



# WHS-PRO-004 Responsibility and Accountability Procedure

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## PURPOSE

The purpose of this procedure is for Sydney Harbour Federation Trust to clearly define the responsibilities, authorities and duties in relation to the WHS Management System and to ensure everyone is aware of their responsibilities and accountabilities whilst at work for the organisation and to ensure sufficient resources are provided to implement, maintain, and improve the WHS requirements.

## SCOPE

This procedure applies to the nominated roles within Sydney Harbour Federation Trust and includes defining, documenting and communicating the areas of accountability and responsibility (including those imposed by WHS legislation) of all personnel involved in the operation. Where contractors are involved, these areas of accountability and responsibility shall be clarified with respect to those contractors.

## REFERENCES

- AS/NZS 4801:2001 OH&S Management Systems – 4.4.1. Responsibility and Accountability

## DEFINITIONS

Nil

## FORMS

Nil

## ACTIONS AND RESPONSIBILITIES

### **Demonstrate Leadership and Commitment**

- Sydney Harbour Federation Trust is committed to the development and implementation of WHS Management System and the continual improvement of its effectiveness by conducting management reviews and ensuring resources required are available.
- Senior Management shall demonstrate leadership and commitment with respect to the WHS Management System by ensuring that the procedures are implemented and maintained.
- Sydney Harbour Federation shall ensure accountability for the effectiveness of the WHS Management System by clearly defining the following responsibilities, authorities and duties and to ensure everyone is aware of their responsibilities and accountabilities.

## Executive Director

The Executive Director will ensure, so far as is reasonably practicable, the health and safety of workers and will ensure that the health and safety of others such as volunteers and visitors are not put at risk from work carried out as part of the organisation's business by:

- Taking accountability for the development and implementation of an effective Work Health and Safety (WHS) Management System complying with AS/NZS 4801:2001 Occupational Health and Safety Management Systems;
- Defining, documenting, implementing the WHS Policy Statements in consultation with the management teams and other personnel, or their representatives;
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility;
- The overall responsibility for setting WHS Management System objectives and goals and ensuring that they are met through the allocation of resources as required;
- Promoting the use of the process approach and risk-based thinking and establish systematic processes which consider the operations and which take into account its risks and its opportunities, determining the risks associated with its activities; seeking to eliminate them, or putting in controls to minimize their potential effects;
- As defined in the WHS Act 2011, establish the agreed consultation arrangements of a Work Health and Safety (WHS) Committee;
- Establishing an Injury Management and Rehabilitation Policy and procedures to assist our people return to full and gainful employment following a work-related injury or illness;
- Establish and maintain a responsible culture towards alcohol and/or illegal drugs at the workplace and to the establishment of a Policy and procedures in relation to alcohol and/or illegal drugs at the workplace;
- Ensuring a work environment that is pleasant for employees to work in, where people are treated with courtesy and respect, a place that is conducive to good workplace relations in accordance with the requirements of the Workplace Behaviour and Culture Procedures and Public Interest Disclosure Procedures 2014;
- Communicating the importance of effective management and of conforming to the WHS Management System requirements and ensuring that employees are informed, consulted and participate and ensure that staff at all levels have an operational understanding of the Work Health and Safety (WHS) Management System;
- Ensuring a formal review of the relevant legislative compliance is conducted on an annual basis, and significant WHS risks are to be taken into account when reviewing compliance;
- Ensuring the WHS Management System is reviewed by the Executive Management Team to ensure its continuing suitability, adequacy, and effectiveness;
- Ensure and maintain a zero tolerance culture towards illicit/illegal drug use in the workplace and ensure a culture of appropriate management of alcohol assumption during SHFT sanctioned events, in line with obligations present in Code of conduct

