

Position	Responsibility <i>Note: The action to complete the responsibility can be delegated however the requirement to complete the responsibility will always remain with the original level holder</i>	Authority <i>What action do I have permission/authority to take?</i>	Accountability <i>What action do I need to do to be responsible? What can be verified to indicate that I have been responsible?</i>
All Workers	<ul style="list-style-type: none"> • Follow and comply Council's WH&S Determination and Procedures • Take reasonable care for own health and safety and that of others • Where safe to, take action to fix WHS issue or/and report to supervisor. • Report all hazard, incident or injuries in SafeHold or via hazard incident line 9847 4848 • Carry out site specific risk assessments • Follow/apply controls measures as SWMS /site specific risk assessment • Maintain WHS records as required • Comply with any reasonable instruction given by supervisor/manager to allow compliance with the WHS legislation and Council procedures • Wearing correctly appropriate personal protective equipment (PPE) as provided • Complete any training required to perform their job and apply what you learning in the workplace • Participating in toolbox talk/team meetings • Complete pre-operational checks, forms, permits, reports as required • Perform housekeeping duties at workplace, worksite or depot • Do not interfere or tamper with anything provided for health, safety and welfare • Follow emergency and evacuation procedures • Ensuring you are not affected by the consumption of alcohol, drugs, illness or fatigue as to endanger their safety or that of others • Keep any licences or qualifications current in order to perform your job 	<ul style="list-style-type: none"> • To commence an emergency response • To raise health and safety issue • To cease work where there is an immediate and serious threat to the health and safety 	<ul style="list-style-type: none"> • Follow WHS determination/procedures • Attend Council WHS training/inductions • Raise health and safety issues • Take part in workplace inspections as required • Take part in WHS audits as required • Complete tasks in accordance with documented systems of work (Risk Assessments, Safe Work Method Statements, Standard Operating Procedures) • Participate in WHS consultation • Manage own fitness for work • Keep licences and qualifications current