FREE SHORT COURSE WORKBOOK

Workplace Safety Essentials

Use this workbook alongside the four lessons. Work on a printout, in pen or pencil, and use your own workplace where you can. Numbers or items shown as examples are examples only. Follow your employer's safety rules, and ask your manager or safety representative if you are unsure.

Name: _____ Date: _____

LESSON 1

My safety rules and who to ask

Write down three safety rules that apply to your job. For each one, say who set it and what could go wrong if it is ignored. Then fill in who you can ask about safety.

Safety rule in my job	Who set it or told me	What could go wrong if it is ignored
Example: keep the yard gate closed	*Yard supervisor*	*A vehicle or person could enter the work area*

Who to ask

My manager: _____

My safety representative: _____

My first aider: _____

Where I find the emergency numbers: _____

LESSON 2

A short hazard walk

Walk around your work area. Find up to five hazards. For each one, decide if the risk is low, medium or high, choose a control (remove it, keep people away, change how the work is done, or protect the person), and say who you will tell.

Hazard and where	Risk: low, medium, high	Control I would choose	Who I will tell
Example: loose cable across the office door	*Medium*	*Tape it down or re-route it*	*Office manager*

Which hazard worries you most, and why?

_____

_____

_____

LESSON 3

My PPE check

List the PPE your job needs. For each item, tick whether you have it, check its condition, and note any problem and who you told. If you do not have PPE you need, write down who you will ask.

PPE item	I have it? Y/N	Condition OK? Y/N	Problem found	Who I told and when
Example: work gloves	*Y*	*N*	*Split seam on one finger*	*Supervisor, Monday morning*

Is there any PPE you need but do not have? Who will you ask?

_____

_____

LESSON 4

Report an incident or near miss

Think of a real or possible incident or near miss at work. Practise writing it up. Stick to the facts. Then tick each step you will follow next time.

Incident or near miss report

Date: _____ Time: _____ Place: _____

What happened: _____

_____

Was anyone hurt? _____ Who got help? _____

What I did to make the area safe: _____

Who I reported it to and when: _____

- ☐ Got help first if anyone was hurt
- ☐ Made the area safe and kept others back
- ☐ Told my supervisor or manager as soon as I could
- ☐ Wrote down only the facts, not who to blame
- ☐ Reported near misses as well as injuries

My three actions

Write three things you will do differently at work after this course.

1. _____
2. _____
3. _____