



**MARY
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CATHOLIC
COLLEGE**

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ENGAGING MINDS

IGNITING HEARTS

SERVING OTHERS



Work Experience Handbook

TABLE OF CONTENTS

TABLE OF CONTENTS	2
WHAT IS WORK EXPERIENCE?	3
WHEN CAN I DO WORK EXPERIENCE?	3
WHERE CAN I DO WORK EXPERIENCE?	4
STUDENT RESPONSIBILITIES	5
EXAMPLES OF WORK EXPERIENCE PROVIDERS	6
HOW DO I ORGANISE WORK EXPERIENCE?	10
THE WEEK BEFORE YOUR WORK EXPERIENCE	11
WHILE YOU ARE ON WORK EXPERIENCE	12
HINTS FOR EACH DAY	13
WHAT TO DO IF	14
APPENDICES	16
Appendix 1.....	16
Appendix 2.....	17
Appendix 3.....	19
Appendix 4.....	20
Appendix 5.....	25
WEBSITES TO HELP YOU UNDERSTAND WORK	25
COLLEGE CONTACTS	25

WHAT IS WORK EXPERIENCE?

Work experience is a period of unpaid work undertaken as part of your careers education to provide some insight into the world of work.

Work experience is aimed at providing you with:

1. An improved understanding of the world of work
2. Increased self-awareness, especially of your strengths and abilities in relation to the workplace
3. Improved self-confidence
4. Learning which skills and competencies are required in the workplace, and therefore an improved understanding of the link between school and work
5. Increased motivation to continue study and training
6. Workplace experience which can be used to improve further study, job or apprenticeship opportunities

See Appendix 1 for information on skills and attributes required for work.

WHEN CAN I DO WORK EXPERIENCE?

Year 10

All students in Year 10 will be required to attend work experience during Activities Week at the end of Term 1. Those involved in other activities during this week can do their work experience during school holidays later in the year. See Mrs Stevenson or Mrs Richardson to arrange.

All students can undertake further work experience under negotiation up to 30 days a calendar year.

Year 11 and 12

In Years 11 and 12, you are able to complete further work experience in your holidays. You will need to see Mrs Stevenson or Mrs Richardson to arrange.

WHERE CAN I DO WORK EXPERIENCE?

- It is up to you to choose and arrange your own work experience placement.
- You can work anywhere in the Toowoomba area, but travel and accommodation arrangements are your responsibility. If you want to undertake work experience out of the Toowoomba area please see Mrs Stevenson or Mrs Richardson.
- To give you some ideas, examples of workplaces are given on the next page.
- The first priority when choosing a workplace should be safety. See Appendix 2 for a list of excluded activities.
- **It is best to choose an unfamiliar workplace which will challenge you to deal with new people and activities.**
- Any workplace will give you valuable learning opportunities. For example, if you want to practice medicine, you may get invaluable experience communicating and working with people in another environment such as a busy café. Another great option is to work in a Veterinary surgery as it exposes students to medical procedures.
- St. Vincent's Hospital and St. Andrew's Hospital are not able to offer work experience. The University of Queensland's Rural Clinical School at the Base Hospital offer work experience to Year 11 students. You will be provided with information about this in Year 11. For any medical or medicine work experience placement see Mrs Stevenson or Mrs Richardson
- If you are interested in work experience with the Australian Defence Force, you will need to apply online. Go to www.defence.gov.au/workexperience
- If you are planning to do work experience that may require you to go onto a building site, for example with a tradesperson, you will need to get a White Card prior to your work experience. See Appendix 3.



STUDENT RESPONSIBILITIES

Students should:

- 1. Identify** – potential work experience placements of interest.
- 2. Complete** – the required paperwork requested by the school and work experience provider to facilitate the work experience placement. Once completed return to Mrs Stevenson or Mrs Richardson.
- 3. Collect** – abide by all necessary information about their work experience including hours of work, clothing, personal protective clothing/equipment (PPE).
- 4. Comply** – with the responsibilities outlined in the work experience placement agreement.
- 5. Reflect** – and evaluate the work experience agreement at the conclusion of the program to help inform your post-school pathway planning.

