

WELCOME TO THE WORKSITE GUIDE TO GETTING A GREAT START IN YOUR FIRST JOB.

These fact sheets look at important stuff like getting the correct pay, being treated fairly, staying safe and gaining skills.

In them you'll find a load of tips that every employee needs to know.

We'll also look at some scams and scandals that can suck in unsuspecting new employees and smart ways to avoid being ripped off.

We'll end with a Q&A section looking at common questions from employees.

1ST JOB FACT

Meal and rest breaks aren't just so you get a chance to eat while you're at work – they are an important way of controlling workplace health & safety risks. If you are working a shift of over five hours, you should make sure you have a rest break. Check this out before you start work.

FIRST JOB FIRST UNION

Everyone who works is entitled to join a union - this is your legal right. People join unions so they can get information, advice and support in the workplace.

Unions also help negotiate pay increases and improvements at work.

Joining your first union is easy - simply call Unions Australia on 1300 486 466 or visit <https://joinup.actu.com.au>.

SEE THE FULL SET

Part One: A Fair Start

Part Two: A Fair Go for All

Part Three: Safety First

Part Four: Skills for Work

Q&A: Questions answered



YOUR FIRST JOB

The Guide to Getting

Safety First



Part Three

Healthy and Safe

What can you do to stay healthy and safe?

You can help your employer and yourself with workplace Occupational Health and Safety (OHS) by doing the following:

- Cooperating with your employer on OHS issues
- Following safety procedures that are set out
- Using protective equipment and the clothing you are given
- Asking if you are unsure about something
- Making sure you get appropriate training to use equipment or do the job
- Knowing what to do in an emergency
- Speaking out if there's a problem
- Telling your employer about any risks or hazards you spot (eg: faulty equipment).

What happens if you are injured at work?

You should:

- Report the injury to your boss right away
- Record the details in your workplace register of injuries
- Get a medical certificate from your doctor (that may be Workcover)
- Comply with any return to work procedures.

Safety first

When you go to work you'd expect it to be a healthy and safe workplace right? Well, safety at work is called Occupational Health & Safety (OHS) and it's the employer's job to ensure that the workplace is a safe and healthy place to be.

Why do you need to know about OHS?

Young workers are more likely to be hurt at work than any other age group – and their injuries are most likely to result in going to hospital! So it's important to find out about health and safety before you start work or as soon as you can.

Why is it called Health and Safety?

You may have heard of the slogan 'Safety First' – that's a pretty good start. So the safety bit is about wearing a hard hat on a construction site or knowing where the fire exits are and what to do in case of an emergency. But OHS also covers your health at work. So that includes working in a smoke-free environment, protection against skin cancer by wearing sunscreen and hats while working

Australian Safety and Compensation Council

The ASCC leads and coordinates Australia's national effort to:

- promote best practice in occupational health and safety (OHS)
- improve workers' compensation arrangements
- improve rehabilitation and return to work of injured workers.

Their role is to:

- develop national occupational health and safety (OHS) and workers' compensation policy
- encourage policy discussion and research
- promote consistency in legislation developed by states and territories.

1ST JOB FACT

Bullying and harassment at work can cause work-related stress. OHS laws can be used to stop bullying and harassment. Union officials are a good source of advice about OHS laws.

outdoors, or even dealing with work stress. The 1997 ACTU National Survey on Stress at Work found that one in four people took time off work because of stress.

What should you expect from your employer?

While there are some federal OHS laws, each state also has its own OHS laws. It is the employer's responsibility to make sure that your workplace is healthy and safe and complies with the law. The Federal Government is reviewing OHS legislation in order to develop a Model OHS Act. Some of the relevant pieces of legislation include:

- Australian Workplace Safety Standards Act 2005
- Occupational Health & Safety Act (Commonwealth employees) 1991.

Your employer should:

- Carry out risk assessments (including for work experience students)
- Provide you with appropriate training
- Provide you with protective equipment and safeguards
- Make sure you have adequate supervision.

SCAMS & SCANDALS

First day pranks

Some jobs have a tradition of first day pranks, such as asking the new apprentice to go to the store and ask for a 'long weight' – where the store-person says sit down and I'll see that you get a long wait! There's also the search for a left-handed screw driver or a very important skyhook! But some first day pranks are not funny and are dangerous. In the extreme, with bullying and intimidation, this is called hazing or bastardisation.

Kitchen first aid kit

When the new apprentice chef cut her hand, she expected to find a bandage or at least a band aid in the kitchen's first aid cabinet. Imagine her surprise when the cabinet only contained panadol and berocca – which might be good for a hangover, but not much help in an emergency!

HEALTH CHECK

There are a number of organisations nation-wide and in each state and territory that can provide further information and assistance about OHS.

Australian Safety & Compensation Council	(02) 6121 5317
Comcare	1300 366 979
Workcover NSW	13 10 50
Worksafe Victoria	1800 136 089
SafeWork SA	1300 365 255
Workplace Standards Tasmania	1300 366 322
Workcover ACT	(02) 6207 3000
NT WorkSafe	1800 019 115
Queensland Workplace Health & Safety	1300 369 915
Worksafe Western Australia	1300 30 78 77