

WHS RESPONSIBILITIES FOR OFFICERS

These responsibilities address work health and safety, as they apply to officers, based upon the Work Health and Safety Act.

1. RESPONSIBILITIES

1.1 You are an Officer of this organisation, under section 9, of the *Corporations Act 2001* (Cth), if you are one or more of the following in relation to this corporation:

- a director or secretary
- a person who makes or participates in the making of decisions that affect the whole or a substantial part of the business
- a person who has the capacity to affect significantly the organisation's financial standing;
- a person who is accustomed to act in accordance with the instruction or wishes of directors; or
- a receiver, administrator, trustee or manager of the property of the organisation.

2. ACKNOWLEDGEMENT

2.1 As the organisation, has a duty of care for matters related to Work Health and Safety (WHS), you acknowledge that as an officer of the organisation you must exercise due diligence to ensure the organisation achieves and sustains compliance with its WHS obligations.

2.2 You must be aware that this duty requires you to be proactive in ensuring the organisation complies with its duty and will always remain with you as an officer of the organisation and cannot be outsourced or delegated.

2.3 You will take all reasonable steps to exercise due diligence in respect of WHS matters, which include, but are not limited to:

- acquiring and updating your knowledge of work health and safety matters;
- understanding the operations being carried out by the organisation and the hazards and risks associated with those operations;
- ensuring that appropriate resources are available and used, as well as implementing processes so that hazards associated with the operations of the business or undertaking are identified and risks associated with those hazards are eliminated or minimised;

- ensuring that appropriate processes for receiving and considering information regarding incidents, hazards and risks are in place and responding in a timely way to that information;
- ensuring that processes for complying with any duty or obligation under the legislation are in place and implemented; and
- verifying the provision and use of the resources and processes referred to above.

3. STEPS THAT YOU CAN TAKE TO MEET THE WHS DUE DILIGENCE REQUIREMENTS

3.1 You acknowledge that it is crucial to the achievement of positive safety outcomes for the organisation's officers, such as you, to lead the corporate safety agenda.

3.2 Leading the corporate safety agenda could include the organisation through its officers:

- acquiring up-to-date knowledge of the WHS legislation, Regulations and Codes of Practice;
- investigating current industry issues through conferences, seminars, information and awareness sessions, industry groups and newsletters;
- acquiring up-to-date knowledge of work health and safety management principles and practices;
- ensuring that work health and safety matters are considered at each board meeting;
- developing a plan of the organisation's operations that identifies hazards in core activities;
- establishing/maintaining safe methods of work;
- implementing a safety management system;
- employing a risk management process;
- recruiting personnel with appropriate skills, including safety personnel;
- ensuring appropriate training is provided to personnel;
- ensuring staffing levels are adequate for safety in operations;
- giving safety personnel access to decision makers for urgent issues;
- maintaining/upgrading infrastructure;
- ensuring that information is readily available to other officers and workers about procedures to ensure the safety of specific operations that pose health and safety risks in the workplace;
- continuously improving the safety management system;
- having efficient, timely reporting systems;

- empowering workers to cease unsafe work and request better resources;
- establishing processes for considering/responding to information about incidents, hazards and risks in a timely fashion;
- measuring against positive performance indicators to identify deficiencies (eg percentage of issues actioned within agreed timeframe);
- undertaking a legal compliance audit of policies, procedures and practices; and
- testing policies, procedures and practices to verify compliance with safety management planning.

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| Name of Officer | [OfficerName] | | |
| Position/ Job Title: | [OfficerPosition] | | |
| Signature: | | Date: | [Date] |
| Department | [OfficerDepartment] | Location: | [Location] |

Provide each officer a copy and store a second copy on their personnel file.