Mobile Phones

You may bring your mobile phones during the placement but keep it in your bag and it should **only** be used at times permitted by your supervisor. Lunch breaks are a perfect opportunity to learn more about the industry and build connections with people in the industry. Use your lunch breaks to network and engage with the workforce. Please try not to use your phone until you are finished work for the day.



EXAMPLES OF WORK EXPERIENCE PROVIDERS

ADVERTISING & ARTS

Soul Studios
Empire Theatre
Krush Design Co
Owen's Camera House
Queensland Theatre
Salt Studios
Round Square Marketing
Greenridge Press
Butterfly Kisses Creations
Foodie Shots

ANIMAL CARE / VETERINARY

Greencross Clifford Park Vet
Highfields Vet Surgery
Chandler's Animal House
Pets Galore
Eastwood House
Plaza Circle Vet
Eclipse Vet Surgery
Rangeside Veterinarians
RSPCA
Toowoomba Veterinary Hospital

ARCHITECTS/BUILDING & DESIGN

Ella Architecture
Struxi Design
Brammer Architects
CKD Architects
Ehrlich Layton International
Feather & Lawry Design
McNab Constructions

Schriek Building Group

AVIATION & DEFENCE

Aviation Specialist
Approved Aircraft Maintenance
Darling Downs Aero Club
Range Avionic

CHILDCARE

Highfields Gardens Childcare Centre
Good Start Highfields
Mothercraft Childcare Centre
Kath Dickson Family Centre
Genius Learning
Imagine Childcare – Toowoomba
Mirambeena Kindy

CONSTRUCTION

BBC Construction
AA Maintenance and Landscaping
Fred Voll Plumbing and Gas
FKG
Arden Vale Homes
J A Franklin Homes Pty Ltd
LJM Construction
BestSet Concreting
Downs Designer Homes
Focus on Kitchens
Hogan Constructions
Laing O'Rourke Construction
Martin Fallon Cavalier Homes
TFD Joinery

Toowoomba Recycled Timber
Shane Klein Tiling
Bond Homes and Construction
Windamere Homes
Gary Williams Plastering

EDUCATION

Geham State School
Chiselhurst Pre-School & Kindergarten
Highfields State School
Kingsthorpe State School
Meringandan State School
Middle Ridge State School
Toowoomba Grammar School – Junior
Toowoomba East State School
Wilsonton State School
Withcott State School
Our Lady of Lourdes School

ENGINEERING

Reid Consulting Engineers
Proterra Group
Obadare Group
Driftfield Engineering Pty Ltd
GHD Engineering
HMF Engineering
Kehoe Myers Consulting
Engineers
Oz-Tac Engineering

IT

AG Computers
Downs Micro Systems
Computer Trouble Shooters Toowoomba
Toowoomba Catholic Schools Office

HAIR AND BEAUTY

Air Hair
Minx
Flourish Hair Artistry

HEALTH

High Country Dental
Queensland X-Ray
Kingsthorpe Pharmacy
Better Movement Clinic
Highfields Chiropractic
Highfields Discount Drug Store
Hodgson Vale Speech Pathology
Therapy Alliance Group
A.L.S. Physiotherapy
Dental Elegance
Downs Physiotherapy
Dr Straight Teeth Orthodontal Practice
Durkin & Black Optometrists
Northpoint Priceline Pharmacy
Podiatry for Foot Health
Sole Focus
City Sports and Spinal
Gentle Dental
Queensland Ambulance Service
Village Medical Centre

HOSPITALITY & TOURISM

Jamaica Blue
Chocolate Cottage
The Coffee Club
Kerb Café
The Park House Café
Gip's Restaurant

The Finch
Urban Grounds Café
Rosalie House Cellar Door
Pieaway Bakery
Stellarossa
Gabbabar Homestead
Montys Brewing Company

LEGAL & FINANCE

Aussie Home Loans
Clifford Gouldson Lawyers
QLD Police Force
Toowoomba Court House
Heritage Building Society
National Australia Bank
RBS Morgans
Wonderly and Hall
Fortress Financial Solutions Pty Ltd

MANUFACTURING & UTILITIES

Obadare Group
Brown's Steel
Livewired Electrical
ET TV Everything Television
Fords Electrical
Ozmac Welding Industries
Condamine Electric Company

