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Talk No. 1			Health & Safety Duties
Start time		End	Duration

1. **Introduction:**

- 1.1 Under Health and Safety, everyone from the management to the employees has a role to play. The purpose of this talk is to help you understand what you need to do.

2. **Main Points:**

- 2.1 Employees have the following duties:
- 2.1.1 To co-operate with their superiors to help them comply with their legal duties, i.e. for the company, site rules, etc.
 - 2.1.2 Not to interfere with the safety measures provided for health and safety, i.e. discharge of duties, misuse of PPE, etc.
 - 2.1.3 To safeguard the health and safety of others, including the public, i.e. by reporting or eliminating hazards.
 - 2.1.4 These duties apply to all employees, regardless of PPE if required.

3. **Discussion Points:**

- 3.1 Importantly these duties apply to all site activities, not just your specific activity or area, but to all site activities.
- 3.1.1 Do not put yourself or others at risk. If you see any unsafe activity or procedure or if you are doing something wrongly, do not hesitate to tackle it. Report it to your superiors or managers.
 - 3.1.2 Employ the safety measures after your workmates as well as yourself.
 - 3.1.3 Site management has a responsibility over a limited area – employee awareness of site health and safety is to be maintained effectively.
- 3.2 Watch out for young people. They are the most likely to be injured.

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