### **Directors and Chief Legal/Risk Officer**

- Directors at the Trust will ensure, so far as is reasonably practicable, a safe working environment is provided for all employees. They must be pro- active and acquire and update their knowledge of WHS matters. They must be able to prove that they have taken steps to make sure the Trust complies with its legal obligations and providing leadership and setting a high standard for workplace safety;
- Taking accountability for the implementation of an effective Work Health and Safety (WHS) Management System complying with AS/NZS 4801:2001 Occupational Health and Safety Management Systems;
- Implementing the requirements of the Sydney Harbour Federation Trust's WHS Policy Statements and ensure communication to all employees through documented training and included in the induction process, regular communication and on notice boards.
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility;
- The overall responsibility for implementing the WHS Management System objectives and goals and ensuring that they are met through the allocation of resources as required;
- Promoting the use of the process approach and risk-based thinking and establish systematic processes which consider the operations and which take into account its risks and its opportunities, determining the risks associated with its activities; seeking to eliminate them, or putting in controls to minimize their potential effects;
- Participate and support the agreed consultation arrangements of a Work Health and Safety (WHS) Committee;
- Implementing the requirements of the Injury Management and Rehabilitation Policy and procedures to assist our people return to full and gainful employment following a work-related injury or illness;
- Maintain a responsible culture towards alcohol and/or illegal drugs at the workplace and to the establishment of a Policy and procedures in relation to alcohol and/or illegal drugs at the workplace;
- Ensuring a work environment that is pleasant for employees to work in, where people are treated with courtesy and respect, a place that is conducive to good workplace relations in accordance with the requirements of the Workplace Behaviour and Culture Procedures and Public Interest Disclosure Procedures 2014;
- Communicating the importance of effective management and of conforming to the WHS Management System requirements and ensuring that employees are informed, consulted and participate and ensure that staff at all levels have an operational understanding of the Work Health and Safety (WHS) Management System;
- Participating in the WHS Management System review by the Executive Management Team to ensure its continuing suitability, adequacy, and effectiveness.

- Ensuring a WHS Training Needs Analysis is conducted in conjunction with the relevant Managers and identify the WHS training needs for each employee;
- Ensuring all new employees shall complete the Sydney Harbour Federation Trust General WHS Induction program and relevant Site-Specific Inductions.
- Ensure all WHS training records are submitted to the Senior Manager People and Culture who shall maintain the records of WHS training conducted for each employee.
- Conduct Management and employee meetings that includes Work Health and Safety (WHS) issues to ensure that relevant Work Health and Safety information is shared with employees, and that employees be given a reasonable opportunity to express their views and to raise issues and to contribute to the decision-making process.
- Implementation of the Sydney Harbour Federation Trust risk management framework to support the achievement of its strategic objectives (in the Strategic Plan) and in the operational & project objectives of its Business Units
- Ensure all employees and contractors have the opportunity of formally reporting any hazards or environmental aspects;
- Ensure that every employee receives training in the risk management process adopted by Sydney Harbour Federation Trust and the actions required to address the hazards and risks.
- Ensure the requirements of the Sydney Harbour Federation Trust's Emergency Response Plans Critical Incident Management Plan (CIMP) for their areas are implemented and to identify and apply those documents that need to comply with this procedure to meet this procedure's objective.
- Report any injury or illness and liaise with the Return-To-Work Coordinator regarding medical treatment and the preparation and implementation of return to work plans.
- Ensure prior to the purchasing of any new materials, equipment, machinery or substances (with the exception of all general office supplies) an assessment is carried out;
- Ensure Contractors are selected based on their ability to meet the performance requirements of the project concerned, especially their ability to comply with Work Health and Safety (WHS), skills, knowledge and systems to carry out the work safely, and arrange for the work of the contractor to be monitored by a responsible person to ensure their compliance with Work Health and Safety (WHS) procedures.
- Ensuring, so far as is reasonably practicable the provision and maintenance of safe plant, and the safe use, handling, storage and transport of plant and keeping records on items of plant and equipment;
- Ensure the identification of all substances/chemicals, provide a SDS for each hazardous chemical and ensure that staff can readily access them and ensure training is provided to

affected employees which shall include information about hazardous chemicals to which employees are exposed to in the course of their work.

