

Safe Work Month event planning toolkit

No matter where you work, you can get involved in Safe Work Month and show your support for Queenslanders staying safe at work. Safe Work Month encourages all workers to get involved in safety at their workplace, helping to reduce death, injury and disease.

Safety at work is an issue that concerns everyone. Give your workplace a rewarding and empowering experience this year by using our free Host Your Own Event kit with all the tools you need for a fun and engaging event.

You can tune into our free virtual events with your team as part of your event! Visit worksafe.qld.gov.au for the full program.

Create a strong safety culture and communicate to your workforce, their families and the community how important it is to go home safe at the end of each day.



Where to start?

Firstly, understand the benefits of having a Safe Work Month event. A workplace based event demonstrates to your industry and community the importance of work health and safety. The event is an opportunity to:

- further develop your workplace's recognition and trust in your industry
- align your business's brand with well recognised organisations taking part in Safe Work Month
- send the message within your workplace that health and safety is valued by the organisation
- communicate your workplace's safety values to clients, potential employees, industry bodies, media and other key external stakeholders
- give employees the opportunity to speak out on safety concerns they may have
- provide an open forum for new ideas and suggested improvements to help reduce injuries in your industry
- talk with new employees and young workers about the importance of health and safety and workplace inductions in your organisation
- reinforce the importance of health and safety procedures within your workplace
- encourage a proactive culture towards workplace health and safety.

WIN!

Register your event and go in the draw to win a workplace visit from **Shane Webcke!** The first 20 businesses to register will receive a signed football from Shane Webcke.



#SWM event planning toolkit

Next...

Now you're aware of the benefits, discuss with your colleagues what you would like to achieve and what type of event you'd like to host. A few ideas might be a morning tea, barbecue, information session, panel discussion or link in with Mental Health Week events from 10-18 October. You can pick anything, just make sure it will appeal to your audience!

Lastly, follow the checklist below for action items that will help you get the most out of your Safe Work Month event.

Don't forget to download your event kit with posters, screen savers, social media tiles, playlists and decorations!



Checklist:

- Decide on your objectives and key messages to support your event theme.
- Select an event date and time and allocate an event budget.
- Get buy-in and approvals from your team members or management.
- Select an event team, start a planning timeline and allocate team tasks to help organise the event.
- Choose your venue, arrange AV and catering.
- Register your event on our online Honour Board to have the chance to win a workplace visit from Shane Webcke!
- Download the Safe Work Month invitations, posters, bunting, email signatures and screen savers to promote your event around the office.
- Promote your event on social media.
- Confirm who will do what on the day and provide them with task instructions.
- Organise a photographer who can capture your event.
- Complete and send out the event notice to encourage local media to get involved in your event e.g. local newspapers, local radio, community magazines.
- Download the health and safety themed Safe Work Month Spotify playlist for the perfect event atmosphere.

Get involved in Mental Health Week!

Organise a mental health awareness session to reduce stigma and promote help seeking behaviours. Visit worksafe.qld.gov.au for Mental Health Week event ideas and how to start a mental health conversation in your workplace.

