

# **SAFETY MANAGEMENT SYSTEM**

## **WH&S ROLES AND RESPONSIBILITIES PROCEDURE**

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5			

### AMENDMENT HISTORY

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2	Various	Update	Titles & converted into AAD document control format	2/12/2009	WH&S Mgr
3	Various	update	Reflect WHS Act 2011	21/10/2011	WHS Mgr
4	various	minor	Review any requirement changes/update	24/02/2014	WHS Manager

## Contents

1. Purpose .....	4
2. Scope .....	4
3. References.....	4
4. Definitions .....	<b>Error! Bookmark not defined.</b>
5. Attachments.....	4
6. Processes & procedure .....	4
5.1 Australian Antarctic Division.....	5
The following section details the specific AAD responsibilities and activities for different levels and groups in order to meet the legal responsibilities outlined in Table 1 attached.....	5
5.2 Secretary, Assistant Secretary, AAD Director and the AAD Executive (Person in Control of a Business Undertaking - PCBU).....	5
5.3 Director and General Managers (Officers) .....	6
5.4 Section and Group Managers/Station leaders / Supervisors / Program Leaders.....	6
5.5 Workers ( Employees, visitors, contractors, volunteers, students) .....	7
5.6 WH&S Manager .....	8
6. Feedback & review.....	9

## WH&S ROLES AND RESPONSIBILITIES PROCEDURE

- 1. Purpose** To describe the general accountabilities, authority and duties of individuals with respect to Work Health and Safety (WH&S) at the Australian Antarctic Division.
- It is expected that Branch documentation, manuals, management plans and position profiles will further elaborate specific WH&S roles and responsibilities.
- 2. Scope** Legal WH&S responsibilities for Australian Antarctic Division workers at different levels of authority and accountability.
- 3. References** AAD organisational structure.  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011  
Comcare Guidance documents
- 4. Definitions**
- Due Diligence*** – includes taking reasonable steps to acquire and maintain knowledge of WHS matters, an understanding of the nature of operations and hazards and risks and ensuring resources and process are in place to minimise hazards and risks.
- Officer*** - An officer of a business or undertaking conducted by the Commonwealth is a person who makes, or participates in making, decisions that affect the whole or a substantial part of that particular business or undertaking. The question of who is an officer of a business or undertaking conducted by the Commonwealth is a question of fact to be determined on a case-by-case basis.
- PCBU*** - Person conducting a business or undertaking' (PCBU), replaces the 'employer' as principal duty holder. One or more persons may be considered the PCBU excluding the Minister.
- Worker*** - Workers include employees, contractors, students and volunteers working for the Commonwealth.
- 5. Attachments** Table 1: Summary of legal WH&S responsibilities for different levels within the AAD
- 6. Processes & procedure** WH&S management will not be regarded as a separate function within the AAD but will be integrated into the day to day activities of every manager, supervisor and worker at every level of operation.
- The responsibility for implementing WH&S policies and procedures will pass to all levels of authority and accountability by way of the established organisational structure of the Australian Antarctic

Division.

The responsibilities and duties for all personnel at the Australian Antarctic Division reflect the statutory obligations imposed by legislation as well as the AAD's expectation in relation to specific roles within the AAD Safety Management System for the various levels of authority and accountability within the organisation structure.

### **5.1 Australian Antarctic Division**

As individuals or as a body, the AAD must ensure that the activities of the AAD do not contravene the *Work Health and Safety Act 2011* and associated subordinate legislation.

Outlined below is a summary of WH&S responsibilities for different levels within the AAD as outlined in the above mentioned Act and subordinate legislation.

The following section details the specific AAD responsibilities and activities for different levels and groups in order to meet the legal responsibilities outlined in Table 1 attached.

### **5.2 Secretary, Assistant Secretary, AAD Director and the AAD Executive (Person in Control of a Business Undertaking - PCBU)**

Whilst able to delegate authority within the SMS, the PCBU is ultimately responsible for the health and safety of all AAD workers at work.