MECHANICAL & DIESEL

Downs Diesel Repairs
Armstrong Auto Group
Black Truck Sales
Cummins South Pacific
Hansen's Automotive and Gas

Hastings Deering
Highfields Auto Centre
Highfields Mechanical
Highfields Panel and Paint
Peter Roberts Honda
Ozlocka Industries
Daimler Truck
Coughrans Auto Centre
Terry Fowler Mechanical
Western Truck Group
Advanced Service Centre
Forced Performance and Tuning
RDO

MEDIA & PUBLIC RELATIONS

The Chronicle

MUSEUM & HISTORY

Cobb and Co Museum

PLANNING & DEVELOPMENT

Compass Town Planning

PRIMARY INDUSTRIES, SCIENCE & RESEARCH

Noble Bend Farm
Elders Ltd
Namoi Cotton Co-operative
Nutrien (formally Landmark)
CHS Broadbent

REAL ESTATE

Two Birds Property Management
Elders Real Estate
Remax

Taylor Byrne Valuers
Ray White Rural – Crows Nest

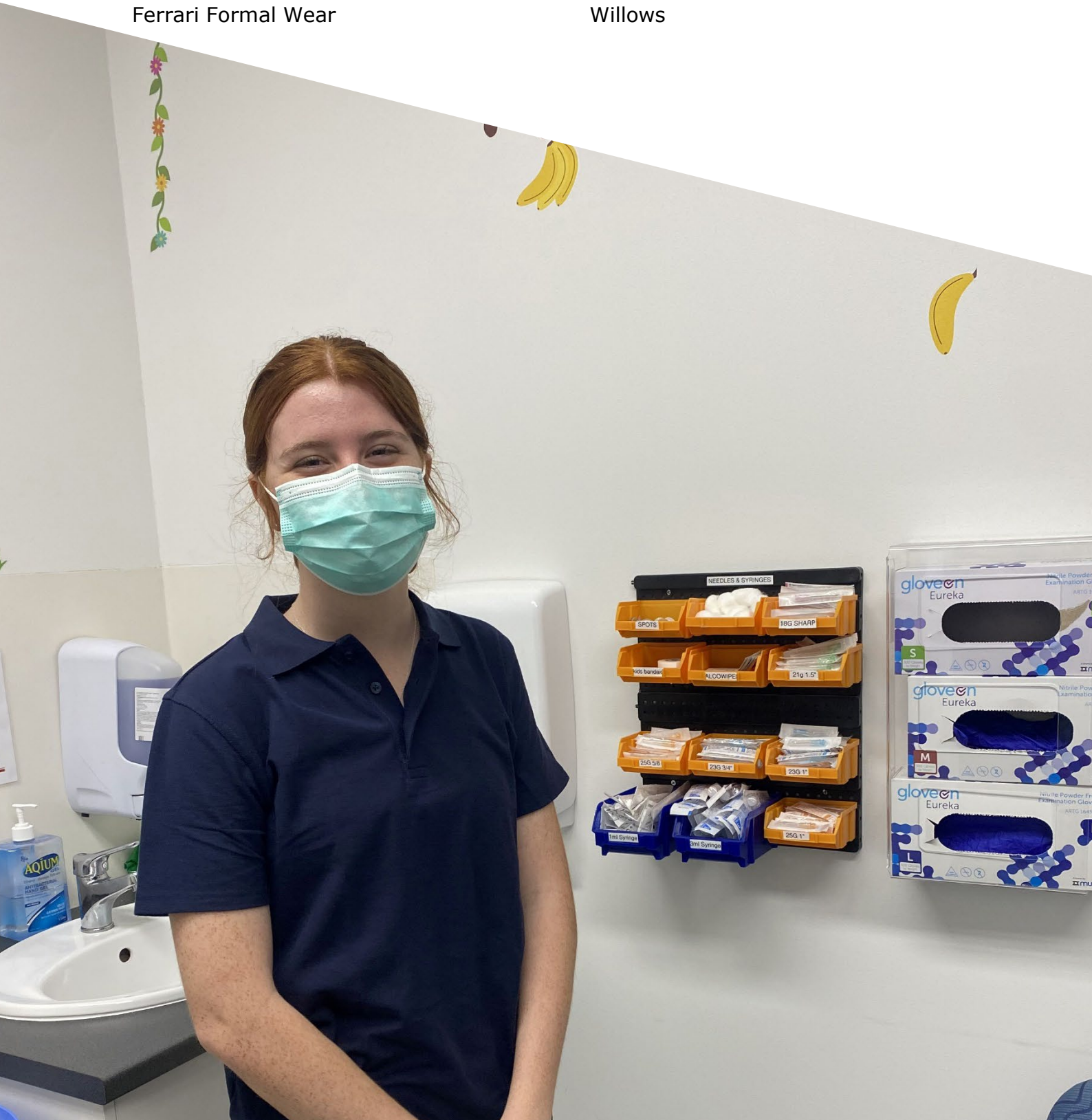
JB Hi-Fi
Rebel Sport
Royce Music House
Battle Station

