

OHS Responsibilities of Managers

Owner: Health, Wellbeing and Safety (HR)

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Under the OHS Act, Managers have a direct responsibility for providing and ensuring a safe workplace for staff, students, contractors and visitors. In addition, managers with University wide responsibilities are required to practice due diligence in regards to OHS matters.

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OHS (HWS) Responsibilities of all Managers

Managers are responsible for OHS of their staff, students and contractors under their control. The following groups of staff have manager responsibilities under the OHS Act:

- Staff that manage or supervise other staff, contractors or visitors. Contractors also include persons who are temporary staff, consultants working on Deakin premises and persons engaged through labour hire arrangements. Staff includes both continuing and casual staff as well as work experience students and volunteers.
- Staff that are responsible for students through their teaching, tutorial work, practical classes, research work, placements, field work or study tours

Managers are also responsible for anyone in work areas directly under their control: offices, laboratories, stores and off-site workplaces such as working-from-home locations. Where locations are shared or under the control of another University area such as lecture theatres, managers are still responsible for the safety of their staff in these areas and must ensure hazards and other issues are reported to the appropriate area.

Where managers have staff, students or contractors under their direction working in areas that are under the control of other organisations, the manager must ensure appropriate arrangements are in place to ensure their safety. Normally staff, students or contractors in this situation would continue to operate under University policies by default unless there are written agreements otherwise. These situations may arise on placements, field trips, tenanted properties owned by Deakin and through partnerships. It is critical in these situations that there is a clear understanding about safety management and how responsibilities are allocated.

All managers are expected to:

- Read the University's [Health Wellbeing and Safety Policy](#) and Health, Wellbeing and Safety Strategy.
- Demonstrate active and visible safety leadership. This means:
 - leading [consultation on OHS matters](#),
 - ensuring OHS risks affecting your staff or workplace are adequately controlled,
 - actively engaging with staff on health, wellbeing and safety matters,
 - coaching staff on safety matters and having safety conversations to promote safe working practices and behaviours,
 - organising and participating in safety activities including training, risk assessments and [workplace inspections](#),
 - intervening early to address staff health, wellbeing and safety matters including issues such as psychological health and workplace conflict.
- Understand the application of [OHS risk management](#) to your area of responsibility.

- Familiarise themselves with and take responsibility for development of, [safe operating procedures](#) and practices which are applicable to the workplace you supervise.
- Implement suitable risk management controls within agreed timeframes. These may include new or modified equipment, work processes or work arrangements, competency based training, adequate supervision and the development and adoption of [safe operating procedures](#). Choose these risk controls in consultation with those involved or affected.
- Ensure you understand University processes and your role in dealing with staff welfare matters and inappropriate behaviours. This includes issue resolution processes, assisting the return to work of injured or ill staff members and making reasonable adjustments.
- Inform staff, students and contractors of OHS requirements and expectations, directing them to relevant information, safe operating procedures and risk control resources available.
- Ensure that staff, students and contractors have received appropriate inductions and training.
- Verify that staff, students and contractors are competent to carry out work safely and are following safe work practices. Promptly address inadequate training, unsafe practices or behaviours.
- Encourage [reporting of workplace incidents](#). Follow up incidents, ensuring the welfare of those affected and seeking to identify the root causes. Take steps to prevent further injury or recurrences.
- Inform the [HWS Unit \(Human Resources\)](#) immediately of any injury to anyone on University premises or engaged in University activities off-campus where the injury required hospitalisation, or of any near-miss due to explosion or spillage of a substance (see [Injuries and Incidents - Reporting and Following Up](#)).
- Promptly address health, wellbeing and safety issues that are brought to your attention in consultation with those involved or affected.
- Ensure that all staff, students (as appropriate) and contractors are familiar with emergency and evacuation procedures and the location of first aid kits, personnel and emergency equipment, and if appropriately trained, the use of emergency equipment. Provide adequate numbers of first aiders and wardens.
- Refer health, wellbeing and safety issues that are beyond your control to the relevant manager(s) for their attention, but ensure that interim action is taken to reduce the risks in a practical way.

Some managers/supervisors will have additional specific responsibilities.

- Ensure [risk assessments](#) are carried out for student practical work and other potentially hazardous student activities
- Develop for hazardous work or equipment, [safe working instructions](#) and ensure job safety assessments are carried out.
- Operate [permit](#) and lock out procedures to manage access to hazardous locations or to control particularly hazardous work.
- Evaluate field trips and student placements for health and safety issues (see [Off-Campus University activities](#)).
- Operate a signing in and out, or authorisation, system for contractors (see [Contractor and Visitor Safety](#)).
- Obtain prior agreement from contractors to observe the University's health and safety requirements.

