

# WHSMS Roles and Responsibilities Procedure

## Section 1 - Governing Policy

(1) This Procedure is governed by the [Work, Health, Safety and Wellbeing Policy](#).

## Section 2 - Scope

(2) This Procedure applies to all of the activities that are managed and influenced by the University.

## Section 3 - Background

(3) This Procedure was developed to support staff to develop ownership and accountability for those aspects of the [Work Health and Safety Management System](#) (WHSMS or framework) they have control over.

(4) It increases the ACU community's understanding of the role that everyone plays in contributing to the [Work Health and Safety Management System](#) and maintaining its safe working and learning spaces. The Procedure also provides guidance about the specialist Work Health and Safety (WHS) roles that are performed by ACU staff and tenants within the University's buildings.

## Section 4 - WHSMS Responsibilities

(5) This section of the Procedure describes how different groups of the ACU community contribute to the implementation, maintenance and continuous improvements in the University's WHSMS.

### Staff Members, Students, Visitors, Volunteers and Contractors

(6) Everyone contributes to the University's safe working and learning spaces and protects their own and other people's safety. They confidently apply WHSMS processes and systems and engage with WHS inductions to ensure they are familiar with the University's emergency and evacuation procedures, and incident and hazard processes.

(7) They also:

- a. Download the [Safezone App](#) so they can alert the University about emergencies and request assistance;
- b. Contribute in WHS meetings, inductions, training and other WHSMS activities;
- c. Apply safe working and learning procedures that are associated with the WHSMS;
- d. May be consulted about/lead hazard identification and associated WHS risk assessment and management processes;
- e. Engage in two-way consultations with the University about the WHSMS;
- f. Report hazards, near misses, incidents and injuries on [Riskware](#) or inform a staff member who will submit a report of their behalf; and

- g. Use and maintain safety devices and personal protective equipment.

## Staff Members

(8) Staff members are committed to continuously improving the University's WHSMS and protecting their own and other people's safety. They confidently apply WHSMS processes and systems. Staff members follow emergency and evacuation procedures and instructions and are knowledgeable about how to respond to different scenarios, [In an Emergency poster](#).

(9) They also:

- a. Seek advice, when it is required, prior to starting new or unfamiliar work;
- b. Wear appropriate clothing and footwear for their work;
- c. Use and maintain protective and safety equipment properly,
- d. Apply documented treatments, including using and maintaining protective and safety equipment properly, to manage WHS risks;
- e. Collaborate with their colleagues and Nominated Supervisors or Managers to identify hazards and assess, and manage WHS risk;
- f. Show responsibility and accountability for excellence by identifying WHSMS improvement opportunities, in collaboration with their Nominated Supervisors or Managers e.g. by identifying and resolving hazards and assessing associated risks, participating in WHS inspections, completing ergonomic checklists, and performing [Job Safety Analysis Form](#) etc.;
- g. Are aware of their WHS representatives and engage with University consultations about the WHSMS; and
- h. Report all hazards, near misses, injuries and incidents, using [Riskware](#), in a timely manner.

## Nominated Supervisors and Managers

(10) Nominated Supervisors and Managers - including those staff that oversee student work programs, student research, lectures, tutorials, practicals classes, placements and field trips - should actively coach direct reports and others about the WHSMS and conduct regular career development discussions about WHS and other competencies.

(11) They also:

- a. Encourage staff and others to contribute to the WHSMS and identify opportunities for improvement (e.g. identifying hazards, conducting WHS inspections, completing ergonomic checklists etc.);
- b. Engage staff about the assessment and management of WHS risk;
- c. Ensure staff and others know who their WHS representatives are, how to access WHSMS policies and procedures, and understand the ACU process for resolving WHS issues;
- d. Support staff and students to participate in approved WHS training and ensure that copies of staff training records are uploaded to [Service Central](#) (which are then uploaded to staff records);
- e. Ensure that WHS is an agenda item during staff meetings;
- f. Support their staff to confidently apply documented risk management processes to assess and manage WHS risks;
- g. Ensure their staff and others are knowledgeable about their responsibilities and role in contributing to the WHSMS;
- h. Actively participate in WHS inspections and audits;
- i. Support their executive team to implement and monitor the WHS Section of Organisational Unit Plans;
- j. Identify when to use suitably qualified consultants to perform specialist WHS work, such as health and air monitoring;

- k. Consider WHS performance as part of staff Performance Reviews and Plans; and
- l. Ensure all hazards and incidents are reported in timely manner and investigated appropriately, and suitable treatments are developed, in consultation with relevant staff and others, and documented within [Riskware](#) Action Plans.

