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| Talk No: 1 | Title: EMPLOYEE'S DUTIES |
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Introduction: Under Health and Safety legislation all have duties, including employees. You cannot comply with your duties unless you understand them, and a safe working environment cannot be properly maintained without employee co-operation.

Main points:

There are three main employee responsibilities:

- To co-operate with employers to help them comply with their legal duties, i.e. following safety procedures, site rules, etc.
- Not to interfere with or misuse anything provided for health and safety, i.e. discharging fire extinguishers, wilful abuse of PPE, etc.
- To safeguard your own safety and that of others, including the public, who may be affected by your actions, i.e. by reporting or eliminating any hazards seen.

Discussion points:

- Importantly these duties are not confined to your specific activity or area, but to all site activities.
- Do not hesitate to tackle colleagues, or report to line management, wherever any unsafe activity, procedure or equipment is seen or suspected.
- Employ the "buddy buddy" system and look after your workmates as well as yourself.
- Site managers/supervisor can only cover a limited area – employee awareness and Assistance is vital if site health and safety is to be effectively maintained.
- Employees are the likeliest to be injured.
- These duties include the wearing of provided PPE.
- "Duty of Care"-The responsibility or the legal obligation of a person to avoid acts or omissions (which can be reasonably foreseen) to be likely to cause harm to others.

SAFETY IS EVERYONE'S BUSINESS – ESPECIALLY YOURS!

Notes: