Staff Responsibilities – School/Centre/Divisional Unit Head

The HS336 Health and Safety (HS) Responsibility, Authority and Accountability Procedure outlines the individual responsibilities and accountabilities for various levels of staff. Staff should read this document to familiarise themselves of their own responsibilities. Below is an extract.

School, Centre, Unit Managers are responsible for and have authority to implement the University’s HSMS requirements within their School, Centre or Divisional Unit. Responsibilities include:

- Communicate the Work Health and Safety Policy to all staff and students in the work unit and ensure the current policy statement is displayed.
- Ensure the University’s HSMS is implemented in their area of responsibility.
- Ensure that the relevant UNSW health and safety objectives and targets from the Health and Safety Plan are implemented in their area.
- Complete the Health and Safety Self-Audit Tool annually (accessed in myUNSW).
- Approve activities that pose health and safety risks particularly research and teaching activities.
- Be responsible for the implementation of local health and safety protocols relevant to staff and students within the group.
- Ensure that any person engaged to perform health and safety tasks have their responsibility, authority and accountability defined and documented (for example through job descriptions or a local area responsibility matrix (see Appendix A).
- Ensure that only persons with the required level of training, qualification, certification and/or experience are engaged to perform health and safety tasks.
- Ensure a fully functioning health and safety consultation mechanism (e.g. committee or Health and Safety Representative (HSR)) exists in the area.
- Communicate any management decisions that could impact on health and safety to the people involved (for example through the health and safety committees)
- Identify the relevant legislation appropriate to the activities being undertaken in the work area and ensure they are being complied with.
- Ensure that each local area identifies, assesses and controls risks in their area to enable a risk profile for the school/unit to be created (for example through a Risk Register)
- Ensure that any risks to the health and safety of staff and students within the area are identified and managed.
- Ensure that risk management is undertaken at the design phase for any new buildings, refurbishments, facility upgrades and equipment design.
- Ensure that safe work procedures are documented for activities or tasks posing health and safety risk.
- Ensure health and safety records are maintained in accordance with the Health and Safety Records Procedure and health and safety documents are controlled through a document register).
- Ensure workplace inspections are regularly conducted.
- Ensure deficiencies arising out of inspections or audits are followed through until completed
- Ensure that all staff and students receive an induction to their work environment before they commence work, and that this is recorded.
- Ensure that all staff and students undertake the necessary health and safety training, and that this is recorded.
- Identify potential foreseeable emergencies in the local area and ensure appropriate personnel and equipment is available for their management.
- Ensure a sufficient number of floor wardens and first aid officers are available and allocated appropriate time and resources to fulfill their duties
- Ensure restricted access areas are identified and appropriately controlled.
- Ensure that any approvals, licenses or certifications required are in place.
- Monitor that any license conditions and notifications to regulators are relevant in the local area.
• Implement an Inspection Testing and Monitoring schedule for plant and equipment owned by the School/Unit/Centre that could pose risk and allocate sufficient resources to maintain such plant and equipment.
• Ensure engineering controls are tested.
• Ensure that workers participate in any health surveillance required from activities performed under the area of responsibility.
• Ensure that all staff and students use appropriate Personal Protective Equipment within the laboratory or workshop spaces.
• Ensure that all waste is handled according to UNSW procedures.
• Review the health and safety performance for the local area including injury statistics, training attendance, audit results and progress of corrective actions.

Accountability

School, Centre, Unit Managers are accountable to the Dean or Vice-President of their Faculty or Division through:
• Regular reporting to Deans / Divisional Unit Managers on the implementation of the HSMS at a School/work unit level.
• Completion of the Self Audit Tool (SAT).
• Setting and reporting on Key Performance Targets.