



Take 10 @ 10 - Presenter's notes

These notes are designed as a guide to raise awareness and discussion about safety in YOUR workplace.

There are presenter's notes on the following 12 topics:

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| 1. Basic OSH responsibilities | 7. Hazard ID and risk management |
| 2. Manual tasks | 8. New and young workers |
| 3. Occupational stress | 9. Slips, trips and falls |
| 3. Working hours | 10. Workplace conflict |
| 5. Drugs and alcohol | 11. Healthy workplaces |
| 6. Infection control | 12. Forklifts |

Each time you see:



This is background information which should be read out



This is a question which should be put to the group



Text surrounded by a broken line are the possible answers

Answers have been provided that you can use to prompt people if they are a reluctant to speak. You may also want to mention the suggestions that are relevant to your workplace if they aren't raised by your audience.

For each topic a risk management approach has been used and duties and responsibilities have been outlined.

There is also an opportunity for your audience to make suggestions to you about how you could do things better in your workplace.

Parts of the occupational safety and health legislation relate to all of the topics, such as:

- Section 19 – Duties of Employers
- Section 20 – Duties of Employees
- Section 21 – Duties of self employed people
- Regulation 3.1 - Identification of hazards, assessing and addressing risks

You may wish to familiarise yourself with these parts of the legislation before running this activity.

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