

## KEY EMPLOYER RESPONSIBILITIES

<b>Responsibility under Victorian OHS laws</b>	<b>Section of Act</b>
<p><b>Provide and maintain a working environment that is safe and without risks to health</b></p> <p>Employers must ensure:</p> <ul style="list-style-type: none"> <li>• there are safe systems of work</li> <li>• all plant and equipment (machinery, equipment, appliances or tools) remain safe</li> <li>• there is safe use, handling, storage and transport of plant and substances</li> <li>• there are adequate welfare facilities (e.g. first aid, dining, bathroom facilities)</li> <li>• there is appropriate information, instruction, training and supervision for employees.</li> </ul> <p>This duty of care is owed to all employees, contractors, volunteers and any members of the public that are at the workplace.</p>	21
<p><b>Monitor the conditions of the workplace and the health of employees</b></p> <p>Employers must monitor the health of employees and the conditions of their workplace, and keep records about employee health and safety.</p>	22
<p><b>Protect other people from risks arising from the organisation's activities</b></p> <p>This would include any activity that is done in the course of carrying on the organisation's activities (e.g. holding a fun day or working bee) or any activity that is ancillary to the organisation's operations (e.g. contractors cleaning a premises after hours).</p>	23
<p><b>Keep the workplace (including all entrances and exits) safe and without risks to health</b></p> <p>This duty requires employers to ensure, so far as is reasonably practicable, that the workplace and the means of entering and leaving that workplace are safe and without risks to health.</p>	26
<p><b>Not to recklessly endanger a person who is at the workplace</b></p> <p>The employer has a duty not to recklessly engage in conduct that may place another person at that workplace in danger of serious injury.</p>	32
<p><b>Consult with employees on OHS issues</b></p> <p>Employers are required to consult with employees on the following matters:</p> <ul style="list-style-type: none"> <li>• Identification of hazards or risks to health and safety at the workplace</li> <li>• Making decisions about ways to control risks to health and safety</li> <li>• Making decisions about various health and safety procedures</li> <li>• Determining the membership of a health and safety committee</li> <li>• Proposing changes that may affect health or safety</li> <li>• Establishing designated work groups represented by health and safety representatives</li> <li>• Establishing health and safety committees</li> </ul>	35

<b>Responsibility under Victorian OHS laws</b>	<b>Section of Act</b>
<b>Notify Victorian WorkSafe Authority about certain incidents and preserve the incident site</b>	38-39
The employer must notify WorkSafe Victoria immediately if there is a serious workplace incident. Also, they must, wherever practicable, not disturb the site without WorkSafe Victoria permission.	
<b>Hold appropriate licenses, registrations and permits, where required</b>	40
<b>On request, negotiate with employees to establish a designated working group to represent employees on health and safety issues</b>	43
<b>Attempt to resolve OHS issues with employees (or their representative) within a reasonable timeframe</b>	73
<b>Not to discriminate against those people who are involved in health and safety negotiations</b>	76
<b>Allow access to an authorised representative who is acting within his/her powers</b>	93
<b>On request, produce OHS documentation and answer questions put to them by the inspector</b>	100
<b>Not to intentionally obstruct, mislead or intimidate an inspector who is performing his/her functions</b>	125