



Australian Government



Know your workplace rights and responsibilities

Know your rights

- Understand your rights for pay, leave and other conditions.
- Know the rules for unpaid work trials and taking breaks.
- Know when you should be paid for work meetings and other work related activities.

Speak up and report injuries

- Let your supervisor know if you think a task is too dangerous or hard for you.
- Ask for safety training.
- Always wear any personal protective equipment provided by your employer.
- Report any workplace health and safety issues, including bullying and near misses (no matter how small).

Where to get help

- If you need advice or are not sure what to do, talk with your manager.
- If they can't help you, talk to your Human Resources team.
- Have a look at the advice and support available on the Fair Work website at [fairwork.gov.au](https://www.fairwork.gov.au).
- You can also visit the Safe Work Australia website at [safeworkaustralia.gov.au](https://www.safeworkaustralia.gov.au).

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