



Health & Safety at Work

Your Essential Guide



Understanding Your Obligations

Primary Duty of Care

Ensure worker health and safety so far as reasonably practicable.

Risk Management

Eliminate or minimise risks through robust policies and procedures.

Due Diligence

Officers must actively ensure PCBU compliance with obligations.



Key Definitions You Must Know

1

PCBU

Person Conducting Business or Undertaking—the entity with primary duty of care.

2

Worker

Includes employees, contractors, volunteers, and those gaining work experience.

3

Reasonably Practicable

Doing everything reasonably able, weighing likelihood, harm, and cost.

4

Officer

Person with significant influence over business management—directors, CEOs, partners.

Essential PCBU Duties

01

Safe Environment

Provide and maintain work environment without health and safety risks.

02

Safe Systems

Establish safe systems of work and maintain safe plant and structures.

03

Training & Information

Provide necessary information, training, instruction, and supervision to workers.

04

Monitoring

Monitor worker health and workplace conditions to prevent injury or illness.



Worker Participation Requirements



Engagement

Share information, give workers opportunity to express views on health and safety matters.



Representatives

Workers can request election of health and safety representatives —all businesses must comply.



Committees

Establish health and safety committee when requested by representatives or five workers.

Serious Penalties for Non-Compliance

\$3M — **5**

Maximum Fine

For reckless conduct exposing individuals to serious risk.

Years Imprisonment

Individuals may face up to five years for reckless conduct.

\$1.5M

Failure to Comply

Penalty for failing to comply with duty exposing individuals to risk.

Officers can be convicted separately from PCBUs for failing to exercise due diligence.

Get Expert Support

Understanding health and safety obligations is crucial. Don't navigate this alone.



Contact HR Unlocked

For specialist advice on meeting your obligations.



Latest Guidance

Always verify you have current information and templates.

Visit: <https://lisa@hrunlocked.co>

Share this guide with your team to ensure everyone understands their responsibilities.