

## Procedure: Structure and Responsibility

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### 1. Purpose

To ensure all workers are aware of their OHS responsibilities, authority and accountabilities.

### 2. Actions Required

- Identify obligations under *Occupational Health and Safety Act 2004*, Regulations, Codes of practice and MY SAFETY
- Ensure OHS leadership, management and administration in areas of responsibilities
- Appropriately delegate OHS responsibilities.

### 3. Definitions

**My Safety**- GSCC safety management system

**ACCOUNTABILITY** – The active measurement of a person's assigned responsibility

**AUTHORITY** - The delegation of power with and through others to carry out one or more of the management functions of planning, organising, directing, staffing, coordinating, reporting, purchasing or budgeting activities

**GSCC** - Greater Shepparton City Council

**GSCC RO** - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role or has engaged a contractor(s)

**HSR** - Health and Safety Representative

**PPE** - Personal protective equipment.

**PROCEDURES** - Operational frameworks which guide decision making on particular issues

**WORKER** - Anyone who carries out work for GSCC.

### 4. Procedure

Under the *Occupational Health and Safety Act 2004* Greater Shepparton City Council is considered an employer operated (governed) by individuals who, through their decision making, influence the specific activities and behaviours that determine the success or failure of health and safety initiatives and compliance.

#### Due Diligence

Due diligence requires GSCC RO's to take reasonable steps to:

- Acquire and keep up-to-date knowledge of work health and safety matters
- Gain an understanding of the hazards and risks associated with operations
- Ensure appropriate resources and processes to eliminate or minimise risks to health and safety
- Ensure there is appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding to them in a timely manner
- Implement processes to comply with *Occupational Health and Safety Act 2004*, Regulations, Codes of practice and My Safety Policies and Procedures.
- Audit areas within responsibility to ensure compliance

Examples of a duties or obligations are:

- Reporting notifiable incidents
- Consulting with workers

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- Ensuring the provision of training and instruction to workers about work health and safety.

## 5. Responsibility and Authority

### Councillors

Responsibilities at all levels are required to ensure compliance to *Occupational Health and Safety Act 2004*, Regulations, Codes of practice and My Safety Policies and Procedures

Their role within the safety management system is to:

- Demonstrate a commitment for Council being a safe workplace, by supporting Council's management to develop a Safety Management System
- Follow the relevant Council's safety procedures while at Council workplaces
- Portray a positive role model for OHS
- Ensure adequate budget resources are provided to support the safety management system
- Ensure OHS considerations and implications are taken on all decisions made.

### Chief Executive Officer

The CEO role within the safety management system is to:

- Issue The Greater Shepparton City Council Policy on Occupational Health and Safety
- Exercising due diligence to ensure that GSCC complies with *Occupational Health and Safety Act 2004*, Regulations, Codes of practice and My Safety Policies and Procedures
- Ensure an effective occupational health and safety management system is in place
- Promote and demonstrate by actions that safe work practices rank highly within the Council's activities
- Ensure adequate budget resources sought and are provided for departments to implement an effective safety management system
- Ensure that all relevant aspects of the Council's OH&S activities are discussed at Senior Management meetings as appropriate
- Ensure OHS discussions or issues raised at Executive meetings are dealt with in appropriate time frames
- Ensure consultation with workers regarding health and safety matters
- Monitor, support and ensure the efficient application of the Occupational Health and Safety Committee process.

### Directors

Directors have the overall responsibility for OHS by:

- Implementing OH&S Policy
- Having current knowledge of work health and safety matters
- Exercising due diligence to ensure that GSCC complies with *Occupational Health and Safety Act 2004*, Regulations, Codes of practice and My Safety Policies and Procedures
- Review OH&S activities within their departments for compliance with Council Health and Safety procedures
- Ensure compliance by all persons, including Contractors, volunteers and visitors to *The Occupational Health and Safety Act 2004*, Regulations, Codes of practice and My Safety Policies and Procedures within all areas of responsibility
- Promote and demonstrate through actions, a safe work environment
- Ensure that OH&S is integral to all processes and systems undertaken within departments
- Ensure adequate budget resources are provided for an effective safety management system

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- Delegate appropriate OHS responsibilities and accountabilities to all levels of management
- Ensure that significant OH&S aspects of the Council's activities are discussed at all Management levels
- Ensure adequate consultation with employees regarding health and safety issues
- Support and ensure the OHS committee process.
- Ensure that reviews of performance include OHS performance.

