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Booklet Listing



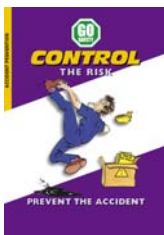
Be Ready for Workplace Emergencies

Asks employees whether they are ready for an emergency at work. Provides simple, practical advice on the immediate response for workplace injuries, fire, and vehicle accidents. Explains the proper way to telephone for emergency assistance and poisons information.



Comply with the OHS Act

Detailed workplace legislation can make for deadly dull reading but this publication explains the must-know legal OHS requirements quickly and in a few words. The duties of employers, employees, suppliers and contractors, safety committee and representatives, and government workplace inspectors are all covered. Advice on prosecutions and penalties is included so that everyone will know what breaches of the Act will cost.



Control the Risk

Explains common terms including "accident", "risk", and "hazard". Shows employees how to identify hazards at work and to help control risks. Describes the ten common causes of accidents at work, and highlights each with a real life case study. Highlights employees' legal duties to help maintain a safe workplace.



Driving Company Vehicles – Be a Professional

Features a generic corporate road safety policy that specifies all that is required of a driver when using company vehicles. Explains the risks involved in motoring including: Alcohol, speeding, driver fatigue, mobile phones and other distractions, poorly maintained vehicles, poor driving conditions, insecure loads, road rage, misuse of ABS, driving alone and danger at the scene of road accidents.

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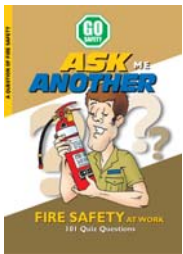


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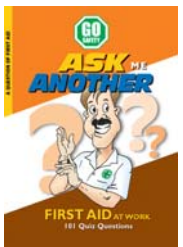
Emergency Information – Keep next to every phone

This booklet should be kept next to every phone in the building ready for that urgent emergency event. Australian Standard colour coded sections cover medical, fire or smoke, evacuation, personal threat, telephone threat, suspect articles and warden duties. A preparedness checklist is included for people to get up to speed quickly.



Fire Safety – An “Ask me another” Quizbook

People need to know all about fire safety at work so that they can help save lives and protect property. This quick-read booklet provides an easy way to instruct employees in the basics of fire safety at work without any fuss. There are 101 quiz questions on important fire safety topics - all with concise answers that make learning fun. Q. "Where should flammable cleaning materials be stored after use?" A. Read this booklet to find out!



First Aid – An “Ask me Another” Quizbook

How can you instruct employees in the basics of first aid at work quickly and easily? The answer is here in this fast paced booklet which contains 101 quiz questions on important first aid matters - all with concise answers. Readers use this illustrated booklet to quiz one another in a fun way that increases learning and improves retention of information. Q. "What is anaphylactic shock?" A. Read this booklet to find out!



Follow the Safety Rules

Employees are advised of their legal responsibility to work safely and to cooperate with their employer in maintaining a healthy and safe workplace. The twelve basic safety rules that apply to all work places and all types of work are explained. The social and financial costs of accidents are explained.

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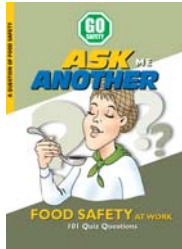
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Food Safety – An “Ask me Another” Quizbook

Food poisoning is far too common and causes much needless pain and suffering. Everyone can help ensure food safety at work if they know about and apply some basic techniques. This booklet gives the answers to prevent ill-health from contaminated and unsafe food. The 101 quiz questions on food safety are used by employees to quiz one another to learn about food safety. Q. "Why must cooked and uncooked meats not be handled together?" – A. Read this action booklet to find out!



Get to Know the Safety Signs

Explains the standard workplace safety colour codes, safety signs, and pipe marking systems. Informs employees about hazardous substance warning labels, placarding, and dangerous goods signs. Explains the emergency HAZCHEM code and the identification of fire extinguishers. The use of Danger and Caution tags are also described.



Health at Work – An “Ask me Another” Quizbook

Health at work is so important and it takes time to instruct employees in all they need to know to protect themselves. Now here is a fun way to impart that information. This easy-to-read booklet contains 101 quiz questions on health at work - all with concise answers. Readers use this delightful booklet to quiz one another and to help each other learn good practices. Q. "What are the duties of an employee under hazardous substances regulations?" A. Read this booklet to find out!



Housekeeping at Work

Housekeeping is more than simply sweeping up; it involves systematically organising the workplace to reduce time loss from looking for things. A place for everything and everything returned to its place is the key to housekeeping success as well as sweeping, sorting, shining, stacking and more - all explained in this delightful storybook format.

