

WHS-PRO-001 WHS Responsibilities Procedure

Appendix 1: Work Health and Safety Responsibilities



Position	WHS Responsibilities
University Council, Chancellor and Vice-Chancellor	<ul style="list-style-type: none">• Implementation of due diligence requirements:<ul style="list-style-type: none">○ Acquire and keep up-to-date knowledge of work health and safety matters;○ Gain an understanding of the operations of the business and the hazards and risks involved;○ Ensure appropriate resources and processes are provided and used to enable hazards to be identified and risks to be eliminated or minimised;○ Ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way;○ Ensure JCU has and implements processes to comply with any legal duty or obligation;○ Ensure processes are verified, monitored and reviewed;○ Monitor the implementation of the WHS Policy.
Provost, Pro Vice Chancellors, Chief of Staff and Deputy Vice-Chancellors	<ul style="list-style-type: none">• Provide leadership and exercise due diligence requirements:<ul style="list-style-type: none">○ Acquire and keep up-to-date knowledge of work health and safety matters;○ Gain an understanding of the operations within areas of responsibility and the hazards and risks involved;○ Ensure areas of responsibility comply with work health and safety legislation and the JCU Health Safety Management System (HSMS);○ Provide resources to implement the requirements of the HSMS for the area of responsibility;○ Ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way;○ Participate in the monitoring and review of the implementation of the HSMS for the area of responsibility.

WHS-PRO-001 WHS Responsibilities Procedure

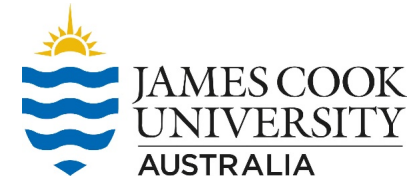
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Position	WHS Responsibilities
Director, Dean and Executive Officer	<ul style="list-style-type: none">• Implementation of due diligence requirements by ensuring activities of the Division or Directorate comply with workplace health and safety legislation and the JCU HSMS. This includes but is not limited to:<ul style="list-style-type: none">○ Implementing work health and safety risk management activities. For example reporting of incidents and any local specific measures required to eliminate or reduce risk in their area that are identified, documented and implemented;○ Ensuring safe equipment and processes are in place for staff, students and others for example Safe Work Procedures, use of the field trip module in Riskware;○ Ensuring staff and students have the necessary instruction, information, induction, training and supervision to enable work to be carried out safely;○ Ensuring corrective actions are implemented as a result of hazard / incident reports or incident investigations;○ Monitoring the work health and safety performance of Division / Directorate through audits and performance indicators;○ Ensuring work health and safety consultation arrangements are implemented;○ Allocating appropriate resources to fulfil work health and safety requirements;○ Other responsibilities as outlined in the HSMS.
College Dean	<ul style="list-style-type: none">• Ensure activities of the College comply with work health and safety legislation and the HSMS;• Ensure work health and safety consultation arrangements are implemented;• Allocate appropriate resources to fulfil work health and safety requirements;• Ensuring staff and students have the necessary instruction, information, induction, training and supervision to enable work to be carried out safely;• Monitor work health and safety performance of the Colleges;• Other responsibilities as outlined in the HSMS.

WHS-PRO-001 WHS Responsibilities Procedure

Appendix 1: Work Health and Safety Responsibilities



Position	WHS Responsibilities
Academic and Professional staff	<ul style="list-style-type: none"> • Ensure that work areas and equipment under their control is safe and without risk to health and safety; • Ensure all hazards and incidents are identified, assessed, controlled and reported via the JCU risk and incident management system RiskWare and appropriately actioned; • Provide appropriate instruction, information, training and supervision to staff, students and others to enable work to be carried out safely; • Monitor the work health and safety performance of employees under their supervision through the Performance and Development process; • Ensure risks are managed when there is a known hazard that may result in injury or illness for activities under their management and control; • Actively participate in inspections and audits within their area of responsibility; • Conduct regular walk throughs of work areas to observe work practices and discuss safety and wellbeing issues with staff and students; • Participate in workplace rehabilitation by providing support and maintaining contact with the staff member during the period of workplace rehabilitation; • Other responsibilities as outlined in the HSMS.
All staff, contractors, adjuncts and others	<ul style="list-style-type: none"> • Take reasonable care for their own health and safety; • Take reasonable care that his / her acts or omissions do not adversely affect the health and safety of other persons; • Comply with any reasonable instruction issued by JCU; • Comply with all JCU Policies and Procedures; • Promptly report hazards or incidents via RiskWare; • Be familiar with emergency and evacuation procedures and comply with instructions given by emergency response personnel such as Wardens and First Aiders; • Other responsibilities as outlined in the JCU HSMS documentation and systems.

WHS-PRO-001 WHS Responsibilities Procedure

Appendix 1: Work Health and Safety Responsibilities



Position	WHS Responsibilities
Work Health and Safety Committee (WHSC)	<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 HSE 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.
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).

WHS-PRO-001 WHS Responsibilities Procedure

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



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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 Work Health and Safety Unit of changes in their position or contact details.
Contractor	<ul style="list-style-type: none">• Follow JCU Policies and Procedures in particular the WHS Contractor Safety Management Procedure;• Comply with all relevant WHS legislation, standards and codes of practice applicable to their scope of work;• Must not, through their acts or omissions, do anything that could put at risk their own health or safety or that of University staff, students or affiliates.
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.