



WORKPLACE SAFETY PROCEDURES

WORKPLACE SAFETY

- Workplace safety is essential in providing a safe environment where employees can work with minimal risk to their health. It is legislated for each State and Territory.
- Workplace accidents can cause minor to serious injury or death.
- Many workplace risks can exist, due to environment, unsafe work practise, human error and mechanical or machinery malfunction.
- Preventing these accidents requires the co - operation of all employees & management of the organisation.
- It is your duty as an employee to identify and report risks or hazards.



SAFETY POLICIES & PROCEDURES

include

- Documentation forms & systems.
- Employee training & education.
- Safety equipment, inspection and maintenance.
- Keeping accurate records and reports for appropriate authorities.
- Demonstrating safe work practice to protect yourself, other employees and consumers.
- Reducing workplace injury reduces financial costs to both the employee and employer.



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EMPLOYER'S RESPONSIBILITY

- Developing policies and procedures
- Education & Training
- Develop strategies to assist in preventing workplace injuries & disease
- Providing a safe workplace to all employees



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EMPLOYEES' RESPONSIBILITY

- Each employee plays an important role in preventing injury, illness or death from a workplace accident.
- Employees must complete mandatory safety training and safety checklists.
- Employees must follow safety protocols & procedures at all times when in the workplace or consumer's home.
- **MUST** not be impaired by the use of alcohol or drugs whilst at work.



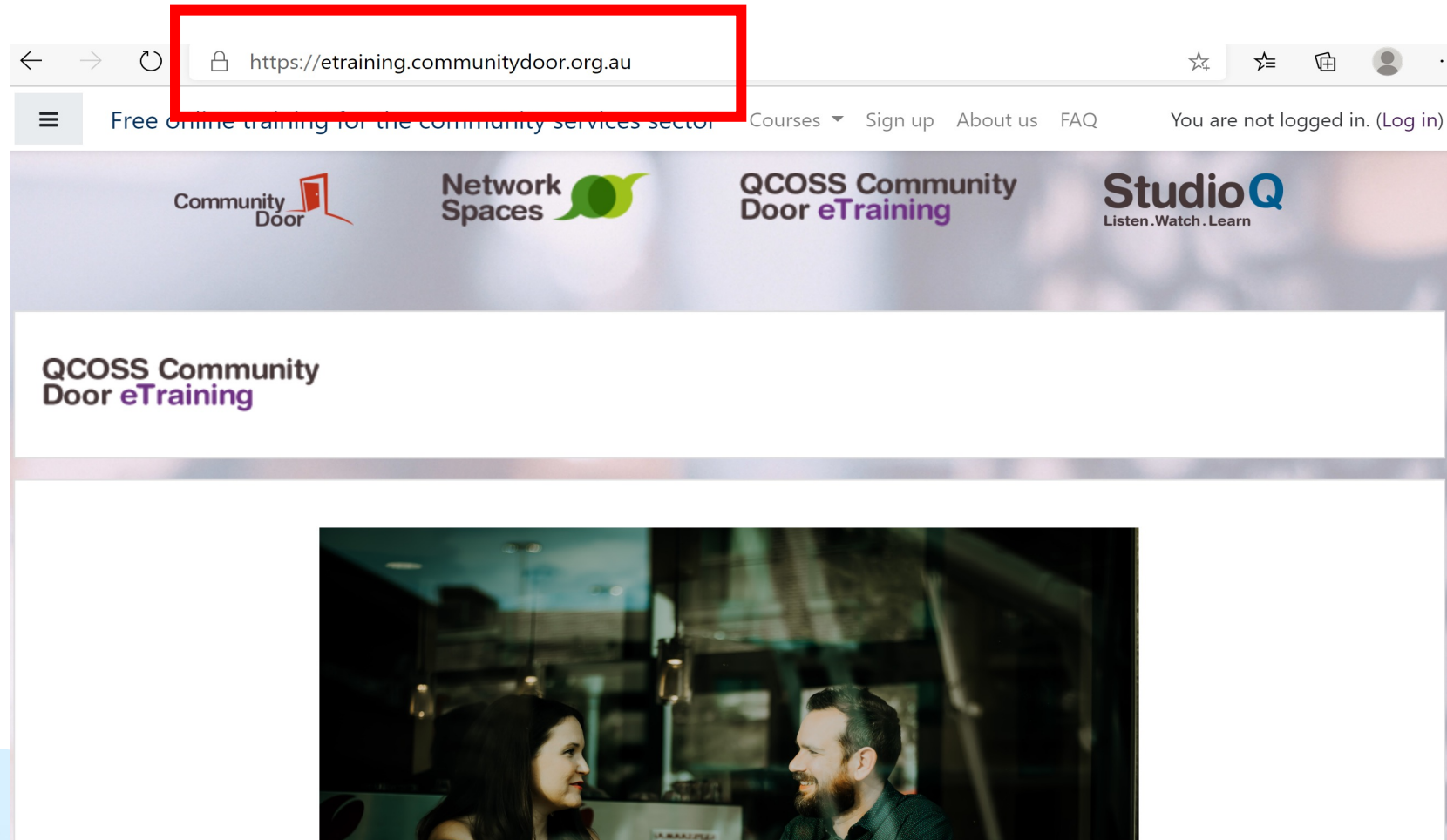
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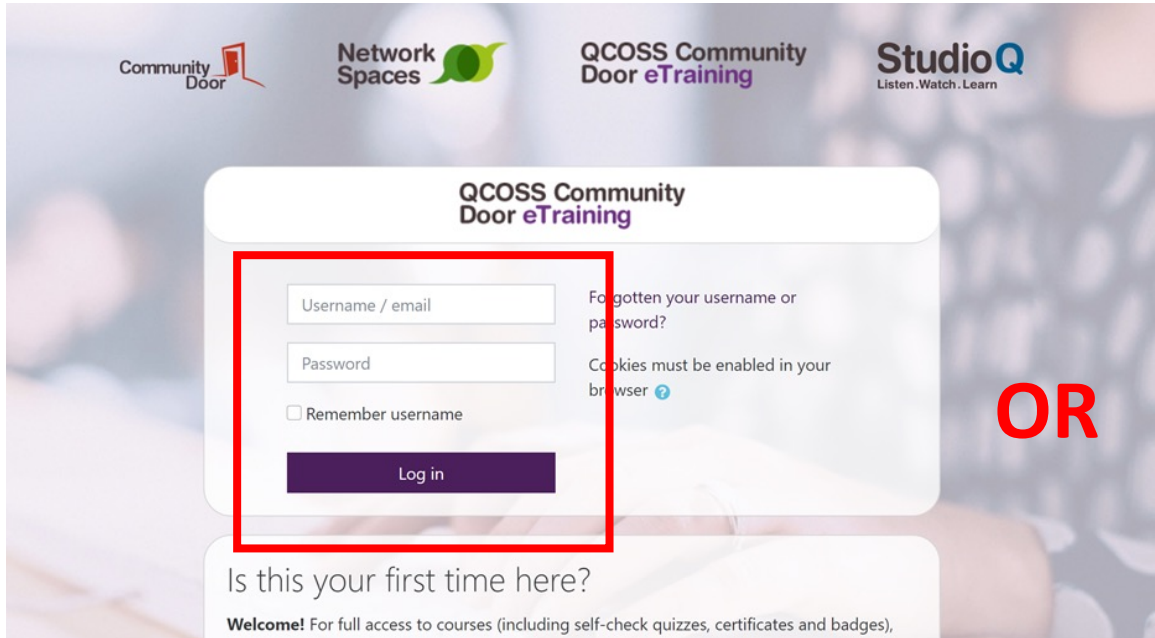


