



# HS336 Health and Safety (HS) Responsibility, Authority and Accountability Procedure

<b>Policy Hierarchy link</b>	<a href="#">Work Health &amp; Safety Act 2011</a> <a href="#">Work Health &amp; Safety Regulation 2011</a> <a href="#">Work Health and Safety Policy</a>		
<b>Responsible Officer</b>	Director, UNSW Safety and Sustainability		
<b>Contact Officer</b>	Manager, UNSW Work Health & Safety		
<b>Superseded Documents</b>	H336 HS Responsibility, Authority and Accountability Procedure v5.4		
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<b>Associated Documents</b>	<a href="#">UNSW Delegations of Authority</a> <a href="#">HS337 Consultation Procedure</a> <a href="#">HS658 Local Area Responsibility Matrix</a> <a href="#">HS656 Health and Safety and Accountability Flowchart</a> <a href="#">HS905 First Aid Procedure</a> <a href="#">HS910 UNSW External PCBU Declaration</a>		
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## 1. Purpose and Scope

The purpose is to define, document and communicate the responsibility, authority and accountability for all elements of the University's Health and Safety Management System (HSMS) so that all position holders and other people are fully aware of what is expected of them.

This procedure applies to all activities across all operational areas and campuses of the University, including any activities that may affect other PCBUs.

## 2. Definitions

**Officer:** A person who makes or participates in making decisions that affect the whole or a substantial part of the business or undertaking.

**Due Diligence:** To gain an understanding of the hazards and risks associated with the operations of the business and ensure that the business has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.

**PCBU:** Person Conducting a Business or Undertaking

**Workers:** Staff, trainees, volunteers, apprentices, work experience, contractor, sub-contractor, labour-hire

**Others:** Undergraduate students, research students, post graduate students, visitors, members of the public

**Contract Manager:** A person in authority who engages another PCBU to undertake work or services for the university.

**Supervisor:** A person who is responsible for planning and/or directing the work of others, including workers/contractors/students. Eg staff members responsible for the supervision of staff and/or students, supervising a work program, supervising a study program, overseeing students in lectures and practical classes.

### 3. Procedure

#### 3.1 Overall responsibility

The PCBU has ultimate responsibility for providing a healthy and safe environment for all its workers, including staff, students, visitors, contractors and members of the public who may take part in, or be affected by, the University's activities.

#### 3.2 Individual responsibilities

##### 3.2.1 The President and Vice Chancellor

The President/Vice Chancellor has the responsibility and authority for the development, resourcing, implementation, review and continuous improvement of the University's HSMS.

The President/Vice Chancellor is accountable to the University Council for the performance of the University's HSMS and ensures that the commitments within the University's health and safety policy are delivered.

The President/Vice-Chancellor has the overall responsibility to ensure that an accountability process exists at UNSW so that workers who have HS responsibilities are held accountable for their performance.

##### 3.2.2 Senior management

The President/Vice Chancellor, Deputy Vice Chancellors, Vice-Presidents and Deans have a shared responsibility to exercise due diligence towards health and safety by

- Acquiring and keeping up to date with knowledge of workplace health and safety matters
- Gaining an understanding of the University's business operations and the associated hazards and risks
- Ensuring the University has available for use, and uses, the appropriate resources and processes to eliminate or minimise risks to health and safety
- Ensuring the University has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- Ensuring the University implements processes for complying with any duty or obligation under the Workplace Health and Safety Act and Regulations and Self Insurer requirements
- Verifying the provision and use of resources and processes required for compliance.
- Maintaining, communicating and reviewing the University's health and safety policy

- Developing a strategic plan to meet objectives set out in the health and safety policy
- Reviewing health and safety objectives regularly
- Ensuring there is an effective consultation process for health and safety issues
- Ensuring there is a system in place for creating, modifying and approving health and safety documents
- Ensuring the organisation's potential emergency situations have been identified and that a fully resourced emergency plan, procedures, business continuity plan and critical incident response, including provision of appropriate personnel and equipment, is in place.
- Heads of Schools/Divisions are required to complete WHS for Supervisors

Senior management has authority to make decisions and act on any matter of HS management for the entire university.

