

How can officers carry out their duty?

There are a number of ways in which officers can take reasonable steps to carry out their duty.

DUE DILIGENCE INCLUDES OFFICERS TAKING REASONABLE STEPS TO:

Acquire and have relevant, up-to-date knowledge of workplace health and safety.

Understand the business's operations and associated health and safety risks generally.

Ensure the business has appropriate resources and processes to eliminate or minimise risk.

Ensure that the business is complying with its duties and obligations under HSWA

Ensure the business has processes for receiving, considering and responding to information about incidents, hazards, and risks

EXAMPLES OF GOOD PRACTICE:

- Get general and industry-specific health and safety information from places like WorkSafe, safety publications, safety websites and industry associations.
- Obtain independent expert advice where appropriate.
- Review the business's health and safety risks and how they are controlled.
- Talk with workers (eg through focus groups, surveys and talking to health and safety representatives).
- Consider the health and safety implications and resources needed when making decisions.
- Create or review the health and safety budget so resources are available when needed.
- Make sure staff have a mix of operational and health and safety expertise to operate the business safely and effectively.
- Make sure that the business has processes to control health and safety risks, and uses them (eg documented 'buy safe' and 'buy quiet' processes for buying plant and equipment).
- Decide which people in the business will have health and safety management responsibilities.
- Make sure the business has a health and safety management system (reporting notifiable incidents, consultation, acting on improvement notices, training, personal protective equipment, etc) and that everyone complies with it.
- Make sure the business has effective worker engagement and work participation practices.
- Make sure a process is in place for workers and others at the workplace to report incidents, hazards and risks.
- Make sure there is a process for responding to information in a timely way and taking action.
- Make sure the risk assessment process is thorough, covers all work tasks and workplaces, and that everyone uses it.
- Make sure the business has emergency response

plans, and that they are regularly tested.

- Include processes to plan, deliver and review leadership of health and safety in the board charter.
- Arrange for a periodic independent review of health and safety systems, processes and resources.
- Review health and safety systems and processes after health and safety incidents.

ensure there are systems in place to monitor and ensure that the resources and processes referred to above are being implemented and used