



WHS RESPONSIBILITIES, AUTHORITY AND ACCOUNTABILITY REGISTER

Position	WHS Responsibilities	WHS Authority	Accountability Mechanisms
<p>Board of Directors/General Manager</p>	<ul style="list-style-type: none"> ▪ Implementation of due diligence requirements: <ul style="list-style-type: none"> ○ acquire and keep up-to-date knowledge of work health and safety matters; ○ gain an understanding of the operations of the business and the hazards and risks involved; ○ ensure appropriate resources and processes are provided and used to enable hazards to be identified and risks to be eliminated or minimised; ○ ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way; ○ ensure CSCS has, and implements, processes for complying with any legal duty or obligation; ○ Ensure processes are verified, monitored and reviewed. ▪ Monitor CSCS's implementation of the WHS Policy. 	<ul style="list-style-type: none"> ▪ May act in all matters concerning CSCS in such manner as appears to the Board of Directors to be best calculated to promote the object and interests of CSCS. 	<ul style="list-style-type: none"> ▪ WHS Monthly Report ▪ performance criteria review



<p>Human Resources & Safety Manager</p>	<ul style="list-style-type: none"> ▪ Assist and support area management in the implementation of WHS requirements including: <ul style="list-style-type: none"> ○ monitor the overall safety performance of the area represented; ○ raise WHS issues to area management and the WAC; ○ improve communication and awareness of WHS for the area of representation; ▪ Recommend initiatives to improve WHS performance. ▪ Ensure areas of responsibility comply with work health and safety legislation and the CSCS WHS management system; ▪ Provide resources to implement the requirements of WHS policy and procedures; Participate in the monitoring and review of the implementation of the WHS management system for area of responsibility. ▪ Consult with management on the implementation of WHS requirements: <ul style="list-style-type: none"> - provide advice on the implementation of WHS policy and procedures; - raise WHS issues to management on behalf of employees and visitors; - improve communication and awareness of WHS requirements; - assist with the investigation of WHS issues or incidents. 	<ul style="list-style-type: none"> ▪ The authority to make decisions and act on any matter of WHS management within their area of responsibility and applicable WHS Guidelines. ▪ Raise WHS issues to the WHS Committee, CSCS management or WorkCover NSW. 	<ul style="list-style-type: none"> ▪ performance reviews; ▪ CSCS strategic plans; ▪ WHS verification audits.
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<p>Area Managers</p>	<ul style="list-style-type: none"> • Ensure activities of CSCS comply with work health & safety legislation and CSCS WHS management system, including implementation and monitoring to ensure legal compliance; • Ensure WHS consultation arrangements are implemented; • Allocate appropriate resources to fulfil WHS requirements; • Monitor WHS performance of CSCS and direct reports including internal WHS verification reports and performance indicators; • Other responsibilities as outlined in WHS system documentation. 	<ul style="list-style-type: none"> • The authority to make decisions and act on any matter of WHS management within their area of responsibility and applicable WHS Guidelines. 	<ul style="list-style-type: none"> • WHS performance indicators; • Hazard and incident reports; • WHS verification audits; • Performance reviews.
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<p>Supervisors</p>	<ul style="list-style-type: none"> • Ensure activities of CSCS comply with Workplace health & safety legislation and CSCS WHS management system. This include but is not limited to: <ul style="list-style-type: none"> - implement WHS risk management activities e.g. inspections, report of incidents and any local specific measures required to eliminate or reduce risk in their area that are identified, documented and implemented; - provide safe equipment and processes for staff and others; - provide staff with the necessary instruction, information, induction, training and supervision to enable work to be carried out safely; - implement corrective actions as a result of hazard/incident reports or incident investigations; - monitor the WHS performance of unit and direct reports via internal WHS verification audits and performance indicators; • Implement responsibilities as identified in CSCS Injury Management Program; • Other responsibilities as outlined in WHS system documentation. 	<ul style="list-style-type: none"> • The authority to make decisions and act on any matter of WHS management within their area of responsibility and applicable WHS Guidelines. 	<ul style="list-style-type: none"> • WHS performance indicators; • WHS verification audits; • Hazard and incident reporting; • Performance reviews.