#### **Accountability is achieved through:**

- The University's Work Health and Safety Plan
- Faculty/Divisional Key Performance Targets
- Annual report to University Council.

#### **3.2.3 Campus Life and Community Engagement, Vice-President**

The Campus Life and Community Engagement Vice-President has responsibility and authority for the UNSW health and safety management system and is accountable to the senior management team through the reporting on the HSMS performance.

#### **3.2.4 DVC's/Deans/Vice-Presidents**

Deputy Vice Chancellors, Deans and Vice-Presidents are responsible and have authority for the effective implementation of the University's HSMS requirements within their Faculty or Division. Responsibilities are;

- Ensuring the HSMS is implemented, monitored and reviewed within their Faculty or Division;
- Develop and keep under review a divisional HS Strategic plan which sets specific HS objectives and key performance indicators;
- Ensure specific HS responsibilities, authority and reporting relationships are documented;
- Implement a system that ensures senior staff are held accountable for HS performance.

Accountability to the President/Vice-Chancellor is achieved through:

- The Faculty/Divisional Health and Safety Operation Plan or specific HS objectives for the DVC/Dean/Vice- President
- Receiving reports of Self-Audit Tool (SAT)
- Key Performance Indicators

#### **3.2.5 School/Centre/Divisional Unit Head**

School, Centre, Unit Managers are responsible for and have authority to implement the University's HSMS requirements within their School, Centre or Divisional Unit.

Responsibilities are:

- Communicate the UNSW HS policy to all workers and students in the work unit and ensure the current policy statement is displayed.
- Ensure the University's HSMS is implemented in their area of responsibility
- Approve activities that pose health and safety risks particularly research and teaching activities.
- Be responsible for the implementation of local H&S protocols relevant to workers and students within the group.

- Ensure that any person engaged to perform HS tasks have their responsibility, authority and accountability defined and documented (e.g. through job descriptions or a local area responsibility matrix (see Appendix)
- Ensure that only persons with the required level of training, qualification, certification and/or experience are engaged to perform H&S tasks.
- Ensure a fully functioning HS consultation mechanism (e.g. committee or Health and safety representative (HSR)) exists in the area.
- Communicate any management decisions that could impact on HS to the people involved (e.g. through the H&S committees)
- Identify the relevant legislation appropriate to the activities being undertaken in the work area and ensure they are being complied with.
- Ensure that each local area identifies, assesses and controls risks in their area to enable a risk profile for the school/unit to be created (e.g. through a Risk Register)
- Ensure that any risks to the health and safety of workers and students within the area are identified and managed.
- Ensure that risk management is undertaken at the design phase for any new buildings, refurbishments, facility upgrades and equipment design.
- Ensure that safe work procedures are documented for activities or tasks posing HS risk
- Ensure HS records are maintained in accordance with the HS records procedure and HS documents are controlled through a Document register).
- Ensure workplace inspections are regularly conducted.
- Ensure deficiencies arising out of inspections or audits are followed through until completed
- Ensure that all workers & students receive an appropriate induction to their work environment before they commence work, and that this is recorded.
- Ensure that all workers and students undertake the necessary HS training, and that this is recorded.
- Identify potential foreseeable emergencies in the local area and ensure appropriate personnel and equipment available for their management.
- Ensure a sufficient number of floor wardens and first aiders are available and allocated appropriate time and resources to fulfill their duties
- Ensure restricted access areas are identified and appropriately controlled.
- Ensure that any approvals, licenses, certifications etc required are in place
- Monitor that any licenses, notifications to regulators etc. are being complied with as relevant in the local area.
- Implement an Inspection Testing and Monitoring schedule for plant and equipment owned by the School/Unit/Centre that could pose risk and allocate sufficient resources to maintain such plant and equipment.
- Ensure engineering controls are tested.
- Ensure that workers participate in any health surveillance required from activities performed under the area of responsibility.
- Ensure that all workers and students use appropriate Personal Protective equipment (PPE) within the laboratory or workshop spaces
- Ensure that all wastes are handled according to UNSW procedures.
- Review the H&S performance for the local area including injury statistics, training attendance, audit results, progress of corrective actions etc.

