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**STAR AVIATION** Work Health and Safety Awareness

**About This Module**

Work Health and Safety (WHS) is a serious issue that all workers should be aware of.

This module has been designed to increase your awareness of WHS legislation. It will also develop your understanding of how you can work safely to help prevent workplace injuries.

The module is divided into three units:

Unit 1 WHS legislation	Unit 2 Hazard and risk management	Unit 3 Emergency procedures
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You should allow approximately 30 minutes to complete this module. At the end of the module you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

You are now ready to begin.

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**STAR AVIATION** Work Health and Safety Awareness

**Learning Outcomes**

At the completion of this course, you should be able to:

- Explain your WHS responsibilities
- Identify potential hazards in the workplace
- Control hazards to minimise the risk of injuries and incidents
- Report hazards and incidents
- Respond and react appropriately to emergencies

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# STAR AVIATION


## Work Health and Safety Awareness


### Unit 1: WHS Legislation


All organisations and workers must comply with Work Health and Safety legislation. Federal and state-specific legislation is based on the model work health and safety laws which provides for the general requirements that must be followed to create a workplace that is as safe as reasonably practicable.


[ComCare](#) promotes and enforces the Commonwealth [Work Health and Safety Act 2011](#). Each state and territory has a separate regulatory body.


For information on the regulatory body in your state or territory, click on the relevant box below.


  
WorkSafe ACT


  
SafeWork NSW


  
NT WorkSafe

  
WorkSafe Queensland

  
SafeWork SA

  
WorkSafe Tasmania

  
WorkSafe Victoria

  
WorkSafe WA

Note

Interactive Image!

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
## Work Health and Safety Awareness


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
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
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
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
  
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
  
SafeWork NSW


  
NT WorkSafe

  
WorkSafe Queensland

  
SafeWork SA

  
WorkSafe Tasmania

  
WorkSafe Victoria

  
WorkSafe WA

**NOTE:**  
Victoria is the only state which has not adopted the WHS Laws. For more information about the work health and safety responsibilities of workers and organisations in Victoria, please see ELMO's OHS Awareness module.

Note

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# STAR AVIATION

## Work Health and Safety Awareness


### Primary Duty of Care

'Primary duty of care' is a central concept to the WHS legislation for all states and territories. Primary duty of care is an obligation that requires everyone, as far as **reasonably practicable**, to ensure the health, safety and wellbeing of those who enter a workplace.

Our organisation has the primary duty of care and is responsible for providing:

- A safe work environment
- Information and training

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- A safe work environment
- Information

A safe work environment:  
Our organisation is responsible for providing:

- A safe place of work including safe plant, equipment, structures and systems of work;
- A work environment that is free of all controllable risks to health or safety;
- Safe processes for the use, handling, transport and storage of plant, structures and substances.

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**STAR AVIATION** Work Health and Safety Awareness

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- A safe work environment
- Information and training

Information and training:  
Our organisation must provide all necessary information, training, instruction or supervision to protect all workers and visitors from risks to their health and safety.

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Our organisation has the primary duty of care and is responsible for providing:

- Welfare facilities:  
Our organisation is responsible for the provision of and access to adequate facilities for the welfare of workers. Facilities may include:
  - Change rooms;
  - Drinking water;
  - Dining areas;
  - First aid;
  - Personal storage;
  - Toilets.

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## STAR AVIATION

### Work Health and Safety Awareness

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Our organisation has the primary duty of care and is responsible for providing:

-  A safe work environment
-  Information and training
-  Interactive image!

Monitoring of WHS matters:  
Our organisation is responsible for monitoring the health of workers and the conditions at the workplace in order to prevent work-related illness or injury.

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## STAR AVIATION


### Work Health and Safety Awareness

#### Your Responsibilities

You also have a duty of care to ensure the health and safety of yourself and others in the workplace. Specifically, you have a responsibility to:

- Not cause harm
- Be fit for work
- Comply with WHS instructions
- Report WHS concerns and incidents
- Participate in WHS activities

 Interactive image!

 Your Responsibilities

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STAR AVIATION Work Health and Safety Awareness

### Unit 2: Hazard and Risk Management

To achieve workplace safety, and meet our legal responsibilities, we must have a systematic approach to managing safety **hazards** and **risks**.

Our hazard and risk management process consists of 4 continuous steps:

1. **Identify the hazard.**
2. **Assess the risk.**
3. **Control the risk.**
4. **Monitor and review.**

Everyone is responsible for identifying, reporting, assessing, controlling and monitoring hazards.

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### Types of Workplace Hazards

Hazards can be classified according to the following broad categories:

Physical environment	Ergonomic
Chemical	Biological
Mechanical / electrical	Psychosocial

The following frames will provide you with an overview of how to eliminate or control some of the common hazards within these categories.

Interactive image!

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STAR AVIATION Work Health and Safety Awareness

### Slips, Trips and Falls

The most common causes of non-fatal injuries in the workplace are **slips, trips and falls**.


To reduce the risk of slips, trips and falls, you should:

- Always pay attention to where you are going and be on the lookout for potential hazards;
- Keep passageways clear;
- Clean up spills immediately;
- Always walk at an appropriate pace;
- Keep your vision clear when carrying large objects;
- Take care on stairways and use the handrail.