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<p>Health & Safety Representatives (HSR)</p>	<ul style="list-style-type: none"> The role of the Health and Safety Representative (HSR) is primarily to liaise with other staff to identify health and safety issues and convey these to management. HSRs are elected by fellow staff to represent the views of the staff group. 	<ul style="list-style-type: none"> HSRs monitor measures taken by the PCBU to comply with the WHS Act, investigate complaints about WHS from the work group and, if appropriately trained, can direct that unsafe work stop and issue provisional improvement notice (PIN). 	<ul style="list-style-type: none"> WHS performance indicators; Hazard and incident reports; WHS verification audits; <ul style="list-style-type: none"> Performance reviews. WHS committee minutes
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<p>All Staff, Contractors and Visitors</p>	<ul style="list-style-type: none"> • Take reasonable care for their own health and safety; • Take reasonable care for the health and safety of others including the implementation of risk control measures within their control to prevent injuries or illnesses; <ul style="list-style-type: none"> • Comply with any reasonable instruction by CSCS management; • Cooperate with any reasonable policies and procedures of CSCS including reporting of hazards or incidents via CSCS reporting process; • Other responsibilities as outlined in WHS system documentation. 	<ul style="list-style-type: none"> • The authority to make decisions and act on any matter of WHS management within their area of Responsibility and applicable WHS Guidelines. 	<ul style="list-style-type: none"> • Performance reviews; • Hazard and incident reporting guidelines; • Performance reviews.
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<p>WHS Committee</p>	<ul style="list-style-type: none"> • Consult with CSCS Management and staff on strategic WHS issues including but not limited to: <ul style="list-style-type: none"> - monitor the WHS performance of CSCS; - recommend improvements to WHS policy and procedures; - oversee activities of any subcommittee or working parties reporting to the Committee; - improve the communication and awareness of WHS requirements with CSCS - assist with the investigation of incidents. • Develop and communicate WHS policies, procedures and programs; • Support the WHS responsibilities of all Units by assisting in the identification of hazards and the implementation of risk controls; • Evaluate and report on the status of the implementation of WHS requirements via the completion of regular audits; • Provision of technical WHS advice where appropriate, and recommendation of required remedial actions for compliance; • Record, analyse and report WHS performance metrics. 	<ul style="list-style-type: none"> • Raise WHS issues to CSCS management or WorkCover NSW. 	<ul style="list-style-type: none"> • Periodic consultation arrangement review; • WHS Committee attendance • WHS performance reporting – internal and external; • WHS system audits; • CSCS strategic plan; • Performance reviews.
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<p>Facilities Management Division</p>	<ul style="list-style-type: none"> • Ensure that the University's facilities and grounds are safe for use and that they comply with all relevant building regulations and codes. 	<ul style="list-style-type: none"> • Issue instructions to prevent access to an unsafe area until removal of the hazard occurs or rectification works have been completed. 	<ul style="list-style-type: none"> • Contractor management processes; • Hazard and incident reporting guidelines.
<p>Nominated First Aid Officers</p>	<ul style="list-style-type: none"> • Ensure their first aid qualifications and training are up to date; • Check first aid kits and equipment are appropriately stocked after use; • Ensure injuries and administered first aid treatment is recorded via CSCS procedures; • Assist with emergency coordination; • Assist with the promotion of CSCS procedures in relation to reporting and recording incidents; • Notify Supervisor of changes in their position or contact details. 	<ul style="list-style-type: none"> • These positions have the authority to provide first aid treatment within their skills and competency and arrange for further treatment if required. 	<ul style="list-style-type: none"> • Hazard and incident reporting; • Performance reviews.
<p>Building Wardens</p>	<ul style="list-style-type: none"> • Coordinate the emergency evacuation of staff and visitors from buildings; • Other responsibilities as outlined in the Building Warden Guidelines. 	<ul style="list-style-type: none"> • These positions have the authority to conduct sweeps of buildings to notify staff, students and visitors to exit the building in case of an emergency. 	<ul style="list-style-type: none"> • Emergency management processes;