

# TOOLBOX TALK: What is a PCBU?

Toolbox talks are a great way to share important information that can keep your workers and business safe. Take a few minutes to read through this document with your staff and contractors.

## Are you any of the following?

- Contractor and timber business owner that harvests, processes or transports forest products.
- Landowner who harvests timber on their own property for their own use
- Landowner or forest manager who engages contractors to harvest and transport forest products

## If the answer is yes - then you are a PCBU!

As far as reasonably practicable, a **Person Conducting Business or Undertaking** (PCBU) has the **primary duty of care to ensure the health and safety of workers** where they:

- Engage or cause the engagement of people to carry out work, or
- Direct or influence people while they carry out work in the business or undertaking.

### What is a Business?

Enterprises usually conducted with a view to making a profit and have a degree of organisation, system and continuity.

### What is an Undertaking?

May have elements of organisation, systems, and possibly continuity, but are usually not profit-making or commercial in nature.

Source: Safe Work Australia, 2023

### PCBUs are responsible for:

- Ensuring the health and safety of workers and others in a workplace
- Ensuring work carried out does not put people at risk
- Provide and maintain a work environment that is without risks to health and safety, including:
  - safe plant and structures
  - safe systems of work
  - ensuring the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for the welfare of workers
- Provide information, training, instruction and supervision
- Monitor the health of workers and the conditions of workplaces.

### Specific duties as a PCBU include:

- Record and notify of any notifiable incidents arising out of the conduct of the business or undertaking
- Ensure authorisations are in place for any high risk work or plant
- As far as reasonably practicable, consult with
  - other PCBUs or persons who have a duty in regard to a work health and safety matter
  - workers, their representatives and Health and Safety Representatives on work health and safety matters