



SPORTSREADY

EDUCATION & EMPLOYMENT

**2017 - 2018
Australian Apprentice
Induction Guide**

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INTRODUCTION

Welcome and congratulations on obtaining an Australian Apprenticeship through AFL SportsReady.

Australian Apprenticeships encompass all apprenticeships and traineeships. They combine time at work with training and can be full-time, part-time or school-based.

Australian Apprenticeships are the best way to combine training and employment and they can lead to a nationally recognised qualification. Australian Apprenticeships are available to anyone of working age and do not require any entry qualifications. You can be a school-leaver, re-entering the workforce or simply wishing to change careers.

Australian Apprenticeships offer:

- A great way to get a head start in a chosen career.
- Paid work and structured training that can be on-the-job, off-the-job or a combination of both.
- 'Competency based' which means you can complete your training faster if you reach the required skills level.
- Existing skills and prior experience are recognised and course credit granted, potentially reducing formal training time.
- Available as full-time or part-time and school based.
- Leads to nationally recognised qualifications and skills which provide the basis for further education and training over the course of your working life.
- A pathway from school to work.

For some of you this will be the first employment opportunity you've had, and for others it may be a change in career. Either way, over the duration of your apprenticeship or traineeship you can be sure that you will gain invaluable experiences as well as recognised qualifications and training.

Please read the information in this booklet carefully as it is provided to help you successfully complete your apprenticeship/traineeship.

At AFL SportsReady we have a commitment to provide you with the best possible training options to become a skilled employee in your chosen field. Your apprenticeship/traineeship throughout this program is only guaranteed by your performance!

The booklet is designed to provide you with a basic understanding of what will be required from you as an AFL SportsReady apprentice or trainee, give you answers to commonly asked questions, and also to provide you with relevant information to enable you to get the most out of your Australian Apprenticeship.

Best of luck for the years ahead.

James Montgomery
Chief Executive Officer
AFL SportsReady Ltd

AFL SPORTSREADY HISTORY

AFL SportsReady is a national not for profit Employment and Education Company that has facilitated employment, education and training for school leavers since 1994. AFL SportsReady was initially conceived in the early 1990's by a group of people associated with the AFL including Kevin Sheedy, Ian Collins, Bill Kelty and The Hon Simon Crean, MP. The program was funded by the AFL to provide listed football players an entry into the workforce, primarily in the sports industry.

The aim at the time was to address the lack of education and training provided to AFL footballers who were unable to secure careers or trades while they were playing football at the elite level. At the end of their careers many of these elite athletes left the game without the skills to ensure a sustainable future.

Since its inception, AFL SportsReady has continued to grow and diversify as a not for profit company, now operating as a Group Training Company and has more recently become a Registered Training Company. AFL SportsReady's capacity to develop and support young people through the transition to employment has been pivotal to its viability as a company

AFL SportsReady traineeships are open to all young people in various industries. AFL SportsReady prides itself on working closely with corporate partners across a range of industries. Although strongly established in the sport and recreation sector, we also deliver traineeships in banking and finance, business administration, education and horticulture.

Since 1994, AFL SportsReady has facilitated employment and training for over 9,000 school leavers in a wide range of employer organisations including governing bodies, AFL clubs, State Government, secondary schools, banks and numerous small businesses. AFL SportsReady currently employs more than 600 Australian apprentices.

Throughout the past seven years approximately 60% of the business of AFL SportsReady has been in the sport and recreation sector with other main areas including business and administration services, horticulture and financial services.

As well as sporting organisations, AFL SportsReady has worked closely with the banking sector through our partnership with the ANZ, NAB and Commonwealth Banks. In 2012 we will provide up to 150 Indigenous placements within banking and finance for these banks.

In partnership with the AFL Players Association, AFL SportsReady delivers and is responsible for the career transition of up to 250 AFL players annually through education and training programs.

In 2000, AFL SportsReady committed to strengthening partnerships with Indigenous communities to deliver education, employment and training in a culturally sensitive and respectful manner. AFL SportsReady developed a program and an Indigenous team of staff who could develop the relationships and build partnerships with the Indigenous community. As a result of this commitment, AFL SportsReady established the Indigenous Employment Program (IEP). The IEP has enabled AFL SportsReady to deliver employment and training for over 1000 Indigenous trainees since its inception in 2000.

Sector specific knowledge has been developed over the period in areas such as banking, finance, hospitality and horticulture as well as our long history and experience in business

administration and sport and recreation but the generic support for young people in the workplace has been shown to be of the highest importance.

CONGRATULATIONS, NOW YOU ARE AN AUSTRALIAN APPRENTICE!

The first thing to remember is that you are employed as an Apprentice/trainee by AFL SportsReady Limited. You are then 'hired out' to a company in your chosen industry that will provide you with your 'on-the-job' training where you will obtain industry skills. We refer to this company as the 'Host Employer'. All legal responsibilities associated with your employment as an apprentice is that of AFL SportsReady not of your host employer.

AFL SportsReady looks after your tax and group certificate, government apprenticeship registration, TAFE/RTO enrolment and training plans, workers compensation, superannuation, pay roll, annual leave, sick leave and any other entitlements that relate to your chosen industry.

Your apprenticeship/traineeship will be for a nominal period which is set by the State government. During this time you will be registered as an apprentice/trainee by a training contract to AFL SportsReady. Your apprenticeship/traineeship consists of 'on-the-job' practical experience provided by the Host employer and 'off-the-job' theory training provided by a TAFE or Registered Training Organisation.

Your apprenticeship starts when you sign a Training Contract that registers you with the State Training Authority. Training Contracts have a probation period of either one or three months depending on if you are employed full time or part-time.

Once the Training Contract is signed and the probation period is complete, you and AFL SportsReady are bound by the terms and conditions of that contract. AFL SportsReady will employ you to the end of your apprenticeship/traineeship providing you perform well. The agreement can be cancelled at any time during the nominal period by AFL SportsReady if the Apprentice/trainees' performance does not meet the Host Employer's criteria or expectations of employment.

Your Field Officer from AFL SportsReady will contact you during this probation period to check performance and assess your suitability. Any concerns or queries relating to the apprentice/trainee should be addressed at that time.

During your apprenticeship/traineeship it may be necessary to change/rotate Host Employers. This may be due to lack of work with a particular host or a need to provide additional training experiences to ensure you meet the required competencies/skills for your chosen career.

At the successful completion of your Australian Apprenticeship, your qualification papers will be forwarded to you by the appropriate authority. You will also be invited to attend your graduation ceremony presented by AFL SportsReady.

ACCESS AND EQUITY POLICY

AFL SportsReady is committed to the principles of access and equity for our apprentices and trainees, clients and staff.

AFL SportsReady recognises that particular groups of people within our community that have experienced and continue to experience disadvantage and unequal employment and training opportunities. These groups include women, Aboriginal and Torres Strait Islanders, people with disabilities, long-term unemployed, and people living in remote communities.

Our Commitment

AFL SportsReady believes in the inherent value and worth of each person. AFL SportsReady respects and nurtures the diversity, cultural heritage, life experience and capabilities of each person.