Where might you find slip, trip and fall hazards? Answer

Note

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STAR AVIATION Work Health and Safety Awareness

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Where might you find slip, trip and fall hazards? Answer

Answer:

Potential slip, trip and fall hazards include:

- Wet or oily floor surfaces;
- Loose or upturned mats, rugs, carpet or tiles;
- Obstruction of view;
- Poor lighting;
- Electrical cords or water hoses incorrectly positioned across walkways;
- Desk drawers and cabinets left open;
- Uneven steps or pathways.

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STAR AVIATION Work Health and Safety Awareness

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- Always walk at an appropriate pace;
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**NOTE:**  
If you are doing any work where there is a chance of falling from one level to another, you should talk to your manager to ensure that measures are in place to eliminate the risk of an injury occurring. For example, standing on a ladder to access a box that is located on a high shelf.

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### Manual Tasks

Manual tasks include any activity requiring you to use force to lift, lower, push, pull, carry or otherwise move, hold or restrain an object. It also includes tasks that require you to maintain a posture for extended periods, such as sitting and standing (see Examples).

If manual tasks are not performed safely, they can result in back, shoulder, neck, arm and / or leg injuries.

What can you do to reduce the risk of injury?

Click to reveal	Click to reveal	Click to reveal
Click to reveal	Click to reveal	Click to reveal

Examples

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STAR AVIATION Work Health and Safety Awareness

### Manual Tasks: Lifting

The most common injury related to manual tasks involves lifting heavy items. If you need to move an object you should always use SMART lifting techniques:

**SMART**

1. Size up the weight and dimensions of the load;
2. Move your body as close to the load as possible;
3. Always bend your knees;
4. Raise the load with your legs not your back;
5. Turn your feet in the direction that you want to move.

Caution Note 1 Note 2 Tip

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STAR AVIATION Work Health and Safety Awareness

### Your Workstation

The way your workstation is set up can have a big impact on your physical health. As most people spend a lot of time at their computer, it is important to make sure your workstation is set up properly to avoid discomfort and possible injury. Move your cursor over the boxes below for tips on how to set up your workstation.

Interactive image!

- Chair
- Keyboard
- Mouse
- Computer monitor
- Desk and work surfaces
- Lighting

Caution Tip

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# STAR AVIATION

## Work Health and Safety Awareness

### Posture

Maintaining a poor posture for extended periods of time can lead to discomfort and possible injury.

To maintain good posture, you should:

- Adjust your office chair so that it supports your back;
- Relax your shoulders and ensure that you are not slouching;
- Use a footrest, if necessary, to ensure there is no pressure under your thighs;
- Regularly consider the position of your body and head and readjust your posture as required.

What is an ideal posture?

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What is an Ideal posture?

Answer:  
An ideal posture is one where the:

- Body and head are upright and forward facing;
- Arms are by the side of the body;
- Forearms are either hanging straight or at right angles to the upper arm;
- Hands are in the handshake position.

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**STAR AVIATION** Work Health and Safety Awareness

### Exercises and Stretches

You should regularly change your posture to avoid developing a musculoskeletal injury. Ideally, you should take breaks of 1 - 2 minutes every 30 minutes. Try simple stretches or variations to your posture by:

- Walking around the office;
- Standing up while on the phone or taking messages;
- Clean up spills immediately;
- Raising both arms above your head;
- Doing side stretches;
- Lifting your knees;
- Doing some simple [eye exercises](#).

Click the buttons for demonstrations of stretches you can perform.

[Neck Exercises](#) [Shoulder Rolls](#) [Shoulder Stretch](#)  
[Wrist and Back Stretch](#) [Back Arching](#)

Important Tip

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STAR AVIATION Work Health and Safety Awareness


### Chemical Hazards

Most chemicals used in an office environment are not hazardous, and pose little risk to your safety and health if used appropriately under normal circumstances and conditions.

For any chemical that has been identified as hazardous, there will be a Safety Data Sheet (SDS) located close to the substance. The SDS provides information about the substance including health hazards, precautions for use and first aid.

To reduce chemical hazards, you should:

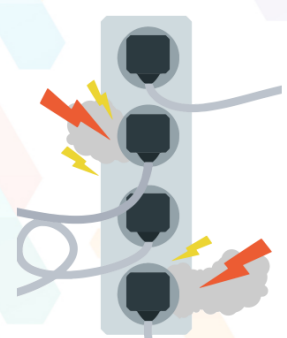
- Store chemicals safely and in accordance with the SDS
- Label all chemicals
- Not use unlabelled chemicals
- Not mix chemicals



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STAR AVIATION Work Health and Safety Awareness

### Electrical Hazards



Electrical equipment and appliances have the potential to cause serious burns, shock and electrocution.

You should treat electrical equipment with caution and report any damaged or faulty equipment to your manager immediately.

All electrical equipment must be tested at regular intervals and have a current inspection tag. You should not use any personal electrical equipment unless it has been **tested and tagged**.

Note   Emergency

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Work Health and Safety Awareness

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**NOTE:**  
You should never assume that a building has been sufficiently grounded against electrical surge. Always use caution when around electrical power supplies or cords.

Note Emergency

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Work Health and Safety Awareness

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All electrical equipment must be tested at regular intervals and have a current inspection tag. You should not use any personal electrical equipment unless it has been **tested and tagged**.

**EMERGENCY:**  
If someone has been involved in an electrical incident, you should:

- Not touch the victim;
- Switch off the electricity, if possible, or pull the lead from the power supply, if safe to do so;
- Call 000 for an ambulance;
- Contact your nearest first aid officer.

