

## A guide to understanding everyone's health and safety responsibilities

Responsibility	Committee (licensee)	Manager (if applicable)	Supervisor (if applicable)	Worker / Volunteer	Visitor / Contractor
You understand and apply your WHS duties	✓	✓	✓	✓	✓
Make available resources and processes so workers are healthy and safe	✓				
Consult with workers on all matters relating to health and safety	✓	✓	✓		
Eliminate or minimise all hazards and risks	✓	✓	✓	✓	✓
Develop a WHS reporting procedure	✓	✓	✓		
Make sure workers are capable of performing their tasks by giving them information, training, instruction and supervision	✓	✓	✓		
Make sure the workers compensation insurance policy is accurate and up-to-date (if applicable)	✓	✓			
Have a written return to work program describing the steps you will take if a worker is injured (if applicable)	✓	✓			
Display a safety policy 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 machinery	✓	✓	✓	✓	
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	✓	✓	✓		
Ensure appropriate emergency procedures are in place and able to be followed	✓	✓	✓		
Participate in health and safety training and discussions	✓	✓	✓	✓	
Report health and safety hazards, injuries and incidents	✓	✓	✓	✓	
Notify SafeWork SA 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	✓	✓	✓	✓	✓

Table adapted from SafeWork NSW