

# Becoming work ready

## Health, safety and wellbeing at work

Being provided with a safe working environment is an employment work right and legal obligation. Workplace laws cover aspects of health and safety. Workers must also be responsible for their own wellbeing.

Businesses and workers have legal obligations to ensure health and safety of themselves, their colleagues and customers in the workplace.

Workplace health and safety (WHS)	
<b>Obligations</b>	<a href="https://business.gov.au/risk-management/health-and-safety/work-health-and-safety#your-whs-obligations">https://business.gov.au/risk-management/health-and-safety/work-health-and-safety#your-whs-obligations</a>
<b>Businesses must provide:</b> <ul style="list-style-type: none"> <li>• a safe work environment</li> <li>• safe ways of working</li> <li>• training</li> <li>• instruction</li> <li>• supervision</li> <li>• monitoring of safety practices.</li> </ul>	<b>Workers must:</b> <ul style="list-style-type: none"> <li>• take care of their own health and safety</li> <li>• take care not to hurt others</li> <li>• follow workplace health and safety instructions</li> <li>• follow workplace policies and procedures including initial reports of safety hazards.</li> </ul>

The Western Australian (WA) government has the obligation to regulate and enforce WHS laws.

WHS regulator	
<b>WHS regulator</b>	WorkSafe is the regulator and enforcer of WHS laws in WA. <a href="https://www.dmirns.wa.gov.au/worksafe">https://www.dmirns.wa.gov.au/worksafe</a>
<b>General resources</b>	A toolbox of general WHS information, resources, images and statistics. <a href="https://www.worksafe.wa.gov.au/">https://www.worksafe.wa.gov.au/</a>
<b>Educational resources</b>	SmartMove is an online WHS educational program for: <ul style="list-style-type: none"> <li>• senior high school students</li> <li>• young people going on work placement, work experience or school-based traineeship or apprenticeship</li> <li>• workers entering the workforce for the first time.</li> </ul> <a href="https://smartmove.safetyline.wa.gov.au/">https://smartmove.safetyline.wa.gov.au/</a>
<b>National resources</b>	Additional WHS safety information, data and resources are available. <a href="https://www.safeworkaustralia.gov.au/">https://www.safeworkaustralia.gov.au/</a>
<b>Interactive data</b>	Dashboards and trend insights for industries, topics and injury statistics. <ul style="list-style-type: none"> <li>• <a href="https://data.safeworkaustralia.gov.au/interactive-data">https://data.safeworkaustralia.gov.au/interactive-data</a></li> <li>• <a href="https://data.safeworkaustralia.gov.au/insights/key-whs-stats-2023">https://data.safeworkaustralia.gov.au/insights/key-whs-stats-2023</a>.</li> </ul>

To ensure workplaces are providing a safe way of working environment, workplaces use policy, procedures and processes to proactively manage WHS hazards and communicate with staff.

Follow workplace policy and procedures	
<b>WHS policy</b>	<p>WHS policies and procedures cover a wide range of topics relevant to the industry and work tasks such as:</p> <ul style="list-style-type: none"> <li>• emergency management and first aid</li> <li>• drug and alcohol misuse</li> <li>• stress, bullying and mental health</li> <li>• disease, health and monitoring</li> <li>• personal protective equipment (PPE)</li> </ul> <p><a href="https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety">https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety</a></p>
<b>WHS representatives</b>	<p>Some organisations are required to have elected WHS representatives.</p> <p><a href="https://www.commerce.wa.gov.au/worksafe/health-and-safety-representatives">https://www.commerce.wa.gov.au/worksafe/health-and-safety-representatives</a></p>
<b>Communication</b>	<p>Toolbox, pre-starts and stand ups are regular WSH meetings.</p> <p><a href="https://www.commerce.wa.gov.au/publications/toolbox-pre-start-talks-small-business">https://www.commerce.wa.gov.au/publications/toolbox-pre-start-talks-small-business</a></p>
<b>Induction</b>	<p>Effective inductions for new workers are an important aspect of WHS.</p> <p><a href="https://www.worksafe.wa.gov.au/effective-inductions">https://www.worksafe.wa.gov.au/effective-inductions</a></p>
<b>Training</b>	<p>All workers require ongoing training, information and instruction.</p> <p><a href="https://www.commerce.wa.gov.au/publications/providing-safety-training-information-and-instructions-small-business">https://www.commerce.wa.gov.au/publications/providing-safety-training-information-and-instructions-small-business</a></p>

When a WHS hazard is identified or if an accident or incident occurs, they must be reported back to the business using their reporting process. Some incidents must be reported by the business to WorkSafe. Inaction can also be reported to WorkSafe to investigate.

