




DOCUMENT TYPE	D	
ADMINISTRATIVE	5	
PEOPLE AND CULTURE	3	
OCCUPATIONAL HEALTH AND SAFETY	1	
NUMBER	010	
		Policy Database Document Reference Number 531010X

OHS MANAGEMENT STRUCTURE: FUNCTIONS, ROLES AND RESPONSIBILITIES


Parent Policy Title	La Trobe University OHS Policy.							
Associated Documents	OHS Procedures Guidelines "How to be a First Aider" and "How to be a Building Warden" http://www.latrobe.edu.au/pc/ohs/ohs-manual.htm							
Preamble	The purpose of this document is to identify the occupational health and safety management structure functions, roles and responsibilities at all levels within the University.							
General	La Trobe University occupational health and safety functions, roles and responsibilities are outlined in this document to provide guidance for management of OHS at La Trobe University							
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<p>1. OHS Management Structure</p>	<p><u>Executive Occupational Health and Safety Committee</u></p> <p>The Executive OHS Committee is established in accordance with the consultative arrangements as set out in the Victorian Occupational Health and Safety Act 2004. Committee members comprise equal numbers of employer and employee representatives of the University.</p> <p>Employer Representatives are nominated to the position by senior officers of the Academic and Administrative faculties and divisions of the University.</p> <p>Employee representatives are elected by the university community. Elected Health and Safety representatives are encouraged to nominate for these positions.</p> <p>The primary functions of the Executive OHS Committee are to</p> <ul style="list-style-type: none"> • Facilitate co-operation between employers and employees in instigating, developing and carrying out measures designed to secure the health and safety of employees in the workplace; • Formulate and review the health and safety standards, rules and procedures that are to be carried out or complied with at the workplace, and making them known to employees. • Review and evaluate the University's overall performance in occupational health and safety <p>The Executive OHS Committee is a Committee of University Council and is chaired by a nominee of Council. Meetings are held quarterly and the Committee reports to Council.</p> <p><u>OHS Consultative Committees</u></p> <p>OHS Consultative Committees are Faculty or organisational unit based and aim to promote a strong OHS and environmental culture through regular communication and consultation with employees and to promote health and safety at La Trobe.</p> <p>The Committees are established for consultation on such matters as OHS programs and initiatives, audits and inspections, incident and hazard data and trends, emergency preparedness and to highlight unsafe and unhealthy conditions and practices together with recommendations for corrective action.</p> <p>OHS Consultative Committees are required to meet at least quarterly and the outcomes of the meetings are expected to be made accessible to all staff in the areas covered by the Committee.</p> <p>A list of OHS Consultative Committees and Chairpersons is available from the Workplace Environment and Wellbeing Unit.</p> <p><u>Designated Work Groups</u></p> <p>Designated Work Groups (DWGs) are established at La Trobe University in accordance with the Occupational Health and Safety Act 2004. Designated Work Groups are structured along organisational units (mainly Faculties and Divisions).</p> <p>Employees in each DWG are able to elect a Health and Safety Representative to represent the health and safety interests of the members of the Group. The rights and functions of Health and Safety Representatives are set out in the OHS Procedure on Formation of Designated Work Groups.</p>
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	<p>The register of DWGs and health and safety representatives is available from the Workplace Environment and Wellbeing Unit and is published on the University's Intranet.</p> <p><u>Health & Safety Representatives</u></p> <p>A health and safety representative (HSR) or deputy health & safety representative is an employee representative elected by employees in the designated work group for a term of three years to represent their health and safety interests.</p> <p>Health and safety representatives and deputy health and safety representatives have a range of statutory rights under the Victorian OHS Act 2004, that include the right to be consulted, so far as is reasonably practicable, on a range of health and safety matters. In particular, health and safety representatives must be consulted on any proposed changes in the workplace or to the materials, equipment or procedures used that may affect the health and safety of staff within that designated work group</p> <p>Health and safety representatives are provided with training in occupational health and safety and are able to advise employees and management on matters that affect the health and safety of employees in their designated work group.