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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.
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