

Safety Warning

Overview

Employers have a responsibility to provide a safe workplace, provide training, safe work procedures and supervision for workers. Safety hazards may be identified in the work environment, work organisation, workplace equipment or sometimes it may be the worker who creates or causes the hazard.

The OHS Act 2000 (s20/21) requires that all persons must not, intentionally or recklessly, interfere with or misuse anything provided in the interests of safety and that staff members must take reasonable care to ensure their safety and the safety of others. Staff or students, who by their acts or omissions, do not follow workplace rules or instructions often place themselves or others at risk.

The **04.42a Safety Warning Notice** is an internal infringement notice which can be used by supervisors and persons with safety responsibilities to inform students, staff and others that a serious or repeat safety violation has occurred. It does not replace normal communication procedures and should not be used indiscriminately for minor issues which can easily be solved by instruction, positive motivation or a dialogue.

4.42.02 Purpose

The purpose of the safety warning is to assist in

- a) reducing the number of incidents
- b) Inform a person that a safety breach has been detected
- c) Encourage persons to comply with written (or verbal) instruction
- d) Improve safety attitude by showing that management are serious about enhancing workplace safety.

4.42.03 Types of violations

The Safety Warning may be used for a range of violations including

- a) refusal to comply with a reasonable instruction
- b) failure to comply with documented safe work procedure
- c) unsatisfactory safety performance
- d) placing self at risk
- e) placing others at risk
- f) damage to equipment
- g) other

4.42.04 Procedure

- a) Safety warnings must be presented personally by the supervisor or issuing safety personnel.
- b) The person issuing the violation is responsible for presenting the Safety Warning to the person to whom it is being issued.
- c) The person issuing the Safety Warning must explain the reason the warning has been issued and the actions taken to try and insure that the incident or circumstances will not be repeated.
- d) The person receiving the Safety Warning may provide written comment in the space provided. The back of the paper may be used as well but no further correspondence will be accepted.
- e) No additional comments may be added by the person issuing the Safety Warning, after the person receiving the Safety Warning, has been issued the Safety Warning or has made comment.
- f) The OHS unit must be notified of the date that a Safety Warning was issued and the name of the person to whom it was presented.

- g) Cost Centres are responsible for filing copies of the Safety Warning. (if any) Copies of Safety Warnings are not placed on staff member's personal file.

4.42 04 Repeat Safety Warnings

- a) The OHS unit must investigate if multiple Safety Warnings are issued or received to ensure that the reasons are valid and the warnings are not used for non safety related purposes.
- b) The OHS unit must be notified immediately if the person to whom the Safety Warning is issued if the person being issued the safety Warning claims bullying or harassment.
- c) The OHS Unit in collaboration with the Employment Equity & Diversity Unit will follow up any complaints of bullying or harassment in relation to the issuing of a safety warning.

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