**WHS Procedure:  
Resources, Responsibility and Accountability**

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| |  |  | | --- | --- | | Document Version: | WHS-006.1 | | Issued Date: | **A**ugust 2022 | | Review Date: | August 2025 | | Document Owner: | People and Diversity | | Document Custodian: | Associate Director, Safety and Wellbeing |  1. PURPOSE |
| * 1. The purpose of this procedure is to: * Outline the general work health and safety (WHS) responsibilities and accountabilities for all levels within University of Canberra (UC), including those required by WHS legislation; and * Provide guidance to ensure the allocation and provision of resources required to implement, maintain, and improve UC’s WHS management system (WHSMS). |
| 1. SCOPE |
| * 1. This procedure establishes UC’s role specific WHS responsibilities and accountabilities and applies to all employees and any other persons present on UC-controlled worksites. |
| 1. PROCEDURE    1. **General work health and safety duties and responsibilities**   Duties for work health and safety are legislated in the Work Health and Safety Act 2011 (the Act). The Act details the duties of a ‘person conducting a business or undertaking’ (PCBU), officers and workers, as well as suppliers and manufacturers.  The following principles apply to all duties in Part 2 of the Work Health and Safety Act:   * a duty is not transferable * a person may have more than one duty * more than one person can have the same duty * management of risks to ensure they are eliminated or minimised, so far as is reasonably practicable.   1. **University of Canberra**   As a Person Conduction a Business or Undertaking (PCBU), UC has a primary duty of care to ensure workers and others are not exposed to a risk to their health and safety.  A primary duty of care is owed by the University when it:   * directs or influences work carried out by a worker * engages or causes to engage a worker to carry out work * has management or control of a workplace.   The University must meet its obligations, so far as is reasonably practicable, to provide a safe and healthy workplace for workers or other persons by ensuring:   * safe systems of work * a safe work environment * provision and safe use of plant, structures and substances * facilities for the welfare of workers are adequate * notification and recording of workplace incidents * adequate information, training, instruction and supervision is provided * provision of any information and or instruction to ensure employees work in a safe manner * effective systems are in place for monitoring the health of workers and workplace conditions.   1. **UC Officers**   The WHS Act requires officers to exercise due diligence to ensure that the University as a PBCU complies with the WHS Act. Officers shall:   * Keep up-to-date with any changes to WHS Legislation, Codes of Practice, Industry standards and best practice relating to UC’s business operations. * Analyse the nature and operations of the work and associated hazards and risks. * Allocate appropriate resources and processes to eliminate or reduce risks to health and safety. * Implement appropriate processes to receive and consider information about incidents, hazards and risks, and to respond in a timely manner. * Implement robust processes for complying with their legislative duties and obligations (e.g. report notifiable incidents, consult with workers, comply with notices, provide training and instruction, and provide Health and Safety Representatives with adequate training). * Ensure that all WHS resources and processes described above are available, maintained and implemented across the business.   1. **Workers, Students and other people at the workplace**   Workers, students and other people at workplaces are required to take reasonable care of their own health and safety at the workplace and to take reasonable care that their own acts and omissions do not adversely affect the health and safety of other people at the workplace.  The duty includes:   * Cooperating with the University, to allow the University to comply with the duties under the WHS Act 2011 * Complying with instructions given by the University, in relation to work safety * Properly using equipment supplied for work safety at the workplace; and * Reporting any risk, illness and injury, connected with work that they are aware of   1. **Specific WH&S Responsibilities**   As the responsibilities for WH&S are defined at employer and worker level, specific responsibilities for roles within the University have been documented in Appendix 1: WHS Responsibility and Accountability Matrix. Further detail on WHS responsibilities shall be outlined in position descriptions, policy documents and other WHS management system documentation where appropriate.   * 1. **Work health and safety authority and accountability**   All workers, students and visitors of the University have the authority to report hazards in the workplace and exercise their responsibilities under the Work Health and Safety Act to improve work health and safety. The authority to make decisions in the workplace to eliminate or reduce the risk from workplace hazards varies according to the organisational structure as per Appendix 1 of this procedure.  