RETAIL

The Good Guys
B.C.F
Bikeline
Harvey Norman
Ferrari Formal Wear

SPORT & FITNESS

Toowoomba On Course Golf Shop
Snap Fitness - Highfields
Willows



HOW DO I ORGANISE WORK EXPERIENCE?

1. DECIDE WHERE YOU WANT TO DO WORK EXPERIENCE

- a) Discuss the options with your friends, PC teacher, Mrs Stevenson, Mrs Richardson or other school staff.
- b) Talk to your parents about possible places you may be able to go, ensuring transport to and from work experience is considered.
- c) If planning to go away from Toowoomba, discuss where you will stay and how you will get to work each day. Please be aware that you are to go no further than 100 km radius.

2. APPROACH POTENTIAL EMPLOYERS

Check on whether the place you want to go to is willing to take you. You can visit the workplace or call them. Let them know that all insurance arrangements will be arranged by the college. (See Appendix 2)

- a) If they say yes, ask them to complete the work experience agreement (See Appendix 5) and let them know that the College will be in contact with them approximately one month prior to the placement to finalise arrangements and insurance. Then carry onto step 3.
- b) If they want more information from the College, see Mrs Stevenson with the details of the business and she will call them for you.
- c) If they say no, thank them for their time.

3. IF RELEVANT, COMPLETE YOUR WHITE CARD TRAINING.

(See appendix 3)

4. SIGN YOUR 'WORK EXPERIENCE AGREEMENT FORM'

Which will need to be signed by you, your parents and the employer. This form acts as your Work Cover (Insurance). Throughout February and March, please read your emails carefully and follow up any requests from Mrs Stevenson and Mrs Richardson promptly. If you have any questions or concerns, please speak to Mrs Stevenson or Mrs Richardson.

THE WEEK BEFORE YOUR WORK EXPERIENCE

- 1. CONTACT and/or MEET YOUR EMPLOYER** – make sure you understand all of the details below.
- 2. MAKE A FINAL CHECK OF THE FOLLOWING DETAILS:**
 - Your start and finish times each day
 - What you should wear? What is appropriate in that particular workplace?
 - What morning tea and lunch arrangements you will need to make. What is expected? What is available?
 - Any other special requirements or arrangements you need to be aware of?
- 3. GET ALL OF YOUR QUESTIONS ANSWERED**

Discuss with your employer, teachers and family any other concerns or questions you might have regarding your placement.
- 4. ORGANISE YOUR TRANSPORT**

How will you be getting to and from work each day?

WHILE YOU ARE ON WORK EXPERIENCE

You will receive a visit from a Mary MacKillop Catholic College staff member during the week to check on your progress. During the visit the employer will complete an evaluation on your placement.

During your time at work experience, there is a certain standard of conduct that should be maintained. This code of behaviour does not differ greatly from the standards that you maintain at school except you will now be placed in a position of greater individual responsibility.

