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# MEMO

**TO:** Admin Assistant

**FROM:** Julie Michaels, Occupational Health and Safety Officer

**DATE:** 21.06.07

**SUBJECT:** Participate in workplace safety processes OHS Issues

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Judy Anderson, Workplace Health and Safety Representative, raised the point at the last Workplace Health and Safety Committee Meeting that a health and safety inspection was overdue. The committee agreed with her and she and I carried out an inspection. We took photos of some hazardous situations and are quite concerned at the lack of awareness demonstrated by some of the staff at Oztechnology. I would like you to carry out the following task:

A. I have attached a copy of the photos and a Word document (photos table.doc). I would like you to look at the photos and complete the photos table.doc by:

- identifying the hazard shown in each photograph
- assessing the risk posed by the hazard
- determining appropriate control measures.

You should do this in the context of Oztechnology's Occupational Health and Safety Policies and Procedures.

B. Examine photograph 6 and complete the Oztechnology Hazard Report form which you will find in Stationery on your e-learning site, to report the hazard and control the risk. A sample completed form can be found in the stationery of your e-learning site.

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