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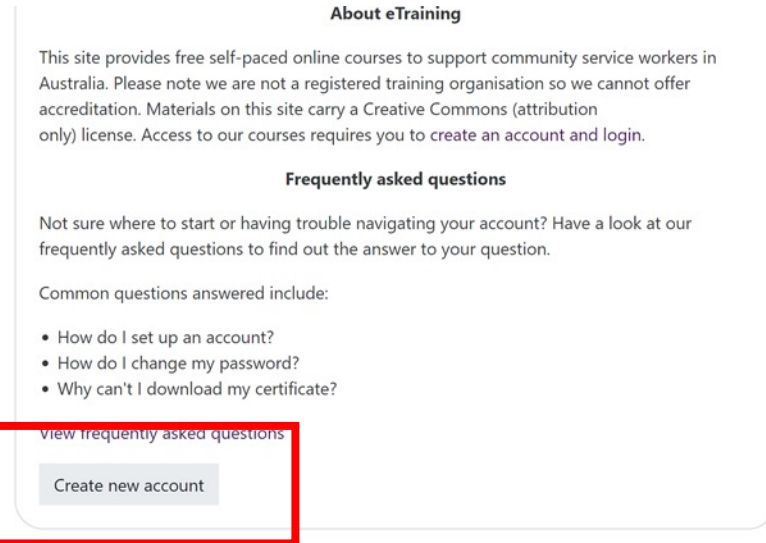
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About eTraining

This site provides free self-paced online courses to support community service workers in Australia. Please note we are not a registered training organisation so we cannot offer accreditation. Materials on this site carry a Creative Commons (attribution only) license. Access to our courses requires you to create an account and login.

Frequently asked questions

Not sure where to start or having trouble navigating your account? Have a look at our frequently asked questions to find out the answer to your question.

Common questions answered include:

- How do I set up an account?
- How do I change my password?
- Why can't I download my certificate?

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New account ▼ Collapse all

▼ Choose your username and password

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The password must have at least 6 characters

Password !

▼ More details

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Email (again) !

First name !