Note Emergency

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**STAR AVIATION** Work Health and Safety Awareness

### Hygiene

Good hygiene can reduce the risk of biological hazards. By following some simple guidelines you can prevent spreading or contracting viruses or diseases such as the flu or a cold.

It is important to practice good hygiene even if you have no symptoms as you may be infectious before symptoms occur.

To ensure good hygiene, you should:

- Wash your hands
- Follow cough and sneeze etiquette
- Maintain a clean work area

Interactive image!

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- Maintain a clean work area

Wash your hands:  
Hand washing is one of the most important measures to prevent the spread of infection. Regular hand washing, using soap and water or hand sanitizers, is extremely important in preventing the spread of infection.

It is best to wash your hands with soap and warm water, scrubbing your wrists, palms, fingers and nails for at least fifteen seconds. Rinse and dry with a clean and dry towel.

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To ensure good hygiene, you should:

- Follow cough and sneeze etiquette:
  - Coughing and sneezing spreads viruses. To prevent spreading viruses, you should:
    - Avoid coughing or sneezing on, or in the vicinity of, others;
    - Cover your mouth and nose when coughing or sneezing, preferably with a disposable tissue, or cough into your elbow;
    - Dispose of tissues immediately after use;
    - Wash or disinfect your hands after coughing or sneezing.

Wash your hands    Follow cough and sneeze etiquette    Clean work area    Interactive image!

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To ensure good hygiene, you should:

- Maintain a clean work area:
  - To maintain a clean and healthy work environment, you should:
    - Wipe down surfaces regularly (preferably daily) with disinfectant;
    - Avoid sharing glasses, cups, cutlery and plates and wash each of these items with warm soapy water after use;
    - Maintain a tidy workstation to prevent the accumulation of dirt and germs.

Wash your hands    Follow cough and sneeze etiquette    Maintain a clean work area

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# STAR AVIATION

## Work Health and Safety Awareness

### Inappropriate Behaviour

Behaviour such as [discrimination](#), [harassment](#) and [bullying](#) can cause psychological harm and is unacceptable within our organisation. If you experience or witness any forms of inappropriate behaviour, you should act as soon as possible. You can:

- Confront the problem yourself
- Informally discuss the matter
- Formally report the matter

Interactive image!

Caution

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Interactive image!

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STAR AVIATION Work Health and Safety Awareness

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- Confront the problem yourself
- Informally discuss the matter
- Formally report the matter

**Informally discuss the matter:**  
You may want to informally discuss the incident of discrimination, harassment or bullying with your manager, particularly if you:

- Do not feel comfortable talking to the person directly;
- Are unable to resolve the grievance yourself;
- May be at risk physically by confronting the person;
- Believe that you may not communicate the issue properly.

Your manager will provide you with support and assist you to resolve your grievance informally.

Interactive image!

17 of 28

61°F Cloudy 5:28 PM 31/08/2022

STAR AVIATION Work Health and Safety Awareness

### Inappropriate Behaviour

Behaviour such as **discrimination**, **harassment** and **bullying** can cause psychological harm and is unacceptable within our organisation. If you experience or witness any forms of inappropriate behaviour, you should act as soon as possible. You can:

- Confront the problem yourself
- Informally discuss the matter
- Formally report the matter

**Formally report the matter:**  
If the issue is unable to be resolved through the informal resolution process, a formal resolution process may need to be followed. The steps involved in this process are:

1. The complainant completes a Grievance Form.
2. An impartial investigation is conducted.
3. Outcomes of the investigation are identified and enforced.

Caution

Interactive image!

17 of 28

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# STAR AVIATION

## Work Health and Safety Awareness

### Stress

Stress is part of everyday living and most people encounter some element of stress during the workday.

In moments when you feel stressed, you should:

- Take a deep breath and concentrate on your breathing;
- Remove yourself from the stressful situation for a while, if possible.

To help manage and cope with stress in the long term, you should remember the four Ms:

- Modify the situation
- Modify your attitude towards the situation
- Make time for fun and relaxation
- Optimum health

Note Tip

18 of 28

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- Optimum health

Note Tip

18 of 28

NOTE:  
Stress usually does not have any lasting effects, but if it gets out of control it may harm your health, work, relationships or enjoyment of life.

Interactive image!

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# STAR AVIATION

## Work Health and Safety Awareness

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To help manage and cope with stress in the long term, you should remember the four Ms:

- Modify the situation
- Manage your attitude towards the situation
- Make time for fun and relaxation
- Monitor and modify your self-talk

Modify the situation:

In many situations it is not possible to avoid stress; however, there are steps you can take to change the situation so that it causes less stress.

For example, you might modify stressful situations by:

- Managing your time more effectively;
- Managing interruptions;
- Being assertive;
- Asking your manager for help;
- De-cluttering your workspace.

Interactive image!

18 of 28

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# STAR AVIATION

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- Modify the situation
- Manage your attitude towards the situation
- Make time for fun and relaxation
- Monitor and modify your self-talk

Modify your attitude towards the situation:

Different people perceive situations differently. In some circumstances it is not possible to modify a stressful situation but you can change the way you think or feel towards the situation.

To modify your attitude, you might like to:

- Seek help from:
  - Friends or family members;
  - Work colleagues or your manager;
  - Your GP or other professional counselling or psychology service;
- Monitor and modify your self-talk;
- Accept your source of stress.

Interactive image!

