

## Who is responsible for workplace Health & Safety?

In short, everyone in a business;

1. **The business itself** – a new legal concept will be a Person Conducting a Business or Undertaking (PCBU). It will usually be a business entity, such as a company, rather than an individual. The PCBU will have the primary duty under the new law to ensure the health and safety of its workers and others affected by the work it carries out.
2. **Officers** – includes directors and other people who make governance decisions that significantly affect a business. Officers have a duty of due diligence to ensure their PCBU complies with its H&S obligations.
3. **Workers** – must take reasonable care to ensure the H&S of themselves and others, and to comply with the PCBU's reasonable instructions and policies.
4. **Other people** who come to the workplace, such as visitors or customers, also have some H&S duties. It's all about taking your share of the responsibility for what you can control.

What are other key changes?

The new legislation shifts the focus from monitoring and recording health and safety incidents to proactively identifying and managing risks so everyone is safe.

This might not necessarily mean a major change to your day-to-day operations, but it's the PCBU's duty to think about who may be affected by its business. This includes staff, contractors, customers and visitors.

The PCBU will also need to engage its workers in health and safety matters through toolbox talks, H&S representatives, or other ways that suit that particular business.

What do I need to do?

If your business already has a strong commitment to H&S, you might not have to do anything new (check the list below).

If not, you'll need to think about what could go wrong in your business and how to manage your health and safety risks. Make sure all staff understand it, and use these tips to get on the right track:

- Identify H&S hazards and risks, and take steps to prevent these from happening.
- Make sure your H&S policies are led by management, understood by all staff and reviewed regularly.
- Hold regular training on H&S matters.
- Engage workers in H&S matters that affect them.
- Support all officers to get up to date with H&S issues and key risk factors.
- Report and monitor H&S goals.
- Regularly review any incidents.
- Carry out frequent H&S audits.