

*Easy-to-use checklists, posters, and
info to stay compliant with the Work
Safe Act and keep the workplace safe*



WORKPLACE SAFETY

**COMPLIANCE
TOOLKIT**

We have made it simple for you!

F.A.S.T. TRAINING
AUSTRALIA

www.fasttrainingaustralia.com.au

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Get to know us

Get to know F.A.S.T First Aid Training and how we can help.



01 Complete a workplace environment audit
Walk through of the business and review risks and hazards (not just physical but psychosocial risks as part of the new legislation)

02 Fire Evacuation Training *Set a date: _____*

03 Manual Handling Training *Set a date a give us a call!: _____*

04 Check and replenish first aid kit

05 Test Defibrillator
Check battery and that all required supplies are with the defib.

06 CPR / First Aid Training *Set a date a give us a call!: _____*

07 Equipment safety - review and sign off by employees

08 Policies and procedures review
Review compliance with legislation and that all staff have signed off

09 Plant and equipment maintenance
Check all maintenance is up to date as per manufactures guidelines

10 Team meeting *Set a date: _____*
Discuss business goals and objectives and set expectations for 2025, complete step 1 of Psychosocial hazards and risks legislation - Identify Hazards

11 Book a compliance audit call with us *Set a date: _____*
A no obligation discussion to review WHS physical and psychosocial safety is being met.

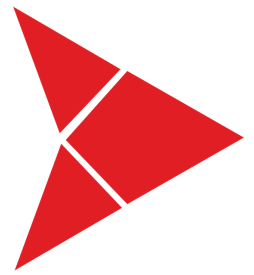


FIRST AID SAFETY POSTERS

**DOWNLOAD AND DISPLAY FOR STAFF
AND VISITOR AWARENESS & SAFETY**

DRSABCD Action Plan

First Aid Fact Sheet



Danger

Check for danger and ensure the area is safe for yourself, bystanders and the patient.

Response

Check for a response: ask name and squeeze shoulders. **No response?** Send for help. **Response?** Make comfortable; monitor breathing and response; manage severe bleeding and then other injuries.



Send for help

Call triple zero (000) for an ambulance or ask a bystander to make the call. Stay on the line. If alone with the patient and you have to leave to call for help, first turn the patient into the recovery position before leaving.



Airway

Open the patient's mouth and check for foreign material. **Foreign material?** Roll the patient onto their side and clear the airway. **No foreign material?** Leave the patient in the position found, and open the airway by tilting the head back with a chin lift.



Breathing

Check for breathing Look, listen and feel for 10 seconds. **Not normal breathing?** Ensure an ambulance has been called and start CPR. **Normal breathing?** Place in the recovery position and monitor breathing.



CPR

Start CPR – 30 chest compressions followed by 2 breaths. Continue CPR until help arrives, the patient starts breathing, or you are physically unable to continue.

Defibrillate

Apply a defibrillator as soon as possible and follow the voice prompts

In a medical emergency call Triple Zero (000)

You could save a life with First Aid Training

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This information is not a substitute for First Aid Training, FTA recommends attending first aid training courses.

Heart Attack

First aid fact sheet



- Having one or more signs or symptoms of a heart attack means this is a life-threatening emergency—call triple zero (000) for an ambulance immediately.
- It is advised NOT to drive the patient to the hospital yourself, as you may need to perform CPR.

Signs & Symptoms

The warning signs of heart attack vary. Symptoms can start suddenly, or develop over time and get progressively worse.

People can have just one symptom or a combination of symptoms. The patient can feel discomfort or pain in the centre of the chest. This chest pain can:

- start suddenly, or slowly over minutes
- be described as tightness, heaviness, fullness or squeezing
- be severe, moderate or mild.

Chest pain may spread from:

- discomfort in the neck or a choking or burning feel in the throat
- an ache, heaviness or pressure around one or both shoulders
- pain, discomfort, heaviness or uselessness in one or both arms
- an ache or tightness in/around the jaw
- a dull ache between the shoulder blades
- pain, heaviness, tightness or crushing sensation in the centre of the chest.

*** Not all patients feel chest discomfort (more than 40% of women do not experience chest pain*).**

The patient can also feel:

- short of breath
- nauseous
- faint or dizzy
- a cold sweat.