</p> <p><u>The Workplace Environment and Wellbeing Unit</u></p> <p>The Workplace Environment and Wellbeing Unit is part of the University's People and Culture Division and supports the University's schools and departments at each campus in maintaining the LTU OHS Management system in providing a safe and healthy environment through the provision of the following services:</p> <ul style="list-style-type: none"> • Policy and procedure development and review • Provision of expert advice on health and safety matters • Investigation of incidents • Provision of occupational rehabilitation and return to work services • Coordination of training and information sessions to staff and students • Auditing of schools and departments • University health and wellbeing initiatives. • Co-ordination of hazard control plans <p>The Executive Director of People and Culture is deemed to be the employer's representative for the purpose of negotiating with employees on the formation and composition of designated work groups.</p> <p><u>Specialised OHS Supervisory Roles</u></p> <p>There are several specialised roles at La Trobe, with designated health and safety responsibilities. These roles include:</p> <ul style="list-style-type: none"> • Designated first aiders • Building and floor wardens • School radiation supervisors • Laser safety officers • Laboratory managers • Contractor managers
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<p>2. Responsibilities</p>	<p><u>Senior Officers of the University</u></p> <p>Senior Officers of the University are required to use a level of sound judgement, prudent decision making in decisions that apply to the University in relation to health and safety and have an obligation to remain informed of the University's OHS performance and monitoring arrangements.</p> <p><u>Deans and Divisional Managers</u></p> <p>Deans and Divisional managers are held responsible and are accountable for the provision of a safe and healthy working and study environment in areas under their management and control through;</p> <ol style="list-style-type: none"> a. The development of Safety Management Plans and ensuring health and safety performance is monitored and periodically reviewed. b. Resourcing activities to the extent necessary to ensure the health and safety of persons either performing or who are affected by those activities. c. Ensuring there are effective consultative arrangements in place with employees and their elected health and safety representatives on all matters that may affect their health and safety. d. Ensuring safety measures are implemented in accordance with legislative requirements, relevant compliance codes, and applicable standards, or as additionally determined by the Executive OHS Committee or the Workplace Environment and Wellbeing Unit. e. Designating clear responsibilities for health and safety and ensuring individuals are accountable for those responsibilities <p><u>Heads of School</u></p> <p>Heads of schools are responsible for the conduct of work and study in their school conforming to a high standard of health and safety through:</p> <ol style="list-style-type: none"> a. Providing information, instruction, training and supervision to all persons under their control, including students, contractors and visitors to ensure that procedures are followed at all times and any risk is minimised. b. Ensuring that the risks of all activities within their control are assessed and control measures are implemented c. Developing and implementing local safe work instructions and operating procedures for employees, students, contractors and visitors d. Ensuring that hazards related to the purchase of goods and or services are assessed prior to purchase: that information and manufacturers instructions are available and that all preventative measures are taken prior to installation and use. e. Ensuring that all activities are appropriately licensed and all relevant permits, approvals, registrations and notifications are obtained and are maintained f. The assessment and approval of high risk activities and the issuing of permits to work where required g. Consulting with employees and their health and safety representatives on all matters that may affect their health and safety h. The prompt notification of incidents or occurrences in accordance with
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	<p>University procedures</p> <ul style="list-style-type: none"> i. Nominating employees to undertake key health and safety duties where required j. Ensuring that adequate emergency arrangements are in place (e.g. provision of staff trained in first aid, designated SCBA personnel) <p><u>Supervisors</u></p> <p>Staff with supervisory or management responsibilities are held accountable for the management of OHS in areas under their control, through;</p> <ul style="list-style-type: none"> a. Providing information, instruction, training and supervision to all persons under their control, including students, contractors and visitors to ensure that procedures are followed at all times and any risk is minimised. b. Ensuring the work environment (including facilities and equipment) is safe and healthy and that work tasks can be performed safely. c. Promptly notifying any incidents or occurrences in accordance with University procedures <p><u>Staff Engaging and Managing Contractors</u></p> <p>Staff Engaging and Managing Contractors are responsible for conveying to contractors the importance of occupational health and safety through:</p> <ul style="list-style-type: none"> a. Managing contractor selection, assessment, engagement and induction in accordance with the University's contractor safety standards and procedures b. Supervising the contract arrangements to ensure good communication between the contractor and the University on specific work site hazards job safety matters c. Monitoring the contractor's safety performance during the contract period d. Ensuring all contractor records are maintained as determined in this