Here are some guidelines for you to follow:

- ★ **Be POLITE** and **COURTEOUS** to your employer, fellow workers, and clients.
- ★ **Be PUNCTUAL** – someone who always arrives at work on time.
- ★ **Be careful** about your **PERSONAL APPEARANCE**.
- ★ **Be KEEN** about the work; **INTERESTED** in the job and in the business.
- ★ **Be PREPARED** to do a job well and perform ALL duties carefully.
- ★ Expect **NO FAVOURS** from your employer in terms of hours you must spend on the job. Find out when the tea/lunch breaks are and the length of the break and ALWAYS be back on TIME.
- ★ **CARE** for the employer's property and equipment.
- ★ **BE PREPARED TO DO SMALL TASKS BEFORE EXPECTING ANYTHING MAJOR**. Have reasonable expectations – most people will expect you to show your abilities in fairly small tasks before giving you a more complicated job.
- ★ **WORK WITHOUT DISTRACTING** other employees.
- ★ Be prepared sometimes to **ACT AS AN OBSERVER** and watch what is going on.
- ★ **BE POSITIVE**
- ★ **SMILE** and **ENJOY YOURSELF!**

HINTS FOR EACH DAY

FIRST DAY

LEARN AND USE THE NAMES OF THE PEOPLE YOU WILL BE WORKING WITH. INTRODUCE YOURSELF TO WORKERS AS YOU MEET THEM.

FIND OUT IF THERE ARE ANY HEALTH AND SAFETY ISSUES YOU NEED TO BE AWARE OF AT THIS TYPE OF WORKPLACE.

MAKE SURE YOU UNDERSTAND WHAT YOUR EMPLOYER WANTS YOU TO DO.

DURING THE WEEK

SHOW AN INTEREST IN THE BUSINESS/ORGANISATION YOU ARE WORKING FOR. ASK QUESTIONS ABOUT THE BUSINESS.

FIND OUT ABOUT THE PEOPLE EMPLOYED BY THIS BUSINESS/ORGANISATION.

ASK EMPLOYERS AND EMPLOYEES ABOUT HOW THEY GOT THEIR JOB. WHAT STUDY HAVE THEY DONE? WHAT OTHER JOBS HAVE THEY DONE?

COMPLETE YOUR WORK EXPERIENCE BOOKLET AS A RECORD OF YOUR EXPERIENCES. EITHER PRINT OR JUST HAVE A DIGITAL COPY.

LAST DAY

MAKE SURE YOU FORMALLY THANK THE PEOPLE YOU HAVE BEEN WORKING WITH BEFORE LEAVING.

WHAT TO DO IF....

YOU ARE GOING TO BE LATE FOR WORK:

This should not happen. However, if something does happen to make you late you should:

- Phone your employer/supervisor at the workplace to make him/her aware that you will be on your way very shortly.
- Provided you get there as soon as possible, and your reason is genuine and unavoidable, your employer will understand. However, do not make this a habit.

YOU ARE SICK AND CANNOT GO TO WORK:

- Make two phone calls, one to your employer and one to the College.
- Phone your employer/supervisor before normal starting time and explain why you will be absent. Give your employer an indication of length of time you think you will be absent.
- Either you or your parent/guardian should contact the College to explain that you are unwell and unable to attend work. This will be treated as an "explained absence" from school.

YOU AARE INJURED AT WORK:

- There are specific procedure for your employer to follow if you are injured. No matter how trivial you think the injury is, you should REPORT IT TO YOUR EMPLOYER IMMEDIATELY.
- All injuries must be reported to Mrs Stevenson or Mrs Richardson, so we can follow Toowoomba Catholic Schools reporting procedure.

YOU BELIEVE A TASK YOU ARE BEING ASKED TO DO IS UNSAFE OR UNHEALTHY

- Speak to your work supervisor at once. If the problem is not resolved, speak to your parents, Mrs Stevenson, Mrs Richardson or another staff member from school.

YOU FEEL YOU ARE BEING HARASSED AT WORK:

- Harassment at work may fall into a number of categories. It is essential that, if you are not comfortable with your workmates or supervisor, you discuss this with someone immediately. This may be someone from your family or from the College.

If necessary, the College may need to act on your behalf. Low-level jokes that are not offensive may be shared with students, so take these in the manner in which they are intended. However, if they make you feel uncomfortable, tell someone about it.

