**Task 3 - 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 the IT industry.

**Some hints for you…**

To successfully complete this task, you will need to:

* Develop and understanding of the WHS responsibilities of employers and employees.
* Develop an accident/illness form suitable for your workplace - RAMemberUS.
* Undertake training in Microsoft PowerPoint to develop the skills necessary to complete your tasks.
* Undertake Internet training if required.
* Using the Internet, source health and safety related information relating to Manual Handling.
* Create a PowerPoint presentation about Manual Handling for your client.
* Write a letter to your client to accompany the PowerPoint presentation.
* Use email to submit the letter and PowerPoint presentation to your supervisor (teacher).
* Review your own work area for WHS issues.

**What you must do:**

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