

Today's Topic/Issue

Health and safety is a shared responsibility, but the legal duties are not identical for everyone. Employers have the primary duties to manage workplace risks, while managers and supervisors have important responsibilities for implementing those arrangements, and employees have duties to take reasonable care and cooperate with their employer.

The Health and Safety Executive (HSE) outlines the roles and responsibilities of both employers and employees in the Health and Safety at Work Act of 1974.

You should recognise this poster if you are employed as there is a legal duty to either display the official Health and Safety Law poster where workers can easily read it, or provide each worker with the equivalent HSE leaflet.



QUICK QUIZ

What information does the Health and Safety Law poster provide you?

QUICK QUIZ

Where is your workplace's Health and Safety Law Poster displayed?



What the Law says:

- **Employers/business owners** - have the primary responsibility for managing health and safety
- **Managers and supervisors** – put arrangements into practice, provide appropriate supervision and make sure employees understand and follow safe working arrangements
- **Employees** – have responsibilities to take reasonable care of themselves and others and cooperate with their employer
- **Everyone** – has a role in identifying hazards, reporting problems and contributing to a safe workplace

Employer responsibilities:



- Assess workplace risks
- Put appropriate controls in place
- Provide safe systems of work
- Provide suitable information, instruction and training.
- Provide appropriate equipment and PPE where required
- Maintain the workplace and equipment
- Provide appropriate supervision
- Have arrangements for emergencies
- Consult and communicate with workers
- Monitor and review health and safety arrangements

Employee responsibilities:

- Take reasonable care of your own health and safety
- Take reasonable care of others who could be affected by what you do
- Follow reasonable health and safety instructions
- Use equipment and PPE properly
- Attend required training
- Report hazards, defects and unsafe situations
- Don't deliberately interfere with safety equipment
- Ask if you're unsure.



Roles & Responsibilities

Before delivering this toolbox talk, consider how health and safety responsibilities are divided within your workplace. Supervisors play an important role in putting the organisation's health and safety arrangements into practice and making sure workers understand what is expected of them.

Be prepared to explain how responsibilities work in your workplace, including who is responsible for providing safe systems of work, who carries out supervision, how hazards and concerns are reported, and who workers should speak to if they are unsure about something.

QUICK QUIZ

The HSE's Health and Safety Law – What You Need to Know poster covers three main areas:

1. Employer responsibilities

- Manage workplace risks
- Provide information, training and equipment
- Provide suitable welfare and first-aid arrangements
- Consult with workers and report certain incidents

2. Worker responsibilities

- Follow training and instructions
- Take reasonable care of themselves and others
- Cooperate with their employer
- Report serious health and safety concerns

3. Raising concerns

- Explains what workers can do if they have a health and safety concern
- Provides information about where to get further advice.



Toolbox Talk – SUPERVISORS NOTES

Roles & Responsibilities

2026/27

The employer responsibilities are not simply optional "good practice" ideas; they form part of the employer's legal responsibilities under health and safety law.

Employees have responsibilities of their own, but they do not remove the employer's legal duties.

HSE Law also outlines Supervisor roles & responsibilities specifically:

- Following and enforcing safe systems of work
- Making sure employees understand instructions
- Providing appropriate supervision
- Challenging unsafe behaviour
- Identifying changing hazards
- Making sure defects and concerns are dealt with
- Stopping work where there is an immediate and serious risk
- Escalating issues supervisors cannot resolve themselves
- Leading by example



HSE specifically identifies supervisors as important in ensuring workers know how to work safely and follow organisational rules.

Good health and safety doesn't happen because one person is responsible for it. Employers need to provide the systems and resources, supervisors need to put those arrangements into practice, and employees need to follow them, speak up and take reasonable care. Everyone has a part to play — but everyone needs to understand what their particular part is.



Toolbox Talk - Attendance Sheet

Site/Department Name:

Trainer Name:

Signature:

Toolbox Talk Topic:

Date:

Name	Signature

Any further feedback or questions from attendees regarding this toolbox talk topic?