

Toolbox Safety Talks

Presenter's notes

SafeWork SA
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Talk about safety at work

These presenter notes are designed to help you talk about safety in your workplace. Topics include:

- Benefits of a healthy workplace
- Forklift safety
- Hazard identification and risk assessment
- Hazardous manual task safety
- Infection control
- New and young worker safety
- Slips, trips and falls
- Work health and safety responsibilities
- Working hours
- Workplace conflict
- Workplace drug and alcohol strategy

Each time you see:

READ OUT

This is background information for you to read to the group.

ASK THE QUESTION

This is a question for you to ask the group.



Text surrounded by a broken line is a possible answer.

A number of possible answers have been provided so that you can prompt people to participate. You may also want to make suggestions that are relevant to your workplace.

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

There is an opportunity for your audience to make suggestions for improvements in your workplace, to help promote safe, fair, productive working lives.

Aspects of the *Work Health and Safety Act 2012 (SA)* (the Act) and *Work Health and Safety Regulations 2012 (SA)* (the Regulations) relate to all of the topics.

These include:

- duties of Persons Conducting Businesses or Undertakings (PCBU), including self-employed people (sections 19-26 of the Act)
- duties of Officers (section 27 of the Act)
- duties of workers (section 28 of the Act)
- duties of other persons at the workplace (section 29 of the Act)
- general risk and workplace management (Chapter 3 of the Regulations).

To familiarise yourself with the legislation, visit www.safework.sa.gov.au.