



FOR EVERYONE'S SAFETY, WORK SAFELY



safe work australia

SafeTea

Event Checklist








Time to get planning your National Safe Work Month SafeTea chat!

Here's how to prepare:



Before

On the day

-  **Set a date, time and location**
To host your SafeTea chat in October.
-  **Invite**
Everyone in your workplace to join in the discussion including workers and their health and safety representatives. We all have a role to play in safe and healthy work.
-  **Review**
The [Safe Work Australia website](#) or that of your [WHS regulator](#) for guidance.
-  **Prepare your discussion points.**
Download our [prescribed](#) and [customisable](#) SafeTea Discussion Dice.
-  **Download our resources:**
Download our co-brandable resources, including a [SafeTea chat event](#) and [tea-room poster](#), [SafeTeams background](#), and [social media tile](#).









Have a virtual SafeTeams chat.

Connect with your colleagues virtually by hosting your SafeTea chat online.

You may facilitate your SafeTea chat fully online or host a hybrid in-person/virtual event to maximise workforce participation and ensure accessibility.

Make the most of your online or hybrid event by downloading our [SafeTeams video call background](#).

-  **Prepare the space**
Before people arrive, make sure to prepare the tables, chairs and any technology that will be used. Make sure your space is strategically arranged to ensure collaboration and accessibility.
-  **Get creative**
No SafeTea event is complete without some decorations! Download our SafeTea decorations and posters from the [National Safe Work Month campaign kit](#).
-  **Grab a cuppa!**
It's time to boil the kettle and put the Tea in SafeTea.
-  **Start the conversation**
Roll your Discussion Die and start the conversation about WHS matters relevant to your workplace.
-  **Take notes**
Conversations are only the beginning. Take note of important points so you can transform words into action.
-  **Share your photos**
We would love to see your SafeTea chat. Post your photos to social media using #SafeTea #SafeWorkMonth to share your event with us. Our favourites will feature on our [LinkedIn!](#)



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After

- ☐ **?** **Reflect on your SafeTea chat**
What were the key issues or topics that the event brought to light? Was the conversation helpful and engaging? How can the discussion support a healthier and safer workplace moving forward? Don't be afraid to ask your workers and HSRs for their feedback on the events success.
- ☐ **✓** **Set action areas**
Everyone in your workplace to join in the discussion including workers and their health and safety representatives. We all have a role to play in safe and healthy work.
- ☐ **👥** **Share key discussion points and insights with the team and HSRs**
The Safe Work Australia website or that of your WHS regulator for guidance.
- ☐ **📄** **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](#) in your tearoom to remind workers of safety all year round!
- ☐ **📅** **Set a date for the next SafeTea chat**
Continue to consult with workers and HSRs and make safety at work a priority in October and beyond.



The legal duty to consult workers

A PCBU must identify any risks to health and safety in the workplace so far as reasonably practicable. When identifying risks, PCBUs must consult workers, including any health and safety representatives. The SafeTea initiative is not intended to replace, or fulfil your consultation requirements. Still, informal safety chats could form part of your ongoing consultation arrangements. For information on effectively consulting with workers under the WHS Act, see the [Model Code of Practice: Work health and safety consultation, cooperation and coordination](#) on the Safe Work Australia website.



Health and Safety Representatives (HSRs)

Do you have a Health and Safety Representative(s)?

HSRs play an important role in representing workers on health and safety and bringing issues to the attention of PCBUs. They have specific powers and functions under the model WHS laws, including to:

- represent the workers in their work group in relation to WHS matters
- monitor the PCBU's compliance with the WHS Act
- investigate WHS complaints, and
- inquire into WHS risks to workers.

HSRs are elected by workers. It is mandatory to have an HSR(s) if requested by workers. If you do have a HSR, you should include them in your SafeTea chat.



For more information on HSRs see our website.