WHS accountability refers to the measurement of whether managers, supervisors, employees and others in the workplace are meeting their allocated work health and safety responsibilities. Mechanisms which may be utilised at the University to verify the implementation of assigned WHS responsibilities include:   * Hazard and incident reports * WHS verification audits * University Risk Registers * WHS meeting attendance and participation, and * WHS inspection reports   1. **WHS Resources**   In addition to the above, each functional area should allocate sufficient resources to ensure that they meet their WHS obligations. These resources may include financial, human and management support.  Where additional resources are required to adequately manage WHS, this should be escalated to the relevant senior or executive manager.  The allocation and provision of resources will be monitored as part of the WHS Management System auditing and management review activities. |
| 1. WHSMS DOCUMENTS   Supporting WHSMS documentation includes:   1. WHS Management System – Leadership and worker participation 2. WHS Standard – WHS Resources, Responsibilities and Accountability 3. Due Diligence Handbook for Executives 4. SUPPORTING DOCUMENTS |
| Supporting documentation for this procedure includes: |
| 1. University of Canberra Act 1989 2. Council Governance Charter 3. Delegations of Authority Policy |

1. DOCUMENT HISTORY

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| Document Version | Date Issued | Changes made to document |
| WHS-006.1 | August 2022 | New Document – *supersedes WHS-140.4 Roles and Responsibilities for WH&S - Guidelines* |

1. Appendix

**Appendix 1: WHS Responsibility and Accountability Matrix.**

| **Band, Delegate & Role** | **WHS Responsibilities** | **WHS Authority** | **Accountability Mechanisms** |
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| **Band 0-1**  **University Council**  **Chancellor**  **Vice- Chancellor & President** | * Implementation of due diligence requirements:   + 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 the University has and implements processes to comply with any legal duty or obligation   + ensure processes are verified, monitored and reviewed. * Monitor the University’s implementation of the Work Health and [Safety Policy.](https://www.cqu.edu.au/policy) | * To make decisions and act on all matters concerning work health and safety (WHS) in the interests of the University. | * University Strategic Plan * University Risk Registers * Quarterly reports to Council, Audit, Risk and Finance Committee and University Management Committee |
| **Band 2**  **Executive Management**  *Roles:*   * *Deputy Vice-Chancellor and* * *Vice-President* | * Ensure areas of responsibility comply with WHS legislation and the University WHS management system). * Support the implementation of WHS risk management process. * Provide resources to implement the requirements of University Work Health and Safety Policy. * Participate in the monitoring and review of the implementation of the University WHS management system for the area of responsibility. | * The authority to make decisions and act on any matter of WHS management within their area of responsibility. | * University Strategic Plan * University Risk Register * Quarterly reports to the Council, Audit, Risk and Finance Committee and University Management Committee * WHS Committees |
| **Band 3**  **Senior Management**  *Roles:*   * *Pro Vice-Chancellor Executive Dean* * *General Counsel Associate Vice-President* * *Chief Finance Officer* * *Chief Digital Information Officer* | * Ensure activities of the Portfolio complies with WHS legislation and University WHS management system, including implementation and monitoring to ensure legal compliance * Ensure WHS consultation arrangements are implemented * Allocate appropriate resources to fulfil WHS requirements * Monitor the WHS performance of the division and direct reports including internal WHS verification reports and performance indicators * Other responsibilities as outlined in position descriptions, policy documents and other WHS management system documentation where appropriate. * Support the development of a strong safety culture * Support the implementation of WHS risk management programs * Assist and support University procedures for identification of, processing and managing workers’ compensation claims and workplace rehabilitation | * The authority to make decisions and act on any matter of WHS management within their area of responsibility. | * University Strategic Plan * Hazard and Incident reports * WHS verification audits * Quarterly reports to the Council, Audit, Risk Management Committee and Finance Committee |