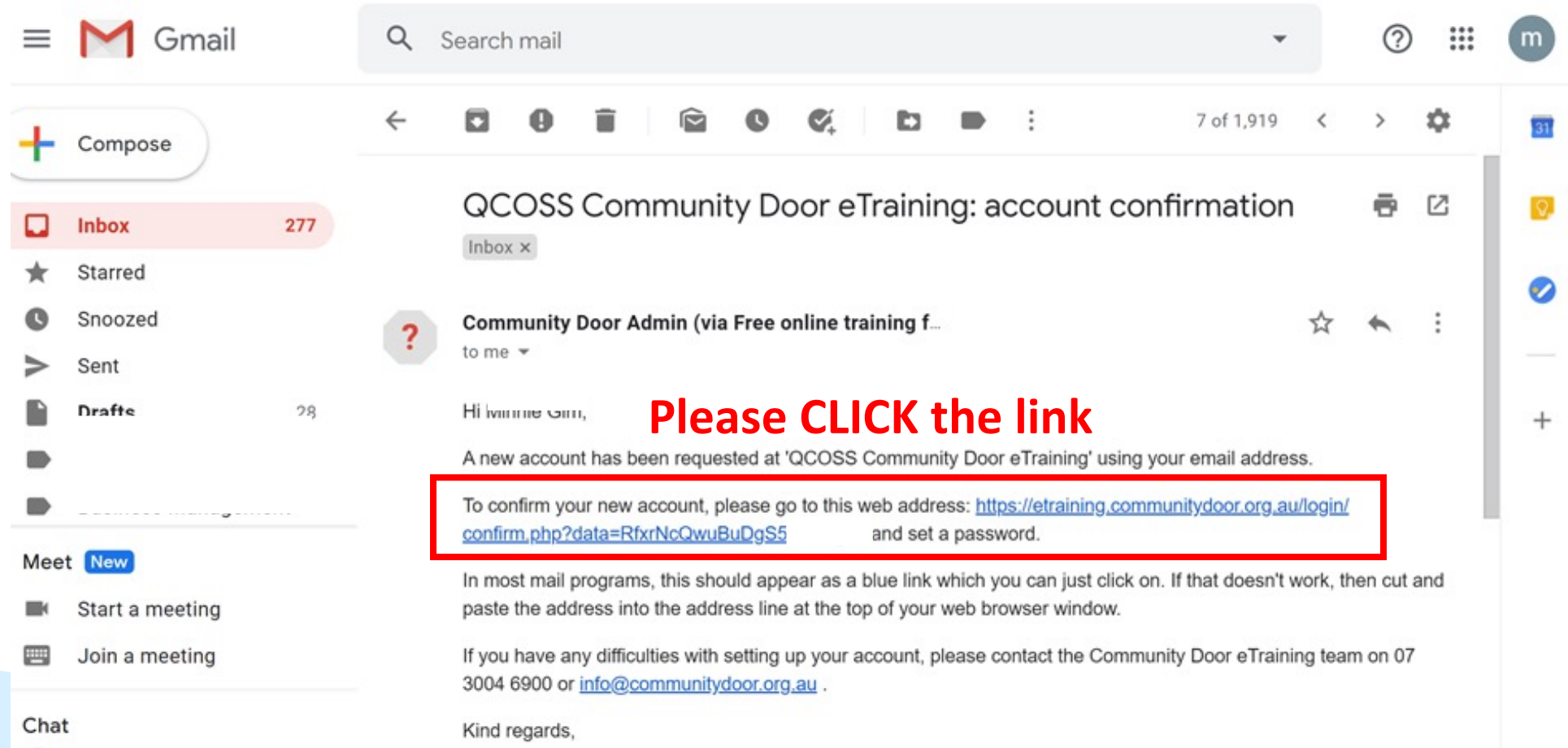
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Hello and welcome to Community Door eTraining



Community Door eTraining provides **free** self-paced online courses to support community service workers.

Review the full course catalogue to see what Community

conflict management strategies to facilitate responsible behaviour in clients.

Participate in the work environment ➡



There are a variety of factors which impact on community services organisations, their running and their structure, and on the employees who work for them. This course looks at how to contribute to the effective operation of the work group through your own performance and working effectively with others.

Participate in workplace safety procedures



Hazardous situations and objects are all around us – at home, in public places and at work. Every worker has a role to play in making the workplace as healthy and safe as possible. This course will assist you to identify potential hazards and assess risks so that appropriate action can be taken.

Please select “Participate in workplace safety procedures”

Work within the administration protocols of the organisation ➡

As a worker in the community and disability services areas you will need to be



Announcements

Introduction

Welcome to the QCOSS Community Door eTraining course *Participate in workplace safety procedures*

Once you have completed all the sections please try the quiz at the end.

If you complete the quiz then you will be able to download a certificate of completion and will be emailed a badge. Good luck!

Please email any feedback to us: info@communitydoor.org.au



Forum: 1

Section 1: Identify hazards and assess risk

Hazardous situations and objects are all around us – at home, in public places and at work. Every worker has a role to play in making the workplace as healthy and safe as possible. As you go about your daily work, it is important that you recognise potential hazards and assess risks so that appropriate action can be taken.

This section discusses skills and knowledge you will need to contribute to a safe and healthy work



Contents

- Introduction
- Section 1 : Identify hazards and assess risk
- Section 2 : Follow procedures and strategies for risk control
- Section 3 : Contribute to OHS in the workplace



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Thank you for participating
in keeping safe at work
Send your certificate to
renee@adelaidequalitycare.com.au



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