

AUTHORITIES, RESPONSIBILITIES AND DELEGATIONS

EVERYONE IN THE COMPANY IS ACCOUNTABLE FOR SAFETY & THE ENVIRONMENT

- ☠ You are responsible for your own safety**
- ☠ You are accountable for your actions that may endanger other persons in the workplace**
- ☠ You are accountable for your actions that may have a detrimental affect on the environment**

Director

- Ultimate accountability for workplace health, safety and welfare and the provision of a safe and healthy working environment.
- Ultimate accountability for environmental management.
- Ultimate accountability for provision of sufficient and appropriate resources to provide a safe working environment and appropriate environmental protection.
- Ultimately accountable for meeting legislative requirements for OH&S and EPA.
- Formal approval of the Safety and Rehabilitation (Return to Work) Policies and systems.
- Accountable for the overall organisational HS&E performance.
- Review and investigation all safety and environmental accidents/incidents reports of a serious nature within the delegated areas of responsibility.
- Ensure organisational compliance to HS&E legislation within the delegated areas of responsibility.

Managers

- Ensure all appropriate actions are taken to implement HS&E Policies, procedures and legislative requirements.
- Monitor HS&E performance within their area of responsibility.
- Visibly show commitment to HS&E through participation in discussions, workplace visits and hazard inspections, risk management etc.
- Review all accidents/incidents and participate in preparation of safety and environmental incident /accident reports if appropriate.
- Initiate actions to improve HS&E performance.
- Ensure processes for employee induction are being actioned, all employees are inducted and receive regular training as required. – delegated to Supervisors.
- Ensure subcontractor management on site meets the company policy and procedure related to contractor management on sites.

- Facilitate rehabilitation of injured workers through Return to Work Programs. - delegated to Supervisors as is practical.
- Review safety audits and initiate Corrective Action when workplace audits do not meet required performance standards.
- Initiate disciplinary action should workplace audits and other safety policies and procedures not be undertaken on site.

Supervisors and/or Team Leaders

- Ensure all appropriate actions are taken to implement HS&E Policy, procedures and legislative requirements.
- Monitor HS&E performance within area of responsibility through hazard identification, risk assessment and the management of risk controls.
- Visibly show commitment to HS&E through participation in formal and informal discussions, dissemination of any safety information available, and hazard inspections etc.
- Investigate all safety and environmental accidents/incidents within area their of responsibility and initiate preventive action as required.
- Initiate actions to continuously monitor and improve HS&E within area of responsibility.
- Encourage worker participation and also personal involvement of management in the workplace to determine the presence of hazards and take appropriate action to rectify any hazards found (risk management).
- Ensure all employees and subcontractors undertaking work on site are inducted (and annually re-inducted) and employees receive regular training as required.
- Facilitate rehabilitation of injured workers.
- Supervise subcontractor safety management whilst on site.

Employees

- Ensure safe work practices as designated by their supervisor/manager are followed at all times.
- Not knowingly place another person, co-worker or the public, at risk of injury or illness.
- Report any hazards or likely hazards to the environment or workplace and participate in risk management processes where practical.
- Participate in any incident/accident investigation on request.
- Report a disability to the employer as soon as practicable after becoming aware of the disability.
- Be aware of the public on worksites.
- Participate actively in the planning and implementation of a rehabilitation program.
- Accept the provision of safe and suitable alternative duties where they form part of any agreed rehabilitation plan.

Contractors/Subcontractors

- Ensure subcontractors provide Managers with appropriate safe work practices for the tasks they are required to undertake (for review and sign off), or alternatively, comply with Golden Brown safe work practices.
- Not knowingly place a Golden Brown employee, or the public, at risk of injury or illness.
- Report any hazards or likely hazards in relation to the environment, plant or equipment, workplace or persons to the Manager.
- Report any incident to an Golden Brown representative as soon as practicable after becoming aware of the incident.
- Meet all legal and regulatory requirements relating to HS&E relative to the tasks being undertaken.

Employer/Employee H&S Representatives – on sites where contractually required

The functions of Health and Safety Representatives are outlined in Occupational Health and Safety Act 2004.

The main duties of H&S Representatives are:

- To conduct workplace inspections in their designated workgroup area
- To consult with management regarding all changes to procedures, processes, workplace layout etc. that may affect the health and safety of employees
- To attend WorkCover approved training in order to keep abreast of safety legislative requirements.
- A Health and Safety Representative can issue Provisional Improvement Notices (PIN) to the employer. The process for PIN notices is described in Notices.
- Participate in OH&S Committees according to Terms of Reference and Committee Agenda.