## Staff that Engage Contractors

(12) ACU staff that manage or engage contractors are responsible for the health and safety of those contractors they control or influence.

(13) Project managers and other staff that manage contractors ensure:

- a. The prequalification procurement process (which specifies that contractors outline their governance processes and provide details of their WHS performance and whether they have a certified Environmental Health and Safety Management System) is followed during formal, tender processes;
- b. They have the qualifications, training, experience and certificates of competency that will be needed for the job;
- c. Electrical power tools are regularly inspected and tagged in accordance with standard AS3760;
- d. Maintenance contractors complete University online, WHS inductions on Comply Flow, and will receive a face to face induction for higher risk activities;
  - i. They provide Safe Work Method Statements to Facilities Management staff about higher risk activities;
- e. Maintain a register of hazardous chemicals, including Safety Data Sheets, whenever they bring chemicals on site for five or more days;
- f. Contractors have statutory workers compensation, public liability and personal indemnity (if required) insurances and relevant licences to perform work;
- g. Comply with relevant WHS legislation and other requirements, including the Health Monitoring obligations which are outlined in the [WHSMS Health and Air Monitoring Procedure](#);
- h. All hazards, near misses, injuries and incidents are reported to a relevant Project Manager (capital projects) or local Facilities Management staff (maintenance work) who log these reports on [Riskware](#); and
- i. They engage in two-way dialogue with the University about hazards and are provided with access to site Hazardous Materials Register and information about other processes, including Hot Work and fire isolation processes.

## Contractors

(14) The management of contractors is included in the scope of the University's WHSMS and achieving WHS objectives and targets is a shared responsibility between the University, contractors, sub-contractors and their staff.

(15) Contractors are responsible for:

- a. Completing the prequalification process for formal tenders;
- b. Applying safe systems of work, and assessing and managing significant WHS risk;
- c. Providing local Facilities Management staff with safe work method statements whenever they perform higher risk maintenance activities;
- d. Ensure they report notifiable incidents, under WHS/OHS legislation and are compliant with regulatory and other requirements;
- e. Maintaining chemical registers, and associated Safety Data Sheets, for hazardous substances they bring on site for five or more days;
- f. Report all hazards, near misses, incidents and injuries to relevant Project Managers or relevant Facilities Managers

- g. Access local hazardous materials registers; and
- h. Participate in a two-way dialogue with the University about health and safety issues.

## **Staff that Coordinate Student Placements**

(16) Placement Services (within all Faculties) are responsible for overseeing placements and play a significant role in ensuring that WHSMS processes and systems are applied to student placements. They also require assurance from the placement organisations that significant risks are managed.

(17) They also:

- a. Support students to submit medical claims, against the University's Personal Injury Policy, whenever they have sustained an injury on placement;
- b. Ensure incident and injury reports are logged, within [Riskware](#), about events which occur while students are on placement, and facilitate the development of corrective actions to manage these risks;
- c. Identify and act upon injury and injury trends that impact upon students on placements;
- d. Collaborate with Placement Services who ensure that students complete Working with Children checks prior to relevant placements; and
- e. Influence placement organisations to ensure that risks, including corrective actions, are managed or initiated.

## **Organisations Hosting Students on Placement**

(18) The organisations that host students, on placement, provide them with a WHS induction and ensure the WHS risks associated with the placement activities are appropriately assessed and managed.

(19) They also ensure that:

- a. These students wear appropriate personal protective equipment when required;
- b. Ensure these students follow local incident and injury reporting processes;
- c. Ensure students confidently apply safe work method statements and treatments to manage risks;
- d. Investigate incidents and injuries and apply corrective actions to reduce the risks of a reoccurrence of an incident or injury; and
- e. Collaborate with University placement staff to ensure Working with Children checks are completed.

