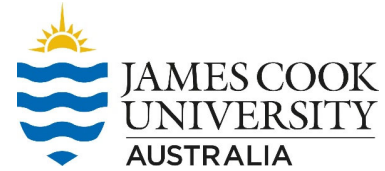


WHS-PRO-001 WHS Responsibilities Procedure

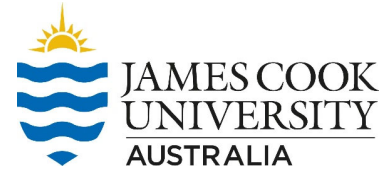
Appendix 1: Work Health and Safety Responsibilities



Position	WHS Responsibilities
Work Health and Safety Committee	<ul style="list-style-type: none">• Consult with the University Council on strategic work health and safety issues including but not limited to:<ul style="list-style-type: none">○ Monitor and review the work health and safety performance of JCU○ Recommend improvements to the WHS Policy and associated documentation○ Monitor progress towards achieving compliance with work health and safety legislation and best practice○ Oversee activities of any Committee that reports to the Work Health and Safety Committee○ Improve the communication and awareness of work health and safety requirements within the JCU community.
Work Health and Safety Advisory Committee (WHSAC)	<ul style="list-style-type: none">• Refer to Terms of Reference of the Committee.
University Institutional Biosafety Sub Committee of the Work Health and Safety Advisory Committee	<ul style="list-style-type: none">• Refer to Terms of Reference of the Committee.
University Boating and Diving Safety Sub Committee of the Work Health and Safety Advisory Committee	<ul style="list-style-type: none">• Refer to Terms of Reference of the Committee.
University Radiation Safety Sub Committee of the Work Health and Safety Advisory Committee	<ul style="list-style-type: none">• Refer to Terms of Reference of the Committee.

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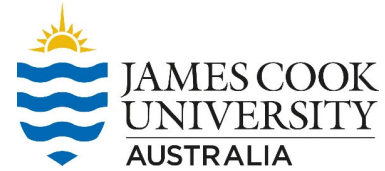
Appendix 1: Work Health and Safety Responsibilities



Position	WHS Responsibilities
Health and Safety Representatives	<ul style="list-style-type: none">• Undertake workplace inspections;• Review the circumstances of workplace incidents;• Accompany a WHSQ inspector during an inspection;• Represent the work group in health and safety matters;• Attend an interview about health and safety matters with a worker from the work group (with the consent of the worker);• Request that a health and safety committee be established;• Participate in a health and safety committee;• Monitor compliance measures;• Investigate work health and safety complaints from work group members;• Inquire into any risk to the health and safety of workers in the work group;• Issue provisional improvement notices and direct a worker to cease unsafe work (where the HSR has completed the approved training).

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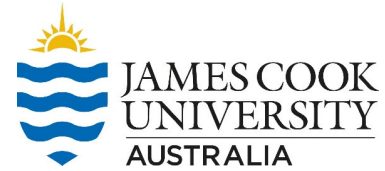
Appendix 1: Work Health and Safety Responsibilities



Position	WHS Responsibilities
Work Health and Safety Unit	<ul style="list-style-type: none"> • Proactively ensure compliance with WHS legislation, relevant standards and JCU HSMS • Provide specialist and technical advice and guidance on the practical interpretation and application of the WHS legislation and associate standards • Monitor compliance with the Gene Technology Act & Regulation, Health (drugs and poisons) regulation, Radiation Safety Act & Regulation and the biosecurity act and regulation • Provide advice to the JCU Controlled Entities and conduct Audits of the Controlled Entities • Develop and implement communication strategies and facilitate training and awareness programs for JCU staff • Provide oversight of the injury / illness rehabilitation management • Develop, consult, communicate, provide assistance with implementation, monitor and review of the JCU HSMS • Support the University to meet its work health and safety responsibilities by assisting in the identification of hazards and the implementation of risk controls • Evaluate, record, analyse and report work health and safety performance • Assist with the development, monitoring and review of committee action plans • Identify industry best practice control options to control hazards and risks • Report on changes to legislation and / or industry best practice standards for incorporation into JCU.
Chief Warden	<ul style="list-style-type: none"> • Respond and take charge of the emergency situation • Conduct an initial assessment of the emergency • Ensure that the appropriate emergency service has been notified • Direct Deputy Chief Wardens and Wardens to various areas where evacuation or assistance may be required • Brief the emergency services upon arrival on the type, scope and location of the emergency, including the status of Any evacuation activities which may be underway • Organise a debrief with Emergency Control Organisation (ECO) and attend emergency services if required • Completed annual ECO training requirements.

WHS-PRO-001 WHS Responsibilities Procedure

Appendix 1: Work Health and Safety Responsibilities



Position	WHS Responsibilities
Wardens	<ul style="list-style-type: none">• Assume the responsibility of Chief Warden if the Chief Warden is unavailable.• Commence evacuation if determined necessary• Search the floor or area to ensure all persons have evacuated• Direct persons as required to assist during an emergency (e.g. persons with special needs)• Report to Chief Warden on floor or area status• Completed annual ECO training requirements.
First Aider	<ul style="list-style-type: none">• Ensure first aid qualifications and training remain up-to-date• Ensure injuries and administered first aid treatment is recorded• Assist with emergencies when required• Notify the Health, Safety and Environment Unit of changes in their position or contact details.
Other PCBU which the University may come in contact with, including tenants	<ul style="list-style-type: none">• Other PCBUs that interact with JCU must meet their obligations in accordance with the Queensland work health and safety legislation