YOU ARE INVOLVED IN A SPORTS TEAM DURING YOUR WORK EXPERIENCE WEEK:

- If a sporting event (school based) occurs during the time that you are at work experience and it is essential that you attend, see Mrs Stevenson as early as possible to discuss. Do this **BEFORE** you start your placement.
- If you are involved in a sports team that trains during the week, your first commitment for the week is to your work experience. Only ask for time off for training if you cannot make any other arrangements. Speak to Mrs Stevenson if you are concerned about this.

YOU HAVE A PART-TIME JOB WHICH CLASHES WITH YOUR WORK EXPERIENCE:

Your work experience take priority. Before work experience discuss this with your regular employer and arrange your roster to fit in with your work experience placement. If there is a problem, see Mrs Stevenson.

PHONE THE COLLEGE IF YOU HAVE ANY PROBLEMS YOU NEED HELP WITH DURING YOUR WEEK AT WORK:

Mrs Stevenson or Mrs Richardson: (07) 4698 7777

APPENDICES

Appendix 1

WHAT SKILLS AND ATTRIBUTES ARE REQUIRED FOR WORK?

Discipline Specific Skills

These refer to your ability to do the job and are sometimes called 'hard skills'. They might include such things as:

- Technical ability
- Knowledge
- Qualifications

Employability Skills

These are skills that you use over and over again in your life. They are the tools that will help you to be effective in the workplace.

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Self-management
- Planning and organising
- Learning
- Technology

Personal Attributes

These are behaviours and attitudes that contribute to overall employability.

- Commitment
- Loyalty
- Honesty and integrity
- Reliability
- Personal presentation
- Common sense
- Positive self esteem
- Sense of humour
- Balanced attitude to work and home life
- Enthusiasm
- Ability to deal with pressure
- Motivation
- Adaptability

Appendix 2

INSURANCE INFORMATION

The nature and location of work experience makes it different from other school activities. The purpose of this section is to explain the insurance arrangements that have been put into effect for Non-State School students on work experience.

Workers' Compensation

Queensland Catholic Education Commission takes out a central WorkCover policy to cover workers' compensation for all students undertaking work experience in Catholic secondary schools. The contract for WorkCover insurance between WorkCover and Queensland Catholic Education Commission covers:

- death
- permanent impairment
- medical costs associated with injury while a student is on work experience.

Liability Insurance

Education Queensland has an arrangement with an insurer to indemnify students from State and Non-State Schools on approved work experience placements.

Students are indemnified against costs for which the student may be liable if the work experience provider's property is damaged, or injury is caused to the work experience provider or an employee at the work experience provider's premises or at another location while carrying out work experience duties on behalf of the work experience provider. The indemnity extends to students in instances where they may be liable for injury to the person or property of a member of the public, arising out of the work experience.

This cover is provided subject to the terms and conditions of the policy, which specifically exclude various activities.

The excluded activities are:

- Driving of any watercraft exceeding 8 metres in length
- The repair, service, refuelling, maintenance, possession, operation use or legal control of any aircraft by the insured agency, except for the participation in repair,

service, maintenance by work experience students of the Insured Agency, who must be always under the direct supervision of a Licensed Aircraft Maintenance Engineer or Australian Defence Force equivalent.

- Air Traffic Control
- The driving of any vehicle on a public road or thoroughfare or any airport runway or tarmac
- Activities associated with railway track laying, track upgrading or track maintenance
- Construction or maintenance of railway locomotives or railway stock
- Underground mining
- The use, handling and storage of explosive devices
- Oil and/or gas fields and refineries
- Abseiling
- Rock and/ mountain climbing
- White water rafting and canoeing
- Bungee jumping and its associated activities
- Underwater diving using either scuba or snorkelling equipment, where the student is not participating in an activity fully supervised by an appropriately qualified instructor

Appendix 3

White Card (or General Construction Induction Card)

It is a legal requirement that anyone wishing to enter a building site must have a White Card. If you are planning to do work experience that may require you to go onto a building site, for example with a tradesperson, you will need to get the White Card prior to your work experience.

You have an opportunity to complete your White Card training as follows:

DATE: Thursday, 16 February 2023

TIME: 8.00 am to 3.00 pm

VENUE: Mary MacKillop Catholic College

COST: \$50 [billed to your College Fees Account](#)

The course will be conducted by Downs Group Training. Registration for this course needs to be completed prior to the commencing the training.

