

WorkSafe Tasmania

Month 2022

Presenter Submission Guidelines

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What is WorkSafe Tasmania Month?

WorkSafe Month is a time for employers and workers to focus on improving work health, safety, wellbeing and return to work; and reducing work-related injury, illness and death.

Every October, workers and employers are encouraged to take part in the many free events and activities provided virtually and in-person, to advance their skills and knowledge.

This year's theme is 'Safe Bodies, Safe Minds: Working together to ensure workers return home safe and well every day'

WorkSafe Tasmania Month is an initiative funded by the WorkCover Tasmania Board and delivered by WorkSafe Tasmania.

How can I get involved?

WorkSafe Tasmania, on behalf of the WorkCover Tasmania Board, is calling for expressions of interest from businesses and individuals interested in running an event or activity during WorkSafe Month, either virtually via webinar or in-person.

Holding an event or activity during WorkSafe Month is a great way to help others learn new skills and knowledge or stay up to date with the latest developments in health, safety, wellbeing and injury management.

Events and activities could include but are not limited to seminars, workshops, forums, mindfulness and wellbeing exercises.

Please read the following guidelines carefully before submitting your expression of interest.

Who can present?

Organisations and individuals with suitable background, knowledge or experience may submit an expression of interest. This includes:

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

Identifying a topic

In keeping with the theme, event and activity topics should support one of the following streams:

- work health and safety
- mental health and wellbeing
- worker's compensation and injury management.

Events or activities should also:

- be interactive and engaging
- provide participants with an opportunity to extend their skills and knowledge
- highlight new and/or emerging issues
- offer new solutions.

Expressions of interest to hold an event or activity

- Expressions of interest must be made using the online form.
- Completing the form will ensure that the selection committee has the information it needs during the selection process.
- Expressions of interest of an overt product advertisement or marketing nature will not be selected.
- Presenters will be notified of the selection decision by early June 2022.
- Expressions of interest are due by Sunday 15 May 2022. Expressions of interest received after this date may not be considered.

In-person events and activities using a funded venue space

Funded venue spaces will be provided for in-person events and activities in Devonport, Launceston and Hobart from 17 to 28 October (excluding weekends):

In-person events and activities may be run in several locations. WorkSafe Tasmania will allocate a presentation date and time early June.

In-person events and activities at a funded venue space may be anywhere from 1 to 3+ hours.

WorkSafe Tasmania will:

- provide audiovisual support for your event or activity and refreshments for attendees.
- provide you with further guidance and documentation including a Power Point template for your presentation.
- take registrations for your event.
- list your event in the Program of Events.
- liaise closely with you in the lead up to and during WorkSafe Month.

Criteria

If you wish to use a funded venue space, your event or activity:

- cannot be used to promote commercial products or services
- must fit into one of the presentation streams
- must be open to the public
- must advance the cause of work health and safety
- must be a professional and appropriate event or activity.

In addition you:

- cannot charge participants a fee to attend your event or activity.
- must promote your event within your networks to ensure attendance at your presentation.
- need to make clear that neither the WorkCover Tasmania Board or WorkSafe Tasmania endorse your event or activity content.
- must allow your activity to be promoted by WorkSafe Tasmania on behalf of the WorkCover Tasmania Board.
- must use the required slides provided for any PowerPoint presentations.
- must assemble and dismantle your own promotional material/signage.

Webinars

Webinars will be facilitated by WorkSafe Tasmania, and run from 3 to 14 October 2022 (excluding weekends). WorkSafe Tasmania will allocate a webinar date and time early June. Experience with web-based technology is not essential. Webinars typically run between 30 to 90 minutes.

WorkSafe Tasmania will:

- provide you with further guidance and documentation including a Power Point template for your presentation.
- not provide technical or financial support to presenters that choose to use their own devices or resources.
- take registrations for your webinar.
- list your event in the Program of Events.
- liaise closely with you in the lead up to and during WorkSafe Month.

Criteria

Presenters seeking to submit a webinar expression of interest will need:

- to participate in at least one webinar practice session
- have access to a computer or laptop with reliable internet access
- have access to a good quality headset with microphone
- have access to a webcam
- to supply their own webinar material/s and handouts.

In addition you:

- cannot charge participants a fee to attend your webinar.
- may choose to deliver your webinar at WorkSafe Tasmania's Rosny office.
- must promote your webinar within your networks to ensure maximum attendance.
- need to make clear that neither the WorkCover Tasmania Board or WorkSafe Tasmania endorse your webinar content.
- must allow your activity to be promoted by WorkSafe Tasmania on behalf of the WorkCover Tasmania Board.
- must use the required slides provided for any PowerPoint presentations.