| **Band 4**  **Senior Managers of Faculties, Business Units and Research Institutes**  *Roles:*   * *Dean* * *Deputy Dean* * *Associate Dean* * *Director of Business Unit* * *Director of Research Institute* * *Heads of School* * *Faculty General Manager* | * Ensure activities of the school/research center/unit comply with WHS legislation and University WHS management system. This includes but is not limited to:   + implement WHS risk management activities e.g. inspections, report of incidents and any local specific measures required to eliminate or reduce risk in their area that are identified, documented and implemented   + provide safe equipment and processes i.e. laboratory manuals, safe operating procedures (SOPs) for employees, students and others   + provide employees and students with the necessary instruction, information, induction, training and supervision to enable work to be carried out safely   + implement corrective actions as a result of hazard/incident reports or incident investigations   + monitor the WHS performance of the school/research centre/unit and direct reports via internal WHS verification audits and performance indicators. * Ensure that contracts are established with external parties as required. These contracts shall consider formal risk management processes and ensure health and safety. * Other responsibilities as outlined in position descriptions, policy documents and other WHS management system documentation where appropriate. | * The authority to make decisions and act on any matter of WHS management within their area of responsibility. | * WHS performance indicators * Faculty/Business WHS plans * Hazard and incident reports * WHS verification audits |
| **Band 5**  **Academic and Professional Leadership**  *Roles:*   * *Director of Research Centre* * *Deputy Director* | * Ensure all hazards and incidents are identified, assessed, controlled and reported * Provide appropriate instruction, information, training and supervision to employees, students and others to enable work to be carried out safely. * Monitor the performance of employees via relevant performance, review, planning and development processes. * Comply with all relevant WHS management system procedures * Participate in all WHS management system training programs and ensure all staff under their control also attend. * Undertake risk assessments for tasks which do not have a procedure or work instruction. * Control the risks associated with the work and study that they supervise using a documented risk management process. * Promptly report deficiencies in resources to senior management. * Actively participate in inspections and audits within their area of responsibility. * Ensure an appropriate level of supervision for staff dependant on their skills, qualifications and experience in the task. * Other responsibilities as outlined in position descriptions, policy documents and other WHS management system documentation where appropriate. | * The authority to make decisions and act on any matter of WHS management within their area of responsibility | * Performance reviews * Hazard and incident reporting * WHS inspections * WHS verification audits |
| **Band 6**  **Academic and Professional Management**  *Roles:*   * *Heads of Discipline* * *Executive Officer* * *Associate Director* * *Manager* * *Specialist* | * 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 reporting process * Provide appropriate instruction, information, training and supervision to staff, students and others to enable work to be carried out safely * Implement responsibilities as identified in UC Injury Management process * Other responsibilities as outlined in position descriptions, policy documents and other WHS management system documentation where appropriate. | * The authority to make decisions and act on any matter of WHS management within their area of responsibility as described in the University’s Delegations of Authority Policy and applicable WHS system documentation. | * Performance reviews * Hazard and incident reporting * WHS inspections * WHS verification audits |
| **Band 7**  **Employee (academic or professional staff without management responsibilities)**  *Roles:*   * *Senior Coordinator* * *Senior Advisor* * *Coordinator* * *Officer* * *Advisor* * *Sessional staff* * *Casual staff* | * Take reasonable care for their own health and safety * Take reasonable care for the health and safety of others including the implementation of risk control measures within their control to prevent injuries or illnesses * Comply with any reasonable instruction by the University * Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process * Other responsibilities as outlined in position descriptions, policy documents and other WHS management system documentation where appropriate | * The authority to make decisions and act on any matter of WHS management within their area of responsibility as described in the University’s Delegations of Authority Policy and applicable WHS system documentation. | * Performance reviews * Hazard and incident reporting |
