

FOCUS ON SAFETY



PLAN AND REGISTER YOUR WORKPLACE ACTIVITY WITH WORKSAFE

- Register your workplace activity and receive WorkSafe posters, WorkSafe 2012 planners and other items.
- Register early for a chance to win a safety presentation at your workplace.
- Be in the draw to win one of five tickets to the Perth Work Safe 2011 Forum, Monday 17 October at the Burswood Entertainment Complex.
- Your event will be promoted on the WorkSafe website.



See back page for how to register



SAFE WORK AUSTRALIA WEEK 2011 BREAKFAST LAUNCH AND WORK SAFETY AWARDS 2011 PRESENTATION

Join us at the Western Australian Breakfast Launch of Safe Work Australia Week 2011 in the Astral Ballroom at Burswood Entertainment Complex on Friday 7 October. Register early for discounted tables.

OCTOBER IS SAFE WORK MONTH BECOME PART OF THE NATIONWIDE FOCUS ON SAFETY.

WORKPLACES ACROSS AUSTRALIA WILL BE ORGANISING ACTIVITIES DURING SAFE WORK AUSTRALIA WEEK.



Government of Western Australia
Department of Commerce



safe work australia

www.worksafe.wa.gov.au

ACTIVITIES FOR YOUR WORKPLACE



SAFETY IN ACTION

- Check for hazards in your workplace - use the online *Guide to inspecting the workplace* available on the WorkSafe website.
- Conduct a full emergency evacuation drill.
- Make sure all chemicals and other hazardous substances are correctly labelled and stored and check they all have a Material Safety Data Sheet - a *WorkSafe guidance note* is available from the website.
- Do some general 'housekeeping' to tidy up work areas.
- If you don't have safety and health reps in your workplace, find out more about reps from the website.

EDUCATION AND TRAINING

- Hold short sessions on safety and health issues that affect your workplace. Get the Take 10@10 instructions and topic notes from www.worksafe.wa.gov.au/swaweek
- Invite an industry specialist such as a safety consultant, occupational hygienist, psychologist, ergonomist or rehabilitation provider to hold a training or information session.
- WorkSafe community education officers are available to visit metropolitan workplaces - book a safety talk by calling 9327 8777.
- Arrange basic first aid training.
- Hold a 'tool box' talk with your work team.
- Do the safety quiz and give a small prize.



SPREAD THE WORD

- Put up a display with occupational safety and health posters and publications - you will receive new posters from WorkSafe when you register your activity.
- Include a safety bulletin in workplace newsletters or email.
- Organise a 'meet and greet your Safety and Health reps' morning tea at your workplace.

HEALTH AND WELLBEING

The WA Department of Sport and Recreation has healthy active workplace information and programs available.

Find out more at:

www.dsr.wa.gov.au → Recreation → Healthy Active Workplaces.

REGISTER TO ATTEND THE PERTH WORK SAFE 2011 FORUM

Attend the Perth Work Safe 2011 Forum to be held on Monday 17 October at the Burswood Entertainment Complex.

More information at:

www.worksafe.wa.gov.au/forums or call 9327 8608.

ATTEND A FREE 4THOUGHT SESSION

Encourage people to attend free lunch time 4Thought sessions to be held during Safe Work Month.

More information at:

www.worksafe.wa.gov.au → Education → Lunch time information sessions.

Take 10@10

Take time out for your safety at work

TAKE 10@10 SAFETY TOPICS

Take 10 minutes at 10.00am in your workplace to talk about safety.

Get the following Take 10@10 speaker's instructions and 10 minute talks online at www.worksafe.wa.gov.au/swaweek

1 Hazard identification and risk management

2 Manual tasks

3 Occupational stress

4 Working hours

5 Drugs and alcohol

6 Basic occupational safety and health responsibilities

7 New and young workers

8 Slips, trips and falls

9 Workplace conflict

10 Healthy workplaces

11 Forklifts

12 Infection control

TAKE 10@10 WAYS TO BE ACTIVE AT WORK

1 Take a brisk 10 minute walk during your lunch break.

2 If possible, use the stairs instead of the lift.

3 To relieve neck tension, sit up straight in your chair - turn your head slowly to the right, to the front, to the left and back to the front pausing after each turn - repeat 10 times.

4 Walk while you think - it improves brainpower.

5 Deliver messages to your workmates instead of emailing or calling them.

6 To relieve tension in your shoulders, raise your shoulders to your ears, hold then relax - repeat 10 times.

7 Sit up in your chair and tighten your abs and release - repeat 10 times.

8 Hold onto the back of your chair and try some calf raises, raise your heels off the floor then lower - repeat 10 times.

9 Use a pedometer to record your daily steps at work - set yourself a daily target.

10 Set an alarm to go off every hour to remind you to get up and move around.

SAFE WORK AUSTRALIA WEEK EVENTS HELD IN 2010



FIRST AID TRAINING @ AKER SOLUTIONS

FIVE SENSES CHALLENGE @ AUSCO MODULAR



A TOOLBOX MEETING @ BUCKBY CONTRACTING PTY LTD

SAFETY LECTURE @ SHIRE OF ASHBURTON



COOKING FOR HEALTH @ STOCKLAND

REGISTER

YOUR WORKPLACE EVENT OR ACTIVITY

16-22 OCTOBER
2011

YOUR DETAILS

Name: _____

Title: _____

Organisation: _____

Address: _____

Telephone: _____

Email: _____

DETAILS OF YOUR EVENTS OR ACTIVITIES

Event/activity description: For example, Take 10@10 safety talk and/or meet your safety and health representative morning tea.

The name of your organisation and a brief description of your event will be listed on the Safe Work Australia Week 2011 page of the WorkSafe website at www.worksafe.wa.gov.au/swaweek

The Department of Commerce retains the right not to include events or activities on the Safe Work Australia Week 2011 web page that aim to promote the products or services of an organisation rather than educate or train attendees.



To receive copies of the new WorkSafe posters and the WorkSafe 2012 calendar planner, complete and return this form to WorkSafe.

Fax: 9321 6658 or Mail: Promotions, Department of Commerce, PO Box 294 West Perth 6872
or Email information about your event to: safework@commerce.wa.gov.au



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Department of **Commerce**



safe work australia

www.worksafe.wa.gov.au

FOUR STEPS TO A SUCCESSFUL WORKPLACE EVENT OR ACTIVITY

SAFE WORK AUSTRALIA WEEK
16-22 OCTOBER 2011

- 1 SET YOUR TARGET AUDIENCE**
Training, information sessions or activities can be planned for either small work teams, a work area or division, or the whole workplace.

- 2 PLAN**
- What type of event is best suited to your target audience, issue or topic and budget?
 - Ask staff what they want to do to focus on safety.
 - Is there someone to organise the activity, give a safety demonstration or run a training session?

- 3 PROMOTE**
- Distribute information about the activity to everyone in the workplace.
 - Ask managers or supervisors to help promote the activity.
 - Tell people about it - word of mouth is often the best way to get information to people.

- 4 ON THE DAY**
Take photos of the activity for your own records, to publish in your work newsletter or place on your notice board. Email your photos and a short summary to safework@commerce.wa.gov.au to go into the 'Focus on Safety' newsletter and to receive your Certificate of Participation.

HOW TO REGISTER YOUR SAFE WORK AUSTRALIA WEEK ACTIVITY



ONLINE:
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Department of Commerce
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EMAIL:
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FAX:
(08) 9321 6658

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