What to do

1. Follow DRSABCD.
2. Encourage the patient to immediately stop what they are doing and rest.
3. Help the patient to sit or lie down in a comfortable position.
4. Reassure the patient. Loosen any tight clothing.
5. If the patient has been prescribed medication such as a tablet or mouth spray to treat episodes of chest pain or discomfort associated with angina, help them to take this as they have been directed.
6. Ask the patient to describe their symptoms. If any of the symptoms are severe, get worse quickly, or have lasted 10 minutes, call triple zero (000) for an ambulance and stay on the phone. Wait for advice from the operator.
7. Give 300 milligrams of aspirin (usually one tablet) unless the patient is allergic to aspirin or their doctor has warned them against taking aspirin.
8. Stay with the patient until medical aid arrives.
9. Be prepared to give CPR if symptoms worsen.

* The Heart Foundation,
<https://www.heartfoundation.org.au>

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Snake Bite

First aid fact sheet



All known or suspected snake bites must be treated as potentially life threatening, and medical aid should be sought urgently.

Signs & Symptoms

Signs of a snake bite are not always visible. In some cases, the patient may not have felt anything. Symptoms may not appear for an hour or more after the person has been bitten. Depending on the type of snake, signs and symptoms may include some or all of the following:

- immediate or delayed pain at the bite site
- swelling, bruising or local bleeding
- bite marks (usually on a limb) that may vary from obvious puncture wounds to scratches that may be almost invisible
- swollen and tender glands in the groin or armpit of the bitten limb
- faintness, dizziness
- nausea and vomiting
- headache
- abdominal pain
- oozing of blood from the bite site or gums
- double or blurred vision
- drooping eyelids
- difficulty in speaking or swallowing
- limb weakness or paralysis
- difficulty in breathing
- occasionally, initial collapse or confusion followed by partial or complete recovery.

What to do

Pressure bandage & immobilise

1. Follow DRSABCD.
2. Call triple zero (000) for an ambulance.
3. Lie the patient down and ask them to keep still. Reassure the patient.
4. If on a limb, apply an elasticised roller bandage (10–15 cm wide) over the bite site as soon as possible.
5. Apply a further elasticised roller bandage (10–15 cm wide), starting just above the fingers or toes and moving upwards on the bitten limb as far as can be reached.
 - Use clothing or other material if an elasticised roller bandage is not available.
 - Apply the bandage as firmly as possible to the limb. You should be unable to easily slide a finger between the bandage and the skin.
6. Immobilise the bandaged limb using splints.
7. Keep the patient lying down and completely still (immobilised).
8. Write down the time of the bite and when the bandage was applied. If possible, mark the location of the bite site (if known) on the skin with a pen, or photograph the site. Do not wash venom off the skin or clothes because it may assist identification.
9. Stay with the patient until medical aid arrives.

In a medical emergency call Triple Zero (000)

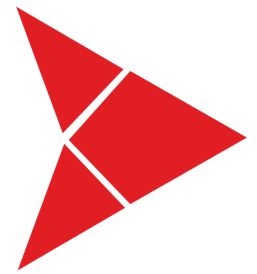
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Electric Shock

First Aid Fact Sheet



Even for a mild electric shock, encourage the patient to seek medical aid for assessment of potential effects on the heart.

Signs & Symptoms

- difficulty in breathing or no breathing at all
- a weak, erratic pulse or no pulse at all
- burns, particularly entry and exit burns
- loss of consciousness cardiac arrest

Downed Power Lines

- Remain at least 6 metres from any cable.
- DO NOT attempt to remove the cable.
- If a vehicle is being touched by a high voltage cable, DO NOT go near the vehicle or try to remove the patient from the vehicle.
- Advise the patient not to move.



What to do

1. Check for danger to yourself, bystanders and the patient.
2. Switch off power, if possible, before trying to help the patient.
3. If the patient is in contact with high voltage lines, do not approach, but wait until power is disconnected by authorised electrical personnel.
4. If power cannot be switched off quickly, remove the patient from the electrical supply without directly touching them. Use a non-conductive, dry material (eg a dry wooden broom handle).
5. Follow DRSABCD. Call triple zero (000) for an ambulance.
6. Hold any burnt area under cool running water for 20 minutes.
7. Remove jewellery and clothing from burnt areas, unless stuck to the burn.
8. Cover the burnt area with a loose and light nonstick dressing, preferably clean, dry, non-fluffy material such as plastic cling film.
9. Seek medical aid.

