



Work Health and Safety Responsibilities Guidelines

1 Introduction

Lifeline Darling Downs and South West Queensland Limited (LDDSWQL) is committed to ensuring the health, safety and welfare of its Staff, Volunteers, and Clients. As such, the Executive Management Team, Managers and Supervisors have workplace health and safety (WHS) responsibilities, authority and accountabilities as outlined in position descriptions, policies, guidelines, procedures and as summarised in this document.

By recognising, reporting and addressing potential hazards in the workplace, staff can also assist LDDSWQL in taking every reasonably practicable step to provide a safe environment. In support of this, LDDSWQL will give appropriate priority and support to eliminate or reduce the risk of hazards that pose a threat to health and safety.

LDDSWQL will put in place accountability mechanisms to ensure that WHS responsibilities are performed effectively.

LDDSWQL will ensure that the requirements outlined by the Work Health and Safety Act 2011 and associated legislation are complied with at all our sites. Legislated and other accredited standards in health and safety are accepted by the organisation as minimum standards.

A risk management approach is to be established and LDDSWQL will develop, implement, evaluate and improve health and safety policies, procedures and programs according to legislative requirements and our needs. These policies and procedures are considered as binding upon all staff and volunteers.

2 WHS Duties and Responsibilities

Duties for WHS are legislated in the Work Health and Safety Act (WHS) 2011. The Act details the duties of a Person Conducting a Business or Undertaking (PCBU), officers and workers

The following principal applies to all duties in the WHS Act 2011:

1. a duty is not transferable
2. a person may have more than one duty
3. more than one person can have the same duty
4. risks are managed to ensure they are eliminated or minimised, so far as is reasonably practicable.

Appendix 1 outlines the WHS responsibilities, authority and accountability for each role in the organisation.

2.1 Lifeline Darling Downs and South West Queensland Limited

In accordance with the WHS Act 2011, as a Person Conducting a Business Undertaking (PCBU), LDDSWQL 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 LDDSWQL when it:

- directs or influences work carried out by a worker
- engages or causes to engage a worker to carry out work (including through subcontracting)
- has management or control of a workplace.

LDDSWQL 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
- safe use of plant, structures and substances
- 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.

LDDSWQL must also have meaningful and open consultation about work health and safety with its workers, health and safety representatives and health and safety committee members.

2.2 Directors and Senior Managers

The WHS Act 2011 outlines the duties of officers of a Person Conducting a Business Undertaking (PCBU). Officers are defined in the Act as a person who makes decisions, or participates in making decisions, that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.

If a person is responsible only for implementing those decisions, they are not considered an officer.

It is an officer's duty to exercise due diligence to ensure their business or undertaking fulfils its health and safety obligations under the Work Health and Safety Act 2011. The essential elements of due diligence for an officer are interrelated and cumulative in nature.

These elements require an officer to:

- 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 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 PCBU has, and implements, processes for complying with any legal duty or obligation, and
- ensure processes are verified, monitored and reviewed.

2.3 Workers, Volunteers and Visitors

The term 'worker' includes any person who works for LDDSWQL as an:

- employee
- Trainee
- Volunteer
- work experience student
- contractor or sub-contractor
- employees of a contractor or sub-contractor
- employee of a labour hire company assigned to work for the organisation.

Workers, and visitors must undertake the following while at one of our sites:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instruction from LDDSWQL
- cooperate with any reasonable policies and procedures of LDDSWQL.

2.4 Specific WHS Responsibilities

Specific responsibilities for roles within LDDSWQL have been documented in Appendix 1: WHS Responsibilities, Accountabilities and Authority Matrix. Further detail on WHS responsibilities will be outlined in position descriptions, policies, guidelines, procedures and other WHS management system documentation where appropriate.

WHS Authority

Commensurate with responsibility, the level of WHS authority defines the level of control a role must act on WHS matters or implement risk controls.

All staff and volunteers have the authority to report hazards in the workplace and exercise their responsibilities under the WHS Act 2011 to improve workplace health and safety. However, the authority to make decisions in the workplace to eliminate or reduce the risk from workplace hazards varies according to the organisational structure. Further information is outlined in Appendix 1.

3 WHS Accountability

The term WHS accountability refers to the measurement of whether managers, supervisors, employees and others in the workplace are meeting their allocated health and safety responsibilities. WHS accountability mechanisms which are utilised at LDDSWQL to verify the implementation of assigned WHS responsibilities include:

- Hazard and incident reports
- Review of WHS performance indicators
- Internal WHS verification audits
- Review of business plans
- WHS Risk Matrix

3.1 Supervision

All Supervisors and/or employees with supervisory functions will ensure the adequacy of the supervision they provide to employees or teams under their control. The form of supervision required to be provided will vary when applied to differing employees or teams under differing circumstances.

All supervisors and/or employees with supervisory functions will apply the most appropriate form of supervision of individual/s or teams for which they have direct responsibility.

To determine the form of supervision required the following factors are considered.

- complexity of the assigned tasks
- risks associated with those tasks.
- competency of the individual or team to perform the task/s.

The above factors are to be taken into consideration and applied in determining the forms in which supervision will be undertaken.

Appendix 1: WHS Responsibilities, Authority and Accountability.