

# Safety ALERT

## Work Health and Safety Duties

**Topic** Work Health and Safety Duties for all persons

### Information

While at work, a staff member **must/shall**:

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- comply with any reasonable direction that is given
- comply with any ANU policy or procedure relating to health or safety at the workplace
- notify their supervisor of any incident, injury, hazard or dangerous occurrence immediately
- ensure their supervisor knows of an extended period of absence due to an injury or illness
- actively participate in any return to work program

While at work, a supervisor **must/shall**:

- Foster a supportive workplace that encourages safe work practices and early reporting of injuries and incidents
- Make sure steps are taken to prevent further injury by understanding the cause of injury and putting controls and safeguards in place to prevent reoccurrence.
- Keep in close contact with their injured or ill employees and identify reasonable support to facilitate return to work
- Consult on changes to the workplace with their team and ensure WHS concerns are addressed
- Understand, promote and comply with the WHS Act 2011, University policy and procedures

**Further information on WHS duties can be found on the ANU website**

<https://services.anu.edu.au/human-resources/health-safety/management-commitment>

<https://services.anu.edu.au/human-resources/health-wellbeing/management-commitment/duties-staff>

[https://www.comcare.gov.au/promoting/roles\\_and\\_responsibilities/middle\\_managers/Legislative\\_obligations](https://www.comcare.gov.au/promoting/roles_and_responsibilities/middle_managers/Legislative_obligations)

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*Staff and Students are reminded to report incidents to their supervisor and/or through the HORUS/ISIS online incident notification systems.*