

INSTRUCTION MANUAL FOR EMPLOYERS

Hazard a Guess (HaG) printed kits have been designed to assist young workers who are unable to access the Internet. This kit will assist employees in taking the guess work out of workplace safety.

Pre and post evaluations have been developed to assist all participants in keeping track of their progress and learning. Before participants commence HaG they should complete the pre-evaluation quiz and keep track of their score. On completion of all four categories they will be required to complete the post-evaluation quiz to see if they have improved their skills about workplace safety.

Hazard a Guess printed version has been divided into four topics:

1. workplace environment
2. personal protective equipment
3. manual handling
4. slips trips and falls

In each topic there are four categories - \$100, \$200, \$300 and \$400. Young workers will work through each topic reviewing and answering questions relating to different scenarios. The aim is to win the maximum amount of virtual money for that topic. A scoring sheet has been provided at the beginning of every topic where participants can track answers and total prize money.

\$100, \$200 and \$300 categories are a variety of scenarios and questions relating to different workplace scenarios. \$400 categories are a series of multiple choice questions with virtual prizes to be won at the end of each category.

On successful completion of the four topics young workers are able to obtain a certificate. Certificates are provided in the kits and individual names can be written on them. If employers would like to order additional certificates please contact our Publications Hotline on 1300 799 003 and quote catalogue number WC02107.

At the back of the kit is a resources section. These resources have been provided to assist employers and employees with workplace safety and provide advice or to answer questions. Alternatively call 13 10 50 for free advice.

To order more kits specific to your industry please contact our Publications Hotline on 1300 799 003 and quote the respective catalogue number for the industry you require.

A Record of Training document is available in the kits for employers to keep a record of employees who have completed *Hazard a Guess*.



HAZARD A GUESS
Take the guess work out of
workplace safety



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