Our staff have a sound knowledge base in access and equity issues, including cultural awareness and sensitivity to the requirements of participants with special needs. Our planning, recruitment and evaluation processes are responsive to the needs of our present and future host companies, trainees and apprentices.

AFL SportsReady acknowledged that the following Commonwealth legislation provides a legal framework for our Access and Equity plan.

Racial Discrimination Act 1975

Sex Discrimination Act 1984

Human Rights and Equal Opportunity Commission Act 1986

Disability Discrimination Act 1992

Equal Opportunity for Women in the Workplace Act 1999

AFL SportsReady aims to demonstrate our genuine concern towards Access and Equity within our community and to see progressive improvement in the position of disadvantaged groups through our actions.

PRIVACY

What does the Privacy Act cover?

The Privacy Act regulates how your personal information is handled. For example, it covers:

- How your personal information is collected (e.g. the personal information you provide when you fill in a form)
- How it is then used and disclosed
- Accuracy of data
- Security of data
- Your general right to access that information.

AFL SportsReady must comply with the Privacy Act 1988.

AFL SportsReady only collects and discloses apprentice and trainee information required for the placement of the apprentice/trainee and any information that is required for State and Federal Government Departments. Apprentice/trainee information will not be passed on to another party without your prior consent.

Apprentice and Trainee information is maintained in secure files in the relevant State office of AFL SportsReady.

Further details can be obtained by contacting your Field Officer at AFL SportsReady.

GRIEVANCE POLICY

AFL SportsReady is committed to promoting positive relationships with its Apprentices, Trainees, Host Employers, and clients in general.

Where a conflict arises AFL SportsReady is committed to providing mechanisms for resolving such conflict quickly and fairly to avoid the escalation of any issues

It is AFL SportsReady's policy to provide an avenue for grievances and that they be treated with efficiency, fairness, integrity, impartiality and due care. The organisation encourages all parties to approach a grievance with an open view and to attempt to resolve problems through discussion and conciliation.

Under no circumstances will anyone be penalised for presenting a grievance and anyone with a grievance in the first instance is encouraged to notify their respective Field Officer or alternatively the State Manager to assist in resolving the conflict.

AFL SportsReady is aware that in some cases alternative measures shall need to be explored because of the individuals concerned and the merits of each case.

Where a grievance cannot be resolved through discussion and conciliation, we acknowledge the need to engage an appropriate external and independent agent to mediate between the parties.

Confidentiality will be respected at all times within the constraints of the need to fully investigate the grievance. In certain cases however, such as those involving the alleged abuse of persons, serious criminal offences or suspected corruption, the details of grievances are required to be reported to external authorities as required.

Guidelines

In the event of a grievance or dispute concerning employment, training or contractual arrangements occurring, the parties concerned should make every effort to resolve the dispute through consultation and negotiation. In the first instance the initial consultation is likely to be between the Apprentice or Trainee and the Host Employer.

If not settled, the aggrieved party (i.e. Apprentice, Trainee or Host Employer) is to raise the concern with the Field Officer who will endeavor to resolve the issue. Should this prove ineffective, the matter should be referred to the GTO State Manager, who will review and assist in obtaining a mutually beneficial outcome.

If after this process no agreement can be reached the State Manager should (where warranted) advise the circumstances of the grievance to the State Government appointed Apprenticeship Field Officer who may become involved.

After further discussion, if the matter is not resolved then the parties will explore alternative measures which could include rotation, the suspension or termination of the Apprentice's or Trainee's employment or the withdrawal from engaging the Host Employer.

At the discretion of the GTO State Manager and subject to the nature and circumstances of the grievance, work should be continued until the matter is determined or resolved.

When the grievance has been resolved or an action has been established, a written statement advising the outcome and the reasons for the outcome should be provided to the parties concerned.

The Field Officer and GTO State Manager shall ensure that an accurate record of all proceedings is maintained and kept on the relevant party's file.

EMPLOYMENT CONDITIONS

Training Contract

The Australian Apprentice Training Contract is a legally binding agreement between you and AFL SportsReady. It protects both employer and employee's interests and outlines obligations.

Under the National Code of Good Practice for Australian Apprentices; both parties enter into the employment and training contract with a commitment to mutual respect, honesty and fairness. Both parties agree to determine the qualification and the competencies that the Australian Apprentice is working to attain. Both parties have a clear understanding of their contractual obligations including the duration of the Training Contract. Both parties are clear about available dispute resolution avenues and understand what is required to terminate the Training Contract.

A copy of your Training Contract is given to you by the Australian Apprenticeship Centre and another copy is kept on your file by AFL SportsReady.

State and Territory Training Authority

State and Territory Training Authorities are Government bodies responsible for the operation of the Vocational Education and Training (VET) system (including Australian Apprenticeships) within that jurisdiction. State and Territory Training Authorities work cooperatively with Australian Apprenticeship Centre's (AAC's), Registered Training Organisations (RTO's) and other agencies to ensure that apprentices and trainees and their employers benefit from quality training arrangements.

Contact details for State and Territory Training Authorities are listed below:

Australian Capital Territory

ACT Department of Education and Training
220 Northbourne Avenue, Braddon, ACT 2612
PO Box 158, Canberra ACT 2601
Ph: 02 6205 8555
Fax: 02 6205 8448
Web: www.det.act.gov.au

Victoria

Higher Education and Skills
Department of Education and Early Childhood
Development
PO Box 266
Melbourne VIC 3001

New South Wales

State Training Services
NSW Department of Education and
Communities
Locked Bag 53, Darlinghurst NSW 1300
Ph: 13 28 11
Web: www.training.nsw.gov.au

Queensland

Department of Education and Training
LMB 527, Brisbane QLD 4001
Ph: 1800 210 210
Web: www.training.qld.gov.au

Ph: 1300 722 603
Web: www.skills.vic.gov.au

South Australia
Department of Further Education, Employment,
Science and Technology
Traineeships and Apprenticeships Services
GPO Box 320, Adelaide SA 5001
Ph: 1800 673 097
Web: www.dfeest.sa.gov.au/apprentices

Western Australia
Apprenticentre
Department of Training and Workforce Development
Locked Bag 16, Osborne Park Delivery Centre, WA 6916
Ph: 13 19 54 (local) or
www.trainingwa.wa.gov.au/trainingwa/detcms/portal/

Northern Territory
Department of Education and Training
Mitchell Centre, 11th Floor, 55-59 Mitchell Street
PO Box 4821, Darwin NT 0801
Ph: 08 8901 1357
Web: www.det.nt.gov.au/rto/vet

Tasmania
Skills Tasmania
GPO Box 169, Hobart TAS 7001
Ph: 03 6233 4600
Ph: 1800 655 846 (freecall)
Web: www.skills.tas.gov.au

PROBATION PERIOD

Each training contract must stipulate a probation period during which either party can terminate the agreement by giving one week's notice. The length of the probation period is established by state and territory legislation and varies according to:

- Jurisdiction
- Full or part-time arrangements
- Qualification cited in the training contract.

During the probation period, the employment relationship (and the Trainee Contract) may be terminated by either party upon the provision of one weeks notice to the other, or payment in lieu of that notice or forfeiture of the equivalent amount of wages.

