



HEALTH AND SAFETY
AUTHORITY

Simple Safety Series



Employees' Responsibilities






Simple Safety Sheet

- 1 Co-operate with your employer and others.
- 2 Do not take chances with your life or your colleagues.
- 3 Tell your employer if you think something is dangerous.
- 4 Do not interfere with or misuse safety equipment.
- 5 Use equipment correctly.
- 6 Attend training.
- 7 Use protective equipment and clothing provided.



Name	Signature	Date	Name	Signature	Date

Doc No: 07136






How to use sheets?

Ensure that sheet is relevant

Points are listed by priority

go through points in order

Confirm employees understand

Ensure each sheet is signed off

Sheets can be used as posters





Briefing Aim

To support Simple Safety sheets

To outline Employee's
responsibilities

To provide more information





1 Co-operate

Co-operate with your employer
and others

If in another workplace, cooperate
with them

Follow reasonable instructions





2 Don't take chances

Do not take chances with your life
or your colleagues

If something doesn't seem safe it
probably isn't

No horseplay or messing around





3 Raise concerns

Raise any concerns that something is dangerous

Report near-misses

Report horseplay

Report dangerous equipment





4 Safety Equipment

Don't interfere with or misuse
safety equipment

Report missing or faulty
equipment





5 Use equipment correctly

Pay attention

No horseplay

Ensure you know how to use
equipment

Look for training, instructions if
required





6 Attend training

Complete required training

Pay attention at training

Report any further training needed





7 Protective Equipment

Use protective equipment and clothing provided

Report defective equipment and get replacement





Also ...

Read the Company Safety Statement

Ensure you are clear of your safety responsibilities. If in any doubt, consult with management

Take appropriate breaks.

Ensure you comply with relevant safety and health laws





Also ...

Employees must not be under the influence of an intoxicant at the place of work to the extent that they may endanger their own or others safety

Employees must not engage in improper conduct or behaviour



Employees' responsibilities



This is the end of the training
Put the simple steps into use

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Keep records here



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**Remember:
if it doesn't seem
safe
it probably isn't**



Topics in General series



Employers' Responsibilities

Employees' Responsibilities



Safety Statement



Safety Representatives



Incident Follow Up



END

