

# A guide to understanding work health and safety responsibilities for hospitals

Whether you are a worker, patient or visitor to the hospital, you have an important role to play in keeping this place safe.

The table below will help you to identify some of your main health and safety responsibilities, and show you how to make a positive impact on health and safety for everyone.

Responsibility	You are a decision maker for a			You are a		
	Hospital / District	Department	Work area / unit	Manager / supervisor	Worker / contractor	Patient or visitor
Understand and apply your WHS duties.	✓	✓	✓	✓	✓	
Manage the risk of violence against workers in hospitals.	✓	✓	✓	✓		
Eliminate or minimise all hazards and risks.	✓	✓	✓	✓		
Implement WHS reporting procedures.	✓	✓	✓	✓		
Have a safety policy displayed in the workplace, visible to workers and visitors.	✓	✓	✓			
Report health and safety hazards, injuries, and incidents in line with hospital procedures.	✓	✓	✓	✓	✓	
Notify SafeWork NSW if a serious injury or illness, death or dangerous incident occurs.	✓	✓	✓			
Make sure the workers compensation insurance policy is accurate and up-to-date.	✓	✓				
Have a written return to work program describing the steps you will take if a worker is injured.	✓	✓				
Make sure appropriate resources and processes are available so hospital workers are healthy and safe.	✓					
Consult with workers on all matters relating to health and safety.	✓	✓	✓	✓		
Provide first aid equipment and make sure people are trained to assist.	✓	✓				
Make sure workers are capable of performing their tasks by giving them information, training, instruction and supervision.	✓	✓	✓	✓		
Lead by example and promote WHS at every opportunity.	✓	✓	✓	✓		
Supervise work to ensure safe work procedures are followed.	✓	✓	✓	✓		
Consult with workers when planning and designing the workplace.	✓	✓	✓	✓	✓	
Incorporate the principles of good work design for work tasks and the work environment.	✓	✓	✓	✓	✓	
Participate in processes for consultation in procurement of plant and equipment (e.g. patient transfer equipment) to ensure suitability for tasks and management of health and safety risks.	✓	✓	✓	✓	✓	
Follow health and safety procedures.	✓	✓	✓	✓	✓	
Take reasonable care of your own health and safety, and the health and safety of others, and follow instructions and rules.	✓	✓	✓	✓	✓	✓
Participate in health and safety training and consultation.	✓	✓	✓	✓	✓	
Use safety equipment and personal protective equipment as instructed.	✓	✓	✓	✓	✓	✓
Leave the workplace in a safe condition.	✓	✓	✓	✓	✓	✓



Click on the QR code to find out more or visit [safework.nsw.gov.au](http://safework.nsw.gov.au) or call us on 13 10 50.

This resource is intended to be a guide only, and it does not provide an exhaustive list of health and safety duties. It should be read in conjunction with the Work Health and Safety Act, Codes of Practice and other regulatory guidance material published by SafeWork NSW.