**WHS Duty of Care Checklist for Staff**

* Familiarise yourself with the school’s WHS Policy and WHS Management System and your personal responsibility for WHS.
* Engage in safe work practices, taking reasonable care for your own health and safety and that of others who may be affected by your acts or omissions.
* Follow all rules and expectations of the school about WHS to ensure compliance with WHS legislation.
* Report to your LOL, supervisor or Health and Safety Representative (HSR) all incidents and injuries, and hazards or WHS issues of concern.
* Use **MNResponse** to report incidents and injuries within 48 hours of their occurrence.
* Seek WHS information or advice from your LOL, supervisor or HSR where necessary, particularly before carrying out new or unfamiliar work.
* Participate in consultation on the management of WHS risks that may affect you.
* Wear appropriate clothing, footwear and protective equipment for the work being done and properly use relevant safety devices.
* Do not wilfully place at risk the health, safety or wellbeing of others or misuse safety equipment.
* Familiarise yourself with local emergency procedures and cooperate with directions from emergency wardens.
* Participate in and complete all WHS training offered by the school.