Note Tip optimum health

18 of 28

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# STAR AVIATION

## Work Health and Safety Awareness

### Stress

Stress is part of everyday living and most people encounter some element of stress during the workday. In moments when you feel stressed, you should:

Make time for fun and relaxation:  
By doing activities that you enjoy outside of work hours you can reduce your stress levels at work and make life more enjoyable.  
To make time for fun and relaxation, you might like to:

- Manage your time and set aside time with friends and family;
- Aim to do at least one activity you enjoy on a regular basis;
- Learn to say no when required;
- Use relaxation techniques.

Make time for fun and relaxation

Interactive image!

Note Tip optimum health

18 of 28

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# STAR AVIATION

## Work Health and Safety Awareness

### Hazard, Incident and Injury Reporting

If you see a hazard that you cannot safely resolve yourself or if you are involved in an incident, you must report it to your manager. You must also record the details in a S.I.R.E.N report (see Note).

Events which must be formally documented include:

Identified hazards	Injuries and illnesses
Property / environmental damage	Near misses

Some [notifiable incidents](#) must also be reported to the local WHS regulatory authority.

Note

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Events which must be formally documented include:

- Identified hazards
- Injuries and illnesses

Identified hazards:  
You must report any items or situations that have the potential to cause injury, illness or damage.

Some [notifiable incidents](#) must also be reported to the local WHS regulatory authority.

Note

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Events which must be formally documented include:

- Identified hazards
- Injuries and illnesses

Injuries and illnesses:  
You must report any work related injury or illness that requires first aid or medical intervention and / or time off work.

Some [notifiable incidents](#) must also be reported to the local WHS regulatory authority.

Note

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STAR AVIATION Work Health and Safety Awareness

### Hazard, Incident and Injury Reporting

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Events which must be formally documented include:

- Identified hazards
- Injuries and illnesses
- Property / environmental damage
- Near misses

Property / environmental damage:  
You must report any incidents that result in damage to property or the environment.

Some [notifiable incidents](#) must also be reported to the local environmental regulatory authority.

Note

19 of 28

61°F Cloudy 5:30 PM 31/08/2022

STAR AVIATION Work Health and Safety Awareness

### Hazard, Incident and Injury Reporting

If you see a hazard that you cannot safely resolve yourself or if you are involved in an incident, you must report it to your manager. You must also record the details in a S.I.R.E.N report (see Note).

Events which must be formally documented include:

- Identified hazards
- Injuries and illnesses
- Property / environmental damage
- Near misses

Near misses:  
You must report any incident or event which had the potential to cause injury or damage but did not.

Some [notifiable incidents](#) must also be reported to the local environmental regulatory authority.

Note

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**STAR AVIATION** Work Health and Safety Awareness



### Industrial Manslaughter

Our organisation has a duty of care to keep you, our employees, and other persons (such as the public) safe.

**Officers** of our organisation may be charged with industrial manslaughter in the event of a death occurring due to our organisation:

- Knowingly and voluntarily breaching our duty of care;
- **Negligently** failing to meet our duty of care in **high-risk circumstances**.

In the event that our organisation is found criminally liable for the death of an employee or a member of the public:

- Our organisation may be fined;
- Our Responsible Officer may be imprisoned.

You must ensure that you act in accordance with our policies and procedures and report any conduct which could have a detrimental effect on our organisation.

**Important**

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**STAR AVIATION** Work Health and Safety Awareness



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You must ensure that you act in accordance with our policies and procedures and report any conduct which could have a detrimental effect on our organisation.

**IMPORTANT:**  
Industrial manslaughter applies to:

- Australian Capital Territory;
- New South Wales;
- Northern Territory;
- Queensland;
- Western Australia.

**Important**

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# STAR AVIATION

## Work Health and Safety Awareness

### Unit 3: Emergency Procedures

In any emergency situation the most important thing is being prepared.

To prepare yourself, you should be aware of your responsibilities in an emergency, as well as the individuals who can provide help and guidance in such situations.

You should also refer to your building's emergency diagram to learn:

- The location of emergency exits;
- The location of emergency equipment (e.g. firefighting equipment);
- What to do if you hear an emergency alarm tone;
- The location of the evacuation assembly area.

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# STAR AVIATION


## Work Health and Safety Awareness

### Types of Emergencies

There are several different kinds of emergencies you may encounter while working with our organisation.

Emergencies may include:

-  Fires
-  Medical emergencies
-  Bomb threats
-  Suspect packages
-  Personal threats

 Interactive image!

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# STAR AVIATION

## Work Health and Safety Awareness

### Types of Emergencies

There are several different kinds of emergencies you may encounter while working with our organisation.  
Emergencies may include:

- Fires:

In the event of fire or smoke:

- Alert others by calling "Fire! Fire! Fire!";
- Remain calm and remove people from immediate danger;
- Contact emergency services;
- Contact the chief warden;
- Contain fire and smoke by closing doors and windows;
- Attempt to extinguish the fire, if trained and it is safe to do so;
- When instructed, move quickly and quietly to the assembly area and remain there until advised.

Interactive image!

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# STAR AVIATION

## Work Health and Safety Awareness

### Types of Emergencies

There are several different kinds of emergencies you may encounter while working with our organisation.  
Emergencies may include:

- Fires
- Medical
- Bomb threats
- Suspect
- Personal threats

Medical emergencies:

In the event of a medical emergency:

- Check the immediate area for signs of danger and remove or control it, if safe to do so;
- Contact emergency services;
- Contact a first aid officer.