In a medical emergency call Triple Zero (000)

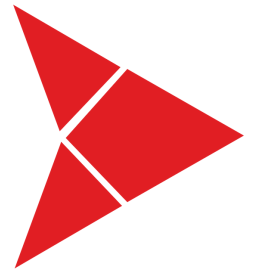
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Severe Allergic Reaction

First aid fact sheet



A severe allergic reaction is called anaphylaxis and is potentially life-threatening.

- People diagnosed with severe allergies should have an anaphylaxis action plan and an adrenaline auto-injector. They may also wear a medical alert device.
- In a severe allergic reaction, you should use any available adrenaline autoinjector.

Signs & Symptoms

The following signs and symptoms of a **mild to moderate allergic reaction** may precede anaphylaxis:

- swelling of face and tongue
- hives, welts or body redness
- tingling mouth
- abdominal pain, vomiting, diarrhoea

The main symptoms of a **severe allergic reaction** are rapidly developing breathing and circulation problems.

Other signs and symptoms may include:

- wheeze or persistent cough
- difficult or noisy breathing
- difficulty talking or a hoarse voice
- swelling or tightness in throat
- faintness, dizziness
- confusion
- loss of consciousness
- pallor and floppiness (in young children)

What to do

1. Follow DRSABCD.
2. Do not allow the patient to stand or walk. Help the patient to lie down flat, or if breathing is difficult, allow the patient to sit.
3. Ask the patient if they need help with their action plan if they have one. Only help the patient if they request it. If the patient is unable to give verbal consent, administer an adrenaline auto-injector immediately.
4. Call triple zero (000) for an ambulance.
5. Monitor the patient. If there is no improvement after 5 minutes, use another adrenaline auto-injector, if available.
6. If breathing stops, follow DRSABCD.

How to give an EpiPen® or EpiPen Jr®

- Form a fist around the EpiPen® and pull the blue safety release off.
- Hold the patient's leg still and place the orange end against the patient's outer mid-thigh (with or without clothing).
- Push down hard until a click is heard or felt, and hold in place for 3 seconds. REMOVE the EpiPen®.

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Severe Bleeding

First aid fact sheet



- Bleeding should be managed as **severe and life-threatening** if it cannot be controlled by firm, direct and continuous pressure, and/or there are signs of shock.
- If it is obvious that severe and life-threatening bleeding is present, controlling bleeding before the Airway and Breathing can be lifesaving. Send for help early by calling triple zero (000) for an ambulance.

Signs & Symptoms

As well as the obvious sign of blood coming from a wound, signs and symptoms of severe bleeding include:

- weak, rapid pulse
- pale, cool, moist skin
- pallor, sweating
- rapid, gasping breathing
- restlessness
- nausea
- thirst
- faintness, dizziness or confusion
- loss of consciousness.

Examples of severe and life threatening bleeding include the following situations:

- an amputated or partially amputated limb above the wrist or ankle
- shark attack, propeller cuts
- or similar major trauma to any part of the body.

What to do

1. Follow DRSABCD.
2. Apply gloves if available. Help the patient to lie down. Remove or cut the patient's clothing to expose the wound.
3. Apply firm, direct and continuous pressure on the bleeding wound initially with your hands until the bleeding stops. The patient or a bystander can do this.
4. When available, apply a pad or dressing in or directly over the wound and apply firm, direct and continuous pressure until the bleeding stops.
 - If an object is embedded in or protruding from a wound, apply pressure on either side of the wound and place pads around the object before bandaging.
5. Once bleeding is controlled secure the pad by bandaging firmly, ensuring the pad remains directly over the wound. Observe for any further bleeding.
6. Continue to check the patient's vital signs (consciousness, breathing and pulse) and look for recurrence of bleeding. Do not give the patient anything to eat or drink.
7. If the bleeding is not controlled and:
 - the bleeding is on a limb, apply an arterial tourniquet (if available) and tightened until the bleeding stops. Advise the patient that this will cause pain.
 - the bleeding is not on a limb, remove existing dressings and apply a hemostatic dressing (if available) in or directly over the wound and apply firm, direct and continuous pressure until the bleeding stops.
8. Call Triple Zero (000) for an ambulance.

