

S8 – Employee Duties & Responsibilities H&SD&R11

What are the employees' duties and responsibilities?

All employees have a duty to:

- Take reasonable care for the health and safety of themselves and other persons who may be affected by their action or omissions;
- Co-operate with their employer to comply with the requirements of health and safety legislation;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- Make themselves familiar with and conform to the health and safety arrangements at all times;
- Observe and comply with safety rules at all times;
- Wear correct or suitable safety equipment and use relevant safety devices when deemed necessary;
- Conform to all safety instructions given by those with a higher responsibility for health and safety;
- Report all accidents/incidents and damage to their supervisor, whether or not an injury has been sustained;
- Report all hazards, potential hazards or dangerous situations to their supervisor or safety representative;
- Perform their duties in a methodical and safe manner; and
- Suggest potential improvements to health and safety within the company to their supervisor, safety representative or through the site / unit safety committee.

