

## **EMPLOYMENT LAW VIDEO 3 ACTIVITIES WORKPLACE SAFETY**

### **ACTIVITY A: WORKPLACE SAFETY**

**Watch the video and answer these questions:**

- 1 What happened to Kev at the start of the video?
- 2 What reason did Bruce give for firing Kev? Do you think this is legal?
- 3 How long does Kev need to avoid heavy lifting?
- 4 What does Kev give to Bruce as proof of his injury?
- 5 Bruce says that the accident was Kev's fault. If that is true, can Kev still get Work Cover?
- 6 If Kev made a Work Cover claim, what are some of the things he could get?
- 7 Where can Kev go for advice about workplace injuries?

## ACTIVITY B: WORKPLACE POLICIES AND PROCEDURES

### 1 Match the names of the workplace policies with their explanations.





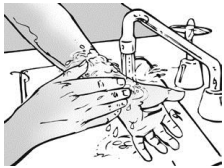




<b>POLICIES ARE GUIDELINES FOR HOW ORGANISATIONS OPERATE. ALL WORKPLACES SHOULD HAVE POLICIES. ALL WORKERS MUST FOLLOW WORKPLACE POLICIES.</b>	
a Code of conduct	1. <i>Sets out what will happen if an employee does not follow workplace policies and procedures.</i>
b Disciplinary policy	2. <i>Sets out the responsibilities of the employer and employees to ensure the workplace is a safe and healthy place to work.</i>
c Leave policy	3. <i>Sets out the way people should behave in the workplace, including how people should work with other employees and customers. It can also set out how people should dress and use workplace equipment.</i>
d Workplace discrimination, bullying and harassment policy	4. <i>Sets out the types of leave employees can take and how to apply for this leave. It also explains what type of proof employees need to show when they apply for leave eg: a medical certificate for sick leave.</i>
e Workplace health and safety policy	5. <i>Defines discrimination, bullying and harassment in the workplace and how employees can report discrimination, bullying and harassment.</i>

2. Look at the pictures and situations below and answer the following questions:

a) What policy or procedure may apply to this situation? (for example: the leave policy, or workplace health and safety policy)

b) What workplaces might need this type of policy or procedure?

c) Why is it important that everyone in the workplace follows this policy or procedure?

 <p>a How to pick fruit to prevent damage</p>	 <p>b What to do if you'll be late for work</p>	 <p>c How to report an accident</p>
 <p>d What to do if there is a fire</p>	 <p>e How to wash hands correctly</p>	 <p>f How to make beds</p>
 <p>g How to use a ladder safely</p>	 <p>h How to give good customer service</p>	 <p>i How to check the engine properly</p>
<p><b>PROCEDURES EXPLAIN HOW THINGS SHOULD BE DONE IN THE WORKPLACE.</b></p> <p><b>ALL WORKPLACES SHOULD HAVE PROCEDURES.</b></p> <p><b>ALL WORKERS MUST FOLLOW WORKPLACE PROCEDURES.</b></p>		

3. If you are injured at work, what should you do?