In a medical emergency call Triple Zero (000)

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LEGISLATION GUIDE

**PSYCHOLOGICAL HAZARD AND RISKS IN
THE WORKPLACE - MUST KNOW FOR
EVERY BUSINESS**

Psychosocial Hazard & Risk Legislation

A Quick Guide



This new legislation applies to ALL businesses under the Work Safe Act

The new legislation and your duty to meet the requirements might feel a little daunting. Training is a critical element to include in your risk management approach and has potential to provide enormous benefits for your works and the business.

Following is how we can help you, including a Quick Guide to understanding the new legislation.

We can assist by providing:

- ✓ Consultation with key stakeholders to gain insight into the dynamics of your work environment, to ensure training is contextualised to industry/business psychosocial hazards.

Worker survey conducted prior to training will gain invaluable insight and assist with identifying psychosocial hazards and associated risks according to your workers. (this will contribute to the consult worker requirement and identify hazard and risk steps)
- ✓ Based on worker feedback and your knowledge of existing psychosocial hazards we can deliver tailored training to meet the business needs. This may entail an appropriate 60 min, 90 min, 2hour, ½ day or full day training course of combination of courses delivered over a defined period of time. - Specialised programs are available for leaders. (This assists in meeting the Administration Control requirement)
- ✓ We will conduct a confidential survey post training of the attendees and provide you with a summary of responses. (Contributing to the consult worker requirement and an additional tool to assist with review control measures)
- ✓ Your business will receive a Certificate of Completion outlining the key learning objectives which provides evidence of training and support offered to your workers. (Satisfying providing evidence record keeping requirement)
- ✓ Participants will receive a Certificate of Completion (satisfying providing evidence and record keeping requirement)
- ✓ Participants will receive an email series for 4 weeks post training providing with the aim to reinforce the learning. (Satisfying Administration Control step)
- ✓ The initial staff survey can then be used at a specific time in the future (Satisfying review control measures)
- ✓ The results of the follow up survey will provide us with feedback where ongoing training and support maybe required. (Satisfying review control measures)

Definition

The WHS Act defines 'health' to include both physical and psychological health. This means that where the WHS Act imposes a duty in relation to 'health', PCBU's (person conducting a business or undertaking) **must** manage risks to both physical and psychological health, so far as is reasonably practicable.

What are psychosocial hazards?

A psychosocial hazard is a hazard that arises from, or relates to, the design or management of work, a work environment, plant at a workplace, or workplace interactions and behaviours and may cause psychological harm, whether or not the hazard may also cause physical harm. In severe cases exposure to psychosocial hazards can lead to death by suicide. Psychosocial hazards can create harm through a worker's experience of a frequent, prolonged and/or severe stress response, where stress is defined as a person's psychological response (e.g. anxiety, tension) and physiological response (e.g. release of stress hormones, cardiovascular response) to work demands or threats.

Common Psychosocial hazards

High and or low job demands
Poor support
Poor organisational change management
Poor organisational justice
poor workplace relationships including

Interpersonal Conflict

Traumatic Events

Bullying

Low job control
Low role clarity
Low reward and recognition

Remote or isolated work

Poor environmental conditions

Violence and aggression

Harassment including Sexual harassment



Manage the Risk - Training Solutions

Responsibility of the person conducting business or undertaking

An officer of a PCBU **must** exercise due diligence to ensure PCBU's comply with duties under the WHS laws. A PCBU **must** ensure, so far as is reasonably practicable, the health and safety (including psychological health) of workers visitors, delivery people, clients, patients and their families are not put at risk from work carried out as part of the conduct of the business or undertaking.

Workers

While at work, a worker **must**:

- take reasonable care for their own health and safety, including psychological health
- take reasonable care their acts or omissions do not adversely affect the health (including psychological health) and safety of other persons
- comply, so far as the worker is reasonably able, with reasonable instructions given by a PCBU
- cooperate with reasonable health and safety policies or procedures issued by a PCBU that have been notified to workers.

Requirements under the legislation

1. Identify psychosocial hazards

- a. observe the workplace.
- b. consult workers
- c. Consulting supply chains and networks
- d. Collecting and reviewing available information

2. Assessing psychosocial risk

Once psychosocial hazards have been identified, PCBU's should assess the level of risk the identified hazards may present and conduct a risk assessment.

3. Controlling the risk of psychosocial hazards

A PCBU's **must** eliminate risks to health and safety, so far as is reasonably practicable. If it is not reasonably practicable to eliminate risks to health and safety, the risks **must** be minimised so far as is reasonably practicable.

