

# WORK HEALTH AND SAFETY ROLES AND RESPONSIBILITIES PROCEDURE



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## 1 PURPOSE

- 1.1 All employees, students, contractors and volunteers have specific responsibilities for safety and health that aligns with the [Australian Work Health and Safety Strategy 2012–2022](#) and the CQUniversity [Occupational Health and Safety Policy](#) whilst conducting activities within or on behalf of the University.
- 1.2 This procedure sets out a systematic process to clearly define roles and responsibilities of all levels of University management.

## 2 SCOPE

- 2.1 This procedure applies to employees, students, contractors and visitors who participate in CQUniversity business operations and activities.
- 2.2 This procedure does not apply to University-owned corporate entities.

## 3 PROCEDURE

### General work health and safety duties and responsibilities

- 3.1 Duties for work health and safety are legislated in the [Work Health and Safety Act 2011](#) (Qld) (the Act). The Act details the duties of a 'person conducting a business or undertaking' (PCBU), officers and workers, as well as suppliers and manufacturers.
- 3.2 This procedure references the Act as enforced in Queensland. Subsequent to the 2011 harmonisation of Work Health and Safety legislation across the majority of Australian states, compliance with this procedure allows relevant duty holders to meet their obligations at locations in other states and territories.

However, when ambiguity exists between the Act and local state Work Health and Safety Legislation, the requirements of the local legislation will take precedence.

3.3 The following principles apply to all duties in Part 2 of the Act:

- a duty is not transferable
- a person may have more than one duty
- more than one person can have the same duty
- management of risks to ensure they are eliminated or minimised, so far as is reasonably practicable.

## **CQUniversity**

3.4 In accordance with the Act, as a PCBU, the University has a primary duty of care to ensure workers and others are not exposed to a risk to their health and safety.

3.5 A primary duty of care is owed by the University when it:

- directs or influences work carried out by a worker
- engages or causes to engage a worker to carry out work
- has management or control of a workplace.

3.6 The University must meet its obligations, so far as is reasonably practicable, to provide a safe and healthy workplace for workers or other persons by ensuring:

- safe systems of work
- a safe work environment
- provision and safe use of plant, structures and substances
- facilities for the welfare of workers are adequate
- notification and recording of workplace incidents
- adequate information, training, instruction and supervision is provided
- provision of any information and or instruction to ensure staff work in a safe manner
- effective systems are in place for monitoring the health of workers and workplace conditions.

3.7 The University must also have meaningful and open consultation about work, health and safety with its workers, health and safety representatives and health and safety committees. The University must consult, cooperate and coordinate with other PCBUs with whom they share duties. The University will also have further obligations if involved in specific kinds of activities such as:

- the management and control of workplaces, or fixtures, fittings or plant at workplaces
- the design, manufacture, import or supply of plant, substances or structures
- installation, construction or commissioning of plant or structures.

## **Officers, senior officers and directors**

3.8 The Act outlines the duties of officers of a PCBU. Officers are defined in the Act as a person who makes decisions, or participates in making decisions that affect the whole or a substantial part of a business or undertaking, and has the capacity to significantly affect the financial standing of the business or undertaking. If a person is responsible only for implementing those decisions, they are not considered an officer.

From 1 July 2018, senior officers are also defined with the Act as the holder of an executive position (however described) in relation to the person who makes, or takes part in making, decisions affecting all, or a substantial part, of a person's functions. This term is used when establishing offences under "industrial manslaughter". A senior officer meets their obligations by exercising due diligence in the same way as officers.

- 3.9 It is an officer's duty to exercise due diligence to ensure their business or undertaking fulfils its health and safety obligations under the Act. The essential elements of due diligence for an officer are interrelated and cumulative in nature.
- 3.10 These elements require an officer:
- to acquire and keep up to date knowledge of work health and safety matters
  - to gain an understanding of the operations of the business and the hazards and risks involved
  - to ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
  - to confirm information regarding incidents, hazards and risks is received and the information is responded to in a timely way
  - to ensure the PCBU has, and implements, processes for complying with any legal duty or obligation
  - to make certain processes are verified, monitored and reviewed.