Once probation is completed, you and AFL SportsReady are bound by obligations under the contract. Only by mutual agreement will it be possible to transfer, suspend, cancel or vary the contract.

HOURS OF WORK

A full time apprentice/trainee will be required to work 38 ordinary hours per week with the Host Employer. A part time apprentice/trainee will be required to work less than 38 hours per week with the Host Employer. In most States, it is generally accepted that Part-time Apprentice/trainee will undertake a minimum of 13 hours per week combining both on-the-job and off-the-job components of the Australian Apprenticeship.

Public holidays may be taken except when alternative arrangements have been pre-arranged.

To avoid any confusion regarding hours of work, including weekends, public holidays, shift work, overtime etc, please discuss this with your AFL SportsReady Field Officer.

Trainees working overtime

If the Trainee is required to work in excess of 38 hours per week, the excess hours worked will either be paid at a rate of time and a half for the first three (3) hours of overtime and double time thereafter or will be recorded and taken by the Trainee as time off in lieu (TOIL) of overtime on an hour for hour basis.

Whether the Trainee is paid the overtime rate or receives TOIL is dependant on the industry in which the Trainee works. The Host Employer and/or AFL SportsReady will tell the Trainee prior to the overtime hours being worked whether the time worked will be taken as TOIL or paid as overtime. TOIL should be taken as soon as practicable after the overtime is worked at a time agreed between the Trainee and the Host Employer.

AFL SportsReady will not make overtime payments unless the trainee has been given specific authorisation to work hours in excess of 38 hours per week.

NO SEVERANCE

An Apprentice or Trainee who fails to either complete the Australian Apprenticeship or who cannot for any reason be placed in full time employment with AFL SportsReady on successful completion of the Australian Apprenticeship shall not be entitled to any severance payments payable pursuant to termination, change and redundancy provisions or provisions similar thereto.

Remuneration

Fair Work Australia is the national workplace relations tribunal. It is an independent body with jurisdiction to carry out a range of functions relating to workplace matters; including minimum wages.

Apprentice and trainee wages may vary depending on the following factors:

- The years of school completed
- The years of training
- The type of apprenticeship / traineeship
- The industry or job
- The award, agreement or contract covering their employment.

Apprentice Wages

Apprentices are usually paid a percentage of the rate of pay for a qualified tradesperson, based on how long they have been in the apprenticeship. For example, an apprentice who's in the second year of a four year apprenticeship may be entitled to 70% of an adult tradesperson's wage.

Trainee wages

The National Training Wage pay scale is the tool used to determine trainee wages. Trainees are usually paid based on the training course they are undertaking, when they finished secondary school and the highest year level of school that they completed.

AFL SportsReady will deposit wages directly into your nominated bank account on a fortnightly basis.

CONNX

CONNX is an online payroll system that provides AFL SportsReady apprentices/trainees access to enter their timesheets. It allows apprentice/trainees to view and update payroll information. In all cases, apprentices/trainees immediate supervisor will need to authorise timesheets and leave requests.

How to access the Connx site – Trainee Instructions

1. Go to <https://connx.austfoot.com.au/TRAINEEES>
2. You will then get to the Connx employee service portal screen, where you enter your personal user name and password provided in our email.
3. You will now be into the Sportsready Trainee Connx site where you can submit your fortnightly timesheet, view and print off your pay advices, and change your personal details.

How to submit your fortnightly timesheet

1. Hover mouse over timesheet menu at the top of the screen, select open current timesheet.

CONNx employee service portal

Home My Team My Details Timesheets Company Info HR Admin Admin

List Timesheets Open Current Timesheet Current Employee Timesheets Past Employee Timesheets

TIMESHEET ENTRY FOR KENNETH MCKENZIE

Employee: KENNETH MCKENZIE
 Period End: 20/08/2010
 Contract Hours: 7.60 hours per day, 5.00 days per week
 Employment: FT - Full-time Temporary
 Frequency: Fortnight
 Total Paid Hours: 76.0 hrs

You have not submitted your timesheet

Show Leave Balances Show Public Holidays Current Leave Applications Previous Leave Applications Back to Timesheet List

Save Changes Submit Timesheet for Approval Hold timesheet until: Dont Hold

Component	Saturday 7/08/2010 [-]	Sunday 8/08/2010 [-]	Monday 9/08/2010 [7.60]	Tuesday 10/08/2010 [7.60]	Wednesday 11/08/2010 [7.60]	Thursday 12/08/2010 [7.60]	Friday 13/08/2010 [7.60]	Total
NORMAL			7.6	7.6	7.6	7.6	7.6	38.0
TIME AND A HALF								0.0
DOUBLE TIME								0.0
Travel Kilometres (57) (U)								0
Annual Leave								0.0
Sick/Carer's Leave								0.0
Unpaid Leave								0.0
Total Paid Hours	0.0	0.0	7.6	7.6	7.6	7.6	7.6	38.0

Employee Comments Manager Comments HR/Payroll Comments

Transactions for this Timesheet

2. Your timesheet for the current pay period will appear.

3. Make appropriate changes to timesheet and save. Remember to 'Save Changes' before changing between week 1 and week 2. At the end of the pay period select 'Submit Timesheet for Approval'.

You enter your annual leave, sick leave and unpaid leave directly onto this timesheet. Zero out the hours in the 'Normal' row, and add them to the appropriate leave row. If the leave you have taken doesn't fall into any of these categories, please call Penny on 03 9643 1728 for assistance.

Please never use the 'Leave Application' form you can find on Connx, it is non functional for trainees, and can result in your pay being delayed.

Note:

- Standard working fortnight for Full Time trainees is 76 hours over 10 days.

- *Your approver will receive an email requesting their approval of your timesheet. Once the timesheet is approved you will then get a return email confirming it has been approved and is now waiting processing from payroll. If you don't receive this email you must follow up with your host employer.*

Printing/Viewing Pay Slips

1. Hover mouse over *My Details menu – Pay Details – Pay Advices*. Click on period end date you require and this will open your pay advice. Your pay slip will also show you how much leave you have accrued.
2. Hover mouse over *My Details menu – Pay Details – Payment Summaries*. At the end of the financial year you will be able to view and print your payment summary.

Contact:

For your entire payroll queries please contact the payroll office via srpayroll@afl.com.au or phone Penny Fuller (03) 9643 1728

ALLOWANCES

Different Award conditions contain different provisions for allowances and items such as Tools, Protective Clothing and matters relating to the working environment. At anytime you are unsure of such allowances, please contact AFL SportsReady for further information.

Travel Allowance

In addition to your remuneration, you may be paid an allowance where the apprentice or trainee is required by the host employer to travel during working hours in the apprentice/trainees' own motor vehicle.

Trainees

55 cents per kilometre to a maximum of 200 kilometers per week for motor cars and 29 cents per kilometer to a maximum of 200 kilometers per week for motor cycles.

Apprentices

As per the prescribed modern award or enterprise agreement that applies.

SUPERANNUATION

Super is money set aside over your working lifetime to provide for your retirement. For most people, super commences when you start work and your employer starts paying super on your behalf - these payments are known as super guarantee contributions.

