



## WHS ROLES, RESPONSIBILITIES PROCEDURE

### 1. INTRODUCTION

Charles Sturt Campus Services is committed to ensuring the health, safety and welfare of its employees, visitors and contractors. As such, CSCS management have workplace health and safety (WHS) responsibilities, authority and accountabilities as outlined in position descriptions, policies, guidelines, procedures and as summarised in this document.

By recognising, reporting and addressing potential hazards in the workplace, the campus community can assist Charles Sturt Campus Services in taking every reasonably practicable step to provide a safe environment. In support of this, CSCS will give appropriate priority and support to eliminate or reduce the risk of hazards that pose a threat to health and safety.

Charles Sturt Campus Services strives to foster the development of safety consciousness in all members of its workforce in order to minimise the risk of injury to persons and/or damage to property or facilities. In addition, CSCS has both a moral and legal responsibility to provide a safe and healthy environment for its employees, visitors and contractors.

All staff have a responsibility and the authority to ensure that a safe work environment exists within CSCS. CSCS will put in place accountability mechanisms to ensure that WHS responsibilities are performed effectively.

Charles Sturt Campus Services will ensure that the requirements outlined by the *Work Health and Safety Act 2011* and associated legislation are complied with at all CSCS sites. Legislated and other accredited standards in health and safety are accepted by the CSCS as minimum standards. CSCS will apply a risk management approach and establish and enforce more stringent standards where appropriate. CSCS will develop, implement, evaluate and improve health and safety policies, procedures and programs according to legislative requirements and CSCS needs. These policies and procedures are considered as binding upon all staff, and visitors which include contractors.

CSCS will monitor and assess any updates or changes to health and safety legislation, codes of practice or standards and will communicate any changes via the CSCS WHS consultation arrangement.

This procedure sets out the occupational health and safety structure, roles and responsibilities at each function and level within CSCS. It ensures that the requirements of NSW WHS legislation and relevant Australian standards and the CSCS WorkHealth & Safety Policy are met.

### 2. SCOPE

This procedure applies to staff, visitors, and contractors of Charles Sturt Campus Services.

### 3. WHS RESPONSIBILITIES

Duties for WHS are legislated in the *Work Health and Safety Act (WHS) 2011*. The *Act* details the duties of a person conducting a business or undertaking (PCBU), officers and workers as well as suppliers and manufacturers.



The following principal applies to all duties in the *WHS Act 2011*:

1. A duty is not transferable
2. A person may have more than one duty
3. More than one person can have the same duty
4. Risks are managed to ensure they are eliminated or minimised, so far as is reasonably practicable.

*WHS Responsibilities, Authority and Accountability Register* outlines the WHS responsibilities, authority, and accountability mechanisms for each role within CSCS.

### **Charles Sturt Campus Services**

In accordance with the *WHS Act 2011*, as a PCBU CSCS has a primary duty of care to ensure workers and others are not exposed to a risk to their health and safety.

A primary duty of care is owed by CSCS when it:

- directs or influences work carried out by a worker
- engages or causes to engage a worker to carry out work (including through subcontracting)
- has management or control of a workplace.

Charles Sturt Campus Services must meet its obligations, so far as is reasonably practicable, to provide a safe and healthy workplace for workers or other persons by ensuring:

- Safe systems of work
- A safe work environment
- Accommodation for workers, if provided, is appropriate
- Safe use of plant, structures and substances
- Facilities for the welfare of workers are adequate
- Notification and recording of workplace incidents
- Adequate information, training, instruction and supervision is given
- Compliance with the requirements under the work health and safety regulation
- Effective systems are in place for monitoring the health of workers and workplace conditions.

Charles Sturt Campus Services must also have meaningful and open consultation about work health and safety with its workers, health and safety representatives and health and safety committees. Additionally, Charles Sturt Campus Services must consult, cooperate and coordinate with other PCBUs with whom they share duties.

Charles Sturt Campus Services will also have further obligations if involved in specific kinds of activities such as:

- The management and control of workplaces, or fixtures, fittings, or plant at workplaces
- The design, manufacture, import or supply of plant, substances, or structures
- Installation, construction or commissioning of plant or structures.

### **Officers and Directors (Board of Directors and General Manager)**

The *WHS Act 2011* outlines the duties of officers of a PCBU. Officers are defined in the *Act* as a person who makes decisions, or participates in making decisions that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. If a person is responsible only for implementing those decisions, they are not considered an officer.



It is an officer's duty to exercise due diligence to ensure their business or undertaking fulfils its health and safety obligations under the Work Health and Safety Act 2011. The essential elements of due diligence for an officer are interrelated and cumulative in nature. These elements require an officer:

- to acquire and keep up to date knowledge of work health and safety matters
- to gain an understanding of the operations of the business and the hazards and risks involved
- to ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
- to ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way
- to ensure the PCBU has, and implements, processes for complying with any legal duty or obligation
- to ensure processes are verified, monitored, and reviewed.

