

## QUICK FACT SHEET

### **Module 3: Duties of PCBUs**

#### **Duty to workers**

As a PCBU, you bear the primary duty of care to (as far as is reasonably practicable) ensure the health and safety of your employees, workers that you engage and all other workers whose work activities you influence or direct. This duty applies only while the workers are working at your business or undertaking.

#### **Duty to others**

As a PCBU you also must ensure that the safety of persons (other than workers) is not put at risk from work carried out as part of the business or undertaking. This includes anyone who may be affected by work being conducted by the business or undertaking, such as customers, visitors, inspectors, WHS entry permit holders or members of the public.

#### **Risk management**

If a person has a duty to ensure the health and safety of others – as PCBUs do – this means that they must:

- identify all foreseeable hazards that could create a health and safety risk
- eliminate these risks

If it is not reasonably practicable to eliminate a risk, then they must minimise the risk in order to discharge their duty to ensure health and safety.

#### **How to manage WHS risks**

Risk management involves the following four steps:

- Step 1: Identify hazards – consider what in the workplace could cause harm to health and safety.
- Step 2: Assess risks – understand the nature and seriousness of the possible harm and the probability of it occurring.
- Step 3: Control risks – implement the most effective and reasonably practicable measures to control the risks.
- Step 4: Review control measures – ensure the safety measures are working as planned.

#### **Managing incidents**

As a PCBU you have two main duties if an incident occurs at your workplace. If a "notifiable incident" occurs at a workplace, you must report the incident and preserve the incident site.

## **Additional duties**

PCBUs owe additional duties involving:

- emergency plans
- first aid
- training
- physical environment
- personal protective equipment
- plant, substance or structure activities

## **PCBUs who exercise management or control**

A PCBU who exercises management or control of a workplace has further work health and safety duties – in addition to those duties imposed on all PCBUs.

They must ensure that the workplace, and anything arising from it, poses no risk to anyone's health and safety. This includes making sure that the means of entering and exiting the workplace are safe and without risks.