### Managers

Manager's role within the safety management system is to:

- Ensure compliance by all persons, including Contractors, volunteers and visitors to *The Occupational Health and Safety Act 2004*, Regulations, Codes of practice and My Safety Policies and Procedures within all areas of responsibility
- Ensure risk assessments and work place audits are conducted to identify hazards and associated risks and implement effective control measures by developing safe work method statements, work instructions and standard operating procedures
- Ensure control measures have been implemented, are effective and that additional hazards have not been created
- Consulting with workers about proposed changes to the workplace or work procedures which may affect their health, safety or welfare
- Demonstrating a commitment to OHS through participation in workplace inspections and hazard identification
- Initiating actions to improve OHS and implement proposed changes to health and safety policies and procedures
- Promoting safety awareness
- Providing information, instruction and training to all workers on the safe use of plant, machinery, equipment, substances and materials
- Ensuring all plant, machinery and equipment is well maintained and risk assessed as required
- Ensuring good housekeeping is maintained
- Ensuring workers are aware of the incident reporting procedure and the importance of prompt reporting of incidents and near misses
- Taking appropriate action on receiving notification of a work related injury or illness to a worker or the occurrence of a dangerous or hazardous situation
- Ensuring appropriate investigation occurs following any incident
- Ensuring appropriate selection, issue, use and maintenance of Australian standard PPE
- Adhering to all requirements with regard to WorkSafe Notifiable incidents and Dangerous Occurrences
- Ensuring volunteers, work experience students and workers are placed with responsible personnel directed to work within their capabilities and supplied with all relevant information, instruction and training
- Promote and encourage OHS discussions and when required or requested sit on the OH&S Committee.

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### Team Leader, Coordinators and Supervisors

Team Leader and Supervisors role's within the safety management system is to:

- Ensure compliance by all persons, including Contractors, volunteers and visitors to *The Occupational Health and Safety Act 2004*, Regulations, Codes of practice and My Safety Policies and Procedures at a local level
- Maintain OH&S performance within their area of responsibility
- Visibly demonstrate a commitment to OH&S
- Ensure appropriate safe working procedures and relevant documentation are developed, issued and followed by workers within their areas of responsibility
- Ensure that proper personal protective equipment is issued, used and appropriate safety training is provided for all workers under their control
- Ensure immediate actions are taken to rectify any unsafe acts or situations that are observed or reported
- Act promptly on investigating any accidents, injuries and near misses within their area of responsibility
- Ensuring that proper instruction is given to employees in the use of plant, tools, materials and work methods in how to avoid any associated hazards, particularly with new plant and equipment
- Ensuring that the safety aspects of work are discussed in advance, and that safe work practices can be maintained throughout the activity
- Attend safety training and formal programs where appropriate
- Conduct safety meetings and tool box meetings with workers to allow two way communications of safety issues, concerns or discussions.

### Workers

Workers are to:

- Comply with *The Occupational Health and Safety Act 2004*, Regulations, Codes of practice and My Safety Policies and Procedures as required
- Take responsibility for their own safety and that of others at work
- Obey all instructions from their Supervisors issued to protect their own personal health and safety and that of others
- Actively participate in OH&S, safety training and awareness programs
- Follow and encouraging work group adherence to Safe Working Procedures, instructions, guidelines and practices and recommend change if considered inadequate
- Use safety devices and PPE correctly and when required
- Report any Incidents, near misses or safety hazards to supervisors, management or HSR's
- Ensure that they do not endanger any other person through any act or omission at work
- Ensure they are not affected by the consumption of alcohol, drugs, illness or fatigue as to endanger their safety or that of others
- Actively participate in work group OH&S activities such as toolbox sessions.

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### Contractors / Consultants

Are responsible for:

- Ensuring they, their workers and sub contractors engaged comply with *The Occupational Health and Safety Act 2004*, Regulations, Codes of practice and My Safety Policies and Procedures
- Successfully completing the GSCC Online Induction Course prior to any works on a GSCC work site
- Implementing their safety management system as provided to GSCC
- Notifying GSCC responsible officers of accidents, incidents, notifiable incidents and/or dangerous occurrences
- Take reasonable care for their own safety and that of others at work
- Actively participate in OH&S, safety training and awareness programs
- Follow and encouraging work group adherence to Safe Working Procedures, instructions, guidelines and practices and recommend change if considered inadequate
- Use safety devices and PPE correctly and when required
- Report any Incidents, near misses or safety hazards to GSCC RO
- Ensure that they do not endanger any other person through any act or omission at work
- Ensure they are not affected by the consumption of alcohol, drugs, illness or fatigue as to endanger their safety or that of others
- Actively participate in work group OH&S activities such as toolbox sessions.

### Definition of a Worker

A worker is anyone who carries out work for GSCC, such as:

- GSCC employee
- Contractor or sub-contractor
- Employees of a contractor or sub-contractor
- Employee of a labour hire company
- Apprentice or trainee
- Work experience student
- Volunteer

## 6. References

*Occupational Health and Safety Act 2004*

## 7. Supporting Procedures And Documents

- M08/1823: Contractor Management Procedure

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