



WHS RESPONSIBILITIES FOR AN EMPLOYEE

These responsibilities address Work Health and Safety (WHS) and Injury Management (IM), as they apply to this position.

Name of Employee	[EmployeeName]		
Position/ Job Title:	[EmployeePosition]		
Signature:		Date:	[ProvideDate]
Department	[EmployeeDepartment]	Location:	[Location]

RESPONSIBILITIES:

1. Take reasonable care for your own health and safety.
2. Take reasonable care that you do not adversely affect the health and safety of other persons.
3. Follow Gateway Group's WHS policy, procedures and rules, and follow safe work practices.
4. Participate in WHS consultation meetings to discuss workplace safety in the department.
5. Report any hazards as soon as you notice them.
6. Report all incidents, whether or not someone was injured.
7. Report any incidents of bullying and/or harassment in the workplace.
8. Participate in risk assessments as requested.
9. Assist in the identification of control measures to eliminate or minimise the risk of injury.
10. Attend WHS training as required during the year.
11. Correctly use tools and equipment.
12. Report any worn out or defective tools or equipment or problems you have with tools and equipment.
13. Wear Personal Protective Equipment (PPE) as required.
14. Report any worn out or defective equipment or problems you have with Personal Protective Equipment.
15. Operate equipment and machinery with guards and safety controls operating and in place at all times.
16. Report all problems with equipment and machinery immediately.
17. Report all problems with manual tasks, including signs of discomfort, immediately.
18. Participate in WHS activities such as inspections, investigations, evacuation drills, WHS meetings and risk assessments as required from time to time.



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19. Report any physical or psychological conditions that may affect your ability to safely perform the duties that form part of your role.

 20. Assist in the return to work process for you or any work colleagues following injury.
 21. Do not misuse or interfere with anything which is provided in the interests of workplace health and safety.

Provide each employee with a copy and store a second copy on the employee files.

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