

SESSION PLAN THREE:

► LOOK! THINK! DO!

Hazard identification, risk assessment and risk management are required for a safe workplace. Employer and employee OHS responsibilities in the workplace are explored. Students learn the procedures for hazard identification and management, and practice applying them.

This session's themes are:

- Hazard identification, risk assessment and risk management

Time required:

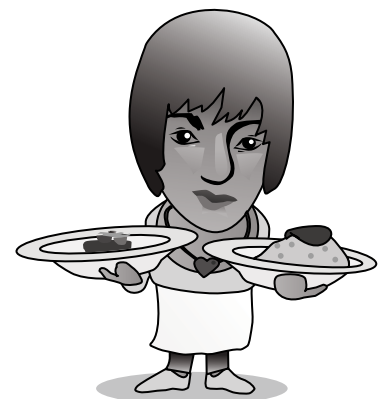
- 1 - 2 lessons

This session will help young people to:

- Identify the responsibilities of employers and workers in regards to OHS
- Recognise workplace hazards and how to look out for these
- Identify the potential harm created by workplace hazards
- Identify ways to remove hazards or minimize the risks created by them

To run this session you will need to:

- Print one copy of **Activity Three: Teacher's Answer Sheet** (attached below)
- Print copies of **Activity Sheet 3: Employer and Employee Responsibilities** (attached below)
- Print copies of **Activity Sheet 4: Look! Think! Do!** (attached below)
- Print copies of the **Activity Sheet 5: Workplace Safety Hazards and Risks**



▶ LESSON ACTIVITIES:

PART ONE: EMPLOYER AND EMPLOYEE RESPONSIBILITIES



OPTION 1

1. Make a copy of **Activity Three: Teachers' Answer Sheet** for every two students, e.g. 10 – 12.
2. Cut the answer sheets along the marked lines, shuffle and either place into envelopes or clip together.
3. Place students in pairs and distribute **Activity Sheet Three: Employee and Employer OHS Rights and Responsibilities**.
4. Ask students to sort the information boxes into employer OR employee OHS Rights and Responsibilities and paste onto **Student Activity Sheet Three**.
(Note: employer and employee OHS rights and responsibilities do not need to match)

OPTION 2

1. Cut and jumble the information on **Activity Sheet Three: Employee and Employer OHS Rights and Responsibilities** and place onto an overhead transparency or powerpoint presentation.
2. Ask students to sort the information boxes into employer OR employee OHS Rights and Responsibilities and paste onto **Student Activity Sheet Three**.
(Note: employer and employee OHS rights and responsibilities do not need to match)

PART TWO: LOOK! THINK! DO!

1. Divide the class into groups and then read **Activity Sheet Four: Look! Think! Do! Fact Sheet out loud**.
2. Ask students to write down the key words as you read **Activity Sheet Four: Look! Think! Do! Fact Sheet** (you may need to read the fact sheet more than once).
3. Ask students to recreate the text in their groups.
4. Groups proof read and edit their texts and then present them to the class.
5. Put a copy of **Activity Sheet Four: Look! Think! Do! Fact Sheet** on an overhead transparency or place a few copies on the classroom walls.
6. Ask students to compare their text with the original version and make any necessary additions or changes.

PART THREE: EXTENSION/ HOMEWORK

ACTIVITY

1. Distribute **Activity Sheet Five: Workplace Safety Hazards and Risks**
2. Ask students to complete Activity Sheet Five
3. Ask students to share their responses with two other pairs and add any further information, ideas and OHS strategies.

ACTIVITY THREE: TEACHER ANSWER SHEET

► EMPLOYEE AND EMPLOYER OHS RIGHTS AND RESPONSIBILITIES

Employers need to	Employees need to
<p>Adequately induct, inform, train and supervise staff to ensure safe OHS practices are understood and upheld by all team-members.</p>	<p>Work safely to protect themselves and others from injury. For example, they must not:</p> <ul style="list-style-type: none"> • Move or deface signs • Tamper with machine guards • Behave in a way that puts anyone at risk.
<p>Consult with all employees regarding any decision relating to OHS in the workplace. Offer employees choices about how and when they will be consulted.</p>	<p>Report any workplace hazards.</p>
<p>Provide all appropriate personal protective equipment (PPE) required to ensure workers can complete their job safely. Train workers in the correct use of the equipment.</p>	<p>Obey all health and safety procedures, including correctly wearing all personal protective equipment prescribed.</p>
<p>Regularly check and evaluate OHS systems and procedures to ensure that workers are adequately protected from workplace hazards.</p>	<p>Report any workplace injuries, illness or near misses, no matter how insignificant they seem.</p>
<p>Provide adequate facilities for the welfare of employees. This covers everything from providing suitable, hygienic facilities, such as toilets, to conducting risk assessments on workplace equipment, layout and procedures.</p>	<p>Get to know emergency procedures, and the location of the first aid kit.</p>
<p>Be aware of employers' legal obligations under the NSW Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001 and meet those obligations in full.</p>	<p>Ask questions to check or clarify any issues that may affect safety in the workplace.</p>