Super funds invest your money in many things, such as shares, property and managed funds. Complying super funds receive more favourable tax treatment than individuals and companies.

AFL SportsReady is required to pay you compulsory super guarantee contributions which must be at least 9% of your ordinary earnings, up to the 'maximum contribution base'. You are also entitled to choose the fund your super is paid into. If you do don't choose a fund AFL SportsReady will elected to pay this contribution to a default fund with Host Plus superannuation fund.

While you will most likely be unable to access your Superannuation until you reach retirement age, remember it is your money. Learn about your super and manage it wisely.

PAYG PAYMENT SUMMARIES

If you have received payments during the year, AFL SportsReady will issue you (via postal mail) your pay as you go (PAYG) payment summary at the end of the financial year in June. The payment summary will show the total payments you received and total amounts withheld for the financial year.

The PAYG payment summary will include all of the following:

- your gross income from AFL SportsReady
- total tax withheld
- AFL SportsReady's Australian business number (ABN) or withholding payer number (WPN).

You need the information on your PAYG payment summary to complete your tax return.

It is important to notify AFL SportsReady if your address details change during your Australian Apprenticeship and up to twelve months after completion.

ANNUAL LEAVE

In addition to gazetted public holidays, apprentices and trainees are entitled to four weeks (20 days) annual leave each year or a pro rata number of days for any period of less than a year.

Annual Leave must be taken at such times as agreed between the Host Employer and apprentice/trainee; keeping in mind any company close downs and your trade school commitments. Periods of leave taken must be noted on your timesheet.

When dates have been established they must be submitted via the CONNX payroll system. You are not entitled to take annual leave unless your Host Employer has agreed and signed your completed Application for Leave Form.

Personal / carer's leave and compassionate leave

Apprentices and trainees are entitled to 10 days paid personal / carers leave, two days unpaid carers leave as required, and two days compassionate leave as required.

Non attendance at work for health reasons for a period greater than two days will require a medical certificate.

Such absences should appear on the apprentice/trainee's timesheet and be substantiated by the Host Employer with supporting medical evidence as required. You are entitled to two single days a year without a Doctors Certificate.

A Doctors Certificate is required if you are sick for one day adjacent to a weekend or a public holiday. If you do not produce a Doctors Certificate for a sick day attached to a public holiday you will not be paid for the sick day and public holiday.

If the apprentice/trainee is unable to attend either work or trade school, because of illness or for any other reason, it is expected that you contact your AFL SportsReady Field Officer and the Host Employer and/or TAFE College and notify them by 9.00am on the concerned day.

If you have any questions regarding pay and/or sick or annual leave, please contact our payroll office on (03) 9643 1728.

Other Leave Entitlements

Permanent apprentice and trainees are entitled to the following:

- paid compassionate leave of up to two (2) days per occasion to spend time with a person who is a member of the apprentice/trainee's immediate family or household and who has a personal illness or injury that poses a serious threat to his or her life, or after the death of the apprentice/trainee's immediate family or household member
- paid Cultural Leave of up to (2) days per occasion to attend ceremonies or celebrations of a cultural nature subject to our prior approval and authorization;
- an apprentice/trainee who demonstrates that they are required by the apprentice/trainee's Aboriginal or Torres Strait Islander tradition to be absent from work for ceremonial purposes shall be entitled to up to ten (10) days unpaid leave (in addition to any other leave) in any one year. The apprentice/trainee must, if required by AFL SportsReady, be able to establish that she or he has an obligation under Aboriginal or Torres Strait Islander custom and/or traditional law to participate in ceremonial activities. Approval of all Aboriginal and Torres Strait Islander Ceremonial leave will be subject to the operational requirements of the Host Employer but shall not be unreasonably withheld.
- Parental leave and related entitlements are in accordance with the National Employment Standards (NES).

DISCIPLINE AND TERMINATION OF EMPLOYMENT

You have added responsibilities now that you have signed a training contract as an Australian Apprentice. This agreement provides you with the opportunity to learn and develop skills while you are working.

Should your performance fall below standard, your AFL SportsReady Field Officer will monitor, counsel and warn you that your Australian Apprenticeship is in jeopardy. After continuous monitoring for a specified time, if your performance does not improve, you will be given a written warning. If your performance still does not improve, then AFL SportsReady will have no other option than to terminate your employment as an apprentice/trainee with us.

Either the Australian Apprentice or AFL SportsReady may terminate the employment relationship (and the Training Contract) following completion of the probationary period on two (2) weeks notice to the other or by payment or forfeiture of remuneration as the case may be.

AFL SportsReady has the express right to terminate the Trainee's employment (and the Training Agreement on the provision of two (2) weeks notice of payment in lieu in the event that the Host Employer terminates the agreement it has with AFL SportsReady for the services of the Trainees.

Apprentices will be terminated as in the prescribed modern award applicable and in accordance with State Training Authority legislation.

AFL SportsReady has the right to terminate your employment without notice for:

- You arrive at work under the influence of alcohol or drugs
- You consume alcohol or drugs during working hours
- You abuse your superiors/colleagues
- You engage in a fight or are involved in dangerous conduct
- You are absent from work for a period of three working days without notification or explanation
- You are consistently late for work and/or trade school
- You are involved in unlawful or criminal activities
- Gross negligence;
- If the your behavior is such as to bring AFL SportsReady into disrepute (as determined by AFL SportsReady in its absolute discretion);
- A breach by the Australian Apprentice of any of the conditions of the Training Contract.

On termination of the Apprentice/Trainee's employment with AFL SportsReady for any reason, you must return immediately all documents that are the property of AFL SportsReady or the Host Employer regardless of whether they have been created or developed by you in the course of employment. All Intellectual Property Rights arising from the performance of your duties are the property of AFL SportsReady.

If at anytime you feel you have been badly treated or unfairly dismissed by AFL SportsReady you have the right to appeal to the State Training Authority who will arbitrate on the matter.

LOW INCOME HEALTH CARE CARD

You may be eligible for a Low Income Health Care Card if you are either: a student or Australian Apprentice and may receive one or more of these payments:

- ABSTUDY
- Austudy
- Carer Payment (child)[s] for short-term or episodic care under 6 months
- Youth Allowance (student)

A Low Income Health Care Card entitles you to:

- cheaper medicines under the Pharmaceutical Benefits Scheme (PBS)
- concessions offered by private companies
- State and Territory Government and local council concessions, for example:
- Energy and electricity bills
- Health care costs including ambulance, dental and eye care
- Public transport costs
- Water rates.

Please check with your Centerlink State and Territory Government regarding which concessions are available to Low Income Health Care Card holders. Concessional entitlements may vary between States and Territories.

OFF THE JOB TRAINING – FLEXIBLE DELIVERY AND OR TRADE SCHOOL

Off-the-job training is provided by either a TAFE college or a private Registered Training Organisation.

AFL SportsReady is responsible for arranging your off-the-job training. A representative from the training organisation should contact you shortly after your Australian Apprenticeship

commences to formalise the training program. If you have not heard from the training provider within four weeks of commencement, please ring your AFL SportsReady Field Officer without delay.

