# ▸ **Workplace Safety**

## Trainer's Guide

## Contact details

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# Contents

# Introduction

This Trainer's Guide has been designed to support delivery of Workplace Safety an awareness training program for support staff working in a Disability Employment Service. The *Work Talk* resource could also be used to assist in workplace communication with supported employees with an intellectual disability. Tips for preparation and delivery have been included in this guide.

## Aim of this guide

This Trainer's Guide includes information and tips about various ways the training sessions can be conducted. The guide offers flexibility to support trainers in changing the presentation slides to reflect the supported employees' workplace safety needs. The presentation has been designed for support staff and managers working with supported employees with an intellectual disability, however it is useful for all supported employees.

All employers are obliged to provide OH&S training for employees. The *Workplace Safety* presentation has been developed to assist employers to fulfil this obligation. Using this presentation, employers can provide OH&S awareness training that is targeted to address the specific requirements of support staff working within a Disability Employment Service. The presentation has been developed to ensure support staff understand their OH&S responsibilities.

## Overview

This guide contains additional information to support the presentation. This has been done to enable you to customise the presentation to meet the needs of your organisation, and to structure the training to meet those needs.  The presentation is structured around this guide; you can add or delete information to suit your organisation.

You can change the text to suit your workplace. The presentation has photographs of hazards, signs and Personal Protective Equipment (PPE) and this guide takes you through the process of replacing those images with images of your workplace that you'll capture with a digital camera. We strongly encourage you to use your own images so that the venues, equipment, signage and people in your presentation are familiar, and clearly relevant to the participants.

Speakers notes are included with the presentation to help you conduct it in a way that support staff will find engaging, making it easier for them to learn.

The presentation is structured for delivery in a series of short training sessions rather than as one session.

> # WORKPLACE SAFETY
>
> ## Creating a safe workplace
>
> ## Demonstrating safe workplace practices
>
> ## Hazard identification and reporting emergencies

It is important that each section is introduced and that time is taken at the beginning of each session to review the learning from the previous session.

## Using the presentation

The presentation and this guide can be used in a number of ways:

◗ as a self-paced learning resource for support staff to work through

◗ as a basis for discussion and learning about OH&S in the workplace at a staff meeting or in short training session/s

◗ to help develop training strategies for conveying OH&S information to supported employees.

# Your role as a trainer

## A trainer is a guide

Your role is to support participants to learn, to gain from other participants' experiences and access new information. Each training session you conduct, whether formal or informal and regardless of the group size will have goals, objectives and a time frame.

As a trainer you should:

◗ be objective

◗ be informed

◗ be well-prepared. Have examples and stories that you can add in to your session to reinforce a point or to stimulate discussion. Remember to keep stories short and to the point.

◗ listen to the needs of your participants

◗ accept that people learn and communicate in different ways. It might be helpful to read the resource *Work Talk\** prior to conducting your session, or discuss effective training delivery techniques with a more experienced trainer. Think about training sessions you have participated in that worked well. What were they like?

◗ be enthusiastic and flexible

◗ encourage questions and participation.

