# Student worksheet - Personal safety

## Key messages

* A strong understanding of your own personal safety is very important, not just at work but also while getting to and from your place of work
* Students doing work experience and structured workplace learning must be supervised at all times and would never be expected to work alone

## Working alone

A person is alone at work when they can't be seen or heard by another person.

Things that may increase the risks involved with working alone include:

* How long the person may be working alone
* What time of day a person may be working alone
* Lack of communication tools such as a telephone
* The location and accessibility of the work site

**Work experience students must never be left to work alone, they must be supervised at all times.**

## Work related stress

No job is completely free from stress. All work involves some responsibilities, problems, demands and pressures that may be stressful.

Not all pressure is harmful. People are often kept motivated by challenges and difficulties they face and are able to solve at work. However, there is a limit to how much pressure people can deal with.

Too much stress can cause mistakes. You should talk to your supervisor if you feel too stressed at work.

Employers can help you to reduce work-related stress. This might include making sure you try different things so you don’t find the work boring or too hard. Talking to others about your concerns will often make you feel better.

## Activity 1: Knowing when you are stressed, and how to react

No

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| Think about a time when you have felt stressed. What were you feeling? | Yes | No |
| Did you have a fast heart rate? |  |  |
| Were you breathing heavily? |  |  |
| Were you sweating? |  |  |
| Were your thoughts confused? |  |  |
| Did you feel like you could not keep still? |  |  |
| Did your stomach feel sick or hurt? |  |  |

**What else did you feel?**

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| What kind of things make you feel stressed? | Yes | No |
| When I don’t understand or get something wrong |  |  |
| When people don’t understand me |  |  |
| When I get tired |  |  |
| When I am worried about something |  |  |
| When I don’t like what I have to do |  |  |
| When things change |  |  |
| When I try something new |  |  |
| When I can’t get help with something |  |  |

**What else can make you feel stressed?**

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| What can you do to help you feel better? | Yes | No |
| Finding a quiet space |  |  |
| Talking to someone about what has upset you |  |  |
| Listening to some music |  |  |
| Taking a few deep breaths |  |  |
| Going for a walk |  |  |
| Writing about how I feel |  |  |
| Counting to ten |  |  |

**What else can you do to help you feel better?**

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