About the WorkCover Tasmania Board

WorkSafe Tasmania Month is an initiative funded by the WorkCover Tasmania Board delivered by WorkSafe Tasmania.

The Board works with employers, workers, medical practitioners, licensed insurers, self-insurers and others to ensure a fair and equitable workers compensation scheme, good return to work outcomes and safer workplaces for all Tasmanian workers.

To achieve this, the Board:

- oversees Tasmania's workers compensation scheme and monitors the performance of scheme participants
- promotes prompt and effective injury management
- promotes safe and healthy workplaces by providing health and safety guidance.

Relationship with WorkSafe Tasmania

The Board has a strong relationship with the Department of Justice, with the Secretary of the Department fulfilling the role of Chair of the Board.

The Board monitors and reviews the performance of functions and exercise of powers, of the Work Health and Safety Regulator.

WorkSafe Tasmania supports the Board's functions in overseeing the Tasmanian workers compensation scheme and ensuring effective injury management.

WorkSafe Tasmania informs the Board of emerging national work health and safety issues, and developments in work health and safety matters in other jurisdictions.

General Terms and Conditions

1. By applying to be a presenter and/or submitting an expression of interest, the presenter acknowledges that the presenter has read, understands and accepts these Terms and Conditions.
2. The presenter acknowledges and agrees that these Terms and Conditions apply whether WorkSafe Month is delivered virtually, in person, a combination of in-person and virtually or any other format.
3. Expressions of interest must be completed using the proposal form and respond to all requested information.
4. Late expressions of interest may be accepted after the closing date and time at the discretion of WorkSafe Tasmania.
5. Completion of an expressions of interest does not automatically guarantee an opportunity to present.
6. WorkSafe Tasmania reserves the right to decline or accept an expression of interest 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 workshop proposal may otherwise be detrimental to the objectives of WorkSafe Tasmania.
7. WorkSafe Tasmania reserves the right to revoke an approved presentation 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.
8. WorkSafe Tasmania reserves the right to determine the most appropriate content, presentation format and presentation length. This may mean that an expression of interest may be preferred for a different presentation type or length of time. Presenters will be consulted prior to acceptance should this occur.
9. By submitting a proposal the presenter agrees that they have all authorisations, permissions, approvals, licences and consents required to use any content that is not original.
10. Approved proposals authorise WorkSafe Tasmania to use the presenter's name, photograph (where applicable), and biographical information submitted to WorkSafe Tasmania for the purposes of promoting WorkSafe Month and for any purpose connected with the WorkSafe Month and business of WorkSafe Tasmania, including to promote or conduct future WorkSafe

Tasmania events. Please advise WorkSafe Tasmania in writing if you do not wish to have your photograph published for any purpose connected with the WorkSafe Month and business of WorkSafe Tasmania.

11. Approved presenters permit WorkSafe Tasmania to: make audio or video recordings; photograph the presenter; create a digital record of the presentation; and/or create a transcript presentation recording. Content and permission to be held in perpetuity, unless a written request to revoke is submitted to WorkSafe Tasmania.
12. WorkSafe Tasmania will provide presenters with a copy of the presentation recording for personal, private or commercial use.
13. WorkSafe Tasmania reserves the right at any time to: change the format, content, location, timing or any other aspect of the WorkSafe Month; postpone WorkSafe Month or any part of WorkSafe Month; cancel WorkSafe Month or any part of WorkSafe Month, provided that such change, postponement or cancellation will only be actioned by WorkSafe Tasmania if it is reasonably required in accordance with WorkSafe Tasmania's legitimate business interests, by providing notice to approved presenters in advance of such change, postponement or cancellation (to the extent reasonably practicable).
14. WorkSafe Tasmania will not be liable for any damages, costs, losses or expenses of any kind incurred or suffered by the approved presenter as a result of or in relation to WorkSafe Tasmania modifying, postponing or cancelling WorkSafe Month or any part of WorkSafe Month.
15. WorkSafe Tasmania will not offer support for accommodation, travel and expenses incurred in connection with being a WorkSafe Month presenter.

Further information

Should you need any further information, please contact WorkSafe Tasmania.

Phone: 1300 366 322 (within Tasmania)

(03) 6166 4600 (outside Tasmania)

Fax: (03) 6173 0206

Email: wstinfo@justice.tas.gov.au

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