**OCCUPATIONAL HEALTH AND SAFETY IN THE WORKPLACE**

Rights and Responsibilities

Legislation

A safe workplace

Risk Management

OH&S

Occupational Health and Safety in the workplace is divided into 4 sections or areas of responsibility.

1. Rights and responsibilities of both the

employer and employee.

2. Legislation – laws set by the State and

Federal Governments.

3. Risk Management – a document and practices

in each workplace which clearly explain and reflect:

* responsibilities of employees and employer
* expected standards of OHS in the workplace
* how these standards will be maintained and
* action plans for when/if an incident/accident/issue does occur.

4. A safe workplace – a clear description and understanding of what standard is expected to be maintained in the workplace in order to keep all workers, visitors and members of the community safe and healthy.

OHS RESPONSIBILITIES OF THE EMPLOYER

* Provide a safe working environment
* Provide a safe system of work
* Provide proper training and information
* Identify hazards and risks and eliminate or control risks
* Provide supervision
* Supply personal protective equipment and clothing
* Consult with employees
* Provide amenities e.g., clean toilets, lunch area
* Provide first aid facilities and personnel
* Provide for emergencies
* Ensure OH&S committee members and representatives are trained
* No victimisation or unlawful dismissal of an employee is allowed
* No charge to employees for accidents or breakages

OHS RESPONSIBILITIES OF THE EMPLOYEE

* Take responsible care of the health and safety of people who are at the workplace
* Co-operate with employer and other people in the workplace
* Notify the employer or supervisor of any risk to health or safety
* Not to interfere with or misuse workplace equipment or things provided for health, safety and welfare
* Not to hinder aid to an injured worker
* Not to refuse assistance in either receiving aid or giving aid
* Not to disrupt the workplace by creating health and safety fears