Work Health and Safety

Duty of Care Check-list for Managers and Supervisors

☐ Familiarise yourself with the University’s Work Health & Safety Policy and your personal responsibility for workplace health and safety (WHS) within your area.

☐ Ensure that the work for which you are responsible is carried out in accordance with the University’s WHS risk management procedures to safeguard the health, safety and wellbeing of those involved and others who may be affected.

☐ Demonstrate active and visible leadership in WHS risk management. Identify hazards or WHS risks associated with different jobs, tasks and projects and assess the risks to the health and safety of those involved. Conduct this risk identification and assessment in consultation with those involved or affected.

☐ Implement suitable risk controls within agreed timeframes. These may include competency based training, adequate supervision and adoption of safe operating procedures. Choose these risk controls in consultation with those involved or affected.

☐ Inform staff, students and contractors of WHS requirements and expectations, directing them to relevant information and risk control resources available. This may include local WHS induction (refer to the WHS induction checklist), on-the-job instruction and specific WHS training.

☐ Promptly address WHS issues that are brought to your attention in consultation with those involved or affected.

☐ Refer WHS issues that are beyond your control to the relevant manager(s) for their attention, but ensure that interim action is taken to reduce the risks in a practical way.

☐ Investigate incidents, seeking to identify the causes and take steps to prevent recurrence.

Name

Date

Signature