### **Accountability**

School, Centre, Unit Managers are accountable to the Vice-President of their Faculty or Division through;

- Regular reporting to Deans / Divisional Unit Managers on the implementation of the HSMS at School/work unit level
- Completion of the Self Audit Tool (SAT)
- Key Performance Targets

### **3.2.6 Supervisors**

Supervisors are responsible for implementing the HSMS within their area of responsibility and taking steps to ensure that hazards are identified, eliminated or minimised as far as is

reasonably practicable. They have authority to make decisions and act on any matter of HS management within their area of responsibility.

Depending on the area of responsibility, supervisors can have all or some of the following responsibilities:

### **General**

- Provide adequate supervision commensurate with the level of risk and competency of workers.
- Ensure risk assessments are completed and regularly reviewed for tasks/projects/activities that pose a HS risk
- Ensure that risks are controlled so far as is reasonably practicable and in accordance with the hierarchy of control
- Ensure workers report HS Hazards and Incidents.
- Investigate all hazards or incidents reported in their area of responsibility and take corrective action
- Assess the risks for all new equipment (or other items that could pose a H&S risk) before it is introduced to the workplace.
- Consult on H&S matters with all workers including prior to proposed changes in the workplace.
- Ensure Risk Management Forms and Safe Working Procedures (SWPs) have been written, signed and communicated for all equipment and processes that pose HS risk.
- Enforce the safety requirements in the local area (e.g. wearing of PPE).
- Adhere to any legal notifications, licences or other legislative requirements.
- Ensure that any approvals, licenses, certifications etc required are in place
- Monitor that any licenses, notifications to regulators etc. are being complied with as relevant in the local area.
- Ensure that any legislative changes or changes to Australian standards are reflected in local documents.
- Ensure that where contractors are engaged directly by the local area that their H&S responsibilities are documented.
- Communicate the emergency procedures to all workers.
- Ensure an appropriate number of floor wardens and first aid officers have been selected for the local area.
- Ensure appropriate emergency equipment is available in the local area as appropriate to the risk (e.g. first aid, chemical spill kits etc.) and that training is provided in emergency response.
- Ensure engineering controls are tested for their effectiveness.
- Conduct inspections of the workplace in their area of responsibility at a frequency based on risk but at least quarterly.
- Conduct at least annual audits of the systems used to manage chemical, biological and radiation risks
- Where supervised, workers or students are working on behalf of UNSW in another PCBU, ensure joint responsibility arrangements for worker safety are established (refer to HS910 UNSW External PCBU Declaration).

### **Documents and Records**

- Ensure the H&S document control procedure is followed and only the latest version of risk assessment and SWPs are being used.
- Ensure all H&S records including workplace inspections, training records, maintenance records for equipment; audit reports etc. are easily accessible.
- Maintain all records according to UNSW record keeping or related legislation (e.g. health records, GMO application assessments kept for 8 years).

### **Training**

- Identify and document tasks which require the worker to have specific skills/competencies and/or specific medical requirements.

- Ensure all workers and students receive training in accordance with the training needs analysis.
- Induct all workers including, post grad. students (as applicable) and enforce access requirements (i.e. no induction no access to certain areas)
- Provide job specific H&S training e.g. training on safe working procedures.
- Ensure competency is demonstrated prior to workers or students conducting certain higher risk tasks.
- Ensure workers and students receive refresher training as required.

### **Hazardous manual tasks**

- Identify and risk manage all hazardous manual tasks this includes lifting/pushing/pulling and repetitive tasks (e.g. computer use, pipetting etc.)
- Ensure risks are controlled through mechanical aids, task modification and ergonomic furniture.
- Ensure workers who undertake hazardous manual tasks attend relevant training

### **Electrical hazards**

- Ensure all portable plug-in electrical equipment is inspected, tested and tagged at the required intervals.

### **Plant and Equipment**

- Ensure that risk management forms and SWPs are available for each plant and equipment that could pose H&S risk
- Pre/post purchasing checklist
- Maintain a plant register/Inspection testing and monitoring schedule to assist keep track of inspection and maintenance schedules for equipment.