procedure <p><u>All Staff, Students, Contractors and Visitors</u></p> <p>All students, contractors and visitors are:</p> <ul style="list-style-type: none"> a. Responsible for following safe work practices consistent with the extent of their control or influence over working conditions and methods. b. Required to co-operate with management in achieving a safe and healthy workplace. c. Required to take reasonable care for their own health and safety and of anyone else who may be affected by their actions or omissions. d. Encouraged to actively contribute to the continuous improvement of the University's health and safety policies and procedures <p><u>School Radiation Supervisors:</u></p> <p>The School Radiation Supervisor (SRS) shall be responsible for:</p> <ul style="list-style-type: none"> a. Coordinating the implementation and regular review of radiation control plans b. Ensuring immediate action is taken in the event of unsafe practices, accidents or emergencies
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	<p>c. Ensuring that personal monitoring devices are issues to all designated radiation workers and are collected and assessed after the period of use</p> <p>d. Liaising with the University Radiation Safety Officer (URSO) on matters involving radiation safety, monitoring and control procedures within the School and informing the URSO of any alterations to the radiation inventory affecting licences and registrations</p> <p>e. In consultation with the URSO, reviewing and approving new research projects and teaching activities involving ionising radiation sources</p> <p><u>School Laser Safety Officer (LSO)</u></p> <p>The School Laser Safety Officer (LSO) is responsible for:</p> <p>a. Supervising and controlling the acquisition, purchase and use of laser radiation sources within the department.</p> <p>b. Coordinating a laser radiation monitoring programme of regular surveys and inspections.</p> <p>c. Ensuring that persons using lasers within the department have received appropriate training or instruction in radiation hazards associated with their work.</p> <p>d. Ensuring immediate action is taken in the event of unsafe practices, accidents or emergencies.</p> <p><u>Designated First aiders</u></p> <p>It is the responsibility of designated first aiders to:</p> <p>a. respond promptly to provide an emergency service for injury/illness as required, while always working within their level of competence;</p> <p>b. arrange prompt and appropriate referral as required;</p> <p>c. maintain first aid facilities, including first aid equipment, checking and restocking of first aid kits as necessary</p> <p>d. keep confidential all information received in the course of their duty</p> <p>e. (medical information must only be released to medical staff);</p> <p>f. Record all first aid treatment (however minor) on the First Aid Injury Report form and encourage staff who have had an occupational injury/illness to record this on a Hazard and Incident Report form</p> <p>g. Report any deficiencies in the first aid service to their first aid co-ordinator.</p> <p>It is recommended that all University first aiders be vaccinated against Hepatitis B.</p> <p><u>Building Wardens</u></p> <p>Building Wardens are responsible for:</p> <p>a. The coordination of the building or zone evacuation in the event of an emergency or a planned drill.</p> <p>b. Liaising with the Emergency Services</p> <p>c. Maintaining registers of floor wardens and deputy floor wardens.</p> <p>d. Nominating times and dates for at least two evacuation drills of building per year.</p>
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	<ul style="list-style-type: none"> e. Conducting or coordinating regular inspections to identify fire hazards and to take appropriate action. f. Choosing the locations of two assembly points. <p><u>Floor Wardens</u></p> <p>Floor Wardens are responsible for:</p> <ul style="list-style-type: none"> a. Systematically checking all areas they have been assigned and inform staff and students of the requirement to evacuate (or to remain in the building if appropriate) b. Reporting to the Building Warden any observed fire or evacuation hazards or unsafe conditions. c. Conducting regular fire and evacuation safety inspections as determined by the Building Warden.
Status	New Procedure
Approval Body	Executive OHS Committee, 14 September 2009, Minute 45.5
Initiating Body	Workplace Environment and Wellbeing Unit (OHS Committee)
Definitions	<p>Supervisor: Supervisors are those who are responsible for overseeing the work program of other staff; the study program of honours and postgraduate students; and undergraduate students in lectures, tutorial and practical classes and on field trips. The supervisor of staff or students has a particular responsibility for safeguarding the occupational health and safety of those in their charge. The supervisor can delegate the supervision or training of a staff member or student to a suitably qualified and/or experienced person, as appropriate for the task. The supervisor is, however, responsible for ensuring that the staff member or student has received appropriate training and has gained sufficient competence to undertake the task.</p>
Date Effective	14 September 2009
Next Review Date	30 September 2009
Keywords	Responsibility, Safety Management Plans
Owner/Sponsor	Executive Director People and Culture
Author	Manager Workplace Environment and Wellbeing Unit (OHS Committee).
Contact person or area	Manager Workplace Environment and Wellbeing Unit.