### **Workers, students and visitors**

- 3.11 The term 'worker' for the purposes of this procedure includes any person who works for the University such as:
- employee
  - trainee
  - volunteer
  - apprentice
  - work experience student
  - contractor and their employees
  - labour hire company employees assigned to work for the University.
- 3.12 Workers, students and visitors will take the following actions while at the University:
- take reasonable care for their own health and safety
  - take reasonable care for the health and safety of others
  - comply with any reasonable instruction from the University
  - cooperate with and follow any University policies and procedures.

### **Specific work health and safety responsibilities**

- 3.13 Specific responsibilities for work health and safety (WHS) roles within the University have been documented in [Appendix 1](#) of this procedure. Further detail on WHS responsibilities shall be outlined in position descriptions, policies, guidelines, procedures and other WHS management system documentation where appropriate.

### **Work health and safety authority and accountability**

- 3.14 All workers, students and visitors of the University have the authority to report hazards in the workplace and exercise their responsibilities under the Act to improve work health and safety. The authority to make decisions in the workplace to eliminate or reduce the risk from workplace hazards varies according to the organisational structure as per [Appendix 1](#) of this procedure.
- 3.15 WHS accountability refers to the measurement of whether managers, supervisors, employees and others in the workplace are meeting their allocated work health and safety responsibilities. Mechanisms which are utilised at the University to verify the implementation of assigned WHS responsibilities include:
- Hazard and incident reports

- WHS verification audits
- CQUniversity Risk Register
- WHS meeting attendance and participation
- WHS inspection reports.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 The National OHS Manager is responsible for monitoring, reviewing and ensuring compliance with this procedure.
- 4.2 Responsibilities are outlined in [Appendix 1](#) of this procedure.

### Reporting

- 4.3 Reporting requirements are outlined in [Appendix 1](#) of this procedure.

### Records management

- 4.4 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

## 6 RELATED LEGISLATION AND DOCUMENTS

AS/NZS 4801:2000 – Occupational Health and Safety Management Systems  
[Incident and Hazard Reporting and Investigation Procedure](#)  
[Occupational Health and Safety Policy](#)  
[Work Health and Safety Act 2011](#) (Qld)  
[Work Health and Safety Regulation 2011](#) (Qld)

## 7 FEEDBACK

- 7.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	National Occupational Health and Safety Manager
Next Review Date	6/06/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 30/03/2011
Amendment Authority and Date	Vice-Chancellor and President 30/03/2011; Vice-Chancellor and President 03/06/2014; Administrative update Occupational Health and Safety Manager 14/10/2014; Vice-Chancellor and President 6/06/2018; Minor Amendment Approved Vice-Chancellor and President 13/02/2020.
Notes	This document was formerly known as 'SHEWS Roles and Responsibilities Procedures' prior to 01/07/2014.

**Acknowledgement:** CQUniversity would like to thank the University of Wollongong Workplace Health and Safety Unit for their assistance and support in the preparation of this procedure.