### **Hazardous substances**

- Ensure all chemicals are listed on the laboratory chemical register.
- Ensure up-to-date (i.e. within 5 years) SDS is readily available for each chemical.
- Ensure all chemicals are labelled as per the UNSW Guideline for Labelling of Hazardous Substances.
- Ensure there is a documented risk assessment for all activities involving hazardous substances or Hazardous Chemicals.
- Ensure Hazardous Chemicals are stored in Hazardous Chemicals cabinets as necessary and segregation of incompatible Hazardous Chemicals occurs.
- Ensure spill kits (including appropriate personal protective equipment such as chemically resistant gloves, goggles and respirator with cartridges) and first aid facilities are readily available.
- Establish the need for health surveillance and implement where required.

### **Biological Hazards**

- Ensure all biological hazards are listed in the laboratory biohazard register.
- Ensure that all biological hazards are used in the appropriate physical containment facility (e.g. PC1 or PC2) based on their Risk Group.
- Establish the need for immunisation and provide where appropriate.
- Ensure that any process that might create aerosols that could contain human pathogens or genetically modified micro-organisms is carried out in a Biological Safety Cabinet (BSC) that is tested at least annually.

### **Gene Technology**

- Ensure all research involving genetically modified organisms (GMOs) is sent to the UNSW Gene Technology Research Committee (GTRC) for approval.
- Ensure that the type of OGTR certification for the facility is appropriate and remains appropriate to the GMO(s) being dealt with in the facility.
- Ensure all OGTR-certified facilities comply with the OGTR's conditions of certification.
- Ensure all research personnel working in OGTR-certified facilities are trained in OGTR behavioural requirements as well as in local procedures.

## **Radiation**

- Inform the University's Radiation Safety Officer and the RECS Unit of any premises using ionising radiation (unsealed sources) that may require registration with the NSW Environmental Protection Authority, (EPA)
- Ensure all workers and students using ionising radiation have attended an approved Radiation Safety Training Course.
- Maintain a register of all radioactive materials used in the local area.
- Ensure all research using radioactive materials is approved by the UNSW Radiation Safety Committee, (RSC) (Co-ordinated by the RESC unit).
- Ensure all workers using radioactive materials or irradiating apparatus (e.g. X-ray equipment) have a personal Ionising Radiation User's License, as required by the NSW EPA.
- Ensure the storage of radioactive waste and disposal of former radioactive waste (now decayed to 'safe' levels) is coordinated by the H&S unit.
- Ensure all users of Class 3B and/or Class 4 lasers are trained.
- Ensure the correct laser safety eyewear is readily available for users as per the risk assessment.
- Ensure laboratories where Class 3B and/or Class 4 are used are indicated with external signage.

## **Health Monitoring**

- Ensure that workplace air monitoring as well as health monitoring related to certain chemicals, ionising radiation, laser equipment, noise, SCUBA diving, risk group 3 and 4 human pathogens, lead, asbestos, laboratory animal allergens, and hazardous manual tasks, is conducted where applicable.

## **Accountability**

Supervisors are accountable to their direct line manager or the School, Centre or Divisional Unit Head through:

- Regular reporting to Head of School
- Participation in workplace inspections
- Submission of risk management documentation
- Job descriptions

### **3.2.7 Workers**

All workers must

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply with any reasonable instruction that is given by the university that is required for the purposes of meeting health and safety legislation;
- Co-operate with university policy and procedure.
- Not interfere with anything provided for health, safety and welfare.
- Ensure that notifications and licences are adhered to prior to undertaking any work.
- Complete any training required to perform their job safely.
- Comply with all risk control measures
- Report any H&S hazards and incidents,
- Take part in H&S consultative arrangements.
- Maintain all H&S records as required.
- Follow Emergency and Evacuation procedures.

## **Accountability**

Workers are accountable to their supervisor through:

- Regular one-to-one meetings
- The Performance Development Scheme or other similar process which includes Key Performance Targets.

- Job descriptions

All workers have the authority to:

- Commence an emergency response
- Raise health and safety issue
- Cease work where there is an immediate and serious threat to the health and safety.

### 3.2.8 Others

Other persons at the University must

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others;
- Comply with reasonable instruction given by the University;
- Report hazards and incidents;
- Not interfere with any safety equipment or equipment provided for emergency use;
- Cease work if there is a risk to theirs or other health and safety;
- Complete training, comply with controls and follow UNSW HS safety systems,

All others have the authority to:

- Commence an emergency response
- Raise health and safety issues

### 3.2.9 Director, UNSW Safety and Sustainability,

The Director has responsibility and authority over the implementation and maintenance of the University's HS document control system.