Hazards, accidents and incident reporting	
<b>Report hazards</b>	<p>Report WHS hazards to a supervisor, manager or WHS representative.</p> <p><a href="https://www.worksafe.wa.gov.au/reporting-concerns-and-incidents">https://www.worksafe.wa.gov.au/reporting-concerns-and-incidents</a></p>
<b>Reporting incidents</b>	<p>Incident reports are important documents used to report accidents or incidents, near misses and hazards to the business to action.</p> <p><a href="https://www.commerce.wa.gov.au/publications/accidentincident-report-form">https://www.commerce.wa.gov.au/publications/accidentincident-report-form</a></p>
<b>Notifiable incidents</b>	<p>Workplaces must notify WorkSafe when there are dangerous incidents, serious illnesses, injuries or deaths.</p> <p><a href="https://www.commerce.wa.gov.au/worksafe/report-incident-0">https://www.commerce.wa.gov.au/worksafe/report-incident-0</a></p>
<b>Report unsafe work</b>	<p>Inaction in addressing workplace hazards can be reported to WorkSafe.</p> <p><a href="https://wise.commerce.wa.gov.au/wise-online/osh">https://wise.commerce.wa.gov.au/wise-online/osh</a></p>

For West Australian workers that are injured at work, it is important to follow the incident reporting requirements of the workplace. A medical diagnosis is also required to confirm the injury. Businesses must have insurance coverage for their workers and lodge any claims.

Workplace injuries and illnesses	
<b>Workers Compensation</b>	Workers who suffer a work-related injury or illness are compensated for lost earnings, medical expenses and provided help to return to work. <a href="https://www.workcover.wa.gov.au/workers/">https://www.workcover.wa.gov.au/workers/</a>
<b>Medical reviews</b>	A medical diagnosis and initial medical certificate, First certificate of capacity, is required to confirm a workplace injury or illness. This could be a simple or complex process. A complete medical history plus examination or testing may be required. Further medical reviews and certificates may be requested. <a href="https://www.workcover.wa.gov.au/workers/understanding-your-rights-obligations-entitlements/making-a-claim/">https://www.workcover.wa.gov.au/workers/understanding-your-rights-obligations-entitlements/making-a-claim/</a>
<b>Lodge a claim</b>	The workers compensation claim form is to be completed and a copy provided to the employer to lodge. Claims will either be: <ul style="list-style-type: none"> <li>• accepted</li> <li>• disputed</li> <li>• pending.</li> </ul> <a href="https://www.workcover.wa.gov.au/resources/forms-publications/worker-forms/#claimform">https://www.workcover.wa.gov.au/resources/forms-publications/worker-forms/#claimform</a>
<b>Return to work process</b>	If accepted, workers compensation claims, injury management and return to work processes are supported. <a href="https://www.workcover.wa.gov.au/resources/educational-videos/">https://www.workcover.wa.gov.au/resources/educational-videos/</a>

WorkCover is the regulator for workers compensation in WA. National resources on the stigma that surrounds workers compensation is useful to acknowledge.

Workers' compensation	
<b>Regulator</b>	WorkCover is the regulator of workers compensation in WA. <a href="https://www.workcover.wa.gov.au/">https://www.workcover.wa.gov.au/</a>
<b>Stigma</b>	Workers compensation stigma occurs in workplaces and can affect workers long after their injury has resolved. <a href="https://www.safeworkaustralia.gov.au/workers-compensation/workers-compensation-stigma">https://www.safeworkaustralia.gov.au/workers-compensation/workers-compensation-stigma</a>
<b>National resources</b>	Additional workers compensation resources. <a href="https://www.safeworkaustralia.gov.au/workers-compensation/resources">https://www.safeworkaustralia.gov.au/workers-compensation/resources</a>