

Workplace Health and Safety Roles and Responsibilities

This toolbox talk deals with the roles and responsibilities of both workers and employers in relation to workplace health and safety.

The Workplace Health and Safety Act (1995) defines the roles and responsibilities of employers and employees regarding health and safety in the workplace. The act is intended to prevent death, injury or illness being caused by a workplace, work area, work activities or by plant and substances used in the workplace. The act aims to achieve this by preventing or controlling the exposure of people to risk and delegates responsibilities to both the employer and the employee.

Employers

Employers have an obligation to ensure the workplace health and safety of:

- All workers carrying out work for the business.
- All other people including customers, visitors to the workplace, passersby and neighbours

This requires the employer to:

- Provide and maintain a safe and healthy work environment;
- Provide and maintain safe plant;
- Ensure the safe use, handling, storage and transport of substances;
- Ensure safe systems of work are provided;
- Provide information, instruction, training and supervision to ensure health and safety.
- Assess risks, implement control measures and review the control measures.

To fulfill these obligations Domesticorp utilizes safe work procedures, risk assessment, properly maintained plant and equipment, training, supervision, PPE, safety representatives and safety information (e.g.MSDS).

Employees

As an employee you have a workplace health and safety obligation to yourself and to others.

This means you must:

- Comply with instructions given for workplace health and safety.
- Use personal protective equipment if the employer provides it and if you are properly instructed in its use.

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- Not willfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace.
- Not willfully place others at risk.
- Not willfully injure yourself.
- Identify hazards, conduct risk assessment, and take corrective action to eliminate hazards where possible in the workplace; and/or to report hazards and risks in accordance with WH&S procedures.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses, and property damage.
- Attend any toolbox, team talks or specific training supplied by Domesticorp.
- Report any concerns for WH&S to your Supervisor and/or WHS Representative or Officer.
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.

For further details on your workplace health and safety obligations, refer to part 3 of the *Workplace Health and Safety Act 1995*.

Remember that safety is everyone's responsibility and we all have a role in ensuring our workplaces are safe and healthy.