Interactive image!

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# STAR AVIATION

## Work Health and Safety Awareness

### Types of Emergencies

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Emergencies may include:

- Fires
- Medical
- Bomb threats
- Suspect
- Personal threats

Bomb threats:  
In the event of a bomb or arson threat by telephone:

- Remain calm and **do not** hang up at end of phone call;
- Obtain as much information as possible;
- If possible, discretely alert nearby staff of the situation;
- Inform the chief warden and act on their instructions.

Interactive image!

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# STAR AVIATION

## Work Health and Safety Awareness

### Types of Emergencies

There are several different kinds of emergencies you may encounter while working with our organisation.  
Emergencies may include:

- Fires
- Medical emergency
- Bomb threats
- Suspect
- Personal

Suspect packages:  
If you or someone else identifies mail or a package which looks suspicious:

- Notify your manager;
- Do not touch the item or allow anyone else to do so;
- Evacuate the immediate area;
- Follow site specific emergency procedures and notify the police.


Interactive image!


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STAR AVIATION Work Health and Safety Awareness


## Types of Emergencies


There are several different kinds of emergencies you may encounter while working with our organisation.  
Emergencies may include:

  
Fires

  
Medical

  
Bomb threats

  
Suspect

  
Personal attacks

**Personal threats:**  
In the event of personal threat by either armed or unarmed persons:

- Remain calm and obey instructions;
- Do not take any action to excite the person;
- Hand over cash / valuables on request;
- Try to make mental note of the description, clothing, speech, scars or other markings;
- Contact the police as soon as it is safe to do so.

Interactive image!


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STAR AVIATION Work Health and Safety Awareness


## Emergency Contacts

Depending on the type of emergency, you may need to contact:

  
000

  
Fire wardens

  
First aid officers

  
Emergency services

After contacting the relevant emergency contact, you should:

- Remove any person from danger, if safe to do so;
- Only attempt to suppress the emergency, if safe to do so;
- Keep others away from the incident;
- Follow instructions from any emergency personnel present.

Note

Interactive image!

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STAR AVIATION Work Health and Safety Awareness

### Emergency Contacts

Depending on the type of emergency, you may need to contact:

- Fire wardens
- First aid officers
- Emergency services

**Fire wardens:**  
Fire wardens are located on each floor and their role is to provide leadership and direction in an emergency situation.

- Only attempt to suppress the emergency, if safe to do so;
- Keep others away from the incident;
- Follow instructions from any emergency personnel present.

Note

Interactive image!

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STAR AVIATION Work Health and Safety Awareness

### Emergency Contacts

Depending on the type of emergency, you may need to contact:

- Fire
- First aid
- Emergency

**First aid officers:**  
First aid officers are located on each floor and are trained to provide first response treatment in cases of injury or illness.

- Only attempt to suppress the emergency, if safe to do so;
- Keep others away from the incident;
- Follow instructions from any emergency personnel present.

Note

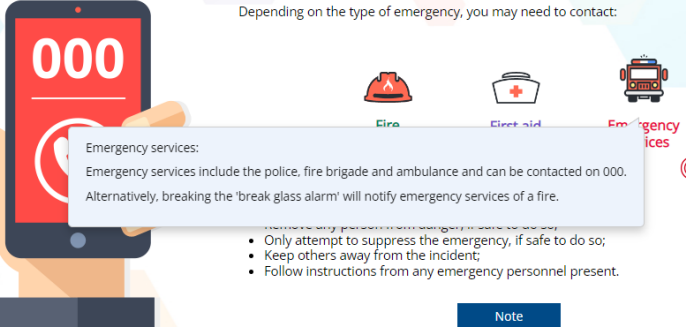
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STAR AVIATION Work Health and Safety Awareness

### Emergency Contacts

Depending on the type of emergency, you may need to contact:



Emergency services:  
Emergency services include the police, fire brigade and ambulance and can be contacted on 000.  
Alternatively, breaking the 'break glass alarm' will notify emergency services of a fire.

- Only attempt to suppress the emergency, if safe to do so;
- Keep others away from the incident;
- Follow instructions from any emergency personnel present.

Note

23 of 28

61°F Cloudy 5:34 PM 31/08/2022

STAR AVIATION Work Health and Safety Awareness

### Emergency Tones

In the event of an emergency, the emergency alarm will be activated. Most buildings have two types of emergency tones:

#### Alert Tone

If there is an emergency, the alert tone (Beep Beep) will be the first alarm you hear. This means prepare for an evacuation. You should turn off equipment, pack up any personal valuables and await further instructions from wardens, security or speaker announcements.

Click the button to hear a sample of the alert tone.

Alert tone

#### Evacuation Tone

The alarm may then change to the evacuation tone (Whoop Whoop). This means that you are required to evacuate the building immediately and proceed to the evacuation assembly area.

Click the button to hear a sample of the evacuation tone.

Evacuation tone

Note

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# STAR AVIATION


## Work Health and Safety Awareness

### Evacuation Procedures

If the evacuation alarm is activated or a verbal directive is given, you should:

- ✓ Follow instructions from a fire warden
- ✓ Evacuate through the nearest emergency exit and proceed to the emergency assembly area
- ✓ Only re-enter the building when instructed by the chief warden that it is safe to do so
- ✓ Report to your area warden
- ✗ Not use [lifts](#)

Note



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# STAR AVIATION

## Work Health and Safety Awareness

### First Aid



If you are injured at work, it is vital that you seek first aid and notify your manager as soon as practicable.

