented by:

- Cleaning up spills quickly
- Keeping stairs clean and clear
- Storing stock or boxes properly
- Using safety ladders to reach high shelves
- Wearing appropriate shoes
- Keeping workplace clean and tidy
- Using non-slip mats in wet areas
- Reporting hazards to your supervisor

Fire and emergencies

Every business should have a plan in place to deal with emergencies such as:

- Fire, explosions or gas leaks
- Customer aggression
- Armed Robbery

The plan should include:

- Evacuation procedures
- Training for staff
- Fire extinguishers
- First aid kits
- Emergency telephone numbers
- Appointment of a fire warden (if appropriate)

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In case of fire:

- Extinguish it using appropriate equipment only if you are trained
- Evacuate the building
- Call 000

First Aid

Your employer must provide you with first aid facilities such as:

- First aid kits
- First aid room and trained personnel (depending on the size of the business)

If someone needs immediate first aid treatment:

- Ask someone to get help quickly
- Remain with the person until help arrives, and
 - > cover wounds, apply pressure to stop bleeding & elevate limb
 - > wash burns to skin under cold, slow running water (check MSDS if chemical burn)
 - > if someone has chest pain, lay them down and stay with them.

After first aid treatment, equipment and work areas should be cleaned according to safe operating procedures.

Manual handling

Manual handling is any activity which requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain an object. There are several ways to reduce the risk of injury from manual handling tasks. You can use a sack truck or trolley, ask for assistance, have regular breaks, rotate repetitive tasks with other employees or use proper methods to lift the load.

If you have no option but to lift the load, apply the following principles:

- Size up the load first
- Place your feet apart
- Bend your knees
- Hold the load close to your body
- Keep your head raised and back straight
- Lift the load by straightening your legs
- Keep your elbows close to your body

Remember: If the load is too heavy, seek assistance from a workmate.

Tools and equipment

You may use a wide range of tools and equipment in your workplace. Your employer must maintain all the tools and equipment in good condition. As an employee you must:

- Only use equipment after proper training
- Report unsafe equipment
- Store knives & cutting equipment when not in use
- Wear personal protective equipment when necessary

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Electrical

Electricity is one of the most efficient energy sources in the industry but it also has the potential to inflict serious injury and death if not used correctly and safely.

Employers need to check that:

- The workplace has a safety switch installed
- Extension cords & appliances are regularly checked by a competent person
- Faulty cables & equipment are removed and replaced

Employees need to ensure that they:

- Use dry hands when operating equipment
- Do not use extension cords or power boards in wet areas or where they could get wet

Drugs and alcohol

The harmful use of drugs and alcohol in the workplace is a reflection of general community use, adding costs to injuries, absenteeism, lost production, workers compensation and rehabilitation.

- Whilst you can work when taking over the counter drugs such as Paracetamol and Aspirin you should not be at work if affected by alcohol or illicit drugs
- If you are involved in hazardous work your supervisors should be aware of any medication you are taking that could affect your ability to work safely
- Some medication and prescription drugs may cause drowsiness and therefore affect your ability to work safely

Bullying and sexual harassment

Everyone has the right to work in a place that is safe and free from harassment. It is the employer's responsibility to provide a safe workplace.

As an employee you should:

- Not tolerate any form of bullying or sexual harassment
- Report it immediately to your manager or supervisor or if this is not possible contact Workplace Services on 8303 0400 or the Employee Ombudsman on 8207 1970

Violence

The most common forms of violence at work come from angry customers or during a robbery. If you are in an armed robbery observe CODE A:

- C** Stay Calm
- O** Obey their demands
- D** Description (remember the details)
- E** Evidence (don't touch anything)
- A** Alarm (dial 000 when safe to do so)

With angry customers, try to stay calm or call your manager.



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Accident reporting

It is important that every accident, incident or near-miss be reported, investigated, and recorded to prevent recurrence.

Your employer must:

- Report serious workplace accidents and incidents to Workplace Services
- Provide employees with the correct forms to fill out in the event of an accident
- Make sure employees are trained and advised of their rights under the Work Health & Safety Act

As an employee you must:

- Use the First Aid Register to record injury and treatment details
- Make sure you know your rights under the Work Health & Safety Act
- Use the Accident Investigation Report Form from your place of work

Useful contact details:

Emergency (Fire/Police/Ambulance)	000
Safework SA	1300 365 255
Return to Work SA	131855
St John First Aid Training	(08) 8306 6999
Drug and Alcohol Services	1300 131 340
Employee Ombudsman	(08) 82071970