

## OH&S Responsibilities and Accountability Procedures

### 1. Preamble

- 1.1 Effective leadership and program administration are vital to the success of UWS's Occupational Health and Safety program. Management's leadership lays the foundation upon which a successful program is built.

### 2. Aims

- 2.1 The *New South Wales Occupational Health and Safety Act 2000* imposes mandatory health and safety obligations on all persons present at the workplace. Whilst the primary responsibility for health and safety rests with management, employees are also responsible for the health and safety of themselves and others of the workplace.
- 2.2 To assist in meeting the obligation imposed, responsibility and accountability profiles have been developed.
- 2.3 Managers at all levels are responsible and accountable for implementing the relevant program initiatives within their area of control.

### 3. Responsibilities

- 3.1 **Vice Chancellor:** The Vice Chancellor has overall responsibility and is accountable for the safety of all activities conducted by the University and will provide adequate resources and an organisation to meet the aims and objectives contained in the Occupational Health and Safety Policy and its procedures. The Vice Chancellor is empowered to enforce such actions as considered necessary to protect the occupational health and safety of employees, contractors and other individuals, the environment and University premises and plant.
- 3.2 **Deputy Vice Chancellor:** The Deputy Vice Chancellor is responsible for ensuring the University's Occupational Health and Safety Policy and its procedures are met. As such must:

- (i) Promote and support the implementation of the University's Occupational Health and Safety Policy, Procedures and Program standards.
- (ii) Establish and regularly review annual quantifiable safety targets with Senior Executives, Heads of Academic Units/Schools and Heads of Departments.
- (iii) Define individual responsibilities and performance objective for Senior Executives, Heads of Academic Units/Schools and Heads of Departments.
- (iv) Ensure that Occupational Health and Safety principles are included in all Contract Specifications.
- (v) Review all major accident/incident investigation reports to ensure action has been taken to prevent recurrence.
- (vi) Participate in regular Workplace Inspections.
- (vii) Participate regularly in safety training programs by way of formal introduction.
- (viii) Ensure adequate financial and human resources are available to implement the University's Occupational Health and Safety Program.
- (ix) Ensure Occupational Health and Safety is an agenda item at the monthly Management Executive Meeting.

### **3.3 Senior Executives, Heads of Academic Units/Schools and Heads of Departments.**

- (i) Senior Executives, Heads of Academic Units/Schools and Heads of Departments must actively participate in all aspects of the Health and Safety Program. As such they are responsible and accountable for:
  - (ii) Promoting and supporting the implementation of the University's Occupational Health and Safety Policy and Program standards.
  - (iii) Establishing high standards of performance from all employee levels.
  - (iv) Defining individual responsibilities and performance objectives for their direct reports.
  - (v) Establishing department safety targets in consultation with Line Managers and Supervisors.
  - (vi) Reviewing safety targets with their direct reports on a regular basis.
  - (vii) Participating at least quarterly in Workplace Inspections in their area of control.

- (viii) Ensuring that Occupational Health and Safety principles are reviewed during the Tender Evaluation process.
- (ix) Reviewing all accident and incident reports with their direct reports.
- (x) Promoting and supporting rehabilitation at the workplace.
- (xi) Ensuring occupational health and safety is an agenda item at department meetings.

**3.4 Line Managers:** Line Managers must actively participate in all aspects of the Health and Safety Program. As such they are responsible and accountable for:

- (i) Establishing high standards of performance from all employee levels.
- (ii) Defining individual responsibilities and performance objectives for Supervisors.
- (iii) Establishing department safety targets in consultation with Supervisors.
- (iv) Reviewing safety performance against objectives with Supervisors on a routine basis.
- (v) Participating in monthly Workplace Inspections.
- (vi) Investigating promptly all accident and incident reports with Supervisors.
- (vii) Monitoring Contract personnel to ensure compliance with policies and standards established in the Contract specification and UWS Contractor Procedures.
- (viii) Designing and implementing accident prevention strategies as a consequence of inspections and incident reviews.
- (ix) Promoting and supporting rehabilitation at the workplace.
- (x) Ensuring occupational health and safety is an agenda item at all department meetings.

**3.5 Supervisory Personnel:** Supervisory personnel are accountable for the health and safety of all persons under their direction. As such they are responsible for:

- (i) Implementing relevant occupational health and safety initiatives in their area of control.
- (ii) Ensuring that they personally comply at all times with the University's health and safety rules and regulations.
- (iii) Implementing prompt action to neutralise any observed or reported hazard.
- (iv) Communicating and enforcing the University's safety rules and regulations to all persons present in their area of control.

- (v) Ensuring corrective action is taken to control workplace hazards.
- (vi) Conducting formal workplace inspections in accordance with the University's procedures.
- (vii) Investigating all accidents and incidents in accordance with the University's procedures.
- (viii) Ensuring that all persons are issued with, trained and use appropriate protective equipment where and when required.
- (ix) Participating in Workplace Rehabilitation and Return to Work Programs.

**3.6 All Other University personnel are responsible for:**

- (i) Ensuring their personal compliance with University's policies and standards to protect their own health and safety as well as that of others present at the workplace.
- (ii) Notifying their Supervisors immediately of any situation they believe could pose a risk of injury or damage.
- (iii) Participating in and contributing to the effectiveness of University's health and safety activities.
- (iv) Reporting any injury or "dangerous occurrence".