PCBU has the responsibility to ensure, so far as is reasonably practicable, the effective implementation of all relevant policies and procedures that address the WH&S program within AAD operations.

The Director and the Executive are responsible for the implementation of the AAD's WH&S Policy and so far as reasonably practicable must ensure:

- Budgetary provision is made to enable the establishment and maintenance of a safe and healthy working environment within all Branches and work sites of the AAD. Including the provision and maintenance of safe plant and structures
- Appropriate delegations are made to Branch and Section manager's, team leaders and supervisors for WH&S responsibilities
- No significant, high, very high or severe /extreme risk (refer risk management framework) research or operational work is undertaken until a risk assessment of the work is completed and the Director, AAD Executive or General Manager is satisfied that the hazards associated with the work are controlled as far as is reasonably practicable and are acceptable
- Observance of AAD's WH&S policy by workers (staff, students,

contractors, volunteers and visitors) of the AAD

- Workers are provided with appropriate information, instruction, training and supervision to enable them to work safely
- Any WH&S incident that occurs is notified using the AAD's IHIS (Incident, Hazard and Improvement Suggestion) notification process,
- Any WH&S incident is investigated to ensure correction of deficiencies and facilitate continuing improvement to safety management practices
- Prompt response is made to WH&S recommendations received from the WH&S Committee.
- Monitoring is undertaken to prevent illness and injury

### **5.3 Director and General Managers (Officers)**

The Director and General Managers must exercise due diligence to ensure all reasonable steps are taken to eliminate health and safety hazards from the workplace. Where hazard elimination cannot be achieved steps must be taken to minimise the risk associated with those hazards. In discharging this duty Officers must acquire and keep up to date knowledge of work health and safety matters, gain an understanding of the nature of the operations hazards and risks associated with those operations and shall verify that the following actions have been undertaken and achieved :

- Buildings, fabric, facilities, plant, equipment and emergency equipment is adequate, safe, effective, in compliance with relevant standards and suitable for the types of works to be carried out
- Adequate resources, including financial provisions, are available for the maintenance of health and safety practices associated with the above
- WH&S procedures are documented, including emergency procedures
- WH&S risk management and inspection programs are carried out
- Workers are inducted and trained
- Workers have access to all necessary health and safety information
- Health and safety incidents are actioned in an appropriate and timely manner
- Consultation occurs with workers when dealing with health and safety matters
- health and safety, including public health issues is promoted

### **5.4 Section and Group Managers/Station leaders / Supervisors / Program Leaders**

A person in control of a work group has a particular WH&S responsibility for ensuring that work which the manager/supervisor/

leader is directing is carried out in ways that safeguard the health and safety of workers (staff, contractors and visitors).

To meet this responsibility the section manager/supervisor/ leader is to:

- Implement WH&S policies and procedures
- Ensure all hazards are identified and
- Not allow work to be undertaken if the hazards associated with the work are not effectively controlled
- Document all work procedures, including risk assessments
- Arrange for workers to be instructed in the WH&S aspects, including risk assessments and control practices of the work procedures
- Initiate staff training in WH&S
- Inform their supervisor and the WHS Manager of any deficiencies identified in the system of work
- Ensure that good housekeeping standards are maintained
- Advise workers of the AAD's Incident Hazard and Improvement Suggestion notification process for any identified hazards, incidents,
- Cooperate with the WH&S Committee members and health and safety representative of the work area in facilitating, understanding and improving WH&S matters.
- Undertake investigations into workplace incidents

### **5.5 Workers (Employees, visitors, contractors, volunteers, students)**

While responsibility for WHS at the AAD is a prime function of all levels of management, each worker, contractor or visitor has a parallel responsibility to ensure that his or her own work activities are conducive to good WHS by:

- Taking personal action to eliminate, avoid or minimise hazards,
- Bringing to the attention of their supervisor or AAD contact any unsafe situation or procedure,
- Promptly report any hazardous situations, and seek assistance for any hazardous situations, that they cannot immediately rectify;
- Complying with all work procedures and instructions,
- Active participation in WHS training and induction programs,
- Making proper use of all safety devices and personal protective equipment,
- Seeking information and advice where necessary before carrying out new or unfamiliar work,
- Maintaining dress and Personal Protective Equipment (PPE) standards appropriate or required for the work being done,
- Being familiar with emergency and evacuation procedures and the location, and use, of emergency equipment,
- Using the AAD's Incident, Hazard, Improvement and

Suggestions notification process to notify hazards, incidents, injuries or exposures,

- Being aware of the OHS Committee members and health and safety representative for the work area.

take reasonable care to avoid placing themselves and others at risk through their actions or omissions.

