

WHS003 Roles and Responsibilities for WHS

Legal Application: Work Health and Safety (WHS) Act 2011 s.19 contains the primary duty of a 'person conducting a business or undertaking' (PCBU) to ensure so far as is reasonably practicable the health and safety of workers and others in the workplace. Section 20 is likely to be relevant as it prescribes a duty on the person with management or control of a workplace. Section 27 states the duty of 'Officers' and how they must exercise 'due diligence'. The duty of workers is found in Section 28.

Reference Documents:

- SafeWork Australia – Interpretive guideline - Officer & Due Diligence
- WHS Act 2011
- WHS Regulation 2017

Please refer to the SafeWork website for the below topics – <http://www.safework.nsw.gov.au/>

- SafeWork NSW Information Page – Directors and officers
- SafeWork NSW Information Page – Due diligence
- SafeWork NSW Information Page – Volunteer officers
- SafeWork NSW Information Page – WHS PCBUs, workers and officers: Fact sheet

Purpose

To identify and highlight the key WHS responsibilities under the legislation for each role and level within the venue.

Scope

This policy sets out the general WHS responsibilities for a Person Conducting a Business or Undertaking ('PCBU'), Officers and Directors, managers. (for the Goulburn Club all these functions are the responsibility of the Goulburn Club Board), supervisors and workers and provides references for the key sources of WHS information. These responsibilities should be included in individual position descriptions.

Responsibilities

Person Conducting a Business or Undertaking (PCBU)

The WHS Act 2011 sets out the duty of the PCBU to *ensure so far as is reasonably practicable, the health and safety of workers and others* by ensuring:

- safe systems of work
- a safe work environment
- safe use of plant, structures and substances
- facilities for the welfare of workers are adequate
- processes for notification and recording of workplace incidents
- adequate information, training, instruction and supervision is given
- compliance with the requirements under the work health and safety regulation
- effective systems are in place for monitoring the health of workers and workplace conditions

Officers and Directors

Directors and others who have a high level of obligation for the WHS are designated 'Officers' and have a key responsibility for WHS in this workplace in accordance with the WHS Act 2011 Section 27 'due diligence' provisions. The main elements of due diligence are:

- To acquire and keep up to date knowledge of WHS matters.
- To gain an understanding of the operations of the business and the hazards and risks involved.
- To ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised.
- To ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way.
- To ensure the PCBU has and implements processes for complying with any legal duty or obligation.

The Goulburn Club Board is responsible for both strategic and operational management of the club. Therefore the Goulburn Club Board covers all roles covered by the following terms: a Person Conducting a Business or Undertaking ('PCBU'), Officers and Directors, Managers as well as workers.

- To verify the use and provisions of the resources and processes.

General Manager

The General Manager is responsible for the WHS of all workers. Whilst they may delegate some WHS duties, they acknowledge that they are accountable for the operational implementation of all aspects of the venue's WHS system. Some key responsibilities include:

- Carrying out all duties required to implement and maintain the WHS Management System including supervision, training, and provision of safe systems of work.
- Ensuring steps are taken to maintain compliance with WHS Legislation, Codes of Practice and Australian Standards.
- Distribution of WHS information to workers as and when it becomes available and consulting regularly with workers on WHS issues.
- Keeping records of all injuries in an Incident Register online in HII Safe through the Hazard and Incident Report module.
- Conducting or delegate to workers member/s regular workplace inspections and risk assessments.
- Including safety as an item on the agenda at every team meeting, record minutes and ensure they uploaded to WHS Consultation records module of HII Safe.
- Actively promoting Health and Safety, both physical and psychosocial health.
- Ensure completion of the Self Audit Questionnaire as a means of regular WHS Management System review.
- Ensuring all contractors have provided relevant certificates and qualifications to the venue.
- Ensuring all contractors have been inducted on site.

Duty/Assistant Managers/ Supervisors

The Duty Managers are responsible for the following:

- Carrying out any WHS duties delegated by the General Manager and Senior Managers.
- Supervision and training of relevant line workers.
- Completing the Incident Register and reporting the incident to Management in a timely manner.
- Investigating Incidents as required in accordance with venue policy and legislation.
- Immediately reporting any unsafe working practices to management.
- Actively promoting Health and Safety in the venue to all workers and patrons.
- Ensuring that all workers, including contractors, are working in a safe manner.
- Taking note of (and recording) any suggestions made by workers or customers regarding safety.

Workers

Workers are responsible for the following:

- Taking reasonable care for their own health and safety by observing safety rules, working safely and reporting any hazards and incidents to their Manager/Supervisor immediately.
- Complying with any reasonable instructions issued including following the procedures for safe work contained within this Policy and Procedures Manual and associated documents.
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Asking for specific training and instruction regarding any hazards associated with performing a task.
- Making suggestions and actively participating in meetings to continually develop a safer working environment.

Note: Responsibilities of workers are defined in WHS Act 2011 (s 28)

Procedure

All Workers will be advised of their respective WHS responsibilities during workers induction training and responsibilities will be included in job descriptions..



As all workers are volunteers or ad-hoc casual, performance reviews are not carried out within the club. However, whenever it is noted that workers are not performing in accordance with those responsibilities additional training will be provided