

## FURTHER INFORMATION AND ASSISTANCE

### SafeWork SA

#### Help Centre

100 Waymouth Street, Adelaide

Telephone: 1300 365 255

Email: [help@safework.sa.gov.au](mailto:help@safework.sa.gov.au)

[www.safework.sa.gov.au](http://www.safework.sa.gov.au)

#### Library and Bookshop

SafeWork SA provides a free library service which anyone in South Australia can join. The Library and Bookshop are located on the ground floor at 100 Waymouth Street, Adelaide and are a part of the SafeWork SA Help Centre.

The library specialises in occupational health and safety (OHS), industrial relations (IR), workers compensation and rehabilitation, and return to work resource material.

Open: 8.30 am – 5 pm weekdays

Telephone: (08) 8204 8877

Fax: (08) 8204 8883

Email: [library@safework.sa.gov.au](mailto:library@safework.sa.gov.au)

Online kiosk: [www.safework.sa.gov.au/kiosk](http://www.safework.sa.gov.au/kiosk)

#### Business SA

136 Greenhill Road, Unley

Telephone: (08) 8300 0101

[www.business-sa.com](http://www.business-sa.com)

#### SA Unions

46 Greenhill Road, Wayville

Telephone: (08) 8279 2222

[www.saunions.org.au](http://www.saunions.org.au)

#### DISCLAIMER

This publication contains information regarding occupational health and safety. It includes some of your obligations under the occupational health and safety legislation that SafeWork SA administers. To ensure you comply with your legal obligations you must refer to the appropriate Acts and Regulations.

This publication may refer to legislation that has been amended or repealed. When reading this publication always refer to the latest laws.

## SAFEWORK SA

[www.safework.sa.gov.au](http://www.safework.sa.gov.au)

#### HELP CENTRE 1300 365 255

Email: [help@safework.sa.gov.au](mailto:help@safework.sa.gov.au)

(the Help Centre closes at 4.15pm on Wednesdays)

To report all serious workplace injuries and incidents telephone **1800 777 209** (24-hour service).

#### LIBRARY AND BOOKSHOP

Ground floor, 100 Waymouth Street, Adelaide

Opening hours: 8.30am – 5pm, Monday to Friday

##### LIBRARY

Telephone: **(08) 8204 8877**

Facsimile: (08) 8204 8883

Email: [library@safework.sa.gov.au](mailto:library@safework.sa.gov.au)

##### BOOKSHOP

Telephone: **(08) 8204 8881** or **(08) 8204 8882**

Facsimile: (08) 8204 8883

Email: [bookshop@safework.sa.gov.au](mailto:bookshop@safework.sa.gov.au)

#### OFFICES

##### HEAD OFFICE

Level 4, 33 Richmond Road, Keswick

GPO Box 465, Adelaide, SA 5001

DX 715, Adelaide

##### REGIONAL OFFICES

Located at Berri, Mount Gambier,

Port Lincoln, Port Pirie and Whyalla.

Telephone: **1300 365 255**

##### FREE INTERPRETING SERVICE

Telephone the Interpreting and Translating Centre on **(08) 8226 1990** and ask them to contact SafeWork SA.

##### HEARING AND SPEECH ASSISTANCE

Contact us through the National Relay Service and ask for SafeWork SA 1300 365 255.

- for TTY/Voice: **133 677**
- Speak and Listen: **1300 555 727**
- [www.relayservice.com.au](http://www.relayservice.com.au)



Government  
of South Australia

SafeWork SA

## STARTING A NEW JOB

Some important  
occupational health  
and safety information  
for new workers

*safeworksa*

## ARE YOU A NEW WORKER?

- Are you starting your first job?
- Are you re-entering the workforce?
- Are you changing job or work location?
- Have you been with your employer for less than twelve months?

If you answered yes to any of these questions, you are considered to be a new worker.

Evidence shows that new workers are at greater risk of workplace injury and illness than other workers.

As a new worker you are likely to be unfamiliar with your workplace, the tasks you have to perform and the equipment and substances you have to use.

You have a right to know about the workplace hazards in your job and how they can be controlled. You should also be appropriately supervised and provided with information and training throughout your employment.

## WHO IS RESPONSIBLE FOR HEALTH AND SAFETY AT WORK?

Under the work, health and safety legislation both employers and workers have responsibility for health and safety in the workplace. However, the employer has the ultimate responsibility and a duty of care to ensure the health and safety of workers and anyone else who might be affected by the work activity.

Employers must ensure that:

- the workplace is safe and there are safe systems of work
- machinery, equipment, tools and substances are in a safe condition
- ongoing information, supervision and training about workplace health and safety is provided
- first aid equipment and supplies are provided.

As a worker you are responsible for the things you have control over. This means that you must do everything reasonably possible to protect your own health and safety and that of others.

Workers must:

- follow all reasonable instructions
- not put other workers or members of the public at risk of injury or illness
- use any protective equipment that is provided
- not work under the influence of drugs (including medication) or alcohol.

You can be actively involved by becoming a health and safety representative (HSR), by contributing to health and safety committee meetings, or simply by raising any health and safety issues in the workplace.

If you are unsure about anything ask someone such as your manager, supervisor or HSR.

## WHAT SHOULD YOU EXPECT WHEN YOU START WORK?

Every time you start a new job, whether it is at a new organisation or a new role with your current employer, you should receive some form of induction about your employment, workplace conditions and safe work procedures.

You should receive the following information regarding workplace health and safety:

- The health and safety policy, including an explanation of roles and responsibilities.
- Introduction to key people in the organisation such as your HSR, first aid officer and union delegate. Their roles and responsibilities should be explained to you.
- Information, instruction and training on hazards and risks specific to your job and safe work procedures.
- Training in the safe use and storage of personal protective equipment.

- Training in the safe use and storage of hazardous substances and material safety data sheets.
- Procedures for reporting incidents or injuries such as which forms to complete, where to find them and who to give them to.
- Emergency evacuation procedures, the location of emergency exits and fire fighting equipment.
- Location of first aid facilities, equipment and procedures.

## HOW CAN YOU ASSIST YOUR EMPLOYER?

You can assist your employer by:

- asking questions if you are unsure of anything you have been told or shown
- reporting any workplace health and safety hazards
- raising any concerns you have about workplace health and safety.