## **5.6 WH&S Manager**

The WH&S Manager provides professional support (both policy and practice) to the AAD's Safety Management System. The WH&S Manager is available to provide advice to workers (management, staff, contractors and visitors) on:

- Hazard identification, risk assessment and risk control issues
- Compliance matters related to Work health and safety
- Policy interpretation and procedural, training, inspection and audit requirements of the AAD's WH&S management system.

The responsibilities of the WH&S Manager include:

- Providing advice to the AAD on WH&S issues through the development of policies and procedures
- Provision and maintenance of generic WH&S Hazard identification management procedures
- Provision and maintenance of generic WH&S risk management procedures for the hazards associated with AAD activities
- Initiation, development and oversight of staff networks to communicate, consult and promote WH&S matters
- Liaise with WH&S regulatory authorities
- Advising on the safe use, storage and disposal of hazardous materials
- Advising on the safe use and maintenance of plant
- Provision of training in WH&S risk management procedures
- Design and undertaking of an audit function to regularly assess and report on all elements of the AAD's WH&S management system
- Provision of advice on WH&S matters, including design, evaluation and investigation services related to worksites and work procedures
- Establishment and maintenance of an WH&S incident notification system
- Reporting on appropriate WH&S performance indicators
- Investigation of incidents and injury experience and Work health problems in the AAD and advising on what remedial action should be taken
- Provision of monitoring of work environments and organising health surveillance
- Checking the WH&S aspects of plans for new buildings and for

the renovation and alteration of existing facilities

- Visiting all branches and sections of the AAD on a regular basis for health and safety discussions, evaluations and audits
- Promoting an interest in, and action on, Work health and safety matters.

In undertaking these responsibilities the WH&S Manager will work closely with AAD management at all levels.

#### **5.7 'Responsible person'**

If a person is nominated as the *Responsible Person* in the Corrective and Preventive Action process, that person is responsible for ensuring effective corrective and preventive actions are determined and implemented and reviewed to ensure appropriateness.

## **6. Feedback & review**

This policy will be reviewed as part of the overall SMS Review process or when necessary.

Workers will be able to provide feedback via the WH&S Committee and the Improvement Suggestion reporting process.