The Director is accountable to the through reporting on the performance and adequacy of the document control system.

### 3.2.10 Health and Safety Unit

The Health and Safety Unit is responsible for the facilitation and coordination of implementation of the university-wide HSMS and advising local areas on effective how to adapt the HSMS. Responsibilities are:

- Keep up-to-date with HS legislation and communicate changes to affected areas.
- Ensure that the HSMS and documentation is reviewed and updated following any changes to HS legislation.
- Ensure the risk management procedure is documented within the HSMS
- Ensure the following procedures are documented and communicated:
  - consultative procedure
  - HS complaints procedure
  - safe handling of Hazardous Chemicals
  - safe handling of materials
  - investigation of incidents.
  - management of HS documents and records.
  - HS auditing
- Manage and review the HS training programme
- Ensure that the HS responsibilities of contractors are documented in consultation with Facilities department.
- Ensure the HSMS is regularly audited and reports are produced and distributed.
- Produce timely reports on HS performance for the University.
- Ensure HS documents are clearly identifiable with authorisation and status etc. and are regularly reviewed in accordance with the HSMS.
- Report all notifiable incidents to the NSW Regulator as required by the Work Health and Safety Act.
- Submit the annual notification of Hazardous Chemicals to SafeWork NSW.
- Coordinate the development, review and maintenance of UNSW HS documents



including policy, procedures, guidelines, forms and templates. Such documentation must conform to the Policy Management Unit requirements.

- Day to day coordination of HS document control is delegated to the HS Document Control Officer and/or an HS unit staff member.

### **Accountability**

The HS unit is accountable to the UNSW Vice-President, Campus Life and Community Engagement through:

- Regular reporting of the HSMS performance
- Provision of HS statistics (e.g. hazard and incident reporting, training attendance)
- HSMS audit reports

### **3.2.11 Persons engaging a Contractor**

UNSW managers who engage and/or manage contractors (including those who provide a service) are responsible for ensuring that all requirements of the Contractor HS 801 Safety Guidelines are fulfilled. This generally includes:

- Contractor WHS pre-assessment and agreement of WHS requirements prior to awarding the contract;
- Completion of inductions;
- Contractor risk management documents and strategies covering all works, services and equipment for tasks.
- Protection of contractors health and safety from UNSW activities;
- Consultation arrangements between UNSW and contractor for all aspects of work including the reporting of issues;

Contractor managers have the authority to stop unsafe work and are accountable to their line management.

### **3.2.12 Facilities Management**

- Management of Hazardous materials associated with building or infrastructure in accordance with statutory requirements (this does not include research based hazardous materials):
- To ensure the general working environment is compliant with part 3.2, division 2 of the WHS Regulation,
- Management of First Aid processes refer to HS905 First Aid Procedure
- Manage building emergency systems and processes,
- Register with the NSW regulator any registerable plant under the central preventative maintenance program,
- Notify the NSW regulator of FM based notifiable work where applicable,
- Consult with designers on hazards and risks associated with design,
- Provide designers with any information in relation to the hazards and risks at the workplace where construction work is to be carried out,
- Provide principal contractors information around hazards and risks at the workplace where the construction work is to be carried out,
- Ensure that safe work method statements are prepared for construction work,
- Ensure the permit-to-work process is in place and used for FM based activities requiring a permit,
- Monitor and review FM based contractors and consultants to ensure continued compliance to WHS legislation, Australian Construction Code, Standards and UNSW policy and procedures
- Ensure a consultative process is in place with local areas when managing new building works, services and construction projects.

Facilities Management are accountable for HS issues to the UNSW Vice-President, Finance and Operations.

### **3.3 Specific responsibilities**

#### **3.3.1 Emergency control organisation**

Duty statements for Emergency Control Organisation volunteers including first aid officers and floor wardens have been defined by the University elsewhere and are not required to be documented here.

