



# 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Superseded Documents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		
<b>File Number</b>	2016/00369		
<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.

**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 e





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 supervisi

- 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**



- Job descriptions

All workers have the authority to:



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**



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

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

