

Workplace Health and Safety

Employer Responsibilities

Employers have legal rights and responsibilities regarding workplace health and safety. A duty of care exists to make the workplace safe.

An employer's responsibilities include providing:

- a safe working environment (ensure that the workplace is safe, secure and will not present a risk to you whilst at work)
- safe systems of work (work practices that will not put you in harm's way)
- safe plant and equipment (tools to do the job safely)
- information, training and supervision (to allow you to do your job safely and with access to help when needed)



Worker Responsibilities *'the best workers work safely'*

..... What can you do?

- take reasonable care of your own health and safety firstly
- take care that you do not badly affect the health and safety of other people
- attend WHS training as provided by your organisation
- use all tools and equipment correctly
- wear personal protective equipment as required
- operate equipment and machinery with guards and safety controls operating and in place at all times
- do not misuse or interfere with anything which is provided in the interests of workplace health and safety like safety guards and signs
- know and follow the emergency procedures

Report:

- any hazards as soon as you notice them
- all incidents, whether or not someone was injured
- any incidents of bullying and/or harassment in the workplace
- any worn out or faulty tools or equipment or problems you have with tools and equipment
- all problems with manual tasks, including signs of worry, immediately
- any physical or psychological conditions that may affect your ability to safely perform the duties that form part of your role



Manual Handling

Personal Care often involves 'people handling' or 'manual handling'. It means that a support worker uses their physical ability to hold, support, restrain or transfer a client. The worker might lift, lower, carry, push, pull, slide or restrain a client. The client may need to move from the bed to a chair, use the toilet, get in or out of a car, stand after being in a chair or walk about.

People handling can be dangerous if not done properly. Most injuries in the community sector happen during people handling. In the Northern Territory the most common injuries are:

Turn over for more Manual Handling information....

Workplace Health and Safety

Manual Handling

- strain on the muscles from lifting, carrying and putting down heavy objects
- falls
- strain on the muscles from all other work

No worker should fully lift a person (other than a small infant) without assistance from a:

- mechanical aid (like a hoist) or
- assistive device (like a wheelie walker) or
- another worker to help

The client is also at risk when they are being assisted to move as they can be dropped, fall or suffer muscle strain from being placed in an unnatural position.

The feeling of moving, when you do not have control of your movements, is difficult for people to tolerate. It's much less stressful for your client if you can give them something to hold on to (a railing, or a chair handle) when you are moving them.



Correct Standing

Correct Sitting



Correct Lifting

Workplace bullying and harassment

A worker is being bullied at work if:

- an individual or group of individuals repeatedly behave unreasonably toward the worker, or a group of workers which the individual is a member and
- the behaviour creates a risk to health and safety

There are different kinds of bullying:

- hurting someone's body by pushing, kicking, slapping, hitting
- threatening to hurt someone
- hurting someone's feelings on purpose by not letting them join in; stealing, moving or hurting their things (their bags, for example); always teasing or playing practical jokes on them; saying things that upset them; calling them names; laughing rudely at them; spreading rumours (stories that are made up) about them; ignoring them when they speak
- using the voice to call them names, swear or shout at them

Do not bully or sexually harass anyone in the workplace.

Report any harassment immediately to your manager. If you are being harassed report this to your manager.



Sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated.

Examples include:

- physical contact such as touching, grabbing, kissing or hugging
- sexual jokes; comments; sexually explicit conversations
- accessing and displaying offensive material from the internet
- sending rude or offensive emails, attachments or text messages

Workplace Health and Safety Top Tips



- follow procedures
- look after your own safety and the safety of others
- ask for help if you need it
- report hazards and incidents
- do not bully anyone