#### **3.3.2 Health and safety representatives and consultation committee representatives**

The duties of HS Representatives and HS Consultation Committee Representatives are defined within the HS 337 Consultation Procedure element of the UNSW OHSMS and are not required to be documented here

### **3.4 Delegation of Health & Safety Responsibilities**

Health and safety responsibilities cannot be transferred to another person, however specific tasks can be delegated to competent persons. Where specific health and safety tasks are delegated, these must be documented and communicated to the responsible person/s. This may be documented through job descriptions or using a template such as the HS658 Local Area Responsibility Matrix.

More than one person can have the same responsibilities at the same time.

### **3.5 Authority**

The level of health and safety authority is commensurate with the level of responsibility within a role. This will depend on the level of control a roles has to influence outcomes. These are outlined in job descriptions, namely

- President/Vice-Chancellor for all UNSW;
- Vice President for their respective Faculty or Division;
- Manager for their respective School, Centre or Divisional unit;
- Supervisor for their respective area, project, laboratory or workshop.

Facilities Management workers, such as Security, Grounds and Client Facility Managers, have authority to stop an activity and evacuate an area where there is an imminent and significant risk of harm or damage, for example:

- in relation to events on UNSW premises; or
- failure of building or facilities infrastructure or essential services such as gas, water, electricity.

All members of the UNSW community have authority to initiate action to stop a hazardous activity. The appropriate action will vary depending on the circumstances and may include, for example:

- direct request to the person causing the hazard or their supervisor;
- calling Security on x56666 in case of emergency;
- calling Facilities Management on x55111 for building or contractor hazards;
- completing an online HS hazard report; or
- notifying their HS Representative or HS consultation committee representative.

### **3.6 Accountability**

Accountability for health and safety responsibilities is monitored through

- The UNSW Performance Development Scheme (PDS)
- The health and safety committees
- Executive management meetings
- Key Performance Targets and/or Supervisor performance reviews
- Quarterly Health and Safety statistics reports
- Corrective Actions
- Internal audits

Documented evidence of accountability monitoring can be demonstrated by completed PDS forms, Self Audit Tool assessments, and quarterly and annual review reports, minutes of committee meetings.

The specific health and safety accountabilities and reporting relationships across all levels of the organisation, can be seen in Appendix B: HS656 Health and Safety Accountability and Reporting Flowchart.

### 3.7 Review & History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1	Acting Vice-Chancellor	05/2001	05/2001	New Policy on Responsibility, Accountability and Authority on OHS Matters at UNSW
2	Vice-Chancellor	05/2006	05/2006	Amendments not documented
3	Director, Human Resources	01/01/2007	01/01/2007	Revised all sections and reformatted as a Procedure
3.1	Director Human Resources	5/09/2007	5/09/2007	Add responsibility for OHS documentation. Add 4.6 Accountability Process and renumber all subsequent clauses. Correct the Facilities ph no
3,2	Director Human Resources	27/05/2008	27/05/2008	Generic responsibilities table added
3.3	Director Human Resources	25/07/2008	25/07/2008	Section 4.6 further amended Appendix modified for OHS Coordinators duties
4.0	Director Human Resources	19/11/2010	19/11/2010	Changed all references to OHS and workers compensation to OHS.
4.1	Director Human Resources	24/11/2011	24/11/2011	Updated the Appendix documenting responsibilities for varies levels in the organisation
5	Director Human Resources	18 June 2012	18 June 2012	Section 2 – update responsibilities Section 3 – flesh out the responsibilities in accordance with organization roles within the University
5.2	Director Human Resources	30/04/2013	30/04/2013	Added Appendix B: HS656 Health & Safety Accountability and Reporting flowchart
5.3	Director Human Resources	15/11/2013	15/11/2013	Amended 3.2.11 – Contractor Responsibilities during induction updated
5.4	Director , UNSW Safety and Sustainability	30 <sup>th</sup> April 2014	30 <sup>th</sup> April 2014	Reviewed for administrative purposes
5.5	Director , UNSW Safety and Sustainability	4 March 2016	4 March 2016	Changed HR Director to Safety and Sustainability Director Added Health Monitoring References RECS for gene technology and radiation activities Updated for legislative changes and Org chart changes. Removed HS658 from appendix

**APPENDIX A: HS656 HEALTH AND SAFETY ACCOUNTABILITY AND RESPONSIBILITY FLOWCHART**

