

Health and Safety Responsibilities

Introduction

Every person in the workplace, whether an owner, employer, supervisor, contractor or worker has a role to play in ensuring the workplace is safe and free of risks.

The Organisation's health and safety system is designed to ensure the health and safety of every person at work. However, its success is dependent upon every person understanding and implementing their general duties and their overall responsibilities.

The aim of the Organisation is to ensure a positive health and safety culture where health and safety is valued as a way that we do business.

Organisation responsibilities

The Organisation has a duty to ensure, so far as is reasonably practicable, that the health and safety at work of all its workers.

We are responsible for:

- providing and maintaining its workplaces and the working environment in a healthy and safe condition and providing safe systems of work
- identifying all reasonably foreseeable hazards in the workplace, which may include undertaking inspections, audits, monitoring, measuring or applicable testing and/or examinations
- eliminating the risks related to an identified hazard in the workplace, or controlling the risk to as low as is reasonably practicable using the hierarchy of control measures
- monitoring, maintaining and reviewing all risk control measures and revising as necessary
- ensuring that the safe use, handling, and storage of plant, structures and substances
- providing sufficient information (in such other languages as appropriate), training, instruction or supervision necessary to maintain a healthy and safe workplace and to allow workers to undertake the work safely and without risk to themselves or others at work
- providing, supporting and promoting effective consultation with workers in a manner agreed to by the workers, regarding health and safety matters
- providing and maintaining adequate facilities for the welfare of workers
- monitoring the workplace and the health and safety of workers to assist in preventing injury and illness.
- maintain information and records relating to the health and safety of workers of the Organisation.

Officer responsibilities

Officers of the Organisation must exercise due diligence to ensure that the Organisation meets its health and safety duties or obligations. This includes:

- ensuring that the workers and other persons are protected against harm
- ensuring that the Organisation has suitable safe work systems in place.

Officers of the Organisation must take reasonable steps to ensure that:

- their knowledge of health and safety is current and they are aware of the health and safety hazards and risks associated with the workplace
- the Organisation has sufficient resources to manage the health and safety risks
- the health and safety resources are made available and being used
- the Organisation has an appropriate reporting process for the reporting of incidents, hazards, risks and other health and safety issues at the workplace
- all resources and processes are implemented and regularly reviewed.

Manager/supervisor responsibilities

Managers/supervisors are responsible for:

- maintaining a working environment that is safe and without risk to health
- implementing safe systems of work by ensuring that safe products and systems are used
- maintaining the workplace, plant and substances
- implementing the required and appropriate information, training, instruction or supervision of workers
- ensuring that workers do not undertake any work in which they have not received the appropriate training or instruction or do not have the appropriate skills or experience to undertake the work safely and without risk to themselves or others at work
- ensuring that workers do not undertake any work in which they do not have the required qualifications or authorisations to do so
- identifying and controlling hazards in the workplace
- ensuring that the agreed health and safety consultation mechanisms are adhered to
- ensuring that all relevant health and safety laws are complied with
- using the resources provided for health and safety
- ensuring that workplace rules, procedures, systems of work and health and safety controls are maintained and regularly reviewed
- ensuring that all relevant health and safety inspections or audits are undertaken as scheduled and that all findings and recommendations are suitably actioned
- promoting health and safety in the workplace
- maintaining consultative mechanisms.

Worker responsibilities

Workers are responsible for:

- not undertaking any work required without the appropriate training, skills, experience, qualifications or authorisations to undertake the work safely and without risk to themselves or others at work
- taking reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions in the workplace
- cooperating with management to ensure that all health and safety obligations are complied with
- cooperating with any reasonable health and safety policy, procedure or instruction given by the Organisation that has been notified to workers
- not intentionally or recklessly interfering with or misuse anything provided at the workplace that could cause harm
- ensuring that all health and safety equipment is used correctly
- using and maintaining the required Personal Protective Equipment (PPE)
- reporting any incidents or injuries sustained while working and seeking appropriate first aid when required
- advising management as soon as practicable of any symptoms that may lead to adverse health issues arising from work activities or of any health issue, or of any health issue or condition that may be adversely affected by work activities
- reporting any unsafe conditions, equipment or practices to management, as soon as practicable
- not using any plant or equipment that has not been deemed safe to use
- rectifying minor health and safety issues where authorised and safe to do so
- cooperating with any health and safety initiative, review or inspection
- actively participating in the development and review of procedures designed to eliminate or minimise work related risks

- actively participating in any return to work or recovery at work program
- ensuring that any plant or equipment that may be issued to them or used by them has undergone any required and applicable inspection and/or testing within the prerequisite timeframe
- ensuring that they are not under the influence of alcohol, drugs or medication of any kind, where doing so could adversely affect their ability to perform their duties safely or efficiently or be in breach of the Organisation's workplace policies
- ensuring that they present to the workplace fit for duty and do not undertake any task or work activity for which they are not fit to do or where their health, safety or welfare may be compromised by undertaking such a task or activity.