



## WHS is everyone's responsibility

Providers and Activity Host Organisations have a legal requirement to be aware of their Work, Health and Safety (WHS) obligations including what to do if they identify a potential hazard, and ensuring Participants are aware of the role they have in maintaining safe workspaces, and reporting incidents including injuries and near misses.



### Participant

WHS and Incidents

- ▶ Report all incidents and hazards as soon as possible to the supervisor/ host organisation and/or provider

### Insurance

- ▶ Keep receipts
- ▶ Complete claim form
- ▶ Ask your provider for help

### Host Organisation

WHS and Incidents

- ▶ Provide a safe environment
- ▶ Offer medical assistance
- ▶ Review Risk Assessment
- ▶ Support participant
- ▶ Notify participant's provider of incident

### Insurance

- ▶ Maintain relevant organisation insurance

### Participant Provider

WHS and Incidents

- ▶ Complete incident report
- ▶ Offer support to participant
- ▶ Review risk assessment

### Insurance

- ▶ Maintain relevant organisation insurance
- ▶ Help participant complete claim form
- ▶ Help participant submit claim
- ▶ Follow up with insurer
- ▶ Offer support to participant