



Source: Youthsafe/ARA Project

Workplace safety rights and responsibilities

Employees (workers) and employers (bosses) both have WHS rights and responsibilities. Find out more about what the law says you and your employer must do to keep the workplace safe.

Employees must:

1. Work safely to protect yourself and others from injury and follow all WHS instructions, for example:
 - Wear all personal protective equipment provided.
 - Follow safe work procedures.
 - Not interfere with or misuse anything provided by the employer (equipment, signs, etc.) that is used to keep the workplace safe.
 - Not remove or change machine guards.
 - Not behave in a way that puts themselves or others at risk.
 - Respond to a reasonable request to provide assistance or first aid to an injured person at work.
2. Report any workplace hazards. Everyone in the workplace shares this responsibility equally.

Employers must:

1. Properly orientate, train and supervise staff to ensure safe work practices are understood and followed by all employees.
2. Consult with all about decisions that will affect safety in the workplace.
3. Provide suitable personal protective equipment (PPE) to make sure workers can do their job safely and train workers how to use PPE correctly.
4. Monitor and evaluate WHS systems and procedures to ensure that workers are adequately protected from workplace hazards.
5. Regularly check WHS systems and procedures to make sure that workers are adequately protected from workplace hazards.
6. Provide adequate facilities for the welfare of employees. This covers everything from providing suitable toilet facilities to conducting risk assessments on premises and procedures.

EMPLOYEE NOTICE BOARD

DATE UP: ___/___/___ DATE DOWN: ___/___/___

