

safety is *everyone's* business



Do it yourself **guide**

What is in this guide?

Key steps and considerations to help you plan and deliver a National Safe Work Month activity in your workplace.

Who can use this guide?

Anyone interested in holding a safety activity:

- Managers or supervisors
- Health and Safety Representatives (HSRs)
- WHS and HR practitioners
- Workers.



Step 1: Purpose

Clarify your purpose

- Raise awareness of work health and safety (WHS)
- Work through an identified WHS issue
- Forward thinking – future planning for change
- Barriers to work.

Identify your audience

- Your team or work group
- WHS representatives, such as HSRs and managers
- Whole organisation
- External stakeholders such as contractors and third party workers.



Step 2: Prepare

Choose a topic or theme

- Issues relevant to your workplace
- Latest insights from your WHS data
- Case study
- Industry trends or news
- Comcare Safe Work Month landing page has weekly themes with resources for inspiration comcare.gov.au/nationalsafeworkmonth

Some examples:

- Hybrid working (working from home or office)
- Physical hazards such as body stressing
- Psychosocial hazards such as job demands
- Environmental hazards such as heat stress, remote work and seasonal hazards
- Biological hazards such as COVID-19
- Good work design and ideas for improvement.



Step 3: Plan

Decide on how to deliver the activity

- A safety talk at a team or work group meeting
- Agenda item at WHS committee meeting
- Hosting a dedicated National Safe Work Month activity in your workplace.

Other considerations

- Decide if the activity is held in person, virtual or in a hybrid format
- Consider arranging resource materials, knowledge experts, assistance from colleagues or technology support as required
- Create a run sheet with key information and distribute ahead of activity.

For an event checklist and other downloadable resources, visit safeworkaustralia.gov.au and search 'SafeTea'.



Step 4: Deliver

Develop a session outline or agenda

A sample agenda is listed below.

This may help guide you to deliver your activity:

- Opening and introductions
- Purpose and objectives
- Background and context
- Evidence to support i.e., data or statistics
- What can be done? Look for evidence based guidance or recommendations available
- Open the discussion to the group - see [conversation starters](#) for inspiration
- Highlight actions and agree on next steps.

Conversation starters

- How is this relevant to us, our team, or our organisation?
- What challenges do we currently face?
- Is this an emerging or growing issue?
- Are there opportunities or challenges?
- What are we currently doing well as a team or organisation?
- Does anyone want to share what they are doing to address the issue?
- What could work well?
- What would not?
- What could we change or implement?
- Are there any immediate actions to be taken?
- What are our next steps?



Step 5: Follow-up

Set actions and follow up

- Develop an action plan if required – allocate roles and responsibilities
- Commit to future actions and discussion
- Provide any resources and/or circulate outcomes where appropriate
- Consider sharing findings, outcomes and actions broadly
- Reminder to follow up on actions and close the loop.