# Student Worksheet – My Key Person (Supervisor)

## Key messages

* Your key person is the main contact that you have in the workplace, and that is your supervisor
* You need to follow their instructions while you are at work
* Your key person is responsible for you while you are in the workplace
* If you have any concerns or questions, the first person you should speak to is your key person
* Your key person is there to help you

### You need to speak with your key person if you need help with any of the following:

* Knowing the rules of the workplace
* Knowing where the entry and exits are located
* Knowing where the toilets are located
* Asking for instructions
* Reporting workplace hazards
* Asking for help
* If you feel you are being bullied or sexually harassed
* Handling conflict
* Anger management
* Grievances
* You are unable to attend work
* Asking for feedback
* Getting a reference

## Activity 1: What would you do?



### Work in a small group and answer the following questions together.

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| What would you do in the following situations? | |
| 1. A customer approaches you and asks a question that you don’t know the answer to. What would you do? |  |
| 1. Another worker asks you to use a machine that you have not been shown how to use. What would you do? |  |
| 1. You cut your finger when opening a can in the kitchen. What would you do? |  |
| 1. You miss the bus that gets you to your workplace. What would you do? |  |
| 1. You make a mistake and break something. What would you do? |  |
| 1. Someone at work yells at you and calls you names. What would you do? |  |
| 1. You notice a workplace hazard. What would you do? |  |
| 1. You have finished the job you were asked to do. What would you do? |  |
| 1. You do not understand the instructions you have been given. What would you do? |  |
| 1. Do you have anything that you are not sure about that you would like to ask?   Please write down your question. |  |