| **WHS Representatives** | * Health and safety representatives have duties as workers under the Act and a health and safety representative cannot be held personally liable and cannot be prosecuted for anything done or omitted to be done in good faith:   + when exercising a power or performing a function under the Act   + in the reasonable belief that the thing done or omitted to be done was authorised under the Act. * Acting in good faith involves carrying out health and safety representative powers and functions with honest and sincere intentions or beliefs by:   + taking reasonable care for their own health and safety   + taking reasonable care not to adversely affect the health and safety of others   + complying with any reasonable instructions given by the person in control of a business or undertaking to allow them to comply with their duties   + cooperating with any reasonable policy or procedure relating to health and safety at the workplace. | The Authority to   * + represent the workers in their work group in relation to work health and safety matters   + monitor the measures taken by the PCBU to comply with the WHS Act in relation to their work group members   + investigate complaints from work group members about work health and safety   + inquire into anything that appears to be a risk to the health or safety of work group members, arising from the conduct of the business or undertaking. | * Undertake the role and function of a Health and Safety Representative as detailed in legislation. |
| **Appointed First Aid Officers** | * Ensuring their first aid qualifications and training are current * Checking and ensuring first aid kits and equipment are appropriately stocked after use * Ensuring administered first aid treatment is recorded via University procedures * Assisting in emergency coordination * Assisting in and promoting the University procedures in relation to reporting and recording incidents * Notifying personnel of changes in their location or contact details | * The authority to give first aid treatment within their skills and competency and arrange for further treatment if required. | * Incident reporting * Training Records * Kit restocking |
| **Emergency Control Organisation Members (ECO)** | * The primary role of the ECO is to give priority to the safety of the occupants and visitors of the facility during an emergency. * Other responsibilities as outlined in the University Emergency Response Plan and procedures. | * During emergencies, instructions given by the emergency control organisation shall take precedence over the normal management structure. | * Emergency management processes * Hazard and incident reporting * ECO and Observer Reporting |
| **Committees**  **(with a safety function and focus)** | * Facilitating co-operation between the person in control of a business or undertaking and workers to instigate, develop and carry out measures to secure the work health and safety of workers * Assisting in developing health and safety standards, rules and procedures that will be followed or complied with at the workplace * Other functions agreed by the person in control of a business or undertaking and members of the committee. | * The authority to make decisions and act on WH&S matters within the University’s areas of responsibility as described in the Committee Charter or Terms of Reference. | * Regular meetings with effective publicity of the committee's discussions and recommendations * Mechanisms for ensuring all workers are informed about and support the committee * Setting priorities and monitoring results. * Reports to leadership committees |
| **Students** | * Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others * Follow safe work practices, including the proper use of any personal protective equipment supplied * Seek information or advice from a staff member before performing new or unfamiliar tasks * Report all health and safety accidents, incidents and hazards to a staff member as soon as is practicable * Follow the emergency evacuation procedures | * The authority to make decisions and act on any matter of WHS management within their area of responsibility. | * Hazard and incident reporting |
| **Other PCBUs which the University may come in contact with, including tenants.** | * Other PCBU’s has a primary duty of care to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors. * The WHS Act imposes specific duties on certain [PCBUs](https://www.safeworkaustralia.gov.au/glossary#pcbus) who are in control of workplaces or are ‘upstream’ duty holders such as designers, manufactures and importers of plants and substances. * Consult with the University regarding shared duties in relation to WHS matters. | * These positions have the authority to make decisions and act on WH&S matters within the PCBU’S area of responsibility | * Scheduled meetings * Hazard and Incident reporting process * Contract review points |
| **Contractors** | * Follow University policies and procedures including Contractor Safety Management Programs and the Contractor’s Induction Program. * 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 employees, students or visitors. | * These positions have the authority to make decisions and act on WH&S matters within the contractors area of responsibility | * Contractor performance report * Hazard and incident reporting   guidelines   * Contractor/University project   meetings   * Contractor monitoring processes. |