Work Health and Safety Induction (OH&S)
Mandatory Training Fact Sheet

Purpose
To provide workers, including contractors, their employees, sub-contractors and volunteers with an overview of requirements with respect to work health and safety (WHS).
This induction is required to be completed the first time you undertake work for Queensland Health, usually during MNHHS Orientation. The purpose is to clarify the work area requirements to refresh your knowledge of work health and safety.

Learning objectives
- Your obligations under the Work Health and Safety Act 2011 (The WHS Act)
- Your responsibilities as a worker
- Policies and procedures
- Risk management process
- Potential hazards
- How to respond to incidents, injuries and emergencies
- How to access additional WHS resources within Queensland Health
- Basic workplace requirements and management under WHS regulations
- WHS key risks within Queensland Health

Your Obligations
Whilst working for Queensland Health you must

Not cause harm
You should take reasonable care:

- for your own health and safety
- that your acts or omissions do not adversely affect the health and safety of others.

Be fit for work
You are expected to be fit for work. This means that you should not attend work while affected by drugs, alcohol or fatigue.
Comply with WHS instructions
You must cooperate with any reasonable:
• instruction given by the facility where you are carrying out work to ensure compliance with the WHS Act
• health and safety policy or procedure that Queensland Health has provided you.

Report WHS concerns and incidents
You must report all:
• hazards
• near misses
• incidents.
To report a matter, you need to complete a workplace incident report form and speak with the facility’s responsible officer.

Participate in WHS communications
You will be given reasonable opportunity to:
• express your views
• raise issues
• contribute to decision making processes.

Follow the code of conduct
You must conduct yourself in accordance with the Queensland Government’s Code of Conduct for the Queensland Public Service.

Risk management
To effectively manage hazards and risks associated with your work tasks, you must adopt a risk management approach towards all tasks performed.

• For contractors, evidence of this must be supplied in the safe work method statement (SWMS) or safe operating procedures (SOP), for the activity.
• Consultation with relevant stakeholders and continuous monitoring and review must form part of the risk management process.
• The ultimate goal of risk management is to reduce the risk of injury to as low as reasonably practicable.
Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include:
- noisy machinery
- a moving forklift
- chemicals, electricity
- working at heights
- a repetitive job
- bullying and violence at the workplace.

Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

Risk management

The 4 step risk management process

**Step 1** Identify hazard

**Step 2** Assess risk

**Step 3** Control risk

**Step 4** Review control measures

Hazard identification is the process of identifying or finding potential hazards associated with interactions between work activities, processes, products, services and places of work.

It is your responsibility to assist in identifying and reporting such hazards.
Step 2  
Assess risk

Once a hazard has been identified, a risk assessment should be conducted in consultation with workers, sub-contractors and other relevant stakeholders. A decision about the level of risk is made by looking at all of the likely scenarios associated with the hazard and deciding when and how to deal with it.

Step 3  
Control risk

Whenever possible, the hazardous item or work practice should be eliminated.

If elimination is not possible, alternative risk reduction controls should be applied according to the hierarchy of controls (i.e. substitution, isolation, engineering, administration and personal protective equipment).

Step 4  
Review control measures

After implementing a control measure, it should never be assumed that the control is effective. New control measures may introduce hazards of their own. For this reason, all controls should be assessed regularly on an ongoing basis.

Consultation

Consultation with workers and their health and safety representatives is required at each step of the risk management process.

Consultation involves sharing of information, giving workers a reasonable opportunity to express views and taking those views into account before making decisions on health and safety matters (Sections 45, 47, 48 WHS Act 2011)