



A Workplace

A workplace is anywhere your employer requires you to be as part of your job, whether on-site or off-site. This includes any part of the workplace, whether indoors or outdoors, the motor vehicle you drive as part of work, and any other equipment which you are required to use in executing your duties.

Responsibility of the Employer

- Providing a safe working environment
- Ensuring that employees are properly trained and supervised so you can work safely
- Identifying hazards in the workplace and ensuring that hazards are eliminated, isolated or minimized.

Responsibility of the Employee

As an employee, you have responsibilities for keeping yourself and others safe. As a responsible employee, you should:

- Become involved in processes to improve health and safety by communicating any safety concerns to your employer.
- Observe the correct procedures, practices and protocols when using any equipment.
- Wearing protective clothing and equipment as required.
- Assisting in helping fellow employees, trainees and visitors to the understand and observe the safety practices.

Right to refuse unsafe work

Whereas an employee you have a genuine concern about your immediate safety, you have the right to refuse unsafe work.

How to be safe at Work

Your employer is required to provide information about any hazards and how to protect yourself from them. For example, you should be told how to deal with any hazardous chemicals you are using, any effects they could have on you or others, and how to get help if a problem arises.

- Provide and ensure that you use the right personal protective equipment (PPE) or clothing. You can choose to provide your own protective clothing, but if you make that decision your employer must ensure it is good enough for the job.
- Record and investigate any accidents or “near misses” to you, your fellow employees and visitors to the workplace.

What to Avoid

- Being stressed out or fatigue at work
- Being under the influence of alcohol, any drug or illegal substance that can impact on your ability to function safely, and so place yourself and others at risk.
- Unsafe premises or equipment
- Inadequate or misused safety equipment
- Bad work practices
- The lack of knowledge and /or adequate information about equipment or processes.

SAFETY AND HEALTH IS EVERY ONE'S BUSINESS