## 9 APPENDIX

### Appendix 1: Work health and safety (WHS) responsibilities, authority and accountability

Position	WHS Responsibilities	WHS Authority	Accountability Mechanisms
University Council, Chancellor and Vice-Chancellor	<ul style="list-style-type: none"> <li>Implementation of due diligence requirements:                             <ul style="list-style-type: none"> <li>- acquire and keep up-to-date knowledge of work health and safety matters</li> <li>- gain an understanding of the operations of the business and the hazards and risks involved</li> <li>- ensure appropriate resources and processes are provided and used to enable hazards to be identified and risks to be eliminated or minimised</li> <li>- ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way</li> <li>- ensure the University has and implements processes to comply with any legal duty or obligation</li> <li>- ensure processes are verified, monitored and reviewed.</li> </ul> </li> <li>Monitor the University's implementation of the Occupational Health and Safety Policy.</li> </ul>	<ul style="list-style-type: none"> <li>To make decisions and act on all matters concerning work health and safety (WHS) in the interests of the University.</li> </ul>	<ul style="list-style-type: none"> <li>CQUniversity Occupational Health and Safety (OHS) Strategic Plan</li> <li>CQUniversity Risk Registers</li> <li>Monthly reports to the Vice Chancellor's Advisory Committee</li> <li>Quarterly reports to Audit, Risk and Finance Committee</li> <li>OHS Advisory Committees</li> <li>Vice-Chancellor and President OHS Briefing Meetings</li> </ul>
Deputy Vice-Chancellors, Pro Vice-Chancellors and Associate Vice-Chancellors	<ul style="list-style-type: none"> <li>Ensure areas of responsibility comply with WHS legislation and the CQUniversity WHS management system).</li> <li>Support the implementation of WHS risk management process.</li> <li>Provide resources to implement the requirements of CQUniversity Occupational Health and Safety Policy.</li> <li>Participate in the monitoring and review of the implementation of the CQUniversity WHS management system for the area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>The authority to make decisions and act on any matter of WHS management within their area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>CQUniversity Occupational Health &amp; Safety Strategic Plan</li> <li>CQUniversity Risk Register</li> <li>Monthly reports to the Vice-Chancellor's Advisory Committee</li> <li>Quarterly reports to the Audit, Risk and Finance Committee</li> <li>OHS Advisory Committees</li> </ul>
Directors	<ul style="list-style-type: none"> <li>Ensure activities of the Division complies with WHS legislation and CQUniversity WHS management system, including implementation and monitoring to ensure legal compliance</li> <li>Ensure OHS consultation arrangements are implemented</li> <li>Allocate appropriate resources to fulfil WHS requirements</li> <li>Monitor the WHS performance of the division and direct reports including internal WHS verification reports and performance indicators</li> <li>Other responsibilities as outlined in the CQUniversity WHS management system documentation</li> <li>Support the development of a strong OHS culture</li> <li>Support the implementation of OHS risk management programs</li> </ul>	<ul style="list-style-type: none"> <li>The authority to make decisions and act on any matter of WHS management within their area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>CQUniversity Occupational Health &amp; Safety Strategic Plan</li> <li>Hazard and Incident reports</li> <li>WHS verification audits</li> <li>Monthly reports to the Vice-Chancellor's Advisory Committee</li> </ul>

Position	WHS Responsibilities	WHS Authority	Accountability Mechanisms
	<ul style="list-style-type: none"> <li>Assist and support University procedures for identification of, processing and managing workers' compensation claims and workplace rehabilitation</li> <li>Provide and maintain emergency personnel and safety equipment including personal protective equipment</li> <li>Support the provision of management system information, training and supervision to staff, students, visitors and contractors</li> <li>Actively provide input information into Campus OHS Advisory Committees</li> <li>Monitor and review of performance of their unit with regard to OHS Advisory Committee meetings, workplace inspections, incident/hazards, induction of new staff and students, and legislative compliance of their unit.</li> </ul>		
Dean of School or Head of Department/ Research Institute Directors/Associate Directors and Unit Managers	<ul style="list-style-type: none"> <li>Ensure activities of the school/research centre/unit comply with WHS legislation and CQUniversity WHS management system. This includes but is not limited to: <ul style="list-style-type: none"> <li>implement WHS risk management activities e.g. inspections, report of incidents and any local specific measures required to eliminate or reduce risk in their area that are identified, documented and implemented</li> <li>provide safe equipment and processes i.e. laboratory manuals, safe operating procedures (SOPs) and work instructions (WIs) for employees, students and others</li> <li>provide employees and students with the necessary instruction, information, induction, training and supervision to enable work to be carried out safely</li> <li>implement corrective actions as a result of hazard/incident reports or incident investigations</li> <li>monitor the WHS performance of the school/research centre/unit and direct reports via internal WHS verification audits and performance indicators.</li> </ul> </li> <li>Ensure a laboratory or workshop technician or supervisor is appointed as a Primary OHS Contact for each laboratory or workshop, or group of laboratories or workshops.</li> <li>Ensure that contracts are established with external parties as required. These contracts shall consider formal risk management processes and ensure health and safety.</li> <li>Other responsibilities as outlined in the CQUniversity WHS management system documentation.</li> </ul>	<ul style="list-style-type: none"> <li>The authority to make decisions and act on any matter of WHS management within their area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>CQUniversity OH&amp;S Strategy</li> <li>Hazard and Incident reports</li> <li>WHS verification audits</li> <li>Monthly reports to the Vice-Chancellor's Advisory Committee</li> <li>Safety management process in place laboratory manuals, SOPs, Activity Risk Assessments and WIs</li> </ul>
Academic, TAFE educational and all professional employees with responsibility for the	<ul style="list-style-type: none"> <li>Ensure that work areas and equipment under their control is safe and without risk to health and safety.</li> <li>Ensure all hazards and incidents are identified, assessed, controlled and reported via the Incident and Hazard Reporting and Investigation process.</li> </ul>	<ul style="list-style-type: none"> <li>The authority to make decisions and act on any matter of WHS management within their area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Performance reviews</li> <li>Hazard and incident reporting</li> <li>WHS inspection reports</li> </ul>