- a. Eliminating risks is the most effective control measure and PCBU's **must** always consider elimination before anything else. Eliminating risks means completely removing the psychosocial hazard and associated risks.

Where a risk cannot be eliminated, PCBU's **must** minimise the risk so far as is reasonably practicable.

- b. Minimising risks - If the risk remains, it **must** be minimised by implementing administrative controls, so far as is reasonably practicable.

Step 1: Substitution, isolation and engineering controls - substituting or isolating the hazard from the person or implementing engineering controls.

Step 2: Administration controls - ensuring workers have the right information, training, and supervision to perform their job safely.

Step 3: Personal protective equipment - If risk remains after applying substitution, isolation, engineering and administrative control measures, PCBU's **must** minimise the remaining risk by ensuring the provision and use of suitable PPE, so far as is reasonably practicable.

4. Combining risk controls

A combination of control measures may be used to minimise risk if a single control is not sufficient to eliminate or minimise psychosocial risk. In most cases, a combination of control measures will be the most effective approach.

5. Maintaining control measures

A PCBU **must** ensure control measures are effective and are maintained so they remain effective. This includes ensuring control measures are, and remain, fit for purpose; suitable for the nature and duration of the work; and are installed, set up and used correctly.

6. Review control measures

PCBUs must review and, as necessary, revise control measures. If a control measure does not adequately control the risk is likely to give rise to a new or different risk to health or safety a review must be completed.

7. Recording the risk management process

Keeping records of the risk management process may assist with demonstrating what has been done to comply with the WHS Act and the WHS Regulation. It can also assist when undertaking subsequent risk management activities, including reviewing control measures.

***** A WHS inspector may ask to see a copy of records relating to risk management processes if they visit a workplace. If a written record is not available, PCBUs will need to demonstrate how duties have been met by other means.*

Responding to reports, complaints, or incidents

Encouraging workers to raise concerns regarding psychosocial hazards, and in turn effectively responding to those concerns, can assist PCBUs to not only identify hazards, but also review whether control measures are working. The process for investigating or responding to reports, complaints or incidents involving psychosocial hazards should be proactive, fair, objective, conducted in a timely and impartial manner, applied consistently to all workers, and ensure procedural fairness for all parties involved.

Incident reviews

Reviewing an incident of work-related violence and aggression to identify contributing factors will help determine how to prevent a similar incident recurring, how to respond to future incidents, and whether any control measures need to be reviewed. It also provides the opportunity to ensure follow-up support for workers.

PCBUs should consult affected workers about the incident when considering ways to eliminate or minimise the risk of future incidents.

Examples of Control Measures

- Ensure there are workplace specific policies for any psychosocial hazards identified as creating risk in your workplace.
- Ensure there is training for leaders and line-managers about their role in the design and management of work and psychosocial hazards and in providing support, particularly if their workers have experienced demanding, distressing, or traumatic events or have been exposed to bullying, violence, aggression, or sexual harassment.
- Build capability of workers by providing training relevant to any high-risk hazards identified (e.g. conflict management skills, dealing with aggressive behaviour, high work demands, working alone or in remote locations, emotional competencies, or interpersonal skills).
- Provide clear guidelines and expectations about respectful workplace behaviours and ensure leaders and line-managers model these behaviours.
- Ensure professional psychological support is available to workers who are directly or indirectly exposed to traumatic events or other emotionally demanding work.

- Provide clinical supervision in addition to managerial supervision to those who are exposed to work that has risks of occupational violence and traumatic events to manage risks of burnout and PTSD.
- Create an environment in which workers feel comfortable raising concerns about any psychosocial hazards.
- Provide clear guidelines and expectations on how to report psychosocial hazards or concerns in the workplace and respond in a timely, empathic, and effective manner to these concerns.
- Ensure there are appropriate mechanisms to manage any poor performance of workers or supervisors.
- Educate workers and managers about early warning signs of stress and fatigue and how to respond when they recognise them in themselves or others.
- Promote work-life balance and encourage workers to implement self-care practices, take annual leave regularly or to recover from periods of high demands.
- Provide and promote an employee assistance program for professional mental health support to workers who are experiencing high stress levels when they are exposed to psychosocial hazards (particularly exposure to trauma, bullying, violence and aggression or sexual harassment).
- Consult with workers to gain an understanding of specific requirements or reasonable adjustments in their working conditions to support individuals to perform their duties effectively (e.g. workers with a disability, recovering from injury, or neurodiverse individuals).
- Develop and implement systems for professional supervision and debriefing.

