



WorkCover
TASMANIA

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WorkSafe Tasmania Month Presenters

Expression of Interest Guidelines
October 2024

An initiative of the WorkCover Tasmania Board delivered by WorkSafe Tasmania



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Acknowledgement of Country

In recognition of the deep history and culture of this island, we would like to acknowledge and pay our respects to all Tasmanian Aboriginal people; the traditional owners of the land upon which we live and work.

About WorkSafe Tasmania Month

WorkSafe Tasmania Month is a time for employers and workers to focus on improving work health and safety, wellbeing and injury management outcomes across Tasmania.

Every October, workers and employers are encouraged to take part in the many 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?

- Run an in-person event or activity using a venue funded by the WorkCover Tasmania Board.
- Run a webinar facilitated by WorkSafe Tasmania.
- Run an event or activity online or in-person from your own venue or workplace.

Who can run an event?

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.

Be a part of WorkSafe Tasmania Month

Expressions of interest for WorkSafe Tasmania Month events and activities are now open.

Streams and topics

Events and activities should fit into one of the following three streams:

- Work health and safety
- Mental health and wellbeing
- Workers compensation and injury management.

Conference sub-streams may include but are not limited to:

- Creating positive safety cultures
- Creating mentally healthy workplaces
- Emerging technologies and the rise of Artificial Intelligence
- New ways of working, such as the gig economy
- New and young workers
- Health and safety leadership
- Health and safety risk management
- Industry sectors such as construction, manufacturing, transport and health care and social assistance
- Personal injury and disability in the workplace
- Prevention of Work-related Musculoskeletal Disorders
- Managing the risk of exposure to respirable crystalline silica dust exposure / asbestos
- Psychosocial hazards, including:
 - identifying and responding to psychosocial hazards in the workplace
 - harmful behaviours in the workplace, including work related harassment and/or workplace bullying and violence
 - job design/working environment factors including work pressure and mental stress
 - workplace trauma including Post Traumatic Stress Disorder
- Return to Work/Recovery of workers with injuries
- Sedentary behaviour and chronic illness
- The ageing workforce
- Work health and safety investigation learnings
- Work health and safety law and compliance

Interested presenters are welcome to propose other topics that would benefit delegates, providing they fall under the theme and one of the streams of work health and safety, mental health and wellbeing, or workers compensation and injury management.

In-person events using a venue funded by the WorkCover Tasmania Board

The WorkCover Tasmania Board will fund venues for in-person events and activities in Hobart, Devonport and Launceston from 14 to 31 October (excluding weekends).

Presenters can choose to run an in-person event or activity in one or several of the designated locations.

In early June, WorkSafe Tasmania will allocate and advise regarding a presentation date and time.

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

WorkSafe Tasmania will:

- provide audio visual 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 or injury management and return to work
- 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 print and supply your own handouts for participants
- must supply any needed tools for the presentation
- must assemble and dismantle your own promotional material/signage.

Events and activities at your own venue/workplace

Events or activities held at your workplace or venue can run on any day during October.

They can be run in-person or online and be open or closed to the public. For example, you may wish to hold an event for your workers only.

WorkSafe Tasmania will:

- list your event or activity in the Program of Events
- liaise closely with you in the lead up to and during WorkSafe Month.

Criteria

If you choose to use your own venue/workplace, your event or activity:

- cannot be used to promote commercial products or services
- must fit into one of the presentation streams
- can be open or closed to the public. For example, you may wish to hold an event for your workers only
- must advance the cause of work health and safety or injury management and return to work
- must be a professional and appropriate presentation.

In addition you:

- can charge participants a fee to attend your event or activity
- must print your own handouts for participants
- must supply any needed tools for the presentation
- must promote your event or activity within your networks to ensure maximum attendance at your presentation
- must acknowledge that WorkSafe Month is an initiative of the WorkCover Tasmania Board
- need to make it clear that the WorkCover Tasmania Board or WorkSafe Tasmania does not endorse your event or activity content.



Facilitated webinars

Webinars will be facilitated by WorkSafe Tasmania, and run from 1 to 11 October (excluding weekends).

In early June, WorkSafe Tasmania will allocate and advise a webinar date and time.

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 PowerPoint 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
- supply their own webinar material/s and handouts.

Webinars

- 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 or injury management and return to work
- must be a professional and appropriate webinar.

In addition you:

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



Identifying a presentation 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
- workers 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.

Submission instructions

You must:

- submit your expression of interest to hold an event, activity or webinar using the online submission form
- answer all required submission form questions
- be clear and accurate with the information you prepare and submit
- submit a separate form for each event, activity or webinar if you are proposing to hold more than one
- if your event will have more than one presenter, you must ensure that all presenters have agreed to the submission and terms and conditions
- check the 'acknowledgement of terms and conditions' box when submitting.

Key dates

- Friday 3 May 2024: Deadline for presentation submissions
- Friday 7 June 2024: Presenters notified about the selection decision
- Saturday 31 August 2024: WorkSafe Month Program of Events released
- October: WorkSafe Month

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



Who we are and what we do

The WorkCover Tasmania Board provides strategic oversight to Tasmania's work health, safety and injury management schemes. It is supported in this by WorkSafe Tasmania and involves workers, employers, medical practitioners, licensed insurers, self-insurers, unions and others to ensure Tasmania has:

- a fair and equitable, efficient and affordable workers compensation scheme
- good return to work outcomes
- safer workplaces for all Tasmanian workers.

The WorkCover Tasmania Board monitors the performance of the scheme and provides ongoing advice to government on opportunities for improvement. It also funds WorkSafe Tasmania to deliver initiatives and programs with stakeholders to improve performance and regulate the workers compensation scheme.

WorkSafe Tasmania is the independent work health and safety regulator, providing education and advice to employers and workers, monitoring for compliance and taking enforcement action when needed.

The WorkCover Tasmania Board and WorkSafe Tasmania make sure that people who are impacted by our decisions are at the centre of our decision-making and that people with lived experience inform our responses and actions.



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 all requested information must be provided.
4. Late expressions of interest may be accepted after the closing date and time, at the discretion of WorkSafe Tasmania.
5. Completion of an expression of interest does not automatically guarantee an opportunity to present.
6. All expressions of interest received will be notified by email about the selection decision.
7. Presentations of an overt product advertisement or marketing nature will not be selected.
8. 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.
9. 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 the WorkCover Board Tasmania or WorkSafe Tasmania.
10. 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.
11. 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.
12. 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.
13. 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.
14. WorkSafe Tasmania will provide presenters with a copy of the presentation recording for personal, private or commercial use.
15. WorkSafe Tasmania reserves the right at any time to: change the format, content, location, timing or any other aspect of 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).
16. 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.
17. WorkSafe Tasmania will not offer support for accommodation, travel and expenses incurred in connection with being a WorkSafe Month presenter.

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