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| RECORD OF TOOL BOX TALK | |
| Workplace: | Date: |
| Name of supervisor or presenter: | Time: |
| Topics discussed: Manager& Supervisors WH&S Responsibilities | |
| **If you are a supervisor, even if not officially recognised as such, you are responsible for the carrying out of work in a safe manner in the workplace.**  **Some of the key WHS roles of Managers and Supervisors are:**   * Know, understand, and contribute to their workplaces Health, Well-being, and Safety Strategy * Interpret, understand, apply WHS legislation within the workplace * Lead by example and demonstrate positive safety leadership * Understanding their role and responsibilities, * Lead WHS consultation on WHS matters, Consult, and actively communicate with all staff, and their representatives on WHS issues * Actively engage and promote health and safety * Organise, participate, and manage site inspections * Gain Knowledge and understanding of safe operating procedures and practices and take responsibility for development of these procedures * Identify, assess, control, and monitor hazards within their area of responsibility. * Implement adequate risk controls within designated time frames, consultation with the workers * Ensure everyone in the business receive site inductions, training, and supervision * Ensure everyone follow WHS policies and procedures * Participate in workplace accidents and incidents investigations, and ensure the WHS Regulator is advised of any serious incident or dangerous incidences within time frames * Ensure all plant, equipment and structures are properly maintained and maintenance records are kept. | |