RTO TRAINING AND / OR TRADE SCHOOL ATTENDANCE IS COMPULSORY.

You are required to attend all lectures, tutorials or classes relating to the off-the-job training. If you are unable to attend Tafe for any reason, contact AFL SportsReady and the college before 9.00am on the day concerned. If you do not attend classes and fail to seek prior permission or inform AFL SportsReady and the training provider of absences from training sessions your remuneration payment will be affected.

It is also expected that you will successfully complete all competencies in the training plan and conduct yourself in a mature and acceptable way when attending your training.

At the completion of the Australian Apprenticeship placement, and once all modules are successfully completed, you will receive a nationally recognised qualification in the relevant industry. An important factor regarding the RTO/Trade School component of your Australian Apprenticeship is that you pass all competencies to obtain your Certificate.

MONITORING VISITS

Your AFL SportsReady Field Officer will meet face to face with you at least four times during the Australian Apprenticeship each year.

Such visits will be arranged through the Host Employer, at a time convenient to both you and your Host Employer. Please make yourself available for approximately 30-45 minutes on these occasions. Each visit will involve a conversation both with you and with your Supervisor.

A written summary of these visits will be kept on file, you will be asked to sign the record of visit. If you are having any problems with any aspect of the apprenticeship/traineeship, this is the time to inform the Field Officer so that appropriate action can be taken to rectify the situation.

Indigenous apprentices/trainees will also have workplace indigenous mentoring visits with their indigenous AFL SportsReady mentor.

WORKPLACE HEALTH & SAFETY

WORK SAFELY AT ALL TIMES – Safe work practices exist for the prevention of injury.

There are no stupid questions about your safety at work, but there are a lot of preventable injuries.

Under the National Harmonization Work Health Safety laws and other Occupational Health and Safety Acts, AFL SportsReady has a legal, moral and ethical responsibility, as far as practicable, to provide and maintain a working environment that is safe by providing support and assistance to our apprentices/trainees and Host Employers.

It is AFL SportsReady policy that every employee is provided with a safe and healthy work place. To achieve this, your Field Officer will take every step to help Host employers prevent accidents, to remove or control hazards, and to provide employees and Host Employers with advice and information to develop safe work practices. For this reason, AFL SportsReady has a serious responsibility to conduct a safety audit of all workplaces where apprentices and trainees are placed.

The State and Federal Government have set rules and procedures that have been made available to all employers and management. Apprentices/trainees also have a shared responsibility to maintain safe working conditions, to report hazards or potential hazards, to report injuries immediately and to follow the procedures subject to their individual workplace.

“Think it, Talk it, Work it”

Look after yourself and others. If you see something that you consider unsafe, talk to your supervisor straight away. You should also let AFL SportsReady know so we can follow it up and if necessary refer it to the appropriate authorities.

Whenever it is necessary, always wear your protective clothing: Safety hats, Safety goggles, Safety belts and Safety boots etc.

AFL SportsReady is committed to treating every issue related to the safety and health of its employees as a serious issue and to maintaining a cooperative and open process for the resolution of such issues.

Apprentice/Trainee Responsibilities

In line with the National WHS Laws and particular state OH&S Acts an Apprentice/Trainee has the following obligations:

- Take reasonable care for their own health and safety and for the health and safety of anyone else that may be affected by their acts or omissions at the workplace.
- To comply with the instructions given for workplace health and safety and cooperate with respect to any actions taken to comply with the act.
- To properly wear and use personal protective equipment and clothing provided.
- Not to willfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;
- Timely reporting of accidents, incidences and near misses.
- Participate in occupational rehabilitation processes to ensure an early return to work.

Note: The Apprentice/Trainee must comply with the instructions given by the AFL SportsReady Field Officer as well as the Host Employer.

Host Employers' Responsibilities

Under the National WHS Laws and particular state OH&S Acts host employer/s share the same obligations as AFL SportsReady including:

- (a) Providing and maintaining so far as is reasonably practicable a work environment that is safe and without risk to health.
- (b) Must ensure an apprentice/trainee is given instruction and training consistent with the position they engaged to perform;

- (c) Provide instruction and training as new plant or systems of work are introduced or as duties change.
- (d) Provide adequate supervision, to enable them to work safely
- (e) Monitor their health and safety
- (f) Monitor the conditions at the workplace
- (g) Provide adequate welfare facilities
- (h) Provide information in such languages as are appropriate.

There are three important workplace health and safety responsibilities that stand out in relation to apprentice/trainee workers.

These are:

- Introduction to the workplace (induction includes hazard identification and risk prevention)
- Training
- Initial and ongoing supervision.

Other responsibilities include:

- Guarding of hazardous plant and machinery.
- Preventing or minimising the risk of exposure to hazardous substances.
- Preventing injuries caused by manual tasks.
- Providing personal protective equipment and clothing including instructions on how to properly use and wear the PPE & C.
- Timely reporting of accidents, incidences and near misses.
- Investigating accidents, incidents and near misses.
- Participating in and providing an effective occupational rehabilitation and return to work plan.

WORKCOVER

If you have an accident at work or sustain a work related illness or injury, you must notify your work place supervisor immediately. Your supervisor should then notify the relevant AFL SportsReady Field Officer.

If the supervisor is not available at the time, you should notify either your Field Officer or the payroll department so that the accident or illness could be registered in case medical attention or time of work is necessary. It is extremely important that any workplace injury or illness is reported immediately no matter how minor it may seem at the time.

On receiving notification, an accident report and a claim form will be sent to you for completion and you will be instructed further on the procedures to be followed.

We ask you to take reasonable care in whatever job you are doing. You have a duty of care to both yourself and those working around you under the WHS laws. However, should you have an accident at work and seek medical attention, there are some things you should do:

You must inform the Medical Clinic that AFL SportsReady is your employer, **NOT** your Host Employer.

All medical accounts must be forwarded to AFL SportsReady.

You must obtain a 'Work Capacity Certificate' from your doctor and forward this to AFL SportsReady. A 'WorkCover Claim for Compensation Form' will be forwarded to you and must return to AFL SportsReady within 5 days or your claim may be affected.

IMPORTANT

Advise AFL SportsReady and your Host Employer as soon as possible after you have been injured.

REPORTING ACCIDENTS

AFL SportsReady must be informed of any accidents involving you. Host Employers and AFL SportsReady must keep records of all accidents. You must report an accident by:

1. Telling the supervisor or safety officer at your Host Employer's workplace.
2. Notifying your AFL SportsReady Field Officer via phone as soon as possible.
3. Complete the Register of Injuries, Incidents and Near Misses and forward to your field officer.

REGISTER OF INJURIES, INCIDENTS AND NEAR MISSES

Details of worker

Surname	Given name(s)		
<input type="text"/>	<input type="text"/>		
Address			
<input type="text"/>			Postcode
Occupation	Date of birth	Age	Marital status
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>

Details of injury / incident

Location / department in which injury / incident occurred

Date of injury	Time of injury	Part of body injured
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> a.m./p.m.	<input type="text"/>

Nature of injury / incident

Cause of injury / incident

Address of workplace

Postcode	
<input type="text"/>	<input type="text"/>

Time lost

<input type="text"/> Days	<input type="text"/> Hours
---------------------------	----------------------------

First aid attendant

Details of first aid treatment

Accident investigation completed?

