

Work Health and Safety: Responsibilities of key people – card sort activity

Note to Tutor: Page 1 is the template with page 2 as the “cards” that group members would sort and place into Column 2 of the Page 1 Template. You could print onto card or paper or laminate sheets if your Centre plans to deliver the session on a few occasions.

TEMPLATE: Key People

Key People	WHS Responsibility
Owner / Manager or Supervisors	
Work Health and Safety Officer Fire Warden	
Staff/ volunteers	
Customers	
Everyone	

Cards: Key responsibilities. Participants place each key responsibility on “Template”: Key People. Note: Cut these cards individually and place a few into three or four envelopes – give each group or pair an envelope.

Develop WHS procedures & policies	Train staff in WHS procedures
Replace damaged signage	Conduct ergonomic assessments of work stations in offices
Investigate accidents and near misses	Help write incident reports
Organise drug and / or alcohol testing	Reporting workplace bullying, harassment
Conduct ergonomic assessments of work stations in offices	Investigate accidents and near misses
Check Personal Protective Equipment (PPE)	Reporting workplace bullying & harassment
Inspect workplace for WHS	Run fire evacuation drills
Organise Drug and / or alcohol testing	Train staff in WHS procedures
Develop WHS procedures & policies	Help write incident reports
Check First Aid Kits	Inspect workplace for WHS
Reporting workplace bullying, harassment	Organise tagging and testing of electrical items
Help write incident reports	Inspect workplace for WHS
Organise manual handling training	Organise drug and / or alcohol testing
Tagging and testing electrical items	Manage critical incidents