First aid officers, located on each floor, are responsible for providing initial care to any ill or injured workers or visitors. If the injury is serious, you should seek further expert medical assistance or call 000.

A Workers' Compensation Claim Form must also be completed for all work related injuries requiring medical treatment or time off from work.

For more information about workers compensation and injury management, contact the WHS team.

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The screenshot shows a Google Chrome browser window displaying a slide from a presentation. The slide is titled "STAR AVIATION" and "Work Health and Safety Awareness". The main heading is "Module in Review". The text on the slide reads: "In this module we have covered the basics of work health and safety, including your responsibilities, hazards you may encounter in the workplace and emergency procedures. You should remember to always be vigilant about health and safety. If you see a hazard, take action and report it as soon as possible. Never assume that it has been addressed by someone else. If you would like more information on any of the topics discussed please contact your manager, HSR or a member of the WHS team." The slide number "27 of 28" is visible at the bottom right. The browser's address bar shows the URL: "staraviation.elmotalent.com.au/learning/view-activity/15/url/9". The Windows taskbar at the bottom shows the date and time as 5:36 PM on 31/08/2022.

The screenshot shows a Google Chrome browser window displaying a slide from a presentation. The slide is titled "STAR AVIATION" and "Work Health and Safety Awareness". The main heading is "Assessment". The text on the slide reads: "To confirm your understanding of the topics covered in this module, you will now need to complete a short assessment. Once you start the assessment you will not be able to return to the module without having to restart the assessment from the beginning. Therefore, if you would like to review any of the topics covered you should use the menu button to navigate to that particular topic. The assessment contains 10 randomly selected questions. To pass the assessment you will need to achieve a mark of 80%." A blue button labeled "Click to begin" is centered on the slide. The slide number "28 of 28" is visible at the bottom right. The browser's address bar shows the URL: "staraviation.elmotalent.com.au/learning/view-activity/15/url/9". The Windows taskbar at the bottom shows the date and time as 5:37 PM on 31/08/2022.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

STAR AVIATION Work Health and Safety Awareness

What should you do if you notice an emergency? Select all answers that are correct.

1 of 10

- Tell all your colleagues about it.
- Call the relevant emergency contact.
- Take control and handle the emergency yourself.
- If safe to do so, attempt to suppress the emergency.

Click to continue

61°F Cloudy 5:37 PM 31/08/2022

STAR AVIATION Work Health and Safety Awareness

What should you do if you see someone has spilt water on the floor?

2 of 10

- A Tell your colleague about it.
- B Send an email to your manager to tell them about it.
- C Clean it up.
- D Ignore it.

Click to continue

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**STAR AVIATION** Work Health and Safety Awareness

Whose directions should you follow during an emergency?

3 of 10

- A Your colleague's.
- B Your manager's.
- C A fire warden's.
- D Your head of department's.

Click to continue

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**STAR AVIATION** Work Health and Safety Awareness

What is your duty of care? Select all answers that are correct.

4 of 10

- Your responsibility to ensure the health, safety and wellbeing of those in a workplace.
- Your responsibility to show new workers how to do their work.
- Your responsibility to rescue someone in an emergency situation, even if it is not safe to do so.
- You have the responsibility to be fit for work.

Click to continue

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**STAR AVIATION** Work Health and Safety Awareness

What information can you find in your building's emergency diagram? Select all answers that are correct.

5 of 10

- The location of emergency equipment.
- The location of emergency exits and the evacuation assembly area.
- The names of your fire wardens.
- Instructions to follow if you hear an emergency alarm.

Click to continue

?

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**STAR AVIATION** Work Health and Safety Awareness

Can regular rest breaks help prevent injury?

6 of 10

- A** Yes, because they change the static posture of the body.
- B** No, they are just an excuse to stop work.

Click to continue

?

ENG US 5:40 PM 31/08/2022

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### STAR AVIATION

#### Work Health and Safety Awareness

How can you reduce the risk of biological hazards from causing harm in the workplace? Select all answers that are correct.

7 of 10

- Wash your hands.
- Follow cough and sneeze etiquette.
- Use products that present a biological hazard outside of the work area.
- Maintain a clean work area.

Click to continue

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### STAR AVIATION

#### Work Health and Safety Awareness

How can you protect yourself from injury when lifting an object?

8 of 10

- A Keep your knees and back straight at all times.
- B Move your body close to the load.
- C Hold the object out and lift with your back.
- D Bend your knees and raise the object with your legs, not your back.

Click to continue

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**STAR AVIATION** Work Health and Safety Awareness

To ensure good posture while seated, your chair should be adjusted so that it supports your back. True or false?

9 of 10

True

False

Click to continue

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**STAR AVIATION** Work Health and Safety Awareness

As a worker, you have legal obligations under Work Health and Safety (WHS) legislation. True or false?

10 of 10

True

False

Click to continue

61°F Cloudy

5:41 PM 31/08/2022

STAR AVIATION Work Health and Safety Awareness

What should you do if you notice a hazard in your work area?

1 of 10

- A Ignore it.
- B Report it to your manager.
- C Resolve it yourself if you can; if not, report it to your manager.
- D Tell a work colleague.

