



# Certificate of Work Readiness

Unit Code: F788-10 Responsibilities of Employment

Evidence Reference Number 3

## Responsibilities Exercise

Name .....

Date .....

Assessor .....

### Health and Safety in the Workplace — Who's job is it?

#### Employer's responsibilities

Under the law employers are responsible for health and safety management.

It is an employer's duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this.

This means making sure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace.

Employers have duties under health and safety law to assess risks in the workplace.

Employers must give you information about the risks in your workplace and how you are protected, also instruct and train you on how to deal with the risks.

#### Employee's responsibilities

Workers have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements .

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## Responsibilities Exercise

Look at the speech bubbles below and decide if the responsibility is that of the employer or the employee. Draw a line from the speech bubble to the picture to indicate your answer (note: the answer may sometimes be both!).

To provide safe equipment

To wear protective clothing

To make sure the equipment is safe before use

To turn up on time

To not interfere with, or misuse equipment

To provide protective clothing

To make sure equipment is properly maintained

To ensure warning signs are in place

To provide safe equipment

To follow emergency plans



Employee



Employer

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Evidence Reference Number 6

## Responsibilities Exercise

Look at the speech bubbles below and decide if the responsibility is that of the employer or the employee. Draw a line from the speech bubble to the picture to indicate your answer (note: the answer may sometimes be both!).

To attend relevant health and safety training

To report any illness or injury brought on by work

To provide training so people are safe

To prevent risks to health

To report hazards and defects observed in the workplace



Employee

To understand and follow company procedures

To ask questions if unsure of safe procedures

To keep the workplace warm, well lit and ventilated

To assess the workplace for risks and dangers

To provide adequate first aid facilities



Employer