# 2.0 RESPONSIBILITIES

## 2.1 Employer

The Company has broad overarching duty known as the ‘primary duty of care’. This includes but is not limited to, so far as is reasonably practicable:

* Providing and maintaining a work environment that is without risks to health and safety
* Providing and maintaining safe plant and structures
* Providing and maintaining safe systems of work
* Ensuring the safe use, handling and storage of plant, structures and substances
* Providing adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
* Providing any information, training, instruction, or supervision that is necessary to protect all people from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
* Monitoring the health of workers and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking

## 2.2 Responsible Person

The Responsible Person shall:

* Be competent in health and safety management
* Ensure objectives as stated in sections 1.5 and 1.6 are met
* Ensure a review of the health and safety system is undertaken each year (see Section 1.7)
* Coordinate the formation and ongoing meetings of the health and safety committee
* Encourage and support employee participation in health and safety management
* Provide accurate and timely information with regard to this health and safety programme
* Take all reasonably practicable steps to eliminate, minimise and/or control identified hazards or potential hazards in the workplace
* To be held responsible for health and safety. Safety will take precedence over short cuts of expediency at all times
* Report all notifiable events (see Section 4.2) to WorkSafe as soon as practicable after they have occurred
* Ensure employees are competent in relevant health and safety issues
* Recognise health and safety innovation and participation by staff

## 2.3 Employee

Everybody at work has a part to play in ensuring that work is done in a healthy and safe way. While employers have duties to ensure a safe working environment for employees, employees also have a role in ensuring their own health and safety, and that of people around them.

Under the Health and Safety at Work Act 2015, all workers are obliged to:

* Take reasonable care of their own health and safety
* Take reasonable care that what they do or don’t do doesn’t adversely affect the health and safety of others
* Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way
* Comply with any reasonable instruction given by the business or undertaking so that they can comply with the Health and Safety at Work Act 2015 and the regulations

The Health and Safety at Work Act 2015 protects your involvement in work health and safety when:

* Raising an issue or concern about health and safety
* Ceasing work because you believe it is unsafe or unhealthy
* Taking part in resolving a health and safety issue
* Taking action to seek compliance
* Acting as a Health and Safety Representative (HSR), member of a Health and Safety Committee (HSC), or other role under the Act
* Using your lawful powers as an HSR or member of an HSC eg. directing a worker to cease unsafe work

Signed: Date:

Responsible Person

***Action:*** *Sign here.*

***Action:*** *Display a signed copy of this document on the staff noticeboard.*