Click to continue

61°F Cloudy 5:43 PM 31/08/2022

STAR AVIATION Work Health and Safety Awareness

What should you do if you notice an emergency? Select all answers that are correct.

3 of 10

- Tell all your colleagues about it.
- Call the relevant emergency contact.
- Take control and handle the emergency yourself.
- If safe to do so, attempt to suppress the emergency.

Click to continue

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STAR AVIATION Work Health and Safety Awareness

A Safety Data Sheet (SDS) provides information regarding which of the following?

4 of 10

- A A hazardous chemical used in the workplace.
- B How to set up your workstation safely.
- C How to lift objects safely.
- D A list of exercises and stretches you can do.

Click to continue

61°F Cloudy 5:45 PM 31/08/2022

STAR AVIATION Work Health and Safety Awareness

Which of the following is a technique to help you manage stress?

5 of 10

- A Become more aggressive.
- B Modify your work hours so you have more time to complete all your work.
- C Make time for fun and relaxation.
- D Tell everyone you are stressed.

Click to continue

61°F Cloudy 5:45 PM 31/08/2022

STAR AVIATION Work Health and Safety Awareness

What should you adjust in your workstation to prevent discomfort and possible injury. Select all answers that are correct.

7 of 10

- The position of the keyboard and mouse.
- The position of the computer monitor.
- The items on your desk and in your work area.
- Your chair.

Click to continue

61°F Cloudy 5:47 PM 31/08/2022

STAR AVIATION Work Health and Safety Awareness

How can you protect yourself from injury when lifting an object?

8 of 10

- A Keep your knees and back straight at all times.
- B Move your body close to the load.
- C Hold the object out and lift with your back.
- D Bend your knees and raise the object with your legs, not your back.

Click to continue

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The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/15/url/9

# STAR AVIATION

## Work Health and Safety Awareness

What is your duty of care? Select all answers that are correct.

9 of 10

- Your responsibility to ensure the health, safety and wellbeing of those in a workplace.
- Your responsibility to show new workers how to do their work.
- Your responsibility to rescue someone in an emergency situation, even if it is not safe to do so.
- You have the responsibility to be fit for work.

Click to continue

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# STAR AVIATION

## Work Health and Safety Awareness

How can you reduce the risk of biological hazards from causing harm in the workplace? Select all answers that are correct.

10 of 10

- Wash your hands.
- Follow cough and sneeze etiquette.
- Use products that present a biological hazard outside of the work area.
- Maintain a clean work area.

Click to continue

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5:48 PM 31/08/2022



STAR AVIATION Work Health and Safety Awareness

How can you reduce the risk of biological hazards from causing harm in the workplace? Select all answers that are correct. 8 of 10

- Wash your hands.
- Follow cough and sneeze etiquette.
- Use products that present a biological hazard outside of the work area.
- Maintain a clean work area.

Click to continue

60°F Cloudy 5:51 PM 31/08/2022

STAR AVIATION Work Health and Safety Awareness

What should you adjust in your workstation to prevent discomfort and possible injury. Select all answers that are correct. 2 of 10

- The position of the keyboard and mouse.
- The position of the computer monitor.
- The items on your desk and in your work area.
- Your chair.

Click to continue

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**STAR AVIATION** Work Health and Safety Awareness

If you witness a work colleague harassing another colleague, you should take action. True or false?

3 of 10

True  
 False

Click to continue

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**STAR AVIATION** Work Health and Safety Awareness

What is your duty of care? Select all answers that are correct.

7 of 10

- Your responsibility to ensure the health, safety and wellbeing of those in a workplace.
- Your responsibility to show new workers how to do their work.
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Click to continue

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**STAR AVIATION** Work Health and Safety Awareness

Can regular rest breaks help prevent injury?

4 of 10

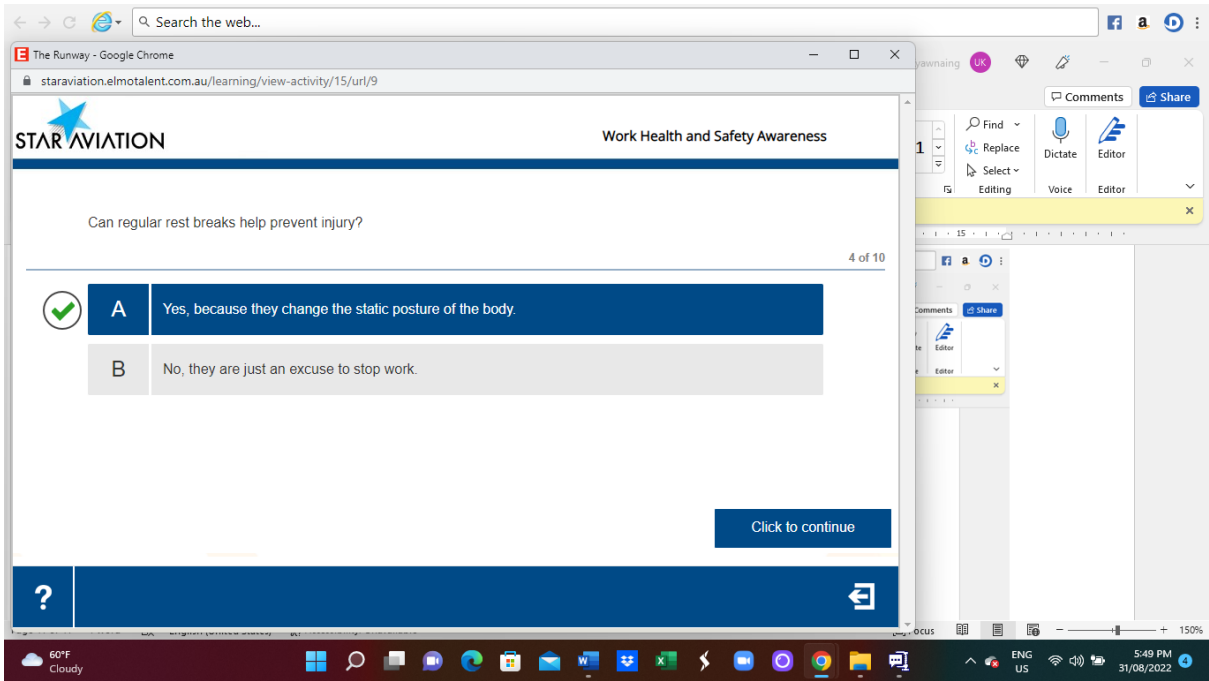
A Yes, because they change the static posture of the body.