Penalties for breaches to work health and safety law

Category 1 These are serious breaches where a duty holder recklessly endangers a person to risk of death or serious injury. Offences involving reckless conduct will be prosecuted in the District Court.

- Corporation: up to \$3 million
- Individual as a person conducting a business or undertaking (PCBU) or an officer: up to \$600,000/5 years jail
- Individual (e.g. a worker): up to \$300,000/5 years jail.

Category 2—failure to comply with a health and safety duty or electrical safety duty that exposes a person to risk of death, serious injury or illness. Offences will be prosecuted in the Magistrates Court.

- Corporation: up to \$1.5 million
- Individual as a PCBU or an officer: up to \$300,000
- Individual (e.g. a worker): up to \$150,000.

Category 3—failure to comply with a health and safety duty or electrical safety duty. Offences will be prosecuted in the Magistrates Court.

- Corporation: up to \$500,000
- Individual as a PCBU or an officer: up to \$100,000
- Individual (e.g. a worker): up to \$50,000.

On-the-spot fines - An on-the-spot fine, also known as an infringement notice, is an alternative to prosecuting alleged offenders directly through court. Both PCBUs and workers can be issued with an on-the-spot fine. Examples of offences which can be issued.

Penalties for Breach of Work Health & Safety Laws

WHSQ Inspector Entry Powers

The latest statistics

It is estimated that absenteeism due employee mental health conditions costs Australian businesses \$4.7 billion per annum, equivalent to 1.1 million days' sick leave.

Presenteeism is estimated to cost Australian business \$6.1 billion a year.

Mental Health compensation claims are estimated to cost Australian businesses \$146 million a year.

Burnout increases the risk of worker physical injury by 19% Source - Pro Choice Safety

86% of staff and management believe that ineffective communication is the root of all workplace failures. Source - Economist Intelligence Unit

91% of employees believe mental health in the workplace is important. However, only 52 percent of employees believe their workplace is mentally healthy. Source - Beyond Blue

Australian workers suffer a higher level of work burnout than other countries surveyed. 62% of Australian workers reported being burned out at work, compared to global average of 48%. Source - Microsoft Trend

“The delivery of the content was relaxed and very relevant to our workplace. I found value in the 4 step communication, this is something that will help me not only at work but at home. The conflict resolution strategies were very helpful as this is something as a teacher we need to manage every day.” – Nicole St Edmunds College



PSYCOSOCIAL HAZARD AND RISKS

WORKPLACE TRAINING SOLUTIONS

Mental Health & Wellbeing Training Solutions

Designed to support your workplace in meeting WHS Legislation



Bespoke Programs

Mix and match our 30 / 60 and 90 minute programs to create the perfect training program.

Including:

- Mental Health Awareness
- Applied Mental Health
- Clear and Connected Communication
- Conflict Resolution
- SOS Self Care
- Workplace Wellbeing



Accredited Mental Health Support

11244NAT Mental Health Support is a nationally recognised course. This course is uniquely tailored to provide comprehensive education on mental health, fostering resilience and offering practical strategies for managing the mental health impacts of crisis response.

Blended and Face to Face delivery options available



100% Online Training

Our 100% online learning offers flexibility, allowing individuals to learn at their own pace and convenience. Providing support for staff education and ensures compliance with training requirements.

18+ courses available including

HLTWHS006 Manage Personal Stressors in the Work Environment

Our wide selection of short programs, accredited courses, and online training offers plenty of options to suit your team's needs. We can customize packages and provide recommendations based on your work environment and goals.



WORKPLACE WELLBEING

**TIPS AND STRATEGIES TO SHARE WITH
YOUR TEAM**



Men's Mental Health Matters

8 Mental Health Tips

"Your Mental Health & Safety Is Our Priority"

YOUR BODY IS A MACHINE



Treat your body like a high performance car



GET A HOBBY

Do something you enjoy!

TALK TO SOMEONE YOU TRUST



Chat to a mate or a professional



PAY ATTENTION TO YOUR BODIES "WARNING LIGHT"

Listen to your early warning system

TAKE A MOMENT



RESET

Think.. what helps you to reset? Have a 'me moment'



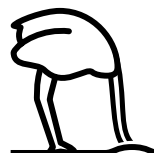
USE OF YOUR DRIVE TIME

Use this time to take a few deep breaths

RESOURCE YOURSELF



Find your 'support pit crew'



QUIT BEING AN OSTRICH

Don't ignore your stressors!!

