

Ten Commandments for Work Health and Safety at USQ

Further information: USQSafe



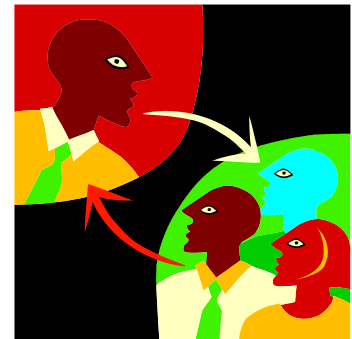
Employees

1. Be familiar with **YOUR** WH&S duties;
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);
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";
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.



For further information, please contact the USQSafe Team

Disclaimer

These guidelines are for use within the University of Southern Queensland. This information is believed to be reliable and current. The University makes no guarantee and assumes no responsibility as to the absolute correctness of these procedures in all circumstances or for their suitability outside USQ.