Please Note: Prior to commencing this course, students will need to apply for a USI number and provide this to the College. Instructions on how to do this are below.

Unique Student Identifies (USI) for Vocational Education and Training (VET) students

All students enrolling in Vocational Education and Training (VET) courses require a Unique Student Identifier (USI). It is a 10-character alphanumeric identifier and bears no relationship to Queensland students' Learning Unique Identifier (LUI). The USI will give students access to their VET training records and results.

Students will be required to apply online for this number and provide it to the College's *Your Pathways* team prior to enrolling in any courses such as TAFE courses, first aid training white card training, responsible service of alcohol and so forth.

How to obtain a USI

1. Have a piece of identification ready. Documents which are allowable for identification are:
 - An Australian Birth Certificate (must be a full certificate, not an extract)
 - Driver's Licence
 - Medicare Card
 - Australian Passport
 - Visa
 - Citizenship Certificate
2. Go to <http://www.usi.gov.au/Pages/default.aspx>.
3. Click on "Create a USI".
4. Click on "I have my ID ready – Continue"
5. Work through the application. **Important: Student details MUST match the details shown on their form of ID.** Once the student's details have been entered from the form of ID when creating the USI, the USI Registry System will then be able to check and confirm the student's details using a system called the 'Documentation Verification Service' or DVS.
6. Elect to receive the USI by email
7. Forward this email on to Mrs Christie Richardson (Christie.Mastin-Richardson@twb.catholic.edu.au)

Appendix 4

Work and the Law

- There are a number of laws to ensure that employees are safe and that everyone gets a fair go.
- Your work experience can be an exciting and demanding experience as new responsibilities and expectations are placed on you in a working environment.
- Young workers are usually keen to work hard and do well.

Harassment

Workplace harassment is where a person is subjected to behaviour, other than sexual harassment that:

- Is repeated, unwelcome and unsolicited
- The person considers to be offensive, intimidating, humiliating or threatening
- A reasonable person would consider to be offensive, humiliating, intimidating or threatening

Workplace harassment can be committed by an employer, worker, co-worker, group of co-workers, client or customer, or a member of the public.

Workplace harassment covers a wide range of behaviours including:

- Abusing a person loudly, usually when others are present
- Repeated threats of dismissal or other severe punishment for no reason
- Constant ridicule and being put down
- Leaving offensive messages on email or the telephone
- Sabotaging a person's work, for example, be deliberately withholding or supplying incorrect information, hiding documents or equipment, not passing on messages and getting a person into trouble in other ways
- Maliciously excluding and isolating a person from workplace activities
- Persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters
- Humiliating a person through gestures, sarcasm, criticism and insults, often in front of customers, management or other workers
- Spreading gossip or fake, malicious rumours about a person with an intent to cause the person harm

What is not workplace harassment?

- A single incident of harassing type behaviour
- Reasonable management action taken in a reasonable way
- Acts of unlawful discrimination, vilification or sexual harassment

Discrimination

You are entitled to be treated fairly and not judged by your sex, race, age or religion, whether you have impairment or hold certain political beliefs.

Things you should know about fair treatment in Queensland

The law gives people the right to be treated fairly. It can be illegal to treat people unfairly because of their:

- Sex
- Relationship or parental status
- Race
- Age
- Impairment
- Religious or political beliefs
- Union activities
- Gender identity
- Sexuality
- Pregnancy
- Breastfeeding
- Family responsibilities

This is discrimination and is against the law

- It can be illegal if someone behaves in a sexual way that is unwelcome and offends you. This is sexual harassment and can happen anywhere anytime.
- It can be illegal to act in a public way that shows hatred for someone because of their race, religion, sexuality or gender identity. This is vilification.
- It can be illegal to treat someone unfairly because they are involved in a complaint. This is victimisation.
- People can make complaints about any of these things to the Anti-Discrimination Commission. This service is free. If the complaint is covered by the law, those involved will usually be asked to meet to try to work something out. Contact the Anti-Discrimination Commission on 1300 130 670 for more information, or check the website at www.adcq.qld.gov.au

Workplace Health and Safety

Young workers have a much higher risk of being injured at work than older workers.

