



WHS Roles and Responsibilities

Everyone in an organisation has responsibility for working safely within their individual role. However, there are different levels of responsibility that should be included in position descriptions with performance criteria that should be measured periodically to ensure WHS becomes accepted as part of every job role.

The following responsibilities can be adapted and incorporated into position descriptions. Every organisation will vary in size and structure and these responsibilities will need to be adjusted accordingly. The most important criteria to include are marked with an *

Officer

It is critically important to identify who are officers in your organisation. Officers have new, specific duties to exercise due diligence.

- i. In the WHS Act "officer" is as defined in the Commonwealth Corporations Act 2001. This is a person "who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation or
- ii. who has the capacity to affect significantly the corporation's financial standing; or
- iii. in accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors or the corporation)...".

Due Diligence Requirements – WHS Act 2011 Section 27(5)

1. to acquire and keep up-to-date knowledge of work health and safety matters (for example, what the WHS Act requires and the strategies and processes for elimination or minimisation of hazards and risks so far as is reasonably practicable);
2. to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations
3. to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
5. to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act;
6. to verify the provision and use of the resources and processes referred to in paragraphs 3 to 5

Senior Management / Managers

Responsibilities	Performance Measure
*Identify who is an 'Officer' from a WHS perspective in the organisation	Ensure the 'Officer' undertakes the six due diligence requirements as set out in the WHS Act 2011
*Provide necessary information/ data to Officer/s in order for them to fulfil their role.	Ensure regular reporting to senior management and the board
*Formally approve/sign WHS Policy	WHS Policy current and signed
*Complete workplace self-audits	Self-audits completed on time
*Set / approve organisational WHS objectives and KPIs	Documented objectives
*Ensure adequate resources provided for WHS	Evidence of budget allocation, staff responsibilities allocated.
*Ensure workplace meets legislative requirements	Evidence of active participation in policy, procedure reviews, worksite inspections, minuted discussions with management
*Develop a contractor management process	Ensure all staff engaging with contractors are trained in the contractor management process
*Establish systems to facilitate implementation of policy and procedures to achieve objectives	Evidence of communication to supervisors, documented safe work processes, training documents
*Monitor and measure supervisors WHS performance	Performance reviews in accordance with position description
Update WHSMS (Work Health & Safety Management System) documentation as required	Ensure staff are using the most up to date version of WHS policies & procedures and SOPs.
Review overall WHS of workplace	Regular meetings with senior managers WHS discussions minuted at management meetings Review monthly / quarterly reports or risk scores
Review incident investigations	Incident investigations signed off
Ensure corrective actions are implemented and reviewed	Ensure incident investigation is completed with appropriate controls implemented Seek staff feedback on controls in place
Establish appropriate WHS reporting structure and compile WHS reports as required	Reports completed on time
Ensure staff consultation processes implemented	WHS Committee (or other agreed arrangement) minutes
Facilitate RTW for injured employees	Participation in / approval of RTW plans
Basic knowledge of WHS legislation	Attendance at training sessions. Access to expert for referral

Supervisor

Responsibilities	Performance Measure
*Ensure WHS procedures are implemented by all employees / line staff	Evidence of knowledge and competence of line staff
*Undertake workplace inspections	Completed workplace inspections
*Basic knowledge of WHS legislation	Attendance at training sessions, knowledge
*Complete self-audits	Completed audit
*Undertake incident investigations	Completed incident investigations and risk assessments
*Attend WHS Committee meetings (or other agreed arrangement)	Committee minutes (or other agreed arrangement)
*Provide general WHS induction training	Documented training material and training records
*Provide job specific training	Documented training material and training records
*Facilitate RTW for injured employees	Knowledge of and participation in RTW processes. Suitable duties register
*Monitor and measure line staff WHS performance	Measurement against performance criteria in position description
*Undertake risk assessments for new systems of work, introduction of equipment etc.	Completed risk assessments, referral to management for action
Conduct verification activities when engaging with contractors	Ensure all contractors are inducted and relevant documentation in on file before contractors commence work on site
Training and supervising employees to follow safe work procedures.	Ensure all staff are inducted, trained in the respective job roles and have been made aware of the risk associated with their role
Recording and reporting hazards, incidents, near misses, injuries and illness.	Data/ recorded in appropriate WHS forms or WHSMS
Compile WHS reports as requested	Reports completed on time

Employee/Worker

Responsibilities	Performance Measure
*Ensure all work undertaken in accordance with training and instruction	Conformance to procedures and safe systems of work
*Report all hazards	Knowledge of reporting procedures
*Use all equipment and PPE provided in accordance with training	Conformance to procedures and safe systems of work
*Report all incidents	Knowledge of reporting procedures
Participate in workplace inspections	Completed workplace inspections
Comply with organisations WHS policy	Demonstrated
Cooperate with WHS representatives and committee members.	Attend meetings if required and provide feedback on WHS matters

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