**TABLE 1: SUMMARY OF LEGAL WH&S RESPONSIBILITIES FOR DIFFERENT LEVELS WITHIN THE AAD**

RESPONSIBILITY  LEVEL	WH&S Policy	Risk Management	Working Environment (Including plant, equipment and systems of work)	Safe Access to and from Workplace and adequate facilities	Safe Use, Storage or transport of substances	Consultation	Information and training	Emergency and Incident Response, Notification/R eporting and Analysis
<b>Director</b>	Endorse and promote principles of the AAD WH&S Policy.	Ensure AAD wide RM System is in place and adequately resourced.	Ensure AAD Systems function to ensure and monitor safe plant, equipment and methods of work.	Ensure AAD wide requirements and processes exist to enable safe access to and from AAD workplaces and adequate facilities.	Ensure AAD wide policy and procedures in place for the safe use, storage and transportation of substances.	Ensure AAD wide WH&S Consultation Mechanisms (eg WH&S Committees) are in place and their effectiveness is reviewed.	Ensure AAD wide WH&S information and training systems are in place and adequately resourced.	Ensure AAD wide Emergency and Incident response, notification and reporting and analysis systems are in place and adequately resourced.
<b>General Manager</b>	Ensure communication and awareness of the requirements detailed in the AAD WH&S Policy within your Branch.	Ensure Branch compliance with AAD RM systems and process. Adequately resource implementation of specific Branch Level Risk Management practices and procedures	Ensure Branch compliance with AAD wide systems and adequately resource implementation of Branch specific processes and procedures to ensure and maintain safe plant, equipment and systems of work.	Ensure Branch compliance with AAD wide systems and adequately resource implementation of Branch specific processes and procedures to ensure safe access to a from Branch controlled work areas and provision of adequate facilities	Ensure Branch compliance with AAD wide systems and adequately resource implementation of Branch specific processes and procedures for the safe use, storage or transportation of substances.	Ensure Branch compliance with AAD wide systems and adequately resource implementation of Branch specific processes and procedures to enable consultation on WH&S matters	Ensure Branch compliance with AAD wide systems and adequately resource implementation of Branch specific processes and procedures to ensure adequate and appropriate WH&S Training and access to relevant and up to date WH&S Information and resources (eg legislation, International and Australian Standards).	Ensure Branch compliance with AAD wide systems and adequately resource implementation of Branch specific processes and procedure to ensure emergencies and incidents are adequately responded to, notified, reported and analysed within the specified timeframes.

<p><b>Section/Group Managers</b> <b>Supervisors</b> <b>Program Leaders</b> <b>Station leaders</b></p>	<p>Ensure communication and awareness of the requirements detailed in the AAD WH&amp;S Policy within your specific area of control</p>	<p>Ensure compliance, by your specific area of control, with AAD wide and Branch specific Risk Management practices and procedures.</p>	<p>Ensure compliance, by your specific area of control, with AAD wide and Branch specific practices and procedures aimed at ensuring safe plant, equipment, and systems of work for your specific area of control.</p>	<p>Ensure compliance, by your specific area of control, with AAD wide and Branch specific practices and procedures to ensure safe access to and from your work area and provision of adequate facilities.</p>	<p>Ensure compliance, by your specific area of control, with AAD wide and Branch specific practices and procedures for the safe use, storage or transportation of substances.</p>	<p>Ensure compliance, by your specific area of control, with AAD wide and Branch specific practices and procedures to enable consultation on WH&amp;S matters</p>	<p>Ensure compliance, by your specific area of control, with AAD wide and Branch specific practices and procedures to ensure adequate and appropriate WH&amp;S Training and access to relevant and up to date WH&amp;S Information and resources (eg legislation, International and Australian Standards).</p>	<p>Ensure compliance, by your specific area of control, with AAD wide and Branch specific practices and procedures aimed at ensuring emergencies and incidents are adequately responded to, notified, reported and investigated within the specified timeframes.</p>
<p><b>Workers</b></p>	<p>Be aware of and adhere with the requirements set out in the AAD WH&amp;S Policy.</p>	<p>Be aware of and adhere to Risk Management practices and procedures. Raise any suggestions or concerns with regards to these procedures.</p>	<p>Be aware of and adhere to practices and procedures aimed at ensuring safe plant, equipment, and systems of work. Raise any suggestions or concerns with regards to these procedures.</p>	<p>Be aware of and adhere to practices and procedures aimed at ensure safe access to and from your work area and the provision of adequate facilities. Raise any suggestions or concerns with regards to these procedures.</p>	<p>Be aware of and adhere to practices and procedures aimed at ensure the safe use, storage or transportation of substances. Raise any suggestions or concerns with regards to these procedures.</p>	<p>Be aware of and participate in consultation mechanisms (eg WH&amp;S Committees, IHIS Reporting System) for WH&amp;S matters. Raise any suggestions or concerns with regards to these mechanisms.</p>	<p>Be aware of and participate in WH&amp;S Training. Be aware of and utilise WH&amp;S information resources. Raise any suggestions or concerns with regards to Training or Information Resource mechanisms.</p>	<p>Be aware of and adhere to practices and procedures aimed at ensuring emergencies and incidents are adequately responded to, notified, reported and analysed within the specified timeframes. Raise any suggestions or concerns with regards to these procedures and reporting mechanisms.</p>