- Ensure all electrical equipment purchased and brought onto the organisation site shall comply with the relevant Australian Standards, only qualified electrical trades persons shall work on electrical equipment and installations, and ensure all electrical equipment of the plug-in type is inspected, tested and tagged in accordance with the relevant standards.
- Aim to reduce the incidence of MSD and comply with the WHS Regulation by managing the risks associated with hazardous manual tasks.
- Ensure only those items of protective clothing and equipment that meet Australian Standards are accepted for use.
- Maintain and improve the lifestyle, fitness and health and safety of all employees and contractor's through promoting wellbeing and ensuring employee fitness for work.
- Notify the statutory authority (Comcare) of all notifiable hazards and incidents as an urgent investigation may be needed.
- Ensure all WHS incidents are reported, investigated to determine the root cause, corrective actions are implemented and analysis performed to establish system failures and to ensure injuries, illnesses and incidents are notified to the WHS Regulatory Authorities in the format and time frame required by legislation.
- Ensure corrective actions are taken in the event of a non-conformance, and Sydney Harbour Federation Trust shall implement our procedure to take corrective action which is designed to eliminate the chance of a similar event in the future.
- Participate and contribute reviews of the WHS Management System by the Executive Management Team to ensure its continuing suitability, adequacy, and effectiveness.
- Ensure the Legal and Other Requirements Register is reviewed on a quarterly basis for currency and expiry/renewal dates
- Together with the WHS Officer ensures that Harbour Trust Executive Director, Board and Directors are advised of changes to relevant Legislation, Regulations, Standards and Codes of Practice
- Oversight work of WHS Officer to ensure compliance with specific responsibilities
- Advise and support to Executive board on WHS matters

### Director/s Projects and Strategy & Operations

In addition to the responsibilities of a Director (as above), specific responsibilities include:

- Ensure compliance with the requirements of **WHS-PRO-013 Construction Project Safety Management Procedure**, so far as is reasonably practicable, which provides a framework for the work health and safety management of Construction Projects and Construction Work which is carried out in accordance with the workplace health and safety requirements under the WHS Act and Regulations relating to construction work. This applies to the requirements that include:
  - General Construction Project WHS Management
  - Construction Projects where Contractors are appointed as the Principal Contractor
  - Construction Projects where Sydney Harbour Federation Trust is the Principal

Contractor

- Construction Works where a Contractor is appointed to have the Management and Control
- Construction Works where Sydney Harbour Federation Trust has the Management and Control
- Ensure compliance with the requirements of **WHS-PRO-015 Construction General Hazard Management Procedure** which provides a framework for the safety management of construction work which is carried out in accordance with the workplace health and safety requirements under the WHS Act and Regulations relating to construction work.
- Ensure the management of the risks associated with the presence and removal of asbestos and Asbestos Containing Material (ACM) in accordance with legislative requirements.
- Ensure employees and contractors meet the need for requirements and procedures for the excavation work which generally means work involving the removal of soil or rock from a site to form an open face, hole or cavity using tools, machinery or explosives.
- Ensure occupational and environmental noise is monitored, the hazards identified are measured where possible, assessed and effective control measures implemented, such that statutory requirements are complied with and the organisation's standards met.
- Establish and maintain a fall protection program to prevent injuries due to falls which applies to all Sydney Harbour Federation Trust employees and contractors who work at heights at Sydney Harbour Federation Trust facilities and worksites.

### Managers and Volunteer Site Supervisor/s

- Managers at the Trust will ensure, so far as is reasonably practicable, a safe working environment is provided for all employees under their direct control. They must be proactive and acquire and update their knowledge of WHS matters. They must be able prove that they have taken steps to make sure the Trust complies with its legal obligations and providing leadership and setting a high standard for workplace safety;
- Taking accountability for the implementation of Work Health and Safety (WHS) Management System Procedures;
- Implementing the requirements of the Sydney Harbour Federation Trust's WHS Policy Statements and ensure communication to all employees through documented training and included in the induction process, regular communication and on notice boards.
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility;
- Implementing the WHS Management System objectives and goals and ensuring that they are met through the allocation of resources as required;
- Promoting the use of the process approach and risk-based thinking and establish systematic processes which consider the operations and which take into account its risks and its opportunities, determining the risks associated with its activities; seeking to eliminate them, or putting in controls to minimize their potential effects;
- Participate and support the agreed consultation arrangements of a Work Health and Safety (WHS) Committee;



