

Understanding the safety and health needs of your workplace

A guide for migrant workers

In Western Australia, the law requires that a high standard of safety must be provided at your workplace, and that you are not injured or harmed because of your work. Making workplaces safer relies upon the employer and employees working together.

Employers have a responsibility to provide, as far as practicable, a safe workplace. This is called a 'duty of care'. You, as an employee, also have a duty of care to work safely and not affect the safety and health of others.

The law in Western Australia also requires the employer to consider the individual needs of workers in providing a safe workplace. For example, they need to consider how to convey information about safety to those with a limited knowledge of English, or those with other specific needs.

Participating in safety matters at the workplace

As an employee, there are different ways you can participate in ensuring safety and health at your workplace. You can do this by:

- talking directly with your employer, supervisor and co-workers about any concerns you may have;
- notifying the supervisor or employer of any hazards or injuries, or potential hazards or injuries;
- participating in training on any procedures with which you are unfamiliar;
- asking questions about any matters you do not understand;
- where required, requesting information and training be provided in an appropriate format to suit your needs, for example through the use of an interpreter or translator; and
- where there are safety and health representatives or a safety and health committee, raising issues with them.

There is information on the WorkSafe web site on how to do this. WorkSafe is the government agency with powers to enforce workplace safety and health laws and investigate concerns about unsafe workplaces. WorkSafe also has an information centre, which you can ring if you have a concern or require information. You can ask that your enquiry remains confidential and that your details are not given to anyone.

WorkSafe

Level 5, 1260 Hay Street, WEST PERTH WA 6005

Tel: 1300 307 877

Fax: (08) 9321 8973

Email: safety@commerce.wa.gov.au

Internet site: www.worksafe.wa.gov.au

A check list of your rights and responsibilities

Check	yes
Your employer has a responsibility to ensure that:	
• you are trained to carry out your work safely;	
• you are informed of the hazards and risks involved in your job;	
• you know how to use equipment, machinery and substances necessary to work safely and without risk to your health;	
• you know how to use and care for safety and personal protective equipment;	
• you know how to resolve any complaints or concerns about safety;	
• you know what to do if there is an emergency;	
• you know what to do if you are injured;	
• you know your rights to compensation if you are injured;	
• you know you are entitled to stop work if you consider yourself in danger; and	
• you know you can contact WorkSafe to assist you with safety concerns.	
To meet your safety and health responsibilities in the workplace you have a responsibility to:	
• follow instructions that are provided to ensure safety and health at work;	
• make sure your actions at work do not cause injury to other people;	
• report any hazards, injuries or ill-health to your supervisor and/or employer;	
• take care of any safety and personal protective equipment in the way you have been instructed and report any concerns about this equipment;	
• follow emergency procedures as required; and	
• ask if you do not understand the information provided to you.	

Further resources

Unions WA

Unions WA is the state's peak union body, representing over 40 affiliated unions, and their members. Unions can provide advice on workers rights and entitlements.

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

WorkCover Western Australia

WorkCover WA is the state government agency responsible for workers' compensation and injury management.

2 Bedbrook Place, SHENTON PARK WA 6008

Tel: (08) 9388 5555

Fax: (08) 9388 5550

Internet site: www.workcover.wa.gov.au