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| Appendix 5.1 |

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| **Workplace Preparation Program****Demonstrating Understanding of the Essential Learnings** |
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| **Practice Case Study Scenario 1: Jason** |
| *Jason was participating in work experience at a printing press operating one of the machines. His supervisor vaguely mentioned that whenever the machine started rolling Jason needed to “adjust it back and feel the rollers”. As he attempted to operate the machine and “feel the rollers” his hand became trapped, crushing his fingers and thumb and damaging his wrist. He required micro-surgery to extract a portion of hip to replace the damaged bone. Acknowledgement to SafeWork SA for this scenario.* |
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| 1. **Identify the act, law or guideline that may have been breached and explain in what ways it may have been breached.**
 | It is possible that the following guideline and act could be breached:* *Prohibited Work Placement, Workplace Learning Guidelines 2014* – Jason has not been adequately supervised
* *Work Health and Safety Act 2012* – the employer has failed to protect Jason against harm to his health, safety and welfare and has failed to provide suitable information, training, instruction and supervision to protect his health, safety and welfare.
 |
| 1. **Explain the employer/workplace provider/PCBU rights and responsibilities in the situation.**
 | The employer/workplace provider/PCBU must provide:* A safe work environment and safe systems of work and, as far as is reasonably practicable, eliminate risks to health and safety
* Information, training, instruction or supervision necessary to protect all persons from risks to their health and safety
* Personal Protective Equipment when required
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| 1. **Explain the employee/worker’s rights and responsibilities in the situation.**
 | The employee/worker must:* Take reasonable care for their own and others’ health and safety
* Conduct Risk Assessments of situations and tasks
* Tell the supervisor or another staff member if they think that something that has happened breaches an act or the Workplace Learning Guidelines
* Tell a teacher at their school if they think that something that happened at work breaches an act or the Workplace Learning Guidelines
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| 1. **Strategies**
2. **Preventative**
 | * Ensure employers are aware of activities that are prohibited for work placements
* Ensure workers receive a thorough induction and that they understand what to do
* Conduct a Risk Assessment of tasks and implement strategies to minimise risk
* Ensure employers provide a policy, procedures and training to ensure, as far as is reasonably practicable, that risks to health and safety are eliminated
* Read and stick to the safe operating procedures for equipment and machinery
* Wear and use Personal Protective Equipment
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| 1. **Immediate**
 | * Revisit strategies identified in Risk Assessments
* Report accidents and near misses immediately
* Ask questions if they are unsure of what to do and tell the supervisor or another staff member if they don’t feel comfortable about a certain task
* Tell the supervisor or another staff member if they think that something that has happened breaches an act or the Workplace Learning Guidelines
* Tell a teacher at their school if they think that something that happened at work breaches an act or the Workplace Learning Guidelines
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| 1. **Further actions or support strategies**
 | * Ensure employees receive appropriate training and prioritise work health & safety
* Encourage workers to ask questions, or to cease work if they have safety concerns
* The Legal Services Commission Ph: 1300 366 424 [www.lsc.sa.gov.au](http://www.lsc.sa.gov.au)
* The Young Workers Legal Service Ph: (08) 8279 2233 [www.ywls.org.au](http://www.ywls.org.au)
* Fair Work Commission (FWC) Ph: 1300 799 675 [www.fwc.gov.au](http://www.fwc.gov.au)
* Fair Work Ombudsman (FWO) Ph: 13 13 94 [www.fairwork.gov.au](http://www.fairwork.gov.au)
* Australian Human Rights Commission Ph: 02 9284 9600 Infoline: 1300 656 419
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