- Implementing the requirements of the Injury Management and Rehabilitation Policy and procedures to assist our people return to full and gainful employment following a work-related injury or illness;
- Maintain a responsible culture towards alcohol and/or illegal drugs at the workplace and to comply with the policies and procedures in relation to alcohol and/or illegal drugs at the workplace;
- Ensuring a work environment that is pleasant for employees to work in, where people are treated with courtesy and respect, a place that is conducive to good workplace relations in accordance with the requirements of the Workplace Behaviour and Culture Procedures and Public Interest Disclosure Procedures 2014;
- Communicating the importance of effective management and of conforming to the WHS Management System requirements and ensuring that employees are informed, consulted and participate and ensure that staff at all levels have an operational understanding of the Work Health and Safety (WHS) Management System;
- Ensuring all new employees shall complete the Sydney Harbour Federation Trust General WHS Induction program and relevant Site-Specific Inductions.
- Ensure all WHS training records are submitted to the Senior Manager People and Culture who shall maintain the records of WHS training conducted for each employee.
- Conduct Management and employee meetings that includes Work Health and Safety (WHS) issues to ensure that relevant Work Health and Safety information is shared with employees, and that employees be given a reasonable opportunity to express their views and to raise issues and to contribute to the decision-making process.
- Implementation of the Sydney Harbour Federation Trust risk management framework to support the achievement of its strategic objectives (in the Strategic Plan) and in the operational & project objectives of its Business Units
- Ensure all employees and contractors have the opportunity of formally reporting any hazards or environmental aspects;
- Ensure that every employee receives training in the risk management process adopted by Sydney Harbour Federation Trust and the actions required to address the hazards and risks.
- Ensure the requirements of the Sydney Harbour Federation Trust's Emergency Response Plans Critical Incident Management Plan (CIMP) for their areas are implemented and to identify and apply those documents that need to comply with this procedure to meet this procedure's objective.
- Report any injury or illness and liaise with the Return-To-Work Coordinator regarding medical treatment and the preparation and implementation of return to work plans.
- Ensure prior to the purchasing of any new materials, equipment, machinery or substances (with the exception of all general office supplies) an assessment is carried out;
- Ensuring, so far as is reasonably practicable the provision and maintenance of safe plant, and the safe use, handling, storage and transport of plant and keeping records on items of plant and equipment;
- Ensure the identification of all substances/chemicals, provide a SDS for each hazardous

chemical and ensure that staff can readily access them and ensure training is provided to affected employees which shall include information about hazardous chemicals to which employees are exposed to in the course of their work.

- Ensure all electrical equipment purchased and brought onto the organisation site shall comply with the relevant Australian Standards, only qualified electrical trades persons shall work on electrical equipment and installations, and ensure all electrical equipment of the plug-in type is inspected, tested and tagged in accordance with the relevant standards.
  - Aim to reduce the incidence of MSD and comply with the WHS Regulation by managing the risks associated with hazardous manual tasks.
  - Ensure only those items of protective clothing and equipment that meet Australian Standards are accepted for use.
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- Maintain and improve the lifestyle, fitness and health and safety of all employees and contractor's through promoting wellbeing and ensuring employee fitness for work.
  - Ensure all WHS incidents are reported, investigated to determine the root cause, corrective actions are implemented and analysis performed to establish system failures and to ensure injuries, illnesses and incidents are notified to the WHS Regulatory Authorities in the format and time frame required by legislation.
  - Ensure corrective actions are taken in the event of a non-conformance, and Sydney Harbour Federation Trust shall implement our procedure to take corrective action which is designed to eliminate the chance of a similar event in the future.

### WHS Officer

- Assist management and staff in the development and implementation of the WHS Management System.
- Assist managers with the investigation of incidents and hazard management.
- Advise management on accident prevention strategies and assist in their implementation.
- Monitor and provide recommendations and/or reports to management on emerging industry trends relating to the improvement of WHS practices.
- Specific WHS Management System responsibilities include:
  - Together with the Chief Legal and Risk Officer is responsible for ensuring that the Harbour Trust remains current with all Regulations, Codes of Practice and Standards that apply to the Sydney Harbour Federation Trust.
  - Ensure the all WHS legislative reference materials are current and changes are communicated to all employees and the necessary actions taken to implement the relevant changes and any changes or updates shall be communicated to relevant stakeholders.
  - Develop the WHS Program Plan which shall detail the activities to be conducted to meet the WHS program objectives and targets.
  - In consultation with Harbour Trust Directors prepare the Sydney Harbour Federation Trust WHS Training Skill Matrix and the WHS Training Plan.
  - Responsible and accountable for the maintenance, review and evaluation of all

Work Health and Safety Management (WHS) documents and their document control and shall maintain and record the issue of all WHS documents on the Document Control Register.