Men's Mental Health Matters

8 Mental Health Tips



YOUR BODY IS A MACHINE

Putting cheap fuel in a high-performance car affects its performance, right? The same applies to your body. Eating a balanced diet keeps you healthy and boosts alertness and concentration. Physical health improvements also benefit mental health by reducing anxiety and depression.

Exercise triggers the release of "feel-good" chemicals like endorphins and serotonin, improving mood and fitness. It can also distract from negative thoughts.

Sleep is like servicing your car; it repairs and restores your brain as well as your body. During sleep, we process information, consolidate memories, and undergo maintenance crucial for daytime function.

While alcohol may seem to help relaxation and sleep, research shows otherwise. Two drinks decrease sleep quality by 25%, with more than two reducing it by 39%.

GET A HOBBY

Do something you enjoy or spend time with people who's company you enjoy. Getting out of your own way and being social will boost your mood and reduce your stress. We know we are happier when we are doing something we enjoy.

TALK TO SOMEONE YOU TRUST

If it's professional support you feel you need, there are many options available (links listed below). Sometimes chatting with a friend and having a good vent can help lower your stress level. You never know, they might even give you a spot of advice that could solve an issue or put your concern into perspective.

PAY ATTENTION TO YOUR BODIES "WARNING LIGHT"

Like a car our body has 'warning lights', that should niggle, digestive problem or back pain is your body trying to tell you something. It starts with a warning light but if you dont pay attention the body will upgrade to severe pain or disease. Listen to that early warning system.

Men's Mental Health Matters

8 Mental Health Tips



TAKE A MOMENT

What helps you to reset? Music, fresh air, showering, going for a drive, mowing the lawn, or even just going to the loo can help you have a 'me moment' to take a deep breath and reset.

USE YOUR DRIVE TIME

Instead of listening to nonsense on the radio, listen to some music, or perhaps a podcast or audio book, that relaxes you and makes you smile. Use the time to simply focus on your breathing. After all, our lungs are the only organ we can control and are key in communicating safety to the rest of our organs. You would be surprised what a couple of deep breaths can do

RESOURCE YOURSELF

Who can you recruit to be part of your 'support pit crew'? Who can you call when you just need to vent, who can help out with some jobs around the house? Who can you go for a walk with? Identify your support crew and you will not feel quite so isolated.

QUIT BEING AN OSTRICH

The stressors in your life are not going to go away by ignoring them, doing so is likely to be causing the majority of your physical and emotional pain. Whether it be financial, relationships or your workload, set some goals make a plan and address the stressors in your life.

USEFUL LINKS

Blogs:

[Men's Health under the spotlight](#)
[Mental Health - Taking care of your greatest asset!](#)
[A unique approach to Youth Mental Health](#)
[How Mentally Healthy is your workplace really?](#)
[Mental Health concerns - Is it the NEW pandemic?](#)
[RU really Okay?](#)

Professional Support Lines:

[Beyond Blue](#)
[MensLine Australia](#)
[Lifeline Australia](#)

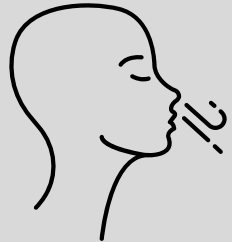


Micro Self Care

10 Self Care Techniques for busy women

BREATHE

Your lungs are able to communicate safety to the rest of the body. Simply by taking a few conscious breaths you will regulate your nervous system and reduce stress.



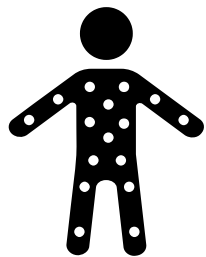
SMELL

Spray a face mist or use an essential oil. Smell sends signals to our limbic system, which is the sector of the brain that controls memory and emotion.



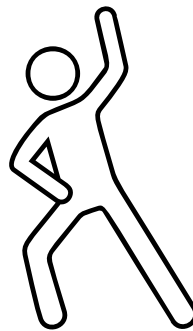
PRESSURE POINTS

There are many pressure points that help reduce stress and anxiety, find the ones that best serve you.



