

## S8 – Toolbox Talk Employee Duties & Responsibilities

We will only be successful in improving health and safety on-site if we are clear with you about the standards that are expected.

You all have a duty to:

- Take reasonable care for the health and safety of yourself and other persons who may be affected by your actions or omissions (the things you do and things you don't do)
- Co-operate with your 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 yourself 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 your supervisor, whether or not an injury has been sustained
- Report all hazards, potential hazards or dangerous situations, including damaged or mislaid PPE to your supervisor or safety representative
- Perform your duties in a methodical and safe manner
- Suggest potential improvements to health and safety within the company to your supervisor, safety representative or through the site/unit safety committee
- Promote the compliance of health and safety at all times around fellow employees, contractors and visitors.

### Training register

Date .....

Name of attendee

Signature

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