COMMON HAZARDS

Manual Handling

Manual handling includes lifting, lowering, pushing, pulling and holding. As a young worker you are more likely to be injured through manual handling work than an older worker. Your body is still developing and is less able to cope with strain. Even though you may be young and new to the job, as a young employee you have a responsibility to speak up if you feel your job is too heavy, too difficult, too tiring or puts you at risk of injury.

Ways to reduce the risk

- Lighten loads (break loads into smaller quantities)
- Reduce bending, twisting, reaching movements,
- Prevent muscle strain and fatigue – this includes warming up before working, allocating time for rest breaks, and allowing time to gradually get used to a new job

Hazardous Substances

Harm to health may occur suddenly, such as dizziness, nausea and itchy eyes or skin, or it may occur gradually over years, such as dermatitis or cancer. Some people can be more susceptible than others.

Remember

- Follow safe work procedures
- Always correctly wear the appropriate safety equipment provided by your employer
- Do not eat, drink or smoke while working with a hazardous substance
- Do not keep food or drink near the substance
- Wash your hands and face and other exposed areas with soap and water before going to the toilet or eating and drinking
- Read the MSDS (Material Safety Data Sheet)

It is the responsibility of your employer to provide you with safe work procedures for handling hazardous substances and to provide information, training and supervision.

Noise

It is the responsibility of your employer to provide the correct personal hearing protectors. Headphones for radios and music do not provide good protection from noise. People do not become “used” to noise. It only seems that way because of hearing loss. Lost hearing is gone forever.

Electricity

Electric shock occurs when a person becomes part of an electrical circuit and the current flows through their body. A fatal shock is called electrocution. One of the most common causes of electrocution in the workplace is contact with overhead wires. This is because people can misjudge heights and distances between the ground and overhead wires when carrying equipment like poles and ladders, or operating equipment with height extensions such as cranes. Accidents and deaths can also result from equipment becoming “live” due to electrical faults, lack of maintenance or short circuit.

Mechanical Equipment

The most common mechanical equipment injuries are to hands and fingers. Eye injuries are also very common. A large number of injuries occur in the construction, agricultural and manufacturing industries. When working with mechanical equipment, personal protective equipment may include protective gloves, arm guards, hard hats and safety boots. Guards are attached to mechanical equipment and must be used to protect you from the moving parts of machines. Keep all guards in place.

Employers’ responsibilities include:

- Maintaining work areas, machinery and equipment in a safe condition
- Organising ways of working safely
- Providing information, instruction, training and supervision of employees to enable them to work safely
- Making sure that employees are aware of potential hazards
- Providing protective clothing and equipment (overalls, safety boots, safety glasses, gloves, goggles, respirators, and earmuffs as appropriate) - Employees should be instructed and trained in the correct use of any P.P.E provided by the employer.

Employee’s responsibilities include:

- Following health and safety instructions provided by the employer
- Correctly using personal protective equipment and clothing
- Taking care to use equipment safely and for its intended purpose
- Reporting hazards
- Reporting work-related injuries or harm to health
- Co-operating with the employer on safety and health matters

WEBSITES TO HELP YOU UNDERSTAND WORK

www.fairwork.gov.au

Fair Work Online is your gateway to information and advice about Australia's workplace rights and rules.

www.worksafe.qld.gov.au

Workplace Health and Safety Queensland

www.adcq.qld.gov.au

Anti-Discrimination Commission Queensland

COLLEGE CONTACTS

Mrs Jennifer Stevenson Careers Development Practitioner	07 4698 7777 Jennifer.stevenson@twb.catholic.edu.au
Mrs Christie Mastin-Richardson Careers Support Officer	07 4698 7777 Christie.mastin-richardson@twb.catholic.edu.au
Mr Chris Bracken Dean of Secondary Studies	07 4698 7777 Kris.naiker@twb.catholic.edu.au
Mr Sean Albion Assistant Principal Wellbeing Senior	07 4698 7777 Sean.albion@twb.catholic.edu.au
Mr Chris Gabbett Principal	07 4698 7777 Chris.gabbett@twb.catholic.edu.au

Be eager in your desires but
humbly patient in their
accomplishment.

~Mary MacKillop



