



safe work australia

# SafeTea 2022 event checklist

Use this checklist to organise your SafeTea chat this National Safe Work Month

## Before



### Set a date, time and location to host your SafeTea chat this October

Provide a suitable time during work hours to allow workers to fully participate.



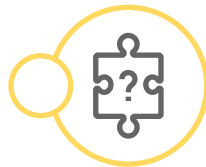
### Invite all workers to the meeting (either virtually or in-person)

Make sure to include any health and safety representatives in your planning and consultation. Remember — everyone has a role in creating a safe and healthy workplace.



### Prepare your resources

[Download our co-brandable resources](#), including a SafeTea chat event and tea-room poster, video-call background, and social media tile.



### Get thinking!

#### What is the objective of your SafeTea chat?

You may choose to discuss a specific WHS topic relevant to your workplace, or you might choose to invite workers' views on WHS issues more generally.

#### What safety topics are most relevant to your workplace or workgroup?

Explore [our webpage](#) for inspiration. Ask your workers and HSRs for their ideas on the topics and approach for the SafeTea event.

#### How will you encourage your team to actively participate in WHS discussions?

You could ask workers to share their experiences of WHS hazards and ideas to manage them better.

Workers may have insight into less obvious hazards, such as psychosocial hazards or manual tasks.

#### How will you drive the conversation?

Think of ways to get the conversation flowing by preparing some conversation starters. Statistics can be an excellent way to start. For example, falls from height accounted for 11% of worker fatalities in 2020.

[See here for more statistics.](#)

For tips on how you can make the most out of consulting your workers, visit the [Safe Work Australia website](#), or your [WHS regulator website](#).



## Have a virtual SafeTea chat

Working from home? We've got you covered. With our [SafeTea chat video call background](#), you can connect with your colleagues and host a SafeTea chat online.

Use Skype, Zoom, Facetime or Microsoft Teams to send the invitations and host the meeting.

[safeworkmonth.swa.gov.au](https://safeworkmonth.swa.gov.au)  
#KnowSafety #WorkSafely



**national safe work month**  
2022



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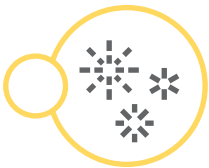
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## On the day



### Prepare the space

It's time to organise tables and chairs and, importantly, decorate! Use our downloadable posters from the [National Safe Work Month campaign kit](#) to decorate your event space and tearoom.



### Get creative

Decorate your SafeTeacup with our [safety stickers](#). Don't forget to share your SafeTeacup with us by using our SafeTea photo frame and post a photo to social media using the hashtags **#safetea2022 #safeworkmonth #KnowSafety #WorkSafely**



### Grab a cuppa!

Put the Tea in SafeTea by pouring a delightful cup of tea.



### Take notes

Write down important points so you can transform words into action following the chat.



### Facilitate a two-way conversation between you and your workers

Ask workers what risks they are aware of relating to your chosen topic, and if they have suggestions on how the risks may be better managed.





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## After the meeting



### Reflect on your workplace's SafeTea chat

Consider what actions you may be able to take following your SafeTea chat, and how they may feed into your risk management process.



### Share key discussion points and insights with the team

Share a summary of the chat with workers, including any action areas. This is a good chance to seek feedback on how future events might be improved.



### Consider keeping a permanent SafeTea poster in your tearoom

WHS is an everyday process, similar to the daily ritual of preparing and drinking tea. Display our tearoom SafeTea poster near your kettle after your event to remind workers of safety all year round!



### Set a date for the next SafeTea chat

Continue to consult with workers and make safety at work a priority in October and beyond.

## The legal duty to consult workers

A PCBU must consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by a health and safety matter. This includes consultation with their health and safety representatives if they have them. Informal safety chats such as the SafeTea initiative will only form part of your ongoing consultation requirements.

For information on effectively consulting with workers, including legal requirements, see the [model Code of Practice: Work health and safety consultation, cooperation and coordination](#) on the Safe Work Australia website.

