TOOLBOX TALK AWARENESS PACKAGES

HAZ-PRG · Pregnancy and Reproductive Hazards at Work Awareness

Product Overview

Audience: Workers, supervisors and managers in every workplace · Duration: 20–30 minutes

Version 1.0 · 22 November 2026

For workers and managers in any workplace: which hazards at work can affect fertility, pregnancy and breastfeeding, why the controls are part of normal risk management, and how to talk about pregnancy at work respectfully, privately and without discrimination.

Some hazards at work can affect the ability to have children, a pregnancy, an unborn baby or a breastfed baby: some chemicals, medicines and metals, some infections, radiation, heavy or repeated lifting, long periods of standing, heat, long hours, shift work and fatigue. Reproductive hazards can affect workers of any sex. Most work is safe during pregnancy, and most of the controls are the ones that protect everyone.

This talk covers the kinds of reproductive hazard, why they belong in the business's normal risk assessments, the worker's choice about when to tell the business and how that information is kept private, adjusting the work with the worker, safe work and somewhere to breastfeed or express, and why discrimination is unlawful. It is awareness, not medical advice: questions about a person's own health go to their doctor or midwife.

Learning outcomes

By the end of the session participants will be able to:

- Explain that some hazards at work can affect fertility, pregnancy, an unborn baby or a breastfed baby, for workers of any sex
- Name the kinds of reproductive hazard: some chemicals, medicines and metals, some infections, radiation, physical work, heat, long hours and shift work
- Explain that reproductive hazards belong in the business's normal risk assessments, so the controls are there before anyone needs to ask
- Know that telling the business about a pregnancy is the worker's choice, and that what they share is kept private and used only to keep them safe
- Describe how the work is adjusted with the worker, never for them: changed tasks, breaks, seating, a safe job, and somewhere to breastfeed or express
- Recognise that treating someone badly because of pregnancy, breastfeeding or family plans is unlawful, and know who to talk to and how to raise a concern

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What it covers

Module	Covers
Why it matters	What reproductive hazards are; The kinds of hazard at work; Workers of any sex
Controls that work	Part of normal risk assessment; Adjusting the work, with the worker; Safe work and breastfeeding at work
Your part	Your choice, kept private; Respect, not assumptions; Raise it and report it

Activities

- Spot the risk: workers look at four jobs, from mixing chemicals in a cleaning store to lifting stock all shift, and decide which could be a reproductive hazard and how the work could be adjusted
- What would you do: workers and managers decide what to do in four situations, from a worker who tells a supervisor she is pregnant to a manager who wants to take someone off a job without asking her

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does it give medical advice about pregnancy? No. It is awareness for workers and managers about the hazards at work and how the business manages them. Questions about a person's own health, pregnancy or fertility go

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to their own doctor or midwife. The talk asks you to add your own arrangements, and to check the safety data sheets, your regulator's guidance and employment law where you are.

Can we run it with managers and workers together? Yes. It is written for both, in plain and respectful terms, and never asks anyone to share personal information. Some businesses also run the respect, privacy and adjusting the work parts again with supervisors and managers, who make most of the day-to-day decisions. The facilitator guide has notes on keeping the session general and sensitive.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Pregnancy and Reproductive Hazards at Work Awareness

Hazards that can affect fertility, pregnancy and breastfeeding, and how we manage them respectfully

20–30 minutes · Workers, supervisors and managers in every workplace

[Company name] · [Date] · [Facilitator name]

PRG

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What this talk is, and is not

This talk covers

- ✓ Hazards that affect reproduction
- ✓ How the business manages them
- ✓ Privacy and the worker's choice
- ✓ Adjusting the work, with respect

This talk is not

- ✕ Medical advice
- ✕ Exposure assessment
- ✕ Leave and pay in detail
- ✕ Our arrangements: **[Our pregnancy and breastfeeding arrangements]**

Awareness only. Personal health questions go to your own doctor or midwife.

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What reproductive hazards are

Most work is safe in pregnancy. Some hazards need extra care, for workers of any sex.

- Some chemicals, medicines, metals and solvents
- Some infections, such as in care and childcare
- Radiation in some health and industrial work
- Heavy or repeated lifting, long standing, heat
- Long hours, shift work, fatigue, stress and violence

A composite example

- A cleaner is pregnant and worried about the products in the cleaning store, but does not want to say anything yet.
- Her supervisor has already checked the safety data sheets for every product and swapped two for safer ones.

The best time to control a reproductive hazard is before anyone has to ask.

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Duties under health and safety laws

The business must

- Include reproductive hazards in risk assessments
- Control them for everyone
- Adjust the work when a worker needs it
- Keep health information private

You must

- Follow the controls and the SDS
- Respect colleagues' privacy
- Treat people fairly, without assumptions
- Raise concerns and report hazards

Most health and safety laws give these duties. Check the law where you work (in Australia, WHS or OHS laws).

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The order of controls for reproductive hazards

1. **Elimination** Remove the hazardous chemical, task or exposure
2. **Substitution** Safer chemicals, lighter loads, lower-risk tasks
3. **Isolation** Enclosed processes; restricted areas; separation
4. **Engineering** Extraction, lifting aids, seating, cooling, shielding
5. **Administrative** Changed tasks and hours, breaks, a safe job, training
6. **PPE** Gloves, respirators and other PPE that fits

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Controls that protect everyone protect people in pregnancy too.

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Pregnancy and Reproductive Hazards at Work Awareness

Participant handout · keep this

Some hazards at work can affect fertility, pregnancy and breastfeeding. Most work is safe. Keep this page.

The order of controls

1. Remove the hazardous chemical or task
2. Safer chemicals, lighter loads
3. Enclosed processes, restricted areas
4. Extraction, lifting aids, seating, cooling
5. Changed tasks, hours, breaks, a safe job
6. PPE that fits, last

The kinds of hazard

- Some chemicals, infections, radiation
- Lifting, standing, heat, long hours, shifts

Your choice

- When and who you tell is up to you
- It stays private, and is used to keep you safe

Check

- ☐ Do our risk assessments include reproductive hazards?
- ☐ Do I know the SDS for the chemicals I use?
- ☐ Do I know who to talk to privately?
- ☐ Is there somewhere to rest, and to breastfeed or express?
- ☐ Am I treating colleagues with respect, not assumptions?

Respect

- Ask and agree, never decide for someone
- Bad treatment because of pregnancy is unlawful

Who and how

- **[Our pregnancy and breastfeeding arrangements]**
- **[Who to report to here]**

Know the hazards, keep it private, and adjust the work, not the person's choices.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not medical advice. Ask your own doctor or midwife about your health.

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