**OFFICER/WORKER**

**SUMMARY OF SPECIFIC DUTIES**

*Under the terms of the Health and Safety at Work Act 2015*

**PCBU (Person/s Conducting a Business or Undertaking) – An individual or an organisation in the control of the workplace must:**

* Ensure, so far as is reasonable practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the ‘primary duty of care’.
* Take all practicable steps that people in the place of work, or in its close vicinity, are not harmed by any hazard that arises from work activities.
* Provide and maintain a work environment, plant and systems of work that are without risks to health and safety.
* Ensure the safe use, handling and storage of plant, structures and substances.
* Provide adequate facilities at work for the welfare of workers, including ensuring access to those facilities.
* Provide information, training, instruction or supervision necessary to protect workers and others from risks to their health and safety.
* Monitor the health of workers and the conditions at the workplace for the purpose of preventing risk.
* Engage with workers on any work health and safety matter that directly affects them.

**Officers must:** Take all practicable steps to provide a safe place of work, and in doing so:

* Identify significant hazards (physical, chemical, biological, ergonomic).
* Have controls in place to: eliminate or minimise the effects of those hazards.
* Provide training and supervision where necessary.
* Keep a register of accidents, and also a register of 'near misses' that have potential to cause harm.
* Report any “Notifiable Events” to WorkSafe within 24 hours, and follow that up with a written report to WorkSafe within 7 days.
* Have an emergency plan in place.
* They need to understand PCBU operations, and ensure they have resources and processes for managing risks.
* Regularly review the workplace to ensure hazard control measures are effective and take steps to improve processes as required. (This could be included in agenda for regular Worker/team meetings)

**Workers must:**

* Take all practicable steps to ensure their own safety while at work.
* Take all practicable steps to ensure that while they are at work, no action or inaction on their part causes harm to any other person.
* Comply with reasonable instructions about health and safety from the PCBU.
* Co-operate with any reasonable health and safety policy or procedure of the PCBU.
* Not knowingly expose themselves, or others, to harm.

**Self-employed - persons must:**

* Ensure no action, or inaction, taken while at work, harms either yourself or any other persons.

**Other Persons (visitors/customers/casual volunteers):**

* Have a duty to take reasonable care to keep themselves and others safe at a workplace. They must also comply with reasonable instructions from the PCBU.