

Personal Responsibilities

Toolbox Talk Presenter's Introduction

One of the main aims of the Health and Safety at Work Act is to *involve everyone* – management, employees, self-employed, employee's representatives, the controller of the premises and the manufacturers.

We all have a responsibility for our actions.

INTRODUCTION

There are three general duties placed on the employee under the Health and Safety at Work Act:

- To exercise reasonable care for the health & safety of themselves or others who may be affected by their acts or omissions
- To co-operate with the employer, as far as is necessary, to enable them to carry out their legal duties in health and safety matters.
- To not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

WHAT YOU MUST DO

- Do not take chances – carry out instructions.
- If you do not know – ask your Supervisor!
- Do not do anything are not competent or trained to do.
- Report all unsafe conditions.
- Always use the correct tools and equipment.
- Help to keep the work place clean and tidy (good housekeeping).
- Report all accidents, incidents and near misses to your supervisor.
- Make sure all injuries, however slight, are properly attended to.
- Do not horseplay or distract others.
- Wear the protective clothing and equipment provided for your safety.
- Do not start or use machinery unless authorised (with appropriate training) and without the correct safety measures being in place.
- Obey all safety rules and signs.
- Use only tools and equipment that you are authorised to use.
- Do not leave tools on the floor, they are trip hazards or, if working at height, they can fall on people below.

ANY QUESTIONS?

QUESTIONS TO ASK:

- Q: How do you report an accident / incident?**
- Q: How can you prevent a trip hazard?**
- Q: How could your actions affect others on site?**

REMEMBER:

**YOU HAVE A PART TO PLAY IN YOUR OWN SAFETY AND THE
SAFETY OF THOSE AROUND YOU
RESPOND – REACT – REPORT**