

**ABC Training College – Roles and Responsibilities of Staff and Students***WHS Duty of Care Checklist for Senior Managers*

- Acquire knowledge and keep up-to-date with work health and safety (WHS) matters.
- Understand the nature of the College's operations and the associated hazards and risks.
- Ensure there are appropriate resources and processes to ensure that hazards are identified and risks are eliminated or minimised.
- Ensure there are processes for receiving and considering information about incidents, hazards and risks in a timely way.
- Ensure there are processes for compliance.
- Verify the provision and use of resources and processes.

*Students*

- Take responsibility for your own actions and don't put yourself or others at risk of injury or illness.
- When walking around ABC Training College watch out for traffic, use designated road crossings and don't be distracted by your mobile phone, iPod, iPhone or other mobile device.
- Avoid isolated areas, use preferred pedestrian routes and familiarise yourself with Help Points (emergency telephones) at your campus. These are shown on the College's Guide Maps.
- Don't come to College if you are sick. If you become unwell while at College use good cough etiquette, wash your hands frequently and seek medical attention.
- If you have a medical condition that could impact on your health or safety while at College, please disclose this confidentially to relevant staff members. This will allow appropriate precautions to be taken to prevent an injury or illness. In some cases, specific first aid requirements may need to be planned for.
- Some areas of the College pose specific risks to health and safety e.g. laboratories, workshops. These are signposted and should not be entered unless you have been inducted to the area or are supervised by relevant staff.
- Follow local safety rules, established safe work practices and reasonable directions given by supervisory staff. Ask questions if you're not sure about the safety aspects of proposed activities.

*Trainers*

- Ensure that the College's Work Health and Safety Policy 2012 and Work Health and Safety Procedures are implemented in devolved units under your direction. This includes monitoring work health and safety (WHS) performance and providing strategic direction.
- Demonstrate active and visible leadership in WHS risk management
- Be familiar with your "top five" WHS risks.
- Set goals to improve WHS in the form of a WHS Action Plan.
- Include WHS as the first agenda item of general management meetings. Use this as an opportunity to check progress towards achievement of goals in WHS Action Plans, review WHS reports provided for your faculty/unit, and request WHS reports from your line managers.
- Promptly address WHS issues that are brought to your attention in consultation with those involved or affected.
- Take five minutes for an informal "safety conversation" with members of your work group at least once per month. Seek to understand the WHS risks associated with their work and how these are being managed. Show that WHS is important to you and your workers will consider it important too.
- Include WHS as a key performance indicator in all position descriptions and performance reviews.