| **Position** | **Responsibility**  *Note: The action to complete the responsibility can be delegated however the requirement to complete the responsibility will always remain with the original level holder* | **Authority**  *What action do I have permission/authority to take?* | **Accountability**  *What action do I need to do to be responsible?*  *What can be verified to indicate that I have been responsible?* |
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| Team Leader / Coordinator / Technical Officer  Team Leader / Coordinator / Technical Officer | * Promoting safety awareness * Ensuring compliance by all persons, including Contractors, volunteers and visitors to Council Determinations and Procedures within areas of responsibility * Ensuring all regulatory requirements are met in relation to the management of chemicals within the workplace * Provide adequate supervision commensurate with the level of risk and competency of workers * Promoting and encouraging communication with workers regarding hazards and procedures to control risks * Carrying out inductions (if required), toolbox talks and team meetings on WHS issues * Undertaking inspections of work to ensuring WHS control measure are effectively implemented * Actioning finding from WHS audit reports * Recording and reporting hazards, incidents, near misses, injuries and illness in SafeHold including corrective action, risk assessment and the control measures implemented as soon as possible * Ensuring safe working practices/SWMS are developed, implemented and followed by all workers under your control * Taking appropriate action on work related injury, illness or the hazardous situation to prevent reoccurrence * Checking any hazards has been fixed and controls are in place to minimise the risks * Ensuring workers maintain licenses and competencies if required * Ensuring pre-operational check, inspections, permits are completed * Ensuring high risk work is not done unless workers are appropriately trained, permits completed and the risks are adequately controlled, and work carried out in accordance with procedures * Ensuring that all equipment is maintained in safe working order or report faults to maintenance and the correct tag is placed on equipment * Investigating the incident as soon as possible after it occurs * Assisting with identification and assessment of potential suitable duties for consideration as part of the injured worker’s return to work plan * Monitoring and support the injured worker’s return to work plan progress and liaise with the Injury Management Officer on a regular basis * Ensuring that all workers/contractors, adhere to Council Determinations and Procedures within areas of responsibility * Ensuring that all workers are trained and competent in the specifics for the tasks involved in their position and carry out these tasks in a safe manner * Ensuring that WHS is planned and integrated into team activities. * Act promptly on investigating any accidents, injuries and near misses within their area of responsibility * Ensuring that proper instruction is given to employees in the use of plant, tools, materials and work methods in how to avoid any associated hazards, particularly with new plant and equipment * Communicate the emergency procedures to all workers * Communicating and implementing process control procedures. * Ensuring that proper PPE is issued, used and appropriate safety training is provided for all workers under their control * Participate in audit activities * Assessing the competency of contractors, supplier of goods, services and labour hire to meet WHS specifications | To implement the WHSMS requirements within their area of responsibility  To assign WHS tasks to staff  To stop any hazardous activity within the team | * Ensuring all workers are suitable trained/competent to perform work safely * Ensuring that adequate financial provision is available for WHS * Distribution of system documentation to relevant staff and maintaining currency of documentation held at all work sites * Maintain WHS performance within their area of responsibility * Conduct and review all accident/incident reports to Ensuring that thorough investigations have been carried out and appropriate controls implemented * Maintain and review SWMS for currency and effectiveness * Communicating training dates to personnel under their supervision and scheduling activities allowing personnel to attend training * Monitoring actions of those who are conducting inspection and testing * Maintaining WHS records in Trim in accordance with record keeping procedures * Maintaining inspection and testing programs for plant, equipment and premises under their control * WHS records maintained in Trim * Make sure that work activities are carried out in a safe manner * Plan all work safely, including work with other departments * Provide advice and assistance on WHS matters to employees * Being part of the planning and design of changes in the workplace * Approving contractors, supplier of goods, services and labour hire can meet WHS specifications |