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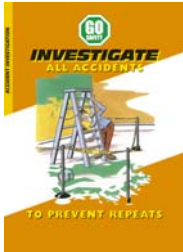
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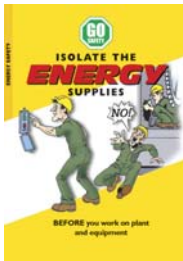


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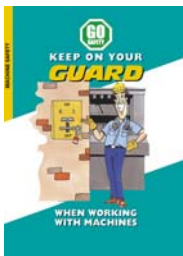
Investigate All Accidents

The workplace accident investigation process is explained and the five main sources of accident information are detailed. A root cause checklist containing 112 common root causes of work accidents is included for immediate use with any accident report form. Essential guidance for any incident investigation designed to prevent recurrence - effectively.



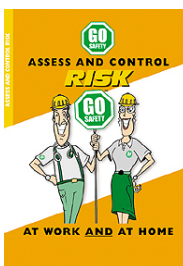
Isolate the Energy Supplies - Lockout Tagout

Uncontrolled energy has killed and maimed thousands of people at work who do commissioning, maintenance, servicing and cleaning of machinery. This booklet explains the OHS regulations that require machinery that is to be worked on to be shut-off (isolated) and locked-off and tagged-off so that energy cannot do any damage to people. Fully illustrated, this publication will support any employer's energy isolation program.



Keep on Your Guard

The five common types of machine accidents are explained. Employees are informed about the typical machine danger areas and the importance of machine guarding. The proper use of isolation procedures, danger tags, and isolation locks are described. Includes the safety rules for locks and tags.



Personal Risk Profile - Off the Job Safety

Invites employees to assess and score their personal risk profile in a variety of life situations. Road safety, home safety, work safety, sport safety, and crime safety are included. Also includes a general risk awareness quiz, a life-stress assessment tool, and the responsible use of alcohol quiz. Risk reduction advice is given.

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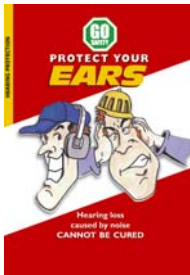


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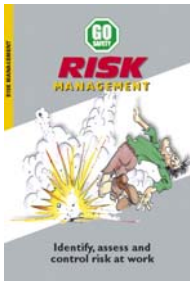
Protect your Eyes

How precious is eyesight? Without it people would be unable to read this standard printed booklet that explains how to protect eyes from the many hazards in industry. "Protect your eyes" gives advice on what eye protection to use and when and where, but more importantly it motivates the reader to take preventive action. This lively illustrated booklet also tells readers what actions to take for emergency situations involving eye injuries.



Protect Your Hearing

Explains the dangers of excessive exposure to noise and how hearing loss happens. Details the early warning signs of noise-induced hearing loss and explains the measurement of noise levels. The three methods of noise control are discussed and the employee's duties to use safety equipment are stressed.



Risk Management

All employers and employees must now consult on hazards at their workplace, the risks involved in those hazards and the means to eliminate or control those risks. This booklet explains how to do all this as well as how to monitor the safety controls that are put in place. An easy-to-use risk matrix is included along with dozens of practical examples on how to apply the hierarchy of hazard control.



Safety at Work - An "Ask me Another" Quizbook

Here is an effective way to instruct employees in the basics of safety at work. This easy-to-read booklet contains 101 quiz questions on important safety matters - all with concise answers. Readers use this illustrated booklet to quiz one another in a fun way that increases learning and improves retention of information. Q. "What is an "Improvement Notice"?" A. Read this booklet to find out!

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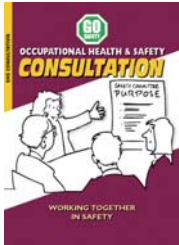
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Safety Committee and Representatives Consultation

All employers and employees must now consult on all occupational health and safety issues at their workplace. Here is a fast paced publication that condenses a lengthy training course into a five-minute read. Key terms are explained and suggestions for effective consultation are all included. Readers will quickly identify how OHS consultation can work best for everyone's benefit.



Support your OHS Committee

Lets employees know the true role of their occupational health and safety committee and how the committee can help them. Asks employees to support the committee through active involvement and support of safety initiatives. Details the functions and powers of the committee.



Think Back

Explains how to identify manual handling hazards at work and to assess the risks of injury. Provides practical advice on the control of manual handling risks in a variety of workplace settings. Basic principles of body mechanics are described together with advice on safe lifting tactics. Advice on workplace design is included.



Use Hazard Information - Chemical Safety

Explains how hazardous substances used at work can cause harm. Employees are briefed on the correct use of warning labels and material safety data sheets. Safe chemical use, handling, storage and transportation advice is included.

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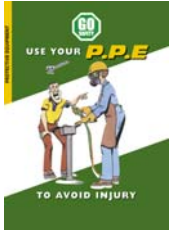


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Use your Personal Protective Equipment

Informs employees of the ten types of injury risks at work and the types of personal protective equipment that are suitable for each risk. Introduces the idea of PPE forming an additional safety barrier to reinforce their body's natural protection. Proven safety tips in the use of each type of PPE are provided.



Please contact the Minerva Office for current pricing on these products.

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