- Responsible for engaging I.T and Records Management to ensure data is captured, Recorded, stored and accessed in accordance with SHFT records management cycle.
- Maintain WHS Records in accordance with Harbour Trust policies.
- Develop an annual WHS overview report which shall be submitted to the Sydney Harbour Federation Trust Management Team in accordance with Management Review Procedure.
- Responsible for ensuring regular workplace inspections are conducted in the office areas at least every six months.
- Retain all Incident/Accident Reports and report incidents on a quarterly basis to Senior Management and the Board in accordance with the requirements of Management Review Procedure.
- Record all Corrective Action Requests on the Corrective Action Register and update the Register when actions have been completed. Prepare the Corrective Action Register on a quarterly basis for review in accordance with the requirements of WHS- Management Review Procedure.
- Prepare the WHS Board Report for the Executive Management Team and Board for review on a Quarterly basis. The purpose of the review is to ensure its continuing suitability, adequacy and effectiveness of the Work Health and Safety (WHS) Management System and performance against stated objectives.
- Prepare the WHS Annual Management Review Report to the Executive Management Team who shall conduct a review annually of the Work Health and Safety (WHS) Management System.

### **Return-To-Work Coordinator (Senior Manager People and Culture)**

- The Return-To-Work Coordinators responsibilities include:
  - developing and implementing a return to work program, educating the workforce, keeping injury and return to work statistics and developing policies and strategies
  - providing information to injured employees on benefits and the return to work process,
  - determining an injured employee's needs by discussion with the employee, their nominated treating doctor and other treating practitioners
  - identifying suitable employment and developing and implementing a RTW Plan
  - working with the insurer to develop an injury management plan
  - being the main point of contact for the injured employee.

### **Employee (Worker, Volunteers, Contractors) Responsibilities**

- All employees are to comply with the Work Health and Safety legislation and the Trust's WHS Management System and fully participate in the Trust's safety programs by:
  - Adhering to the WHS Management System Policy, and procedures and following all safe work directions and practices;
  - Participating in induction and other WHS Management System training as required;

- Rectifying hazards you identify where it is safe to do or reporting them to the Manager/Director or WH&S committee member;
- Participating in risk assessments as requested;
- Ensure they are physically and mentally fit for work and are free from the effects of alcohol and/or drugs at all times whilst present in the workplace;
- Assisting in the implementation of control measures to eliminate or minimise the risk of injury;
- Following workplace safety procedures and safe systems to operate equipment;
- Participating in WHS activities such as inspections, investigations, WHS meetings as required;
- Taking reasonable care of their own work health and safety and taking reasonable care that their conduct does not adversely affect others, including but not restricted to the public, employees, contractors and visitors.
- Ensure you are free from the influence of excess alcohol and/or illegal drugs when reporting for work and whilst at work.
- Ensure and maintain a Zero Tolerance culture towards bullying, harassment, violence and aggression throughout the organisation.
- Reporting accidents/incidents and completing the Incident Report as soon as possible after the accident or in any case within 24 hours.
- Notify if you have received an injury as soon as possible after the event occurred and participate and cooperate in the establishment of the Injury Management (IM) plan comply with your obligations under the IM plan.
- Use the appropriate PPE for each designated task or area and maintain personal issue of your PPE.
- Follow all the procedures established in the interests of their health and safety for isolated and remote work and report situations where health and safety risks may arise through isolated and remote work.

### Contractors

- All contractors engaged to perform work for the Trust are required to comply with the Trust's WHS Policy, systems and procedures and obey directions on health and safety given by management.
- In addition to the responsibilities of a Worker (as above) is the responsibility of contractors to ensure that:
  - all documentation required under the WHS Management System is completed PRIOR to commencing any work on behalf of the Trust;
  - they are competent and have the qualifications, training, experience and certificates of competency that will be needed for the job;
  - they maintain the sites in which they work in a safe and healthy manner for themselves and for the employees and subcontractors;
  - they employ safe systems of work to do a job;
  - they comply with appropriate standards;

- instructions and supervision from the contracting company are adequate.
- they communicate regularly with their Sydney Harbour Federation Trust contract Project Manager;
- methods of work are approved by the contract Project Manager.
- they hold the necessary licences, certificates and/or approved evidence of competency for all plant and equipment they operate on site.
- they ensure that their equipment is current for inspection purposes and inspected prior to use to ensure that it is fit for purpose.