Position	WHS Responsibilities	WHS Authority	Accountability Mechanisms
management or Supervision of employees, students or facilities	<ul style="list-style-type: none"> <li>• Provide appropriate instruction, information, training and supervision to employees, students and others to enable work to be carried out safely.</li> <li>• Monitor the performance of employees via relevant performance, review, planning and development processes.</li> <li>• Comply with all relevant WHS management system procedures including implementation and communication of new procedures.</li> <li>• Participate in all WHS management system training programs and ensure all staff under their control also attend.</li> <li>• Undertake risk assessments for tasks which do not have a procedure or work instruction.</li> <li>• Control the risks associated with the work and study that they supervise using a documented risk management process.</li> <li>• Promptly report deficiencies in resources to senior management.</li> <li>• Actively participate in inspections and audits within their area of responsibility.</li> <li>• Ensure an appropriate level of supervision for staff dependant on their skills, qualifications and experience in the task.</li> <li>• Other OHS responsibilities as documented in relevant position descriptions.</li> </ul>		<ul style="list-style-type: none"> <li>• WHS verification audits</li> <li>• Maintenance of the Risk Assessment Portal</li> </ul>
Research supervisors	<ul style="list-style-type: none"> <li>• Ensure that work areas and equipment under their control is safe and without risk to health and safety.</li> <li>• Ensure all hazards and incidents are identified, assessed, controlled and reported via the Incident and Hazard Reporting and Investigation process.</li> <li>• Provide appropriate instruction, information, training and supervision to employees, students and others to enable work to be carried out safely.</li> <li>• Ensure that when actively undertaking research, current employees, students, and others being supervised are reassigned with the consent of the respective Dean of School, Head of Department, Director, Associate Director or Unit Manager, to another person competent to provide temporary supervision until such research is concluded.</li> <li>• Monitor the performance of employees via relevant performance, review, planning and development processes.</li> <li>• Comply with all relevant WHS management system procedures including implementation and communication of new procedures.</li> <li>• Participate in all WHS management system training programs and ensure all staff under their control also attend.</li> <li>• Undertake risk assessments for tasks which do not have a procedure or work instruction.</li> </ul>	<ul style="list-style-type: none"> <li>• The authority to make decisions and act on any matter of WHS management within their area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance reviews</li> <li>• Hazard and incident reporting</li> <li>• WHS inspection reports</li> <li>• WHS verification audits</li> </ul>