No Yes Results of investigation

WorkCover compensation form lodged?

No Yes Date lodged

 / /

Was the incident witnessed?

No Yes If so, who by

Register entry completed by

Signature of employee

Date

 / /

Signature of employer (host)

- Where medical attention is required the employee is to inform the clinic that AFL SportsReady is the employer. AFL SportsReady is to be stated as the employer on the WorkCover claim forms. All subsequent documentation is to be lodged with AFL SportsReady State Manager.
- Note this report is to be forwarded to AFL SportsReady without delay
- Where a significant injury or incident report occurs immediate notification must be provided to WorkCover on 132 360

REHABILITATION AND RETURN TO WORK

AFL SportsReady recognises and accepts its responsibilities to its employees. In the event of a work related injury we will take all necessary steps to ensure the injury does not happen again. Should injury or illness occur, AFL SportsReady will provide support to the injured/ill employee during their recovery and return to work. Therefore it has adopted the following procedure to ensure the effective rehabilitation of injured/ill employees and facilitate their early return to work.

Specifically our Return to Work Policy is that:

- Return to work planning will commence as soon as possible after an injury, consistent with medical advice.
- Suitable employment, including modified or alternate duties, consistent with medical opinion, will be made available to all injured workers at the earliest opportunity. We will seek the host employer to provide suitable duties as part of the rehabilitation and return to work process.
- An individual return to work plan will be established with any worker who has incapacity either “partial” or “total” due to a work related injury for 20 calendar days or more. This plan will be developed within 10 days of becoming aware of this and when the claim is accepted.
- Consultation and communication with apprentice/trainee host employers in the development and review of our occupational rehabilitation program and individual return to work plans will occur.
- Confidentiality of apprentice/trainee information obtained during their return to work or while undertaking occupational rehabilitation services will be maintained.

Participation in a return to work plan will not, of itself, prejudice any injured worker.

ALCOHOL AND ILLEGAL DRUGS

AFL SportsReady is committed to reducing the level of sickness and absences due to alcohol and drug related problems, and to providing a safe and healthy working environment.

AFL SportsReady recognises that a wide range of work related and personal factors may affect an employee’s health. The focus of concern is on how these factors may affect the health, work satisfaction and work performance of the employee.

Job performance difficulties may arise through a whole range of behavioural problems, the most significant of which is alcohol and drug abuse.

AFL SportsReady apprentices and trainees have a responsibility to take care of themselves and any other person who may be affected by what you do or don’t do while in the workplace. If you have been prescribed medication for conditions such as epilepsy, diabetes etc which may effect your ability to work safely, you must discuss this with your Field Officer and Host Employer so strategies can be put in place that minimise any risks to you.

The consumption of alcohol or illegal drugs is not permitted during work and/or training hours at trade school. This includes meal and rest breaks or prior to the commencement of work and/or training, as you may still be affected by these drugs and alcohol for many hours.

If you arrive at the workplace or at trade school and are deemed to be unfit to commence work due to the influence of illegal drugs and/or alcohol, arrangements will be made for you to return home. Any such findings will be investigated and may result in disciplinary actions taken against you.

If an apprentice/trainee is found buying, selling or possessing narcotics on AFL SportsReady or Host Employer premises, he or she will be dismissed.

WORKPLACE HARASSMENT

AFL SportsReady takes our apprentice/trainees' safety seriously. Even so, violence and harassment of young people by workmates and/or employers still occurs in some workplaces. These incidents must never be tolerated.

Employers who do not provide a safe working environment may lose their approval to employ Australian Apprentices for breaches of this legislation.

In addition, all employers must be aware of their obligations under the WHS laws or OHS Act relevant to their particular State or Territory.

Employers must provide a safe working environment; Employers are responsible for preventing verbal and physical harassment (including "Initiation Rites") and exposure of any worker to the risk of injury; Employers may be prosecuted for breaches of legislation.

Apprentices participating in dangerous activities may be liable for criminal prosecution for assault and other offences.

CYBERBULLYING

Cyberbullying refers to bullying through information and communication technologies, mediums such as mobile phone text messages, emails, phone calls, internet chat rooms, instant messaging – social networking websites such as MySpace, Facebook and Bebo. No type of bullying is harmless. In some cases, it can constitute criminal behaviour. Most victims, however, suffer shame, embarrassment, anger, depression and withdrawal.

'So what can we do about it?'

The same rules apply online as in the 'real world' about how to treat other people. Unfortunately, people don't always treat each other well online, and you, or a friend, may find that you are the target of Cyberbullying. You might be teased or have rumours spread about you online, receive nasty messages or even threats. It can happen in or out of school at any hour of the day, from people you know, and sometimes people you don't know. It can leave you feeling unsafe and alone.

No-one has the right to bully another person. Cyberbullying is illegal and can be investigated by the police.

If you are being Cyberbullied

Ignore it. Don't respond to the bully. If they don't get a response they may get bored and go away.

Block the person. This will stop you seeing messages or texts from a particular person.

Tell someone. Tell your parents or another adult you trust. You can call Kids Helpline on 1800 55 1800, visit their website or contact the Cybersmart Online Helpline service.

Keep the evidence. This can be useful in tracking the bully down. Save texts, emails, online conversations or voicemails as proof.

Report it to:

- A parent or adult you trust
- your school—they have policies in place about bullying and cyberbullying.
- your ISP and/or phone provider or the website administrator—there are actions they can take to help.
- the police—if there is a threat to your safety the police will help. Call Triple Zero (000) or Crime Stoppers on 1800 333 000.

If you are being cyberbullied in the workplace, contact your AFL SportsReady Field Officer as soon as possible.

SEXUAL HARASSMENT

It is the policy of AFL SportsReady that sexual harassment of employees in any form will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favours, and other verbal, visual, or physical conduct of a sexual nature.

Sexual harassment also includes, but is not limited to:

- Unwelcome sexual flirtations, advances or propositions
- Verbal abuse of a sexual nature
- Subtle pressure or requests for sexual activities
- Unnecessary touching of an individual
- Graphic verbal commentaries about an individual's body
- Sexually degrading words used to describe an individual
- Display in the workplace of sexually suggestive objects or pictures
- Sexually explicit or offensive jokes or physical assault.

No supervisor or other employee shall threaten or insinuate either explicitly or implicitly, that another employee's refusal to submit to sexual advances will adversely affect the person's employment, work status evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Similarly, no employee should promise, imply or grant any preferential treatment with connection with another employee or applicant engaging in sexual conduct.

Any apprentice/trainee who feels they are a victim of sexual harassment should bring the matter to the attention of their immediate supervisor, manager or your AFL SportsReady Field

Officer, State Manager or CEO – depending on whomever the apprentice/trainee considers to be the most appropriate.

AFL SportsReady will promptly investigate all allegations of sexual harassment in as confidential manner as possible and instigate appropriate action where warranted.

