Understanding the safety and health needs of your workplace
A guide for casual workers
In Western Australia, the occupational safety and health law requires that a high standard of safety must be provided at your workplace to prevent you from being injured or harmed, even if you will only be working at the place for a short time.

Making workplaces safer relies upon the employer and workers working together. Employers have a responsibility to provide you with a safe workplace, as far as practicable. As a worker, you also have a duty of care, under the law, to work safely and not affect the safety and health of others. The law also requires the employer to consider the individual needs of workers in providing a safe workplace. For example, they must consider what safety and health information, training and personal protective clothing and equipment you will need so that you can work safely for the time you are at the workplace.

Safety at the workplace

As part of your employer’s duty to provide a safe workplace, the employer must provide:

• safe work procedures for your particular job so you are not exposed to hazards;
• safety information and training;
• emergency procedures; and
• if you are working alone and/or in isolated areas, a procedure for checking that you are safe and a way for you to call for help in emergencies.

As a casual worker, you can participate in ensuring safety and health at your workplace by:

• talking directly with your employer, supervisor and co-workers about any concerns or questions you may have;
• notifying the supervisor or employer about any hazards or injuries or potential ones;
• participating in training on any procedures that you don’t know;
• where required, requesting information and training be provided; and
• raising issues with your safety and health representatives or a safety and health committee, where they are available.

WorkSafe has an information centre that you can contact if you have a concern about safety and health or require information. You can ask that your enquiry remains confidential and that your details are not given to anyone. The telephone number is 1300 307 877.
# A checklist of your rights and responsibilities

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<th>Check</th>
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<td><strong>Your employer has a responsibility to ensure that:</strong></td>
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<td>• you are trained to carry out your work safely;</td>
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<td>• you are informed of the hazards and risks involved in your job;</td>
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<td>• you know how to use equipment, machinery and substances necessary to work safely and without risk to your health;</td>
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<td>• you know how to use and care for safety and personal protective equipment;</td>
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<td>• you know how to resolve any complaints or concerns about safety;</td>
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<td>• you know what to do if there is an emergency;</td>
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<td>• you know what to do if you are injured;</td>
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<td>• you know your rights to compensation if you are injured;</td>
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<td>• you know you are entitled to stop work if you consider yourself in danger; and</td>
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<td>• you know you can contact WorkSafe to assist you with safety concerns.</td>
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**To meet your safety and health responsibilities in the workplace, you have a responsibility to:**

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<td>• follow instructions that are provided to ensure safety and health at work;</td>
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<td>• make sure your actions at work do not cause injury to other people;</td>
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<td>• report any hazards, injuries or ill-health to your supervisor and/or employer;</td>
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<td>• take care of any safety and personal protective equipment in the way you have been instructed and report any concerns with it;</td>
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<td>• follow emergency procedures as required;</td>
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<td>• ask for assistance if you do not understand the information or training provided to you; and</td>
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<td>• ensure your lifestyle does not affect your ability to work safely.</td>
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Information sources

WorkSafe
Department of Commerce
Level 5, 1260 Hay Street
West Perth WA 6005
Tel: 1300 307 877
National Relay Service: 13 36 77
Fax: (08) 9321 8973
Email: safety@commerce.wa.gov.au
Website: www.worksafe.wa.gov.au

WorkSafe is the Western Australian Government agency responsible for the administration of the occupational safety and health legislation. WorkSafe is a division of the Department of Commerce. WorkSafe promotes and provides information on safety and health. It also has WorkSafe inspectors who visit workplaces and provide advice on safety and health matters. They have the power to enter and inspect workplaces and they may give directions or issue notices requiring workplaces fix a safety and health issue. Information on WorkSafe and safety and health issues can be found on the above website.

If you have concerns about a safety and health issue, you can call WorkSafe on the above number. You can request that your telephone call is confidential. If you don’t speak English, call the translating and interpreting service on 13 14 50 for help with your call to WorkSafe.

UnionsWA
Level 4, 445 Hay Street Perth WA 6000
Tel: (08) 9328 7877
Fax: (08) 9328 8132
Email: unionsyes@unionswa.com.au
Internet site: www.unionswa.com.au

UnionsWA is the state’s peak body, representing more than 40 affiliated unions and their members. Unions can provide advice on workers’ rights and entitlements.

Labour Relations
Department of Commerce
221 St Georges Terrace
Perth WA 6000
Tel: 1300 655 266 (Wageline)
Website: www.commerce.wa.gov.au/LabourRelations

In Western Australia, employees have the right to a minimum wage and minimum conditions of employment. These rights are protected by law. If you want to find out what the pay and conditions should be for a job, call Wageline. Your call will be confidential. The telephone number is 1300 655 266. If you don’t speak English, call the translating and interpreting service on 13 14 50 for help with your call to Wageline. This is a free service.

WorkCover WA
2 Bedbrook Place Shenton Park WA 6008
Tel: 1300 794 744 (Advisory Service) or 9388 5555
Email: corporatecommunications@workcover.wa.gov.au
Internet site: www.workcover.wa.gov.au

WorkCover WA is the state government agency responsible for workers’ compensation and injury management system. Under this system, employers must have workers’ compensation insurance for their workers. If workers are injured at work, they are entitled to compensation.

Regional Offices
Goldfields/Esperance (08) 9026 3250
Great Southern (08) 9842 8366
Kimberley (08) 9191 8400
Mid-West (08) 9920 9800
North-West (08) 9185 0900
South-West (08) 9722 2888

This publication is available on request in other formats to assist people with special needs.