Position	WHS Responsibilities	WHS Authority	Accountability Mechanisms
	<ul style="list-style-type: none"> <li>• Control the risks associated with the work and study that they supervise using a documented risk management process.</li> <li>• Promptly report deficiencies in resources to senior management.</li> <li>• Actively participate in inspections and audits within their area of responsibility.</li> <li>• Ensure an appropriate level of supervision for staff dependant on their skills, qualifications and experience in the task.</li> <li>• Other OHS responsibilities as documented in relevant position descriptions.</li> </ul>		
All employees and visitors (including honorary and visiting fellows)	<ul style="list-style-type: none"> <li>• Take reasonable care for their health and safety.</li> <li>• Take reasonable care for the health and safety of others including the preparation of risk assessments and the implementation of risk control measures within their control to prevent injuries or illnesses.</li> <li>• Comply with any reasonable instruction by the University.</li> <li>• Cooperate with any policies and procedures of the University including reporting of hazards or incidents via the CQUniversity incident and hazard reporting and investigation processes.</li> <li>• Participate in the processes of developing laboratory manuals, SOPs and WIs when requested.</li> <li>• Be familiar with emergency and evacuation procedures and complying with instructions given by emergency response personnel such as wardens and first aid officers.</li> <li>• Other responsibilities as outlined in CQUniversity WHS management system documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• The authority to make decisions and act on any matter of WHS management within their area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance reviews</li> <li>• Hazard and incident reporting</li> <li>• Local area supervision</li> <li>• Induction Records</li> <li>• SafeZone Usage</li> </ul>
Campus OHS Advisory Committees	<ul style="list-style-type: none"> <li>• Consult with management on the implementation of WHS requirements for the area of representation including: <ul style="list-style-type: none"> <li>- monitor the Campus WHS performance</li> <li>- recommend improvements to Occupational Health and Safety Policy</li> <li>- oversee activities of any subcommittee or working parties reporting to it</li> <li>- improve communication and awareness of WHS requirements</li> <li>- assist with the investigation of incidents.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Raise WHS issues to the University management via the Vice-Chancellor's OHS WHS Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Biannual campus survey</li> <li>• Attendance at OHS Committee meetings</li> <li>• Committee Minutes</li> <li>• Regional OHS Advisory Committees Terms of Reference</li> </ul>
WHS Representatives	<ul style="list-style-type: none"> <li>• Consult with management on the implementation of WHS requirements: <ul style="list-style-type: none"> <li>- provide advice on the implementation of Occupational Health and Safety Policy</li> <li>- raise WHS issues to management on behalf of employees and students</li> <li>- improve communication and awareness of WHS requirements</li> <li>- assist with the investigation of WHS issues or incidents.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Raise WHS issues to the University management via the Vice-Chancellor's OHS Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual survey</li> </ul>