# Customising the presentation
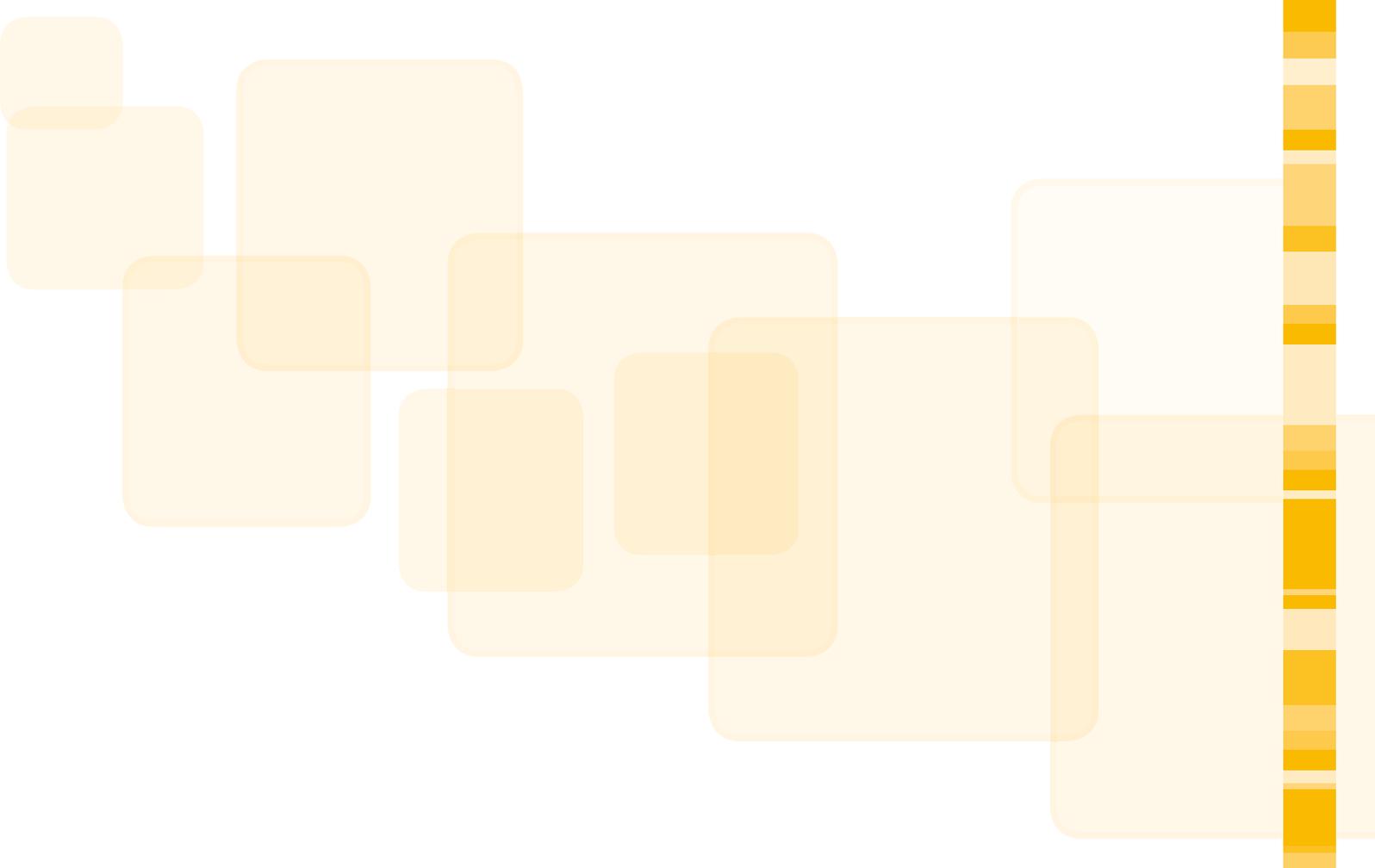
## Equipment

To customise this presentation you will need the following equipment:

◗ PC or laptop with:

   › Microsoft PowerPoint™ application

   › CD drive

◗ digital camera (recommend minimum 2 Mega pixel).

## Creating a customised presentation

The following steps will guide you through customising or changing the slide show presentation to best meet participant and organisation needs.

**Note:** Microsoft PowerPoint™ includes a help option on the toolbar and this can be used to provide additional help, ideas and support when customising the presentation.

### Step 1: Save the CD files

Create a folder on your PC's C drive and name the folder *Workplace Safety*.

Copy all the files on the *Workplace Safety* CD into that folder. Next double click on Workplace safety.pps to view the presentation and gain an understanding of how you will customise it and how the photographs you will take will be used within the presentation.