SHAKE IT OFF

If you have just been through a stressful moment shake it off! Your legs, your arms, your body what ever you are able to move! This helps flush the adrenaline from your body.



CHECK IN

Where in your body are you feeling tension or stress? Try and breathe into that space and visualise the blockage dispersing, relax and unclench.



SAY R...

3 times and you will find yourself yawning, this turns on Parasympathetic nervous system





Micro Self Care

10 Self Care Techniques for busy women

SLOWLY TURN YOUR HEAD FROM SIDE TO SIDE



Partially close your eyes, turn your head slowly side to side while telling yourself you are safe. It triggers our primal response to scan for threat.

GENTLY RUB HANDS DOWN OVER YOUR ARMS



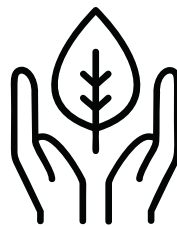
The physical touch releases oxytocin, your 'love hormone' and helps to regulate emotions and combat cortisol.

GROUND YOURSELF



Close your eyes feel the support of the chair, the floor. Notice how your body is supported.

NATURE



Take advantage of the incredible healing properties that nature offers. Get a little vitamin D, take shoes off and stand or walk barefoot, take some soothing breaths. Nature has a lot to offer.

BONUS: 5 TECHNIQUES TO PATTERN INTERRUPT



This is used to disrupt a habitual thought process, behaviour, or emotional response. It gives you a moment to change your path or behaviour.

1. Hand cream / hand massage
2. Sing or hum
3. Go to the bathroom
4. Essential Oil / Face mist
5. Drink of water



RESOURCES

LINKS AND ARTICLES

Important Information

Legislation Links and Articles



Designed to support you in keeping up to date with WHS Legislation

LEGISLATION LINKS

[Work Health and Safety and Other Legislation Amendment Act 2024](#)
updated 2024

[Managing the risk of psychosocial hazards at work Code of Practice 2022](#)

[Fair Work Act - Right to Disconnect](#)
New 2024

[Electrical Safety Act](#)
updated 2024

[Workers' Compensation and Rehabilitation and Other Legislation Amendment Act](#)
updated 2024

ARTICLES

[The Hidden Costs of Workplace Bullying: Why Businesses Must Take Action](#)

[Accelerating Compliance: The Key to Enhancing your Business's Success](#)

[10 Important reasons why YOU should learn CPR this year!](#)

[Mental Health - Taking Care of your Greatest Asset!](#)

[LEARN MORE](#)
[ONSITE TRAINING](#)

[GET A QUOTE](#)



GET TO KNOW US

**HOW F.A.S.T. FIRST AID CAN TAKE THE
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"No boring stories - guaranteed"!*

FIRST AID COURSES

- HLTAID009 - CPR
- HLTAID011 - First Aid inc CPR
- HLTAID012 - Child Care First Aid inc CPR
- UETDRRF004 - Low Voltage Rescue
- HLTWHS005 - Conduct Manual Tasks Safely

MENTAL HEALTH COURSES

- Mental Health Awareness
- Clear and Connected Communication
- Conflict Resolution
- SOS Self Care Workplace Wellbeing
- I1244NAT Mental Health Support for First Responders
- HLTWHS006 Managing Personal Stress, Work Environment

EDUCATIONAL

- Junior First Aid Awareness and Self Regulation
- Youth Street Smart Safety & Wellbeing
- Schoolies Safety and Wellbeing
- Parent & Carers First Aid
- Anxiety Management for young minds
- Big Emotions - Better Communication

ONLINE COURSES

- CHCPRT025 - Identify & report children & young people at risk
- CPCCWHS2001 - Apply WHS requirements in Construction
- HLTOUT010 - Health Care: Communicate in Complex Situations
- HLTWHS006 - Manage Personal Stressors in the Workplace
- SISSSCO015 - Preparing participants for Sport Competition
- CHCDIV001 - Work With Diverse People
- HLTFSE001 - Follow Basic Food Safety Practices
- SITXFSA005 - Use hygienic practices for food safety
- Non-accredited Medication Administration Refresher Training
- Non-accredited Child at Risk Refresher
- Non-accredited First Aid for Parents and Carers
- Non-accredited Sports Trainer Level 1 Refresher
- Non-accredited First Aid Course
- Non-Accredited Food Safety
- Free Concussion Management in Australian Sports
- Free Mental Health Awareness Course for First Responders

...see website for more courses