**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 employees 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. | | | |
| **Name and signature** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 effect 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 project 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. | | | |
| **Name and signature** |  | **Date** |  |

|  |
| --- |
| 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. |