**Task 1 - Your task**

In this task, you need to develop an understanding of Workplace Health and Safety (WHS) issues associated with a workplace and as they relate to general office and administration duties.

**Some hints for you…**

To successfully complete this task, you will need to:

* Develop an understanding of the WHS responsibilities of employers and employees.
* Develop an accident/illness form suitable for your workplace – Anjark Services.
* Identify four physical or health hazards that may exist in your office workplace. In each case, if you were employed in that location, list who you would report these hazards to, and suggest how these hazards might be controlled.
* Undertake PowerPoint training to the level needed to produce a simple slide presentation.
* Create a WHS presentation (no more than 8 slides) that can be used at the next staff meeting to remind employees of the emergency procedures of this workplace. The presentation requires you to describe the emergency procedures for events that could occur in your workplace. Describe the procedures for one accident and one evacuation.
* Maintain two sets of meeting records for the WHS committee in your new workplace. Notes of these meetings are provided.
* Undertake Internet training if required.
* Using the Internet, source health and safety related information relating to Manual Handling. Create a simple checklist about Manual Handling for use within the office context.
* Consider WHS factors when setting up your work area and take a series of photographs to show any hazards that may be present, detail steps to eliminate these and, take a series of "after" photographs to demonstrate that you have maintained a safe work area.
* Undertake a short workplace quiz on workplace health and safety.
* Use email to submit the required work to your supervisor (teacher).

**What you must do:**

Refer to the Task Planning Sheet to assist you in completing this task.