

WHS FORM 02: ROLES AND RESPONSIBILITIES

The owner/director/manager (delete as appropriate), _____, has overall responsibility for the safe conduct of all work activities carried out on behalf of the business.

The roles and responsibilities of workers are listed below.

BUSINESS OWNER/DIRECTOR

The owner/director/manager is responsible for WHS in the workplace. Duties include:

- implementing the WHS procedures
- observing all legal WHS requirements
- ensuring that all works are conducted in a manner without risk to workers' WHS
- planning to do all work safely
- participating in the planning and design stages of trade activities
- identifying WHS training required for an activity
- ensuring workers undertake identified WHS training
- communicating and consulting with workers
- investigating hazard reports and ensuring that corrective actions are undertaken
- assisting in rehabilitation and return to work initiatives.
- ensuring that appropriate resources and processes are available to ensure WHS
- ensuring that a system is in place that enables workers to receive and respond in a timely manner to information regarding incidents, hazards and risks.

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MANAGER/SUPERVISOR OR LEADING HAND

The supervisor or leading hand is responsible for operational safety in the workplace. Duties include:

- making decisions about WHS that may affect work activities and/or others
- ensuring legal WHS requirements are met in the workplace
- actioning safety reports and carrying out workplace inspections
- facilitating the preparation of SWMS (including those for trades)
- ensuring safe work practices at all times
- conducting site inductions, toolbox talks and daily team briefings
- participating in accident or incident investigations
- leading by example and promoting WHS at every opportunity
- supervising and ensuring compliance with safe work procedures.

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WORKER

Every individual worker is responsible for:

- conducting their allocated tasks in a safe manner and in accordance with their training and experience
- giving due consideration to the safety of all others
- co-operating in matters of WHS
- leaving their work site in a safe condition
- complying with the SWMS and is encouraged to participate in the development of all SWMS for high risk construction work
- complying with the site safety rules (including those set down by the principal contractor) in the site induction.