Position	WHS Responsibilities	WHS Authority	Accountability Mechanisms
	<ul style="list-style-type: none"> <li>Assist employees, students and management with the execution of their OHS responsibilities.</li> <li>Assist with the promotion, implementation, monitoring and review of OHS action plans within their area of responsibility.</li> <li>Perform responsibilities as per the WHS legislation.</li> </ul>		
Primary OHS Contacts for laboratories and workshops	<ul style="list-style-type: none"> <li>Assist employees, students and management with the execution of their OHS responsibilities.</li> <li>Assist with the development and implementation of the WHS management system.</li> <li>Ensure regular OHS inspections of assigned areas are undertaken</li> <li>Temporarily halt activities in their assigned area/s if they have reasonable concerns that the activity exposes a person to a serious risk to their health and safety, resulting from an immediate or imminent exposure to a hazard.</li> <li>Raise health and safety issues to management on behalf of employees and students</li> </ul>	<ul style="list-style-type: none"> <li>Raise WHS issues with management where appropriate and provide recommendations to ensure safety.</li> </ul>	<ul style="list-style-type: none"> <li>Hazard and incident reporting</li> <li>Inductions</li> </ul>
Campus WHS Officers	<ul style="list-style-type: none"> <li>Assist senior management with the development of cultural programs to build a strong OHS focussed culture within CQUniversity.</li> <li>Assist with the development and monitoring and review of action plans across all committee levels.</li> <li>Assist with the development and implementation of the WHS management system.</li> <li>Identify industry best practice control options to control hazards and risks.</li> <li>Regularly report on changes to legislation and/or industry best practice standards for incorporation into CQUniversity goals.</li> <li>Other OHS responsibilities as documented in relevant position descriptions.</li> </ul>	<ul style="list-style-type: none"> <li>Raise WHS issues with management where appropriate and provide recommendations to ensure safety.</li> </ul>	<ul style="list-style-type: none"> <li>Performance reviews</li> <li>Hazard and incident reporting</li> <li>Local area supervision</li> <li>WHSQ reporting</li> </ul>
OHS Unit	<ul style="list-style-type: none"> <li>Assist senior management to establish OHS goals, objectives and targets.</li> <li>Develop and communicate WHS policies, procedures and programs to the University community.</li> <li>Support the WHS responsibilities of all units by assisting in the identification of hazards and the implementation of risk controls.</li> <li>Evaluate and report on the status of the implementation of WHS requirements via the completion of regular audits.</li> <li>Develop campus-specific risk registers and report to University management on the content of these registers.</li> <li>Provision of technical WHS advice where appropriate, and recommendation of required remedial actions for compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Raise WHS issues with management where appropriate and provide recommendations to ensure safety.</li> </ul>	<ul style="list-style-type: none"> <li>WHS performance reporting – internal and external</li> <li>WHS Auditing (Various)</li> <li>CQUniversity OH&amp;S Strategy</li> <li>CQUniversity OH&amp;S Operational Plan (Yearly)</li> <li>OHS Committee Meeting Attendance</li> <li>CQUniversity Risk Registers</li> <li>Performance Reviews</li> </ul>

Position	WHS Responsibilities	WHS Authority	Accountability Mechanisms
	<ul style="list-style-type: none"> <li>Record, analyse and report WHS performance metrics.</li> <li>Assist senior management with the development of cultural programs to build a strong health and safety focussed culture within the University.</li> <li>Assist with the development and monitoring and review of action plans across all committee levels.</li> <li>Assist with the development and implementation of the WHS management system.</li> <li>Identify industry best practice control options to control hazards and risks.</li> <li>Regularly report on changes to legislation and/or industry best practice standards for incorporation into CQUniversity goals.</li> <li>Other OHS responsibilities as documented in relevant position descriptions.</li> <li>The National OHS Manager is deemed to be the employer's representative (as required by the Work Health and Safety Act) at the corporate level.</li> </ul>		
Facilities Management Directorate	<ul style="list-style-type: none"> <li>Ensure that the University's facilities and grounds are safe for use and that they comply with all relevant WHS and building regulations and codes.</li> <li>Ensure that all contractors employed by the Directorate follow all CQUniversity policies and procedures including the OHS Contractor Safety Management Program and the Contractor's Induction Program.</li> <li>Ensure that all contracts that are let by the Facilities Management Directorate are compliant with the Procurement Policy and Procedure (FMPM).</li> </ul>	<ul style="list-style-type: none"> <li>Issue instructions to prevent access to an unsafe area until removal of the hazard occurs or rectification works have been completed.</li> </ul>	<ul style="list-style-type: none"> <li>Contractor management processes</li> <li>Hazard and incident reporting</li> <li>WHS system audits</li> </ul>
Appointed First Aid Officers	<ul style="list-style-type: none"> <li>Ensure their first aid qualifications and training are up to date and forward a copy of these accreditations to the OHS Unit for archive.</li> <li>Check first aid kits and equipment in their areas of responsibility to ensure they are appropriately stocked.</li> <li>Ensure injuries and the administered of first aid treatment is recorded via CQUniversity hazard and incident reporting procedures.</li> <li>Assist with emergency coordination.</li> <li>Assist with the promotion of University procedures in relation to reporting and recording incidents.</li> <li>Notify OHS Unit of changes in their position or contact details.</li> </ul>	<ul style="list-style-type: none"> <li>These positions have the authority to provide first aid treatment within their skills and competency and arrange for further treatment if required.</li> </ul>	<ul style="list-style-type: none"> <li>Hazard and incident reporting</li> <li>Qualification Reports</li> <li>First Aid Risk Assessments</li> </ul>
Emergency Control Organisation Members (ECO)	<ul style="list-style-type: none"> <li>Coordinate the emergency evacuation of employees, students and visitors from buildings.</li> <li>Other responsibilities as outlined in the Fire Evacuation Program (FEP).</li> <li>Utilise relevant ECO Notification Programs (i.e. SafeZone)</li> </ul>	<ul style="list-style-type: none"> <li>These positions have the authority to conduct sweeps of buildings to notify employees, students and visitors to exit the building in case of an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency management processes</li> <li>Hazard and incident reporting</li> <li>ECO and Observer Reporting</li> </ul>