OCCUPATIONAL HEALTH AND SAFETY POLICY

It is the policy of AFL SportsReady to provide a safe and healthy work environment for the protection of its most vital resource – its employees. The safety of employees is of the greatest priority to all levels of management and supervision, ranking in importance above quality, costs and customers.

AFL SportsReady is committed to complying with all aspects of the Work Health Safety Act 2012 and other relevant OHS Act and strives for continual improvement in WHS & OHS practices.

AFL SportsReady's basic philosophy is that all personal injuries can and must be prevented. Host Employers through their contractual obligations, will be responsible for the health and safety of the apprentices, trainees, and any other contracted AFL SportsReady employees in their care on a day-to-day basis. AFL SportsReady has the over-arching responsibility as the employer.

The organisation recognises it has an WHS & OHS responsibility to members of the general public who enter our buildings or utilise our services.

All employees at every level are expected to fully accept responsibility for their own health and safety and for the safety of those with whom they work.

AFL SportsReady will provide appropriate mechanisms through which health and safety aspects of all workplaces can be monitored and reviewed.

YOUR HEALTH AND SAFETY AND OTHER TOPICS

We at AFL SportsReady are committed to ensuring, as far as is practical, that all employees work in an environment that is safe and without risk to their health.

Your Health is paramount to your performance both on and off the job. There are many publications available relating to Health and Safety in the workplace, you should learn as much as you can.

During your induction both with AFL SportsReady and your Host Employer you will learn about your new work situation and become a safe and productive member of the workforce. This introduction to Workplace Health Safety is primarily designed to raise your level of awareness, responsibility and standards of behavior whilst at work.

If you would like more information on a certain topic you can contact AFL SportsReady or a WorkSafe office in your state.

What makes a working environment safe?

- Adequate training, instructions and supervision is provided
- Cooperation with the employer and fellow employees in following health and safety procedures
- The workplace is free from and will not tolerate bullying, harassment and discrimination.
- Maintaining machinery, hand tools, plant, equipment, buildings and grounds in a safe condition
- Ensuring all entrances and exits are clear and accessible
- Adequate control measures and supervision in place before entering a confined space
- Appropriate protection and control measures are used when working at heights greater than two metres
- Manual handling tasks are assessed and proper lifting techniques or lifting devices are used
- Hazardous substances/dangerous goods are stored and handled correctly
- Awareness of electrical hazards and safety
- Awareness of the environment and working conditions around you
- Knowledge of emergency and first aid procedures
- The appropriate personal protective equipment is worn, fits properly and is maintained in sound condition
- Reporting any workplace injuries, incidents, hazards or other health and safety concerns

Who is responsible for safety?

Every person in the workplace is responsible for contributing to safe work practices.

Hazard identification, risk assessment and risk control

Each year in Australia, many people are injured and some die as a result of accidents in the work place. AFL SportsReady is committed to providing a safe and healthy work environment, as far as is practical, for all its employees.

Hazard identification, risk assessment and risk control are three key steps in the process used in work places to manage health and safety.

The three Think Safe Steps - **Spot the hazard, Assess the risk and Make the changes** are a simple way of expressing these three key steps.

1. Spot the hazard

First of all, what is a hazard?

A hazard is anything that could hurt you or someone else.

Each day, you will be around many different hazards. For example, you may notice badly frayed electrical cords, which are a hazard as they could result in electric shock or electrocution if they are not fixed.

2. Assess the risk

Assessing the risk means working out how likely it is that a hazard will harm someone, and how serious the harm could be.

Whenever you spot a hazard, assess the risk by asking yourself two questions:

- a. How likely is the hazard to harm me or someone else?
- b. How badly could I or someone else be harmed?

To help decide which hazards are the most likely to cause serious harm talk to your host employer or AFL SportsReady Field Officer.

If you are not sure of the safest way to do something, always ask your host employer.

3. Make the changes

'Making the changes' means telling someone who is able to fix it.

It is your employer's responsibility to fix hazards. Sometimes you may be able to fix simple hazards yourself, provided you don't put yourself or others at risk.

The best way to fix the hazard is to get rid of it altogether. This is not always possible, but your host employer should seek to make hazards less dangerous by looking at these options for controlling their risks (most effective to least effective):

- **Elimination** - Whenever possible, the hazardous item or substance or work practice should be removed. For example, you can help by reporting any damaged equipment to your manager so it can be fixed.
- **Substitution** - Sometimes a less hazardous thing, substance or work practice can be used. For example, there may be non-toxic glue that can do the job just as well as glue, which presents toxic risks to the user.
- **Isolation** - The hazard can be separated from people, by marking the hazardous area, fitting screens or putting up safety barriers. For example, welding screens can be used to isolate welding operations from other workers. Another practical example is placing a physical barrier and/or marking a boundary line where forklifts operate, to separate forklifts from pedestrians in the work place.
- **Safeguards** - Safeguards can be added by modifying tools or equipment, or fitting guards to machinery. These are called 'engineering' risk controls. They must never be removed or disabled by workers using the equipment for which they have been designed.
- **Instructing workers in the safest way to do something** - Developing and enforcing safe work procedures to reduce the risk of injury or harm. Employee's must be instructed in procedures and must follow instructions to ensure their safety.
- **Using personal protective equipment and clothing (PPE)** - If risks remain after these options have been tried, or to increase the level of protection, it may be necessary to provide PPE for the worker. For example, you should wear safety glasses and gloves when handling hazardous chemicals, a safety helmet on a construction site and hearing protection in a noisy environment.

Sometimes, more than one of these measures should be used to reduce the exposure to hazards.

There are situations where you can make the changes yourself provided you do not put yourself or others at risk, eg. Picking up things from the floor and putting them away to eliminate a trip hazard. Sometimes it isn't possible for you to take direct action. If you have any concerns, tell your host employer about the hazard.

Workplace amenities and first aid

Amenities are facilities essential for the welfare or personal hygiene needs of employees. They prevent the spread of germs and disease, prevent ill health from exposure to contamination and meet the basic human needs of employees.

Workplace amenities include toilets, rest rooms, shelter sheds, seating, dining rooms, change rooms, drinking water, personal storage and washing facilities. Amenities must be kept clean, secure and maintained in good working order.

First aid

The provision of first aid facilities is necessary to protect the health and safety of workers in the event that they are injured or become ill at work. Provision of first aid means providing first aid kits and, depending on the workplace, having a trained first aid officer/s, a first aid room/s or medical centre.

It is essential that you familiarise yourself the arrangements that your host employer has in place to deliver first aid.

First aid can:

- Save lives
- Prevent pain and suffering
- Reduce severity of injury and treatment
- Contribute to a safe work place
- Reduce time lost
- Reduce cost to both the employer and the employee

Manual handling

Manual handling means; using your body to exert force to handle support or restrain any object, including people or animals.

Manual Handling is not just lifting or carrying heavy objects; it includes: lifting, pushing, pulling, holding, lowering, throwing, carrying, packing, typing, assembling, cleaning, sorting and using tools. The term is not limited to handling heavy objects – pruning plants, stacking items onto a shelf, helping a patient into a bath and even using a keyboard are all examples of manual handling.

