

EMPLOYER AND EMPLOYEE OH&S RESPONSIBILITIES

Employers need to	Employees need to
<p>Adequately induct, inform, train and supervise staff to ensure safe OHS practices are understood and upheld by all team-members.</p> <p>Go to <i>Supervising Young Workers</i> for more information.</p>	<p>Work safely to protect themselves and others from injury.</p> <p>For example, they must not:</p> <ul style="list-style-type: none"> • Move or deface signs • Tamper with machine guards • Behave in a way that puts others at risk.
<p>Consult with all employees regarding any decision relating to OHS in the workplace.</p> <p>Go to <i>Division 2 of the Occupational Health and Safety Act 2000</i> for a detailed outline of employers' responsibilities.</p>	<p>Report any workplace hazards. Everyone in the workplace shares this responsibility equally.</p>
<p>Provide all appropriate personal protective equipment (PPE) required to ensure workers can complete their job safely. Train workers in the correct use of the equipment.</p>	<p>Obey all health and safety procedures, including correctly wearing all personal protective equipment provided.</p>
<p>Monitor and evaluate OHS systems and procedures to ensure that workers are adequately protected from workplace hazards.</p>	<p>Report any workplace injury, illness or near misses. It is important to notify supervisors or employers of all injuries, no matter how insignificant they seem.</p>
<p>Provide adequate facilities for the welfare of employees. This covers everything from providing suitable toileting facilities to conducting risk assessments on plant and procedures.</p>	<p>Get to know emergency procedures/ and the location of the first aid kit.</p>
<p>Be aware of employers' legal obligations under the <i>Occupational Health and Safety Act 2000</i> and the <i>Occupational Health and Safety Regulation 2001</i> and meet those obligations in full.</p>	<p>Ask questions to check or clarify any issues relating to previous training, tasks or any issue that may affect safety in the workplace.</p>