Putting Health Wellbeing and Safety on the Agenda (operational managers)

Health Wellbeing and Safety is an integral part of everyday business and planning. If you are committed to being a safety leader for your area, you will include the health, wellbeing and safety of your staff as a standing item on your agenda for management and team meetings. If regular management meetings are not held, then regular work group meetings to deal specifically with health, wellbeing and safety issues may be required.

The HWS discussion during management meetings could include from time to time:

- Reviewing and actioning workplace inspections.
- Reviewing reports of work related hazards, incidents and injuries. Checking responsiveness and corrective actions as needed.
- Reviewing HWS reports (OHS, Sick Leave use) and minutes/actions from local HWS Committees
- Considering potential OHS issues or those raised by staff and planning for consultation and resolution.
- Considering staff welfare issues including reasonable accommodations and return to work.
- Considering adequacy of staff facilities.
- Planning suitable OHS training, including induction of new workers.
- Reviewing the OHS Risk Register.
- Prioritising hazards to be addressed and allocating responsibility and resources for these.
- Developing / reviewing the annual HWS Activity Plan and monitoring progress over time.
- Developing / reviewing specifically staff wellbeing issues and developing / monitoring staff wellbeing initiatives or programs.
- Reviewing OHS aspects of proposed purchases of equipment, goods and services, proposed projects to be undertaken within the work group and proposed workplace changes.

Some managers/supervisors will have additional specific responsibilities:

OHS (HWS) Responsibilities of Managers with University wide responsibilities

Managers have University wide responsibilities either through their membership of the University Executive or through the nature of their University-wide operations. The latter group includes:

- the Executive Director, Facilities Services Division (FSD) who is responsible for OHS in connection with all University structures and their construction and maintenance.
- the Executive Director, Campus Services who is responsible for OHS in connection with University grounds and security.
- the Executive Director Human Resources who is responsible for OHS in connection with people management policies and practices.

Managers with University wide responsibilities are expected to:

- Read the University's [Health Wellbeing and Safety Policy](#) and Health, Wellbeing and Safety Strategy.
- Ensure that accountability for HWS is clearly understood and demonstrated by their managers. Where appropriate reinforced with specific, measurable performance indicators.
- Understand the nature of University operations and the associated hazards and risks. This includes the activities of partners and tenants.
- Demonstrate active and visible safety leadership. This means:
 - ensuring major OHS risks affecting the University are adequately and systematically controlled
 - responding promptly when HWS issues are brought to your attention
 - actively engaging with managers and staff on health, wellbeing and safety matters during normal work activities
 - visibly and actively complying with OHS requirements when visiting workplaces
 - participating in safety activities including training to ensure your OHS knowledge is up to date
 - dealing strategically with staff health, wellbeing and safety matters to address organisational issues that cause or drive physical or psychological injury
- Understand the application of [OHS risk management](#) to the University's operations.
- Follow legislative requirements and University policy in evaluating HWS requests or expenditures.
- Actively support and promote University processes in dealing with staff welfare matters and inappropriate behaviours.
- Verify that there are adequate and appropriate resources and processes to support HWS.
- Ensure there are processes for receiving and considering information about incidents, hazards and risks in a timely way.

- Ensure they are provided with enough information to be confident OHS controls are being reliably applied and legislative compliance is being achieved.
- Ensure risk assessments are carried out for hazardous work including student practical work and other potentially hazardous student activities.
- Develop for hazardous work or equipment, [safe working instructions](#) and ensure job safety assessments are carried out.
- Operate [permit](#) and lock out procedures to manage access to hazardous locations or to control particularly hazardous work.
- Evaluate field trips and student placements for health and safety issues (see [Off-Campus University activities](#)).
- Operate a signing in and out, or authorisation, system for contractors (see [Contractor and Visitor Safety](#)).
- Obtain prior agreement from contractors to observe the University's health and safety requirements.

Putting Health Wellbeing and Safety on the Agenda (executive management)

The HWS discussion during management meetings could include from time to time:

- Reviewing the health, wellbeing and safety implications of major projects or workplace changes and establishing the appropriate control measures.
- Reviewing reports concerning major incidents (serious injury, significant costs or potential legislative breaches). Checking responsiveness and corrective actions as needed.
- Reviewing HWS performance reports.
- Monitoring and supporting the implementation of the University's HWS Strategy
- Considering issues raised by the University Health Wellbeing and Safety Committee.
- Reviewing and endorsing major HWS policy or procedural changes.
- Reviewing the medium to high HWS risks on the University's Risk Register and their control measures

Due Diligence

Due Diligence means taking reasonable steps to:

- acquire and keep up-to-date knowledge of work health and safety matters
- gain an understanding of the nature of the operations of the business or undertaking and generally of the hazards and risks associated with those operations
- ensure that persons conducting the business or undertaking has available and uses appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out
- ensure that person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way
- ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation under the Act
- verify the provision and use of the resources and processes.

DOCUMENT HISTORY	
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