Hazardous manual handling involves:

- **Repetitive or sustained** application of force, awkward postures or movements
- Tasks that people would find difficult due to the **degree of force** applied (high force)
- Exposure to **sustained vibration**

- Manual **handling of live people or animals**
- Manual **handling of unstable loads** that are difficult to grasp or hold.

The S.M.A.R.T lifting technique.

This technique can be used to pick up small light loads from low levels.

Size up the Load

- Assess the load (size, shape and weight)
- Assess whether the load needs to be moved
- Where is it going to be placed” Check that there are no obstructions
- Assess whether mechanical or human assistance is required.

Move the Load as close to the body as possible

- A load is heavier to lift or carry if it is not close to the body.
- The whole hand should be used to ensure a firm grip.
- Carry load between thigh and shoulder height
- Hold the load close to the body
- Avoid twisting and side bending of the trunk
- Keep your back straight

Always bend your knees

- Maintain balance.
- Keep feet apart and in a comfortable position.
- Minimise lower back bending.
- Bend knees preferable at as large an angle as possible but not at a right angle- use a semi squat in preference to a full squat.

Raise the load with your legs

- Achieve the lift smoothly and without jerkiness.
- Maintain the normal curvature of the spine to allow the force of the load to be distributed evenly from the spine to the pelvis.

Turn your feet in the direction that you want to move the load.

- Avoid unnecessary bending, twisting and reaching.
- Change direction by turning your feet and not your back.
- To set the load down, squat down, keep your head up
- Let your legs do the work.

Posture

Always observe correct posture when working at a desk or workstation.

- Try to keep your back and neck straight.
- Have computer screens at eye level (if they are not, adjust them accordingly).
- Notify your Host Employer and AFL SportsReady if conditions at the site are not ergonomically sound (i.e. adjustable chair, desks at manageable height).
- Remember to take regular breaks (approximately five minutes per hour) from any continuous computer work.

Safety around computer equipment

Observe common sense when working in environments where computer and electronic equipment is being utilised.

- If using a computer keyboard take care not to spill beverages into it.
- If you observe fraying or exposed cables or malfunctioning equipment, report these to your supervisor.

Telephone handling

Observe the following when utilising a phone as a regular part of your job:

- Avoid resting the phone between shoulder and ear as it could cause neck problems.
- Have a phone within easy reach, avoid constant stretching.
- Except in times of extreme emergency, telephones should not be used during electrical storms.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) includes all items that are used to provide personal protection from workplace hazards. PPE does not reduce the hazard itself nor guarantee permanent or total protection.

AFL SportsReady will supply you with the basic personal protective equipment and clothing required by your occupation. As this will be provided for your protection, you must wear it at all times while in the workplace.

AFL SportsReady will supply you with one pair off safety boots and two pairs of overalls/pants each year if it is required by your occupation. Industry specific PPE will be provided by your host employer, where necessary.

Sun Protection

Australia has the highest incidence of skin cancer in the world with more than 380,000 people treated for the disease every year. At least one out of every two Australians will require treatment in their lifetime for various forms of skin cancer.

Construction workers have a higher risk of skin cancer than many other workers due to long periods exposed to ultraviolet (UV) radiation from direct sunlight and UV rays reflected from nearby surfaces such as concrete.

Protect yourself by remembering:

- Slip on a shirt, with collar and sleeves.
- Slop on a sun screen, minimum SPF15+ and water resistant
- Slap on a hat, wide brim or a cap with flaps to shade your neck and ears.
- Wrap around sunglasses, make sure they fit well.

Working with chemicals

All chemicals should be regarded as potential sources of poisoning whenever they are handled. Poisoning may be caused by:

- Skin absorption
- Inhalation
- Ingestion

Prevent any possibility of poisoning by always handling chemicals with care and following these rules:

- Read the label and follow strictly the instructions.
- Do not eat, drink or smoke during or after handling chemicals, before washing thoroughly.
- Wear protective clothing, face shield and respiratory protection as appropriate.

Plant and machinery

Plant and machinery are associated with a significant proportion of accidents and fatalities. The most common types of plant and machinery related accidents include:

- Falls from, crushing by and roll over of tractors;
- Falls from, crushing by forklift trucks and cranes; and
- Entrapment in manufacturing machinery.

Given the risk associated with the use of plant and machinery safe systems of work must be established, understood and adhered to, this includes;

- Reading, understanding and following operating procedures;
- Receiving appropriate training and supervision in the use of plant and machinery;
- Utilising physical barriers to isolate people from the operating plant;
- Ensuring guards are fitted and operable; and
- Correctly wearing appropriate personal protective equipment and clothing

Eye care

The eyes are very complex and easily damaged. Any eye damage should be reported and treated immediately. Always wear eye protection, which is provided.

Eyes can be protected by use of the following:

- Safety spectacles with and without side shields.
- Eye cup goggles
- Wide vision or coverall goggles with direct and indirect vision.
- Safety clip-ons
- Eye shields
- Face shields
- Welding helmets

Foot care

- Only the approved types of safety shoes/boots are permitted
- Keep clear of fork trucks/fork lifts and use mechanical aids if you are handling heavy drums or equipment
- Remember all employees must wear safety footwear at all times
- No thongs in the workplace

Lung care

- The correct breathing gear designed to protect you should be worn where necessary
- It is important to use it correctly
- Harmful chemicals may not be noticed e.g.: Odourless
- It is possible to inhale harmful substances without being aware of them
- You should NEVER take your mask off until well out of the work area

Hearing care

- Ears must be protected from both permanent and temporary damage
- The ear is a complex organ which is easily damaged
- Always wear earmuffs or plugs when you see a warning sign “Hearing Protection Must Be Worn”
- Hearing loss is slow and irreversible - you may not realise until it is too late
- Never use someone else’s ear protection (to avoid infection) and always keep your own ear protection clean

Working at heights

Basic steps to prevent falls from heights are:

- Identify all fall hazards
- Assess risks and situations where someone may fall
- Identify safety measures required to prevent fall or minimize risk
- Implement fall protection measures
- Ensure plant and prevention measures are adequate and maintained

Note: If working at heights greater than two metres fall protection safety measures must be provided and utilised.

Ladder care

Ladders, if used incorrectly, are potentially dangerous.

The following steps are for safe ladder use:

- Never join ladders - always use proper extensions
- Place the ladder on a level footing
- The angle of the ladder should be a quarter ($\frac{1}{4}$) of the length
- The ladder should be in a fully spread position
- Always block a doorway open or closed if working nearby
- Never use a metal or wire ladder where electrical hazards exist
- Only one person at a time should be on a ladder

Fire safety

A fire drill is a practice of safe evacuation in case of the real thing.

When you hear a fire alarm signal:

- Stop noisy machinery so instructions can be heard
- Be ready to evacuate
- Listen for instructions
- Go to the nearest exit
- Wait for others in your zone to assemble
- Do not attempt to obtain personal belongings
- Wait at assembly point for a roll call
- Do not attempt to re-enter building until instructed by your zone coordinator
- Keep fire doors closed when not in use
- Do not attempt to fight any fires unless you are trained and it is safe to do so

REMEMBER

SAFETY is all about **WORKING TOGETHER** for safer and healthier workplaces