



FOR EVERYONE'S SAFETY, WORK SAFELY



safe work australia






# SafeTradies

## Checklist

Tea might not be for everyone, but we can all get together to talk about work health and safety this National Safe Work Month. Whether you have a SafeToolbox talk or meet over a SafetySnag, use this checklist to organise your chat.



### Before







-  **Set a date, time and location**  
To host your Safety talk in October.
-  **Invite**  
Everyone at the workplace to join in the chat. This includes other PCBUs with shared duties, subbies, workers and 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 talking points.**  
If you need ideas of what to discuss, see our toolbox talking points below or 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](#).



### 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.

### On the day

-  **Prepare the space**  
Before people arrive, make sure to prepare the tables, chairs and any technology that will be used. Ensure people are sitting where it's easy to have a chat.
-  **Get creative**  
Download our SafeTea decorations and posters from the [National Safe Work Month campaign kit](#).
-  **Grab a drink or a snag!**  
Whether it's an iced coffee, energy drink or tea.
-  **Start the conversation**  
Roll your Discussion Dice and start the conversation about WHS matters relevant to your workplace. This may include topics relating to your industry more broadly. See the [Safe Work Australia website](#) for more.
-  **Take notes**  
Safety discussions are only the beginning. Make sure to note any important points so you can action them following the chat.
-  **Share your photos**  
We'd love to see your safety talk. Post your photos to social media using the hashtags #SafeTea #SafeWorkMonth to share your event with us. Our favourites will feature on our [LinkedIn!](#)





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-  **Reflect on your Safety chat**  
What were the key issues or topics that were discussed? Was the conversation helpful and engaging? How can your talk support a healthier and safer workplace? Don't be afraid to ask your workers for their feedback.
-  **Set action areas**  
After your chat, you should be able to identify important WHS action areas and make informed decisions that consider the views of everyone in the workplace.
-  **Share key discussion points and insights with the team and HSRs**
-  **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 SafeTradies chat**  
Continue to consult on WHS all year round.



### Toolbox talks

**Pick a safety topic relevant to your workplace or working group.** See our [website](#) for information on a range of hazards and guidance relevant to construction.

**Explore our WHS data website.** Use WHS data to help highlight the importance and relevance of safety in your area of construction.

**Start the team safety conversation.** You can do this by asking:

- what is your experience of this hazard in our workplace?
- are the control measures effective, or do they need review?
- how can we, as a PCBU, work collaboratively with you to better manage this WHS hazard?

**Facilitate a discussion about other safety topics or hazards.** Ask your team the following questions to help identify other workplace hazards. Your team may have insight into less obvious hazards, such as psychosocial hazards.

- have you identified any other WHS hazards?
- are there safety control measures already in place? If so, are they effective?

**Discuss the next steps.** Not everyone feels comfortable talking about safety in a group setting. Some people may prefer to raise WHS issues, particularly those relating to psychosocial hazards, with their Health and Safety Representative (HSR), so make sure to introduce them. You should also ask:

- how would you like to be consulted on WHS in the future?
- what is something you will commit to in order to improve WHS in the workplace?

**Keep the conversation going.** Safety conversation, such as toolbox talks should take place regularly and be relevant to the job at hand. These talking points can be used as a guide for many different topics and hazards, so be sure to refer back to them.



### 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.