STUDENT ACTIVITY SHEET THREE:

**▶ EMPLOYEE AND EMPLOYER
OHS RIGHTS AND RESPONSIBILITIES**

	Employers need to	Employees need to
1.		
2.		
3.		
4.		
5.		
6.		

ACTIVITY SHEET FOUR:

► LOOK! THINK! DO! FACT SHEET

LOOK!

Learn what the hazards are and how to look out for them

Workplace hazards include things workers do and things workers use, such as substances, equipment, facilities, events, workplace practices and procedures, for example:

Machinery and equipment, wet floors, lack of protective equipment, lack of training, supervision or emergency procedures, chemicals, temperature, stairs, storage and shelving, work space design, noise, dirt/grime, workplace facilities, allergens / fungus / bacteria, manual handling (any activity requiring the use of force exerted by a person to lower, lift, push, pull, hold or restrain a person, animal or thing).

THINK!

Stop and think about how likely the hazard is to cause harm and how serious that harm could be

Always tell someone about workplace hazards immediately, especially if the hazard could cause serious harm. Ask for training, supervision, and help.

DO!

Do something to remove the hazard or make it less dangerous

The best way to fix a hazard is to remove it completely. This is not always possible but employers, by law, must try and make the hazard less dangerous.

The three basic steps in controlling hazard risks are:

1. **Eliminate the hazard:** redesign work areas, modify the steps followed to complete a task, substitute a hazardous chemical or substance with a safer one, use new or different equipment.
2. **Control the hazard:** place guards on machines, create noise enclosures, install or improve ventilation, store chemicals separately.
3. **Protection from the hazard:** training and supervision for workers, creating OHS and other workplace rules / regulations / policies / procedures, personal protective equipment.

ACTIVITY SHEET FIVE:

► WORKPLACE SAFETY HAZARDS AND RISKS

**WORKPLACE
HAZARD/ ACCIDENT**

**LOOK!
What is the
hazard ?**

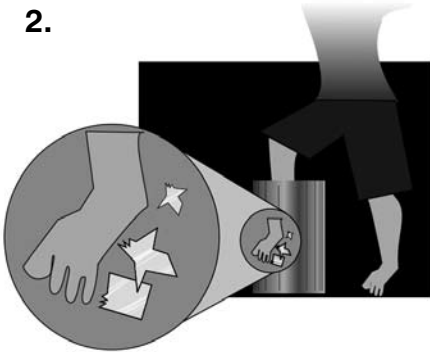
**THINK!
Can the hazard
harm someone?**

**DO!
OHS
strategy?**

1.



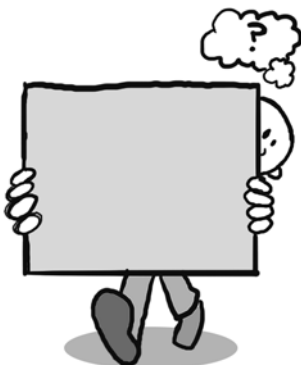
2.



3.



4.



**WORKPLACE
HAZARD/ ACCIDENT**

LOOK!
What is the
hazard ?

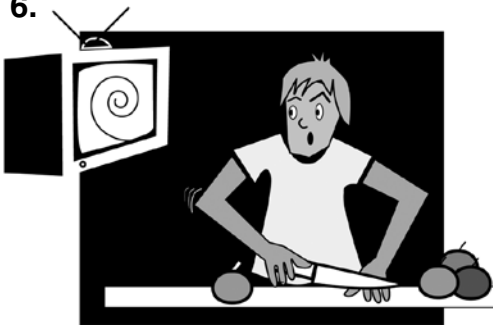
THINK!
Can the hazard
harm someone?

DO!
OHS
strategy?

5.



6.



7.



8.



9.