### **Workers, Contractors and Visitors**

The term 'worker' includes any person who works for Charles Sturt Campus Services as an:

- employee
- trainee
- volunteer
- outworker
- apprentice
- work experience student
- contractor or sub-contractor
- employees of a contractor or sub-contractor
- employee of a labour hire company assigned to work for Charles Sturt Campus Services.

Workers, contractors, and visitors must undertake the following while at Charles Sturt Campus Services:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instruction from Charles Sturt Campus Services
- cooperate with any reasonable policies and procedures of Charles Sturt Campus Services.

### **Specific WHS Responsibilities**

Specific responsibilities for roles within Charles Sturt Campus Services have been documented in: WHS Responsibilities, Accountabilities and Authority Register. Further detail on WHS responsibilities shall be outlined in position descriptions, policies, guidelines, procedures and other WHS management system documentation where appropriate.

## **4 WHS Authority**

Commensurate with responsibility, the level of WHS authority defines the level of control a role has to act on WHS matters or implement risk controls.

All workers, contractors and visitors of Charles Sturt Campus Services have the authority to report hazards in the workplace and exercise their responsibilities under the *WHS Act 2011* to improve workplace health and safety. However, the authority to make decisions in the workplace to eliminate or reduce the risk from workplace hazards varies according to the organisational structure. Further information is outlined in Appendix 1.



## 5 WHS Accountability

The term WHS accountability refers to the measurement of whether managers, supervisors, employees and others in the workplace are meeting their allocated health and safety responsibilities. WHS accountability mechanisms which are utilised at Charles Sturt Campus Services to verify the implementation of assigned WHS responsibilities include:

- [WHS Audit Procedure](#)
- Roles and Responsibilities Register
- WHS Audit Procedure

### 5.1 Supervision

All Supervisors and/or employees with supervisory functions will ensure the adequacy of the supervision they provide to employees or teams under their control. The form of supervision required to be provided will vary when applied to differing employees or teams under differing circumstances.

All supervisors and/or employees with supervisory functions will apply the most appropriate form of supervision of individual/s or teams for which they have direct responsibility.

To determine the form of supervision required the following factors are considered;

- complexity of the assigned tasks
- risks associated with those tasks;
- competency of the individual or team to perform the task/s.

The following forms of supervision are applied:

#### 5.1.1 Direct Supervision

Direct Supervision is required where:

- the employee/s or team have had minimal former experience with or exposure to:
  - a particular task/s or
  - the item/s of plant or equipment
- the complexity of the task/s and the associated risk/s are high
- the employee/s or team are undergoing training
- The consistent monitoring of conformance with procedures and safe systems of work and risk assessment control measures is required.

Direct supervision will be identified in a risk assessment or safe work procedure.

#### 5.1.2 Periodic Supervision

Periodic Supervision is required where:

- the employee/s or team have had former experience with and exposure to:
  - a particular task/s, or
  - item/s of plant or equipment
- the complexity of the task/s and the associated risk/s are lower,
- the employee/s or team have been deemed competent to perform the task,
- the intermittent monitoring of conformance with procedures and safe systems of work and risk assessment control measures is required.



### 5.1.3 Minimal Supervision

Minimal Supervision is required where;

- The employee/s or team have had extensive former experience with and exposure to;
  - a particular task/s, or;
  - item/s of plant or equipment;
- There is little or no complexity in the task/s and the associated risk/s are acceptable,
- The employee/s or team have been deemed competent to perform the task; and
- Documented risk control measures are not required.

The level of supervision may decrease as the employee/s or team are demonstrating compliance and the Supervisor, assesses a lower level of supervision is acceptable. The above forms of supervision will be undertaken unless otherwise indicated by a risk assessment.

Charles Sturt Campus Services recognises that there will be a period where employees will be required to undergo training to gain experience and skills prior to formal assessment of competence. During this (learning) phase, the team leaders and/or employees with supervisory functions or a trainer must ensure that appropriate supervision is provided until competency can be demonstrated through the process of assessment.

## 6 Reporting Relationships

Reporting relationships for WHS matters will be in accordance with Charles Sturt Campus Services organisational structure.

## 7 Review and Evaluation

To ensure that these guidelines continue to be effective and applicable to Charles Sturt Campus Services, this document will be reviewed biennially in consultation with the WHS committee. More frequent reviews may be required according to legislative requirements, organisational change or WHS performance.

## 8 Sign Off

### Company Representative:

Signed:

Date:

19-05-21

Name:

Martin Dooner

Position:

General Manager, CSCS