Position	WHS Responsibilities	WHS Authority	Accountability Mechanisms
Contractors	<ul style="list-style-type: none"> <li>Follow CQUniversity policies and procedures including the OHS Contractor Safety Management Program and the Contractor's Induction Program.</li> <li>Comply with all relevant WHS legislation, standards and codes of practice applicable to their scope of work.</li> <li>Must not, through their acts or omissions, do anything that could put at risk their own health or safety or that of University employees, students or visitors.</li> </ul>	<ul style="list-style-type: none"> <li>These positions have the authority to make decisions and act on WHS matters within the contractor's area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Hazard and incident reporting</li> <li>Contractor/University project meetings</li> <li>Contractor monitoring processes</li> </ul>
Boating, Diving and Snorkelling Safety Committee	<ul style="list-style-type: none"> <li>Consult with management on the implementation of WHS requirements for the Diving and Boating area including: <ul style="list-style-type: none"> <li>monitor the campus WHS performance</li> <li>recommend improvements to WHS Diving Procedures</li> <li>oversee activities of any working parties reporting to it</li> <li>improve communication and awareness of WHS requirements</li> <li>assist with the investigation of any incidents.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Raise WHS issues to the University management via the Vice-Chancellor's OHS Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Hazard and incident reporting</li> </ul>
Radiation Safety Committee (to be formed if and when required)	<ul style="list-style-type: none"> <li>Consult with management on the implementation of WHS requirements for Radiation Safety including: <ul style="list-style-type: none"> <li>monitor the campus WHS performance</li> <li>recommend improvements to CQUniversity WHS Radiation Safety Procedures</li> <li>oversee activities of any working parties reporting to it</li> <li>improve communication and awareness of WHS requirements</li> <li>assist with the investigation of any incidents.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Raise WHS issues to the University management via the Vice-Chancellor's OHS Committee or Campus OHS Advisory Committees.</li> </ul>	<ul style="list-style-type: none"> <li>Hazard and incident reporting</li> </ul>
Other PCBUs which the University may come in contact with, including tenants.	<ul style="list-style-type: none"> <li>Other PCBUs which interact with the University must meet their obligations in accordance with the WHS legislation.</li> <li>Consult with CQUniversity regarding shared duties in relation to OHS matters.</li> </ul>	<ul style="list-style-type: none"> <li>Other PCBUs have the authority to make decisions and act with the limits of their control to make the workplace safe.</li> </ul>	<ul style="list-style-type: none"> <li>Scheduled meetings</li> <li>Hazard and Incident reporting process</li> <li>Contract review points</li> </ul>
Students	<ul style="list-style-type: none"> <li>Take reasonable care for the health and safety of yourself and not wilfully injure yourself or any person at CQUniversity or workplace.</li> <li>Comply with the instructions given for WHS at CQUniversity or workplace.</li> <li>Use personal protective equipment and wear any clothing necessary to meet the WHS requirements of your course when you are working with machinery and equipment.</li> <li>Use equipment/machinery in accordance with safety procedures and follow lawful directions, both written and spoken, given by CQUniversity.</li> </ul>	<ul style="list-style-type: none"> <li>The authority to make decisions