### Step 2: OH&S procedures in the workplace

The OH&S Officer or Human Resources personnel in your organisation may be able to help with the preparation of the presentation to ensure it complies with organisational procedures.

Prior to the training session meet with the organisation's OH&S representative to ensure you have a clear understanding of the relevant policies and procedures.

### Step 3: Create images

Read through the presentation notes (go to 'View' on the toolbar and click on 'Notes Page'). This will give you guidance in deciding what to photograph.

Save these images as jpeg, tif or gif files on to the C: drive in the same folder as the Workplace Safety.pps file that you are going to customise.
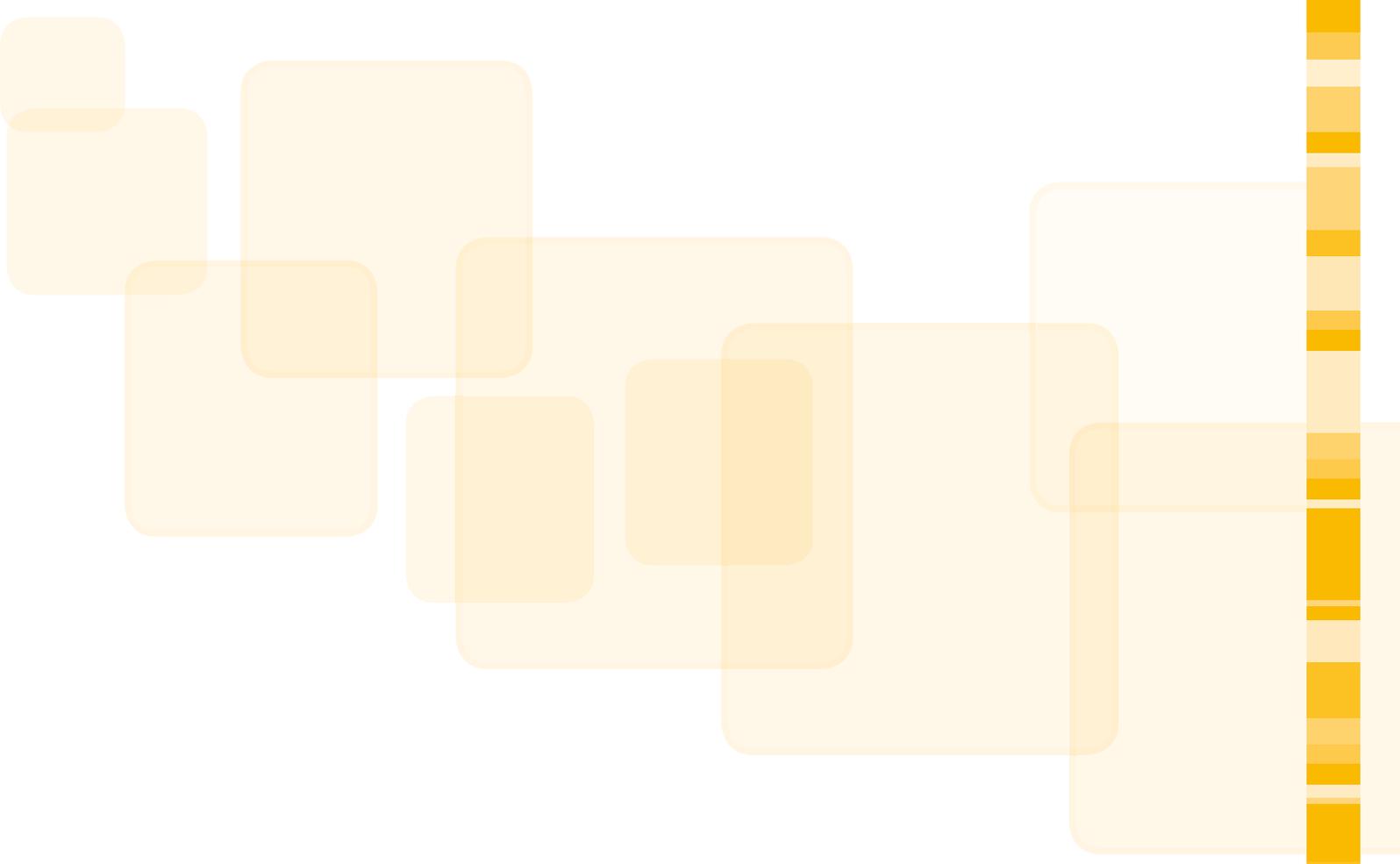
## Step 4: Customise the presentation

