

A GUIDE TO UNDERSTANDING WORK HEALTH AND SAFETY RESPONSIBILITIES

Below is a clearly defined guide to understanding everyone's health and safety responsibilities.

Responsibility	Owner	Manager	Supervisor	Worker	Visitor
You understand and apply your WHS duties	✓	✓	✓		
Make sure appropriate resources and processes are available so workers are healthy and safe	✓				
Consult with workers on all matters relating to health and safety (see ' consultation ')	✓	✓	✓		
Eliminate or minimise all hazards and risks (see ' managing risks ')	✓	✓	✓		
Develop a WHS reporting procedure (see ' reporting ')	✓	✓	✓		
Make sure workers are capable of performing their tasks by giving them information, training, instruction and supervision (see ' worker capability ')	✓	✓	✓		
Make sure the workers compensation insurance policy is accurate and up-to-date (see ' workers compensation and recovery at work ')	✓	✓			
Have a written return to work program describing the steps you will take if a worker is injured (see ' workers compensation and recovery at work ')	✓	✓			
Have a safety policy displayed in the workplace, visible to workers and visitors	✓	✓			
Lead by example and promote WHS at every opportunity	✓	✓	✓		
Supervise to ensure safe work procedures are followed	✓	✓	✓		
Participate in the planning and designing of the workplace, work tasks and items of plant	✓	✓	✓	✓	
Take reasonable care of your own health and safety, and the health and safety of others	✓	✓	✓	✓	✓
Follow health and safety procedures, instructions and rules	✓	✓	✓	✓	✓
Provide first aid equipment and make sure people are trained to assist	✓	✓			
Participate in health and safety training and discussions	✓	✓	✓	✓	
Report health and safety hazards, injuries and incidents	✓	✓	✓	✓	
Notify us if a serious injury or illness, a death or a dangerous incident occurs	✓	✓			
Use safety equipment and personal protective equipment, as instructed	✓	✓	✓	✓	✓
Leave the workplace in a safe condition	✓	✓	✓	✓	✓

To find out more, visit safework.nsw.gov.au or call us on **13 10 50**.