## **Senior Executive and Executive Staff**

(20) Members of the Senior Executive have Officer responsibilities, under WHS legislation. The University has also assigned these responsibilities to Executive Staff. These Officers should ensure that their WHS knowledge is current and the University properly resources and manages its significant WHS risks.

(21) The Senior Executive and Executive Staff also demonstrate safety leadership and commitment by developing, leading and promoting the WHSMS and a safe working and learning culture. They are advocates for reporting incidents, hazards, risks and opportunities. They are also committed to 'Zero Harm' and accountable for the prevention of working and learning related injuries and illnesses and the maintenance of safe working and learning spaces.

(22) They also:

- a. Ensure WHS objectives and targets are developed and achieved, and these performance measures and the WHSMS, is aligned with the ACU Planning Framework and other business processes;
- b. Ensure the WHSMS is continuously improved;

- c. Allocate resources to implement, maintain and continuously improve the WHSMS;
- d. Promote the importance of engaging staff, students, staff and student representatives, visitors, volunteers and contractors about how they contribute to the success of the WHSMS and the management of WHS risk; and
- e. Ensure local WHS Committees are effective and the University effectively engages staff, Health and Safety Representatives (HSR), the ACU Staff Consultative Committee and other representatives about the WHSMS.

## **Vice-Chancellor and President**

(23) The Vice-Chancellor and President is the approval authority for all WHSMS policies and is accountable for the WHSMS and the management of the University's WHS risks. However, the Vice-Chancellor and President delegates responsibility for specific matters to the Chief Operating Officer and other members of the Senior Executive and Executive.

# **Section 5 - WHS Roles**

(24) There are a wide number of specialised WHS roles at ACU. These internal and external staff (such as tenants in ACU managed buildings) support the University to apply WHSMS processes and systems, respond in an emergency and implement and continuously improve the framework.

## **First Aid Officers, Incl. Occupational First Aiders**

(25) First Aid Officers contribute to the WHSMS and safe working and learning spaces by maintaining current qualifications, including participating in CPR updates, and confidently providing first aid.

(26) They also:

- a. Provide appropriate referrals as required;
- b. Record all treatment (however minor) on the First Aid Treatment Form and encourage staff, students, visitors, volunteers and contractors to complete a [Riskware](#) report;
- c. Keep information on injuries confidential (except those details that are part of reporting requirements and need to be provided to medical staff);
- d. May contribute to the maintenance of first aid facilities and inform local Facilities Management staff if items in first aid kits need to be restocked; and
- e. Report any opportunities for improvement to an Employment Relations and Safety staff member.

(27) Refer to the [First Aid Procedure](#) for more information.

## **Emergency Wardens**

### **Chief Wardens**

(28) The role of Chief Warden is normally performed by a local Facilities Manager. Chief Wardens, for each campus, contribute to the WHSMS by acting as overall controllers for a building in emergency situations.

(29) They confidently apply emergency management processes that are associated with Workplace Emergency Procedure Manuals for each building, as well as the [Critical Incident Management Procedure](#).

(30) They also:

- a. Acquire knowledge about the nature of any arising emergency;
- b. Engage building occupants and Floor Wardens about appropriate emergency responses;

- c. Initiate building evacuation procedures;
- d. May brief external emergency services about the type, scope and location of the emergency or status of the evacuation;
- e. Organise and initiate emergency drills;
- f. Consolidate and provide feedback in post drill debrief sessions, which is recorded and documented by the University's emergency management contractor, and informs continuous improvements in the emergency responses; and
- g. Perform Building Emergency Preparedness inspection.

### **Floor Wardens**

(31) Nominations for this role are endorsed by work areas and endorsed by Facilities Management staff. Floor Wardens contribute to the University's WHSMS by supporting the Building Warden in the orderly and safe evacuation of their building.

(32) Under the guidance of a Chief Warden, they:

- a. Engage with the campus Chief Warden and follow instructions;
- b. Confidently coordinate emergency response actions in their immediate area;
- c. Commence and coordinate an orderly evacuation, when directed by the Chief Warden;
- d. Search floor or areas to ensure all persons are evacuated;
- e. Support mobility-impaired persons;
- f. Act as a guide or marshal for assembly areas;
- g. Guard entry points to prevent re-entry to building until an 'all clear' is given; and
- h. Provide feedback to post drill debrief sessions.

