

Activity 4A

Estimated Time	40 Minutes
Objective	To provide you with an opportunity to identify ways to maintain currency of safe work practices in regards to workplace systems, equipment and processes in own work area.
Activity	Individually, in pairs or in groups, complete the following; Research WHS training options available at your organisation and summarise them here. Identify the strategies to maintain currency of safe work practices specifically at your centre, including: ➤ Workplace systems ➤ Equipment ➤ Processes - ongoing training for workplace health and safety Policies and procedures - Overseen assessment of safety practices by an appropriate figure - On site training - Regular safety audit checks - fire extinguishers - electrical, appliances, chords, power points and labels - exit signs and doors - fire evacuation plans - awareness and placement of safety signs (familiarity) - Weekly safety meetings to discuss any updates and strategies to current systems, policies, workplace health and safety protocols and training. Opportunity to discuss any concerns and implement new ideas to keep current workflow.