

Work Health & Safety

Employee Rights & Responsibilities

Under WHS Law

Employers must provide workplaces where employees are not exposed to hazards or where hazards are managed so as not to pose risks to the safety and health of employees.

Employees must take reasonable care of themselves and those around them at work.

Employers and self-employed people must take reasonable care of themselves and ensure their work does not adversely affect the health and safety of others.

Manufacturers, importers and suppliers must provide safe equipment to workplaces.

All equipment must be installed and maintained safely.

Employees must be provided with information, training and supervision so that they can do their work safely.

Specific Duties of Employer

An employer shall provide as far as is practicable;

- Safe systems of work
- Adequate instruction, training and supervision
- Consultation and cooperation
- Personal protective equipment
- Safe use of plant and equipment

Specific Duties of Employee

- Comply with instructions
- When trained, use personal protective equipment
- Not misuse or damage equipment
- Cooperate with employer

All Employees have Rights to:

- A safe and healthy workplace
- Not to perform unsafe work
- Be represented by a Safety & Health Representative
- Be fully informed about the hazards involved in their work
- Reference material about OSH in their workplace such as Chemicals (Safety Data Sheets-SDSs, noise exposure, security etc.

Everyone has the Responsibility to:

- Report and record any incident promptly
- Identify, report and do something about any hazards you come across if it is within your scope
- Attend all training assigned to you
- Never take short cuts that may impact on the safety of yourself or others
- Use PPE as appropriate and instructed
- Follow OSH law & SwanCare policies & procedures.

Do you Supervise Staff?

If you supervise staff, you need to ensure that:

- Training of employees has been appropriate and adequate
- Employees have the necessary skills to do the job
- Work methods are safe and are being observed
- Hazards are identified, risks assessed and risk controls are in place
- All employees know about the hazards of the job and have access to safety information about these
- Particular attention is paid at times of change: new employees, materials, equipment, new methods, changes of legislation.

For greater detail read Sections 19 and 20 of the Occupational Safety & Health Act 1984 or ask your Manager, WHS Rep or an WHS Committee member.

