



Australian Government

Department of Education,  
Skills and Employment



# Responsibilities

WHS is everyone's responsibility

Providers and Host organisations have a legal requirement to be aware of their WHS obligations including what to do if they identify a potential hazard, and ensuring Participants are aware of the role they have in WHS

## PARTICIPANT

### Work health and safety 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

### Work health and safety 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

### Work health and safety 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