◗ **Changing slide text**. Click into the place holder under the title and overwrite the example text with your text. When writing text for a presentation:

> › keep the points short – no more than four on a screen

> › do not include minor issues or detail

> › do not include topics covered in later slides

> › keep the language simple

> › minimise the number of words on the screen.

◗ **Changing images, graphics and photos.**

> › Click on the image to be deleted and choose 'Edit', 'Delete'.

> › Select an example image then select 'Insert', 'Picture', 'From File' and choose one of your photographs from the C: drive

> › Repeat the process to insert images from your workplace.

◗ **Adding or deleting slides.** To add additional slides click on 'Insert' and then on either 'New Slide' or 'Duplicate Slide'.

You may wish to delete slides that are not relevant to your presentation.

◗ **Saving the presentation.** Save the presentation with a file name that reflects either the group it was prepared for (eg workplace safety_kitchen) or when it was customised (eg workplace safety_october 2006).

# Notes › use this space to add your own notes, examples, scenarios, case studies or organisation policies that will help with your presentation

# Conducting the training sessions

# Before the session

To reinforce understanding and to ensure that your examples are situated in the workplace, discuss the following issues with your OH&S representative:

1   current legislation and codes of practice that apply to the organisation
2   how employees can be involved in ensuring the workplace is safe
3   OH&S workgroups in the organisation, their role and membership
4   the role of the OH&S representative
5   the composition of the Health and Safety Committee
6   relevant OH&S policies and procedures
7   OH&S training opportunities.

# Conducting the training sessions

## Equipment you will need

To conduct the presentation you will need your laptop/PC, a projector and a screen (or suitable wall). For smaller groups you might run the presentation using just a computer screen. Note: The presentation can be printed and used as handout/notes.

## Conducting the presentation

Arrange the slides in sections that you think will best meet participant needs. The slide show has been broken into sections to enable you to combine sections or deliver one section each time.

◗   During your session promote involvement and participation via discussion, asking for examples, demonstrating lifting techniques, wearing protective clothing, etc.
◗   Ask individuals in your session questions.
◗   Draw the answers from your group and encourage them to be involved.
◗   Give prompts and examples, then ask the group to relate their own experiences.

Speakers notes are included in the slide show to assist you, however it is recommended that you practice your session before giving it and save your own speaker notes with prompts for the points you wish to cover. To add to the speaker notes, click on 'View' then 'Notes Page', then type in the text you want to add.

