

# TEN COMMANDMENTS FOR WORKPLACE HEALTH AND SAFETY AT USQ

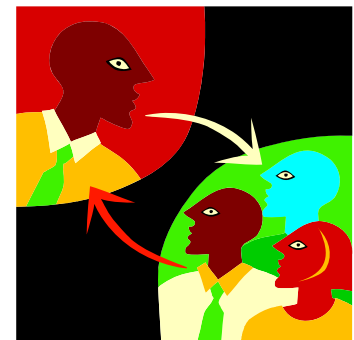


## Employees

1. Be familiar with **YOUR** WH&S obligations;
2. Report to your supervisor or manager if you are unfit for duty;
3. Report all incidents and hazards to your supervisor using the appropriate format;
4. Do not place at risk the health and safety of any person at the workplace (including yourself)<sup>1</sup>;
5. Follow all instructions and guidelines in regards to WH&S;

## Supervisors/Managers

6. If an employee reports as unfit for duty, you must not allow them to work;
7. You must provide a workplace that is “safe and without risk to health”<sup>2</sup>;
8. You must investigate all incidents to ensure there will not be a recurrence;
9. You must comply with all USQ policies, procedures and plans in regards to WH&S and you must be familiar with the policies, plans etc; and
10. You must actively supervise your subordinates (including students, visitors and contractors) and take responsibility for their management.



<sup>1</sup> WH&S Act 1995 S36 (d)

<sup>2</sup> WH&S Act 1995 S34C