

Submission Guidelines



Webinar Wednesday

WorkSafe Tasmania's Webinar Wednesday is an opportunity for anyone with relevant experience in health, safety, return to work, injury management or related fields to help build awareness of these topics.

Webinar Wednesdays are an initiative funded by the WorkCover Tasmania Board and supports the joint 2018-2023 Strategic Plan developed with WorkSafe Tasmania.



What are these guidelines for?

These guidelines will help you create content for in WorkSafe's Webinar Wednesday.

Our Webinar Wednesday series began with an idea and a belief that we could answer an industry need for ongoing, easily accessible educational opportunities. We have long discussed ways to continue the popularity and success of our WorkSafe Month webinars, and believe a monthly webinar series is the best platform.

We hope you will participate in WorkSafe's Webinar Wednesday. We are always open to your feedback. Please email your comments, questions or ideas to Stephanie.Mirowski@Justice.tas.gov.au

Who can present a webinar?

Organisations and Individuals who have relevant experience, background and knowledge in health, safety, return to work, injury management or a related field are invited to submit a proposal.

This includes:

- public and private organisations
- small, medium and large businesses
- not-for-profit organisations
- individuals.

Identifying a webinar topic

The overarching theme for Webinar Wednesday is 'Safe Bodies, Safe Minds': Working together to ensure workers return home safe and well every day.

The theme emphasises the importance of safety, health and wellbeing at work, good return and stay at work outcomes.

In line with the theme, webinars will contribute to the joint Strategic Plan 2018-2023 between the WorkCover Tasmania Board and WorkSafe Tasmania; specifically high priority industries and conditions, and priority conditions and their causes.

High priority industries and activities are determined based on analysis of workers compensation claims performance and industry data, consequences of an event, available resources and emerging issues.

Identified priorities include:

- Agriculture
- Construction
- Dangerous substances
- Healthcare and social assistance
- Major hazards and mines
- Public administration and safety
- Retail trade
- Road transport.

Priority conditions are identified based on the severity of consequences of harm, the number of people estimated to be affected, and the existence of known prevention options.

Identified priorities include:

- Asbestos-related disease
- Hazardous manual tasks
- Mental health conditions
- Musculoskeletal disorders
- Safe movement of vehicles and plant
- Slips, trips and falls.

Proposal requirements

- Webinar length will depend on the topic. The majority of webinars are around 60 minutes. This will generally include time for welcomes and introductions.
- Webinars should allow 10 minutes at the end for questions and answers.
- Selected presenters will be provided with a PowerPoint presentation template to use.
- A draft presentation must be supplied two weeks prior to the scheduled webinar, with the final version submitted at least one week prior.
- Presenters will be required to participate in at least one practice session before the actual webinar.

Important dates

Webinar Wednesday will run the first Wednesday of each month.

Proposals can be submitted at any time throughout the year.

How to submit your webinar proposal

Your webinar proposal can be submitted via the Webinar Wednesday Proposal Form

Selection information

- Webinar proposals must be made using the proposal form.
- Completing the proposal form will ensure that the webinar selection committee has the information necessary during the selection process.
- Considerations for inclusion in the webinar series will be based on the presenters' expertise and topic relevance.
- Proposals of an overt product advertisement or marketing nature will not be selected.
- Experience with web technology is not an essential requirement.

Additional information?

Technical information

Webinars will be hosted using GoTo Webinar.

Presenters will need access to:

- a computer or laptop with speakers and internet access
- headset with microphone

Webcams and live chat will not be used because of potential bandwidth issues.

Interaction and participation between the presenter and the webinar audience will be facilitated via the Q&A functionality in GoTo Webinar.

If presenters do not have access to the required technical items and would like to participate, we can arrange for the presenter to conduct their presentation at our Rosny Park premises.

Recording of webinars

All selected webinars will be recorded and made available on our YouTube channel, the WorkSafe Tasmania website and promoted via e-newsletters.

Presenters will receive a copy of the recorded webinar after the conclusion of their webinar for personal, private or commercial use.

By submitting a webinar proposal, presenters are giving WorkSafe Tasmania permission to record and post the webinar and written materials on the WorkSafe Tasmania website, YouTube and promote via e-newsletters and social media following webinar Wednesday.

Webinar promotion

Webinars will be promoted via e-newsletters, social media and the WorkSafe Tasmania website.

Webinar presenters are encouraged to promote their individual sessions via their own networks to ensure maximum reach and benefit to the Tasmanian community.

Terms and conditions

- A proposal submission does not guarantee an opportunity to present a webinar.
- Proposals must include all requested information.
- WorkSafe Tasmania reserves the right to decline or accept a webinar proposal as appropriate and the decision of WorkSafe Tasmania is final.
- WorkSafe Tasmania reserves the right to decline or accept a webinar proposal at its absolute discretion, including, but not limited to, situations in which the presenter, or a related person or organisation, has breached or is under investigation for possible breaches of legislation administered by WorkSafe Tasmania; or where the acceptance of a webinar proposal may otherwise be detrimental to the objectives of WorkSafe Tasmania.

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For more information contact

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