

The table below is a week-to-week guide, providing recommendations on how to use the resources available on the Safe and Healthy Resource Hub in your workplace.

Table 1: Safe and Healthy Workplaces Resources Hub: Content Map/Guide

Weeks	 Risk Management	 WHSMS	 Ergonomics	 Communication	 Emergency Management	 Incident Management	 Training	 Workplace Mental Health
Week 1	Working from home checklist	Work health safety & wellbeing policy	Workstation setup checklist				Employee induction checklist	Wellbeing calendar
Week 2	Hazard identification & risk management procedure				Emergency evacuation drill checklist First aid kit contents template			Top 3 psychosocial risks
Week 3	Risk assessment template							Psychosocial risk guidelines
Week 4	Safe work instruction template							Psychosocial risk assesemnt - guidelines
Week 5						Hazard, incident, and investigation report template		Tips to improve psychological safety
Week 6				Safety Communication Template				Code of conduct
Week 7							Safety talk - attendance register Safety talk - personal protective equipment	Preventing bullying and harassment
Week 8	Review your progress and complete items in weeks 1 to 7							
Week 9							WHS Training attendance register	Bullying and harassment policy
Week 10		Housekeeping policy						
Week 11	Hazardous chemicals risk assessment template							
Week 12	Safety checklist prior to purchasing goods & services							