



ABN 000 555 555
P O Box 765
245 Fourth Avenue
SURFERS PARADISE
QLD 4317

Ph: (07) 346157382
Fax: (07) 346157383
oztechnology@technology.com

MEMO

TO: WHSR (acting)

FROM: Julie Michael (WHSO)

DATE: 1st June, 2007

SUBJECT: Participate in workplace safety processes - Overuse injury

At our last Workplace Health and Safety Committee meeting Judy Anderson raised the issue of occupational overuse syndrome and its affect on employees. I'd like you to help us by following this up and preparing an oral report for the next Workplace Health and Safety Committee meeting as you are acting as WHSR in Judy Anderson's absence. First of all I would like you to answer these questions:

As supervisor what problems must Judy resolve?

- How do you think Anita feels?
- What action can be taken to improve the situation?
- How could this situation have been avoided?

After you have answered these questions prepare your report. To do this you should:

- Outline the case study and associated problems
- Include your answers to the questions posed above
- Outline how you went about solving the problems

Use the attached form to help you prepare your oral report which should be approx 3 minutes long and should demonstrate your competency in:

- Raising occupational health and safety issues with designated personnel
- Making contributions to occupational health and safety management.

You may find it helpful to read the attached article from last month's edition of Safety Issues.

Your report may be submitted as a podcast to be added to the Oztechnology website.