

# **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

## **EMPLOYEES (STAFF)**

Employees must:

- Co-operate with their employers to ensure compliance with occupational health and safety legislation.
- Follow reasonable instruction and use safety equipment provided by the employer to protect their health and safety.
- Not carry out any job or operate any equipment unless authorised and fully trained to do so.
- Identify and report any workplace incidents or hazards to their supervisor.
- Be involved in the discussion and resolution of occupational health and safety issues.
- Protect their health and safety and that of others by not working while under the influence of alcohol or other drugs.
- Not misuse or intentionally or recklessly interfere with, or remove any safety guards, safety devices or protective equipment provided by the employer.

## **EMPLOYER (OWNER/MANAGER)**

Employers must provide:

- A safe workplace and safe ways of working.
- Information, instruction and training to employees about risks to health and safety in the workplace.
- Reasonable supervision of employees, and take into consideration the competence, experience and age of each employee.
- Provide first aid facilities for the immediate treatment of injuries and illness in the workplace.
- Equipment, tools and machinery in a safe condition.
- A process for consultation with workers and to keep workers informed of and involved in decisions that may affect their health and safety.
- Processes for identifying hazards, assessing risks and implementing risk control strategies.
- Ensure the health and safety of people who are not employees, by not exposing them to risk when they visit or work (contractors) in the workplace.