HOW TO

BE A SAFETY CHAMPION

To Be a Safety Champion is to be a leader for work health and safety within an organisation or industry. Anyone can be a safety champion and promote best practice work health and safety initiatives at work. We all have a duty and responsibility to build a safe and healthy workplace.

Work health and safety responsibilities

Safe Work Australia is responsible for the development and evaluation of the model WHS laws. The Commonwealth, states and territories in Australia are responsible for regulating and enforcing the WHS laws in their jurisdictions. These regulations and rules can vary between states and territories—so it is important to check with your local regulator for information specific to your state.

Duties at work

Every person in a workplace has a duty in relation to the safety there, including:

- **The Person Conducting a Business or undertaking (PCBU)**—is a company or an individual who are responsible for running a business or workplace. PCBU's must ensure the health and safety of its workers and that other people are not put at risk from its work, so far as is reasonably practicable.

- **Officers**—are anyone who makes significant decisions at work. They have a duty to exercise due diligence to ensure that the PCBU complies with their duties.

- **Workers**—are anyone who carries out work for a business or workplace. They have a duty to take reasonable care for their own safety and ensure their actions do not negatively affect the health and safety of others. They must comply with reasonable instructions, policies and procedures relating to health and safety as much as possible.

- **Other persons at the workplace**—have a duty to take reasonable care for their own safety and ensure their actions do not negatively affect the health and safety of others. They must comply with reasonable safety instructions as much as possible.

Health and safety by industry and business

Each industry and business in Australia has different duties, responsibilities, rules and regulations to ensure it is a healthy and safe place to work.

Our Safety by industry and business content can help you manage risks and hazards to make your workplace safer.

Returning to work after injury or illness

Returning to work after injury or illness is an important part of helping injured workers with their recovery. It can include:

• early contact with a supervisor or manager

• an effective workplace rehabilitee program

• effective and supportive claims management practices

• cooperation, consultation and coordination between all parties.

Working safely, in your language

It is important for all of us to understand our responsibilities and how we can work safely. Our Working safely in Australia information sheets in 22 languages provide information about working safely in Australia. Including:

• employer and worker responsibilities to manage work health and safety

• a checklist for new workers to use when starting a new job

• a list of government work health and safety and workers' compensation contacts.

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Good work design

Considering health and safety issues during the planning stages when designing work can help to eliminate hazards and manage risks.

Effective design of good work considers:

- the work
- work systems
- the physical working environment
- the workers.

Taking into account these things can help improve performance, job satisfaction and productivity.

Read our *Handbook – Principles of Good Work Design* to learn about the ten principles to good work design.

Hierarchy of control

The hierarchy of control measures can help you identify ways to eliminate or minimise risks to health and safety.

The model WHS laws require duty holders to work through this hierarchy when managing health and safety risks.

The most effective control is to eliminate the risk. However, if that is not possible you can work through the hierarchy to find the most effective measure.

Risks

A risk is the possibility that harm – death, injury or illness – might occur when exposed to a hazard.

Hazards

A hazard is a situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at height, a repetitive job, and bullying and violence.

Key contacts

To report a WHS incident or discuss how you can make your workplace safer, contact the WHS authority in your jurisdiction.