

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

#### Library

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, rehabilitation and return to work resource material.

Open: 8.30am - 5.30pm 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  
Website: [www.business-sa.com](http://www.business-sa.com)

#### SA Unions

46 Greenhill Road, Wayville  
Telephone: (08) 8279 2222  
Website: [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, Regulations and Approved Codes of Practice.

This publication may refer to legislation that has been amended or repealed. When reading this publication you should 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 accidents and incidents telephone **1800 777 209** (24-hour service).

#### LIBRARY AND BOOKSHOP

Ground floor, 100 Waymouth Street, Adelaide

##### 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)  
Opening hours: 8.30am – 5.30pm, Monday to Friday

#### OFFICES

##### HEAD OFFICE

Level 3, 1 Richmond Road, Keswick  
GPO Box 465, Adelaide, SA 5001  
DX 715, Adelaide

##### BERRI

30 Kay Avenue  
PO Box 346, Berri SA 5343  
Telephone: **(08) 8595 2199**

##### MOUNT GAMBIER

Level 1, 11 Helen Street  
PO Box 871, Mount Gambier SA 5290  
Telephone: **(08) 8735 1199**

##### PORT LINCOLN

Civic Centre, Suite 10, 60 Tasman Terrace  
PO Box 2862, Port Lincoln SA 5606  
Telephone: **(08) 8688 3057**

##### PORT PIRIE

Level 1, 104 Florence Street  
PO Box 462, Port Pirie SA 5540  
Telephone: **(08) 8638 4777**

##### WHYALLA

15-17 Horwood Street  
PO Box 696, Whyalla SA 5600  
Telephone: **(08) 8648 8733**

#### 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)

*This product is printed on recycled Australian made paper  
© Government of South Australia, 2010*



## STARTING A NEW JOB

Some important occupational health and safety information for new employees

*safeworksa*

## ARE YOU A NEW EMPLOYEE?

- 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 employee.

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

As a new employee 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 Occupational Health, Safety and Welfare Act 1986 both employers and employees 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 employees 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 an employee 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.

Employees must:

- Follow all reasonable instructions.
- Not put other employees 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.

## 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.