AAD Safety Standard

WHS Roles and Responsibilities

Contents

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1. Purpose

To describe the general accountabilities, authority and duties of individuals with respect to Work Health and Safety (WHS) at the Australian Antarctic Division (AAD).

It is expected that branch documentation, manuals, management plans and position profiles will further elaborate specific WHS roles and responsibilities.

2. Scope

Legal WHS responsibilities for AAD workers at different levels of authority and accountability.

3. Process

Work health and safety 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 WHS policies and procedures will pass to all levels of authority and accountability by way of the established organisational structure of the AAD.

The responsibilities and duties for all personnel at the AAD 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 (SMS) for the various levels of authority and accountability within the organisational structure.

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 WHS 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 Appendix 1.

Person in Control of a Business Undertaking (PCBU)

Secretary, Deputy Secretary, AAD Director and the AAD Executive

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 WHS program within AAD operations.

The Director and the Executive are responsible for the implementation of the AAD's WHS 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 managers, team leaders and supervisors for WHS responsibilities

- No severe or high 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 WHS policy by workers (staff, students, contractors, volunteers and visitors) of the AAD

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- Workers are provided with appropriate information, instruction, training and supervision to enable them to work safely

- Any WHS incident that occurs is notified using the AAD's SIRUS notification process

- Any WHS incident is investigated to ensure correction of deficiencies and facilitate continuing improvement to safety management practices

- Prompt response is made to WHS recommendations received from the WHS Committee

- Monitoring is undertaken to prevent illness and injury.

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 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

- WHS procedures are documented, including emergency procedures

- WHS 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.

Section and Group Managers/Station Leaders / Supervisors / Program Leaders / Work Area Manager

A person in control of a work group has a particular WHS 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 WHS policies and procedures

- Ensure all hazards are identified

- 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 WHS aspects, including risk assessments and control practices of the work procedures

- Initiate staff training in WHS

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- 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 SIRUS notification process for any identified hazards, incidents and improvements

- Cooperate with the WHS Committee members and elected Health and Safety Representative of the work area in facilitating, understanding and improving WHS matters

- Undertake investigations into workplace incidents.

Workers (employees, contractors, students, volunteers) & Visitors

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 reporting any hazardous situations, and seeking assistance for any hazardous situations, that they cannot immediately rectify

- Reading, understanding and 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 (PPE)

- Seeking information and advice where necessary before carrying out new or unfamiliar work

- Maintaining dress and PPE standards appropriate or required for the work being undertaken

- Being familiar with emergency and evacuation procedures and the location, and use, of emergency equipment

- Using the AAD's SIRUS notification process to notify hazards, near misses, incidents, injuries or exposures

- Being aware of the WHS Committee members and elected Health and Safety Representative for the work area.

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

WHS Manager

The WHS Manager shall champion the development and maintenance of AAD's Safety Management System. The WHS Manager shall provide guidance and respond to service requests from the AAD Exec and leaderships teams. The WHS manager shall develop and act in accordance with the AAD Exec approved Annual Safety Improvement Plan.

'Responsible Manager' - SIRUS

If a person is nominated as the Responsible Manager in the SIRUS reporting process, that person is responsible for ensuring effective corrective and preventive actions are determined and implemented and reviewed to ensure appropriateness.

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Appendix 1 Summary of Legal WHS Responsibilities for Different Levels Within the AAD

Responsibility / Level	WHS Policy	Risk Management (RM)	Working Environment	Safe access and adequate facilities	Safe use, storage or transport of substances	Consultation	Information and training	Emergency and Incident Response
Director	Endorse and promote principles of the AAD WHS 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 WHS Consultation Mechanisms (e.g. WHS Committees) are in place and their effectiveness is reviewed.	Ensure AAD wide WHS 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.
General Manager	Ensure communication and awareness of the requirements detailed in the AAD WHS 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 and 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 WHS matters.	Ensure Branch compliance with AAD wide systems and adequately resource implementation of Branch specific processes and procedures to ensure adequate and appropriate WHS Training and access to relevant and up to date WHS Information and resources (e.g. 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.
Section/Group	Ensure	Ensure	Ensure	Ensure	Ensure	Ensure	Ensure	Ensure

Responsibility / Level	WHS Policy	Risk Management (RM)	Working Environment	Safe access and adequate facilities	Safe use, storage or transport of substances	Consultation	Information and training	Emergency and Incident Response
Managers, Supervisors, Program Leaders, Station Leaders	communication and awareness of the requirements detailed in the AAD WHS Policy within your specific area of control.	compliance, by your specific area of control, with AAD wide and Branch specific Risk Management practices and procedures.	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.	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.	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.	compliance, by your specific area of control, with AAD wide and Branch specific practices and procedures to enable consultation on WHS matters.	compliance, by your specific area of control, with AAD wide and Branch specific practices and procedures to ensure adequate and appropriate WHS Training and access to relevant and up to date WHS Information and resources (e.g. legislation, International and Australian Standards).	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.
Workers	Be aware of and adhere with the requirements set out in the AAD WHS Policy.	Be aware of and adhere to Risk Management practices and procedures. Raise any suggestions or concerns with regards to these procedures.	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.	Be aware of and adhere to practices and procedures aimed at ensuring safe access to and from your work area and the provision of adequate facilities. Raise any suggestions or concerns with regards to these procedures.	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.	Be aware of and participate in consultation mechanisms (e.g. WHS Committees, SIRUS Reporting System) for WHS matters. Raise any suggestions or concerns with regards to these mechanisms.	Be aware of and participate in WHS Training. Be aware of and utilise WHS information resources. Raise any suggestions or concerns with regards to Training or Information Resource mechanisms.	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

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Responsibility / Level	WHS Policy	Risk Management (RM)	Working Environment	Safe access and adequate facilities	Safe use, storage or transport of substances	Consultation	Information and training	Emergency and Incident Response
								reporting mechanisms.

4. Definitions

Key terms	Meaning
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.
Workers	Workers include employees, contractors, students and volunteers working for the Commonwealth.
AAD Work Area Manager	The AAD employee (EL1 or above) designated as being responsible for an AAD work area. For the avoidance of doubt, on Station, the Station Leader is the designated AAD Work Area Manager for the purposes of this standard unless expressly stated otherwise in a position description of another person (eg a Laboratory Supervisor). On an AAD owner or chartered vessel, the Voyage Leader is the designated AAD Work Area Manager for the purposes of this standard unless expressly stated otherwise in a position description of another person (eg a Laboratory Supervisor).
Our People	Our People is term used to include all persons working or otherwise present in an AAD workplace. It specifically includes but is not limited to APS employees, all participants in the Australian Antarctic Program, contractors, and visitors.
Work Area	Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This may include offices, factories, ships, stations, workshops, vehicles, ships, aircraft or other mobile structures on land or water.

References

AAD organisational structure

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Comcare guidance documents

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