### **Critical Incident Management Team**

(33) The Chief Operating Officer (COO) oversees the establishment, operation, review and testing of the [Critical Incident Management Policy](#), [Critical Incident Management Procedure](#) and roles. The WHS risks, associated with different critical incident scenarios, are also identified and minimised. The COO also ensures that the Critical incident Framework is aligned with the WHSMS and the Level 1 and 2 incidents, which impact upon the safety of the ACU community, environment and/or property, are reported in riskware and learnings are identified and captured. These learnings inform continuous improvements in the CIM and WHSMS frameworks and the management of risk.

### **Incident Convenors**

(34) Incident Convenors triage notifications about Level 1 and 2, WHS and other, incidents and notify the Incident Lead who will manage the incident.

(35) Refer to the [Critical Incident Management Policy](#) for a listing of the relevant Incident Convenors and Incident Leads.

### **Incident Leads**

(36) Incident Lead manages the University's Level 1 (WHS and other) incidents and activates the Incident Response Group whenever it is required.

### **Incident Resource Group**

(37) The Incident Response Group provide additional expertise and resources to support the University to manage these incidents, including supporting recovery processes and providing resources. They also identify learnings from

WHS, Level 1 incidents which are logged in [Riskware](#), which inform the development of treatments to manage WHS and other risks.

### **Critical Incident Response Group**

(38) The Critical Incident Convenor role is assigned to the Chief Operating Officer who determines which incidents are critical incidents and activates the Critical Incident Response Group whenever it is required. This group oversees Critical Incident and recovery processes in collaboration with the Critical Incident Convenor and identifies incident learnings that informs ongoing improvements in risk management practices and the WHSMS.

## **WHS Committees**

### **Chair, Local WHS Committees**

(39) The Chair of the local WHS Committee is elected by staff representatives and helps ensure that a minimum of four meetings are held, each year.

(40) The Chair also:

- a. Circulates and produces a standard agenda that engages the local WHS Committee about the University's WHSMS and the management of WHS risk;
- b. Only proceeds with meetings if a quorum of WHS Members are in attendance;
- c. Will invite local HSR and student representatives to join the committee; and
- d. Ensures that minutes are prepared, circulated and uploaded to the WHS SharePoint site.

### **Local WHS Committee Members**

(41) Campus WHS Committees meet on a quarterly basis and Members engage with the University, and their staff or student constituents, about the University's WHSMS and the management of WHS and governance risk.

(42) They also:

- a. Engage other staff and/or students about the University's WHSMS;
- b. Review contributing factors to hazards, near misses, incidents and injuries, and associated treatments;
- c. Escalate issues of concern, which cannot be easily resolved, to the Work Health and Safety Management Committee; and
- d. Invite Health and Safety Representatives (HSRs) to attend local WHS Committee meetings.

(43) Each Member conducts at least one WHS inspection, each year, which supports the WHS Committee to identify opportunities for improving the WHSMS. View the [WHS Committee Procedure](#) for more information, including the role of the Chair.

## **Health and Safety Representatives (HSR)**

(44) HSR represent a work group comprised of staff members on a campus and engage with University consultations about the WHSMS, including the impact of proposed changes to WHSMS processes and systems on the staff within their work group.

(45) They are also:

- a. Strong advocates for the University's WHSMS;
- b. Are usually invited to attend local WHS Committee meetings;
- c. Participate in some WHS risk assessments and incident investigations that impact upon their workgroups; and



- d. Direct works to cease if there is an immediate risk to health and safety.

## **ACU Staff Consultative Committee (ACUSCC)**

(46) The ACUSCC is a peak consultation forum comprised of union nominees and management representatives that meets four times a year to review a range of workplace issues and procedures, including systems and processes which are associated with the University's WHSMS. The Committee receives and considers bi-annual reports on the effectiveness, including performance evaluations, of the WHSMS and new initiatives that will facilitate continuous improvements to the WHSMS.

## **Properties and Facilities**

(47) Properties and Facilities staff have a range of responsibilities for implementing and continuously improving the WHSMS. The Directorate leads many of the University's emergency planning and response processes and oversees property compliance.

