

TOOLBOX TALK: PCBUs & other duty holders

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.

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

In addition to a **Person Conducting Business or Undertaking (PCBU)**, other **Duty Holders** include:

Officers

Anyone who makes significant decisions at work. Officers have a duty to exercise due diligence to ensure that the PCBU complies with their duties.

Workers

Anyone who carries out work for a business or workplace. Workers have a duty to take reasonable care for their own health and safety and ensure their actions do not negatively affect the health and safety of others. They must comply with reasonable instructions, policies and procedures relating to health and safety as much as possible.

Other persons at the workplace

Other persons, including visitors, have a duty to take reasonable care for their own health and safety and to ensure their actions do not negatively affect the health and safety of others. They must comply with safety instructions as much as possible.

It's important to know your role.



SAFETY IS EVERYONE'S RESPONSIBILITY