B No, they are just an excuse to stop work.

Click to continue

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ENG US 5:49 PM 31/08/2022



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staraviation.elmotalent.com.au/learning/view-activity/15/url/9

**STAR AVIATION** Work Health and Safety Awareness

Lifts can be dangerous in the event of an emergency and should not be used. True or false?

5 of 10

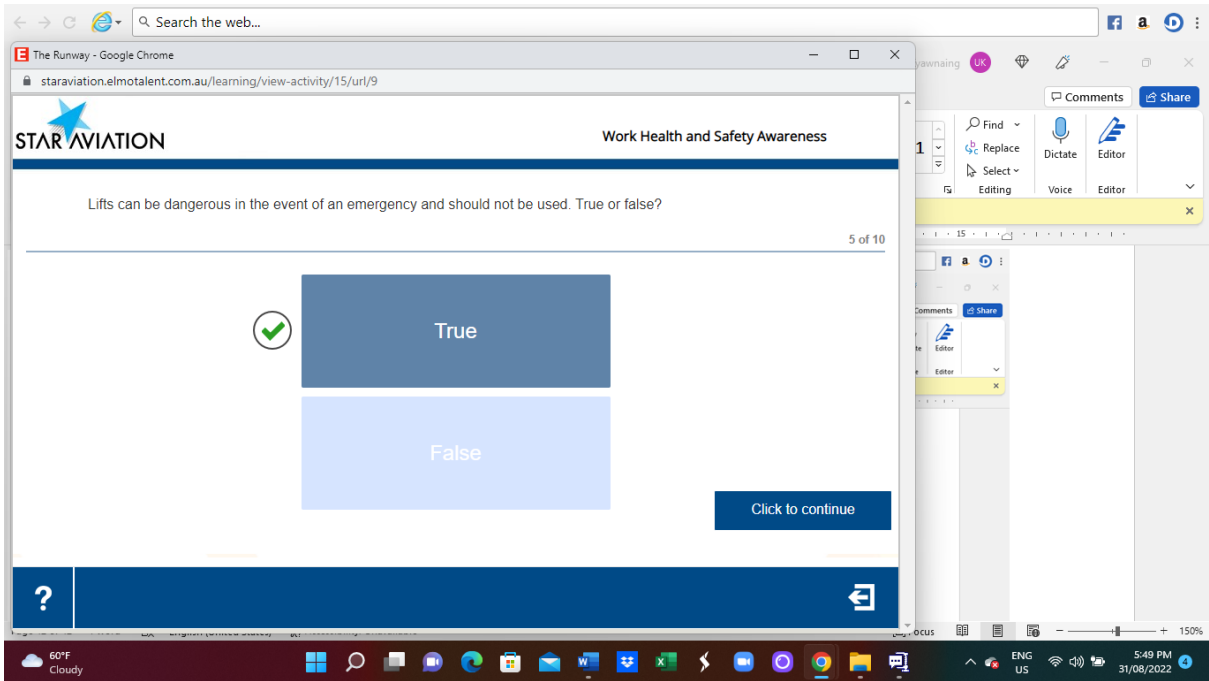
True

False

Click to continue

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ENG US 5:49 PM 31/08/2022



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# STAR AVIATION

## Work Health and Safety Awareness

To ensure good posture while seated, your chair should be adjusted so that it supports your back. True or false?

9 of 10

True

False

Click to continue

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ENG US

5:52 PM 31/08/2022

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# STAR AVIATION

## Work Health and Safety Awareness

Who is responsible for conducting hazard and risk management?

10 of 10

A Workers.

B Managers.

C The organisation.

D All of the above.

Click to continue

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ENG US

5:52 PM 31/08/2022

The screenshot shows a Google Chrome browser window displaying a webpage from staraviation.elmotalent.com.au. The page title is "Work Health and Safety Awareness" and features the STAR AVIATION logo. The main content area displays a congratulatory message: "CONGRATULATIONS" followed by "You have successfully completed your assessment with a score of 100%" and "Your results have been recorded, please close this window." A blue footer bar contains a question mark icon. To the right, a document editor window is partially visible, showing a toolbar with options like Find, Replace, Select, Editing, Dictate, and Editor. The Windows taskbar at the bottom shows the system tray with a temperature of 60°F, a cloudy weather icon, and the date/time 5:52 PM on 31/08/2022.