(48) Properties and Facilities also:

- a. Provides and maintain first aid facilities and supplies;
- b. Coordinates the training and recruitment of Floor Wardens, and manage the associated emergency evacuations and drills (in alignment with Emergency Management Manuals and the [Critical Incident Management Policy](#));
- c. Ensures that contractors are provided with access to hazardous materials registers and engage in consultations with contractors and Project Managers about hazards and risks;
- d. Commission property and building compliance audits and monitors and documents the actioning of audit recommendations and corrective actions;
- e. Ensure that contractors have the appropriate competencies, licences and insurances to perform work;
- f. Ensure that contractors, who submit formal tenders, address the WHS aspects of the University's Four Pillars of Success criteria e.g. governance processes, WHS performance and whether they have a certified Health Safety and Environment (HSE) Management System; and
- g. Ensure that contractors, involved in capital or maintenance projects, comply with WHS legislative requirements, including reporting notifiable incidents.

## **Work Health and Safety Management Committee**

(49) The Work Health and Safety Management Committee promotes a positive safety culture and ensures that the WHSMS is aligned with the University's Planning Framework and is embedded into business processes. Members provide leadership by advocating for consultations with staff, students and interested stakeholders about the WHSMS and the management of WHS risk, including governance. They actively engage with the identification of risks and opportunities and ensure those WHS objectives and targets which are developed are measurable and achievable.

(50) The Work Health and Safety Management Committee also:

- a. Reviews and endorses new and revised WHSMS policies, procedures and initiatives;
- b. Engages with the identification of WHS risks and opportunities, and WHS objectives and targets, and the associated WHS Strategic Plan and organisational unit WHS Action Plans;
- c. Oversees consultation processes;
- d. Reviews WHSMS input that has been provided by WHSMS Committees;
- e. Actively promotes WHS awareness, initiatives and consultation; and
- f. Monitors and reviews WHS performance, including the WHS Strategic Plan and organisational unit WHS Action Plans and the WHSMS.



## WHS Staff

(51) WHS staff, within the People and Capability's Employment Relations and Safety area, support internal clients to contribute to the WHSMS, identify improvement opportunities, and assess and manage WHS, including governance.

(52) They also:

- a. Support staff to return to work in a timely and sustainable manner, and identify and apply learnings from these injuries and illnesses;
- b. Review the [WHS Register of Compliance Obligations](#) every six months for currency,
- c. Support staff to identify, report and manage WHSMS opportunities, hazards and assess and manage associated risks;
- d. Support the University to develop and report upon WHS targets and objectives, the WHS Strategic Plan and associated organisational unit WHS Action Plans;
- e. Develop and review WHSMS processes and systems that are aligned with business processes and frameworks;
- f. Support the University to improve first aid responses;
- g. Produce quarterly WHSMS reports, measure WHSMS performance and facilitate benchmarking with AHEIA processes; and
- h. Support consultation processes about the University's WHSMS and the management of WHS risk.

## People and Capability

(53) People and Capability is the service lead for the WHSMS and develops and maintains operational controls that are aligned with business processes, including WHSMS policies and procedures. People and Capability also produces quarterly reports about the performance of the framework and collaborates with Properties and Facilities to deliver and develop systems and processes, including the provision of first aid. People and Capability also supports the Senior Executive and Executive, including the Work Health and Safety Management Committee, to develop WHS plans and conduct bi-annual reviews of the framework and assessments of its suitability, adequacy and effectiveness.

## Section 6 - Revisions made to this Procedure

(54) The University may make changes to this Procedure from time to time to improve its effectiveness. If any staff member wishes to make any comments about this Procedure, they should forward their suggestions to People and Capability.

## Section 7 - Further Assistance

(55) Any staff member who requires assistance in understanding this procedure should first consult their Nominated Supervisor or Manager who is responsible for applying the University's WHSMS within their work area. Should further information or advice be required staff should visit [Service Central](#).

## Section 8 - Associated Information

(56) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	19th December 2023
<b>Review Date</b>	30th April 2024
<b>Approval Authority</b>	Vice-Chancellor and President
<b>Approval Date</b>	19th December 2023
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Angelle Laurence Chief People Officer
<b>Responsible Manager</b>	Angelle Laurence Chief People Officer
<b>Enquiries Contact</b>	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability