

# Toolbox Safety Talks

## Work health and safety responsibilities

**SafeWork SA**

information > advice > support

### Talk about safety at work

Take ten minutes at 10am, or at any other time of the day, to talk with your team about workplace safety. This training resource is designed to help you deliver short presentations covering a series of work health and safety topics.

#### READ OUT

**Here is an example of an incident in South Australia.**

A car detailer was working in the wash bay area at a local car dealership. While cleaning the boot area of a vehicle, he was struck by another car, pushed into the rear of the car he was cleaning and crushed between the two vehicles. The worker suffered multiple fractures to his pelvis and lower legs.

The car that hit him was driven by an unlicensed 17-year old apprentice mechanic. The workplace had a practice of allowing apprentices with a learner's permit to drive vehicles alone and unsupervised around the workplace. This included the main driveway as well as areas accessed by pedestrians and other cars. An investigation into the incident found that the apprentice had already been involved in two separate car incidents at the workplace.

#### ASK THE QUESTION

**What factors contributed to the incident?**

**Possible answers:**

- *young inexperienced person*
- *no supervision*
- *no licence*
- *interaction between people and cars*
- *no safe routes marked out.*

#### READ OUT

**Workplace health and safety is everyone's responsibility**

The *Work Health and Safety Act 2012 (SA)* (the Act) sets out the responsibilities of various duty holders. The things you have identified all relate to the Person Conducting a Business or Undertaking (PCBU) and their responsibilities under the Act to ensure a safe workplace.

Our PCBU must provide us with a safe system of work – for example, the safe movement of vehicles at the workplace. They must also ensure, as far as is reasonably practicable, that we are not exposed to hazards. Our PCBU must also provide appropriate supervision, information, instruction and training so that we can work safely, such as supervising the apprentices when they are driving or instructing all workers that apprentices are not allowed to drive vehicles alone and unsupervised when they only have a learner's permit.

## ASK THE QUESTION

**Who else do you think has responsibilities for health and safety in the workplace?**

### Possible answers:

- everybody at the workplace, not just the PCBU
- workers, which includes labour hire workers and contractors
- self-employed people are PCBUs and have to take care of their own safety and not adversely affect the health and safety of others at the workplace
- PCBUs who can influence the safety of contractors working for them as well as the contractor's workers have a duty to use that influence – each contractor must also ensure the safety of their workers
- labour hire businesses have to ensure the safety of labour hire workers, with the labour hire clients also having to ensure the safety of labour hire workers they are hosting
- people in control of workplaces, such as property managers or site managers, have to ensure the workplace is free from hazards, like making sure the exits aren't blocked.

## ASK THE QUESTION

**What are our responsibilities for health and safety?**

### Possible answers:

- we need to take care of our own health and safety – this means following our PCBU's safety instructions and using our personal protective equipment (if we have it) in the way we have been told
- take care not to adversely affect the health and safety of others when we are working
- co-operate with our PCBU when they make changes to work practices to improve safety
- report any hazards and injuries that happen at work to our PCBU.

## READ OUT

Of course, our duty of care to ourselves and others relies on our PCBU carrying out their responsibilities, such as giving us safety training and safe work practices.

## ASK THE QUESTION

**Before I finish, is there anything that we can do to improve health and safety at our workplace?**

**Take notes about suggestions** ... don't panic if there aren't any takers!

## READ OUT

OK, unless anyone has any questions, thanks for participating.