**Remember** if you want to print your notes choose 'Notes Page' on the 'Printer' screen.
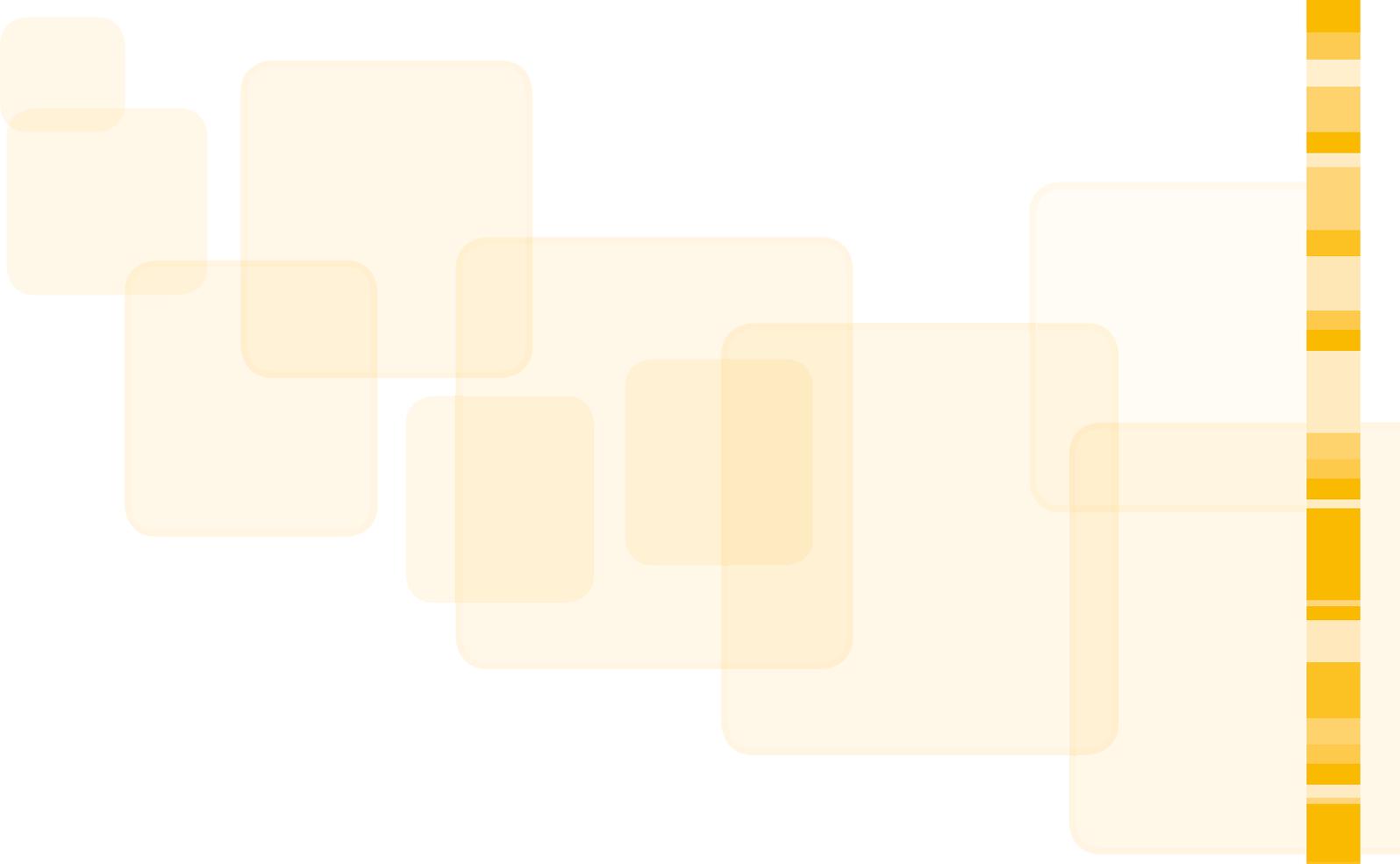
## WORKPLACE SAFETY

**Creating a safe workplace**

**Demonstrating safe workplace practices**

**Hazard identification and reporting emergencies**

# Notes › use this space to add your own notes, examples, scenarios, case studies or organisation policies that will help with your presentation

# References

The following are websites for the OH&S authorities in each Australian jurisdiction, including the National Authority:

## Australian Capital Territory

http://www.workcover.act.gov.au

## Western Australia

http://www.worksafe.wa.gov.au

## Victoria

http://www.workcover.vic.gov.au

## Tasmania

http://www.workcover.tas.gov.au

## South Australia

http://www.ohsim.ocpe.sa.gov.au

## Queensland

http://www.dir.qld.gov.au

## Northern Territory

http://www.worksafe.nt.gov.au

## New South Wales

http://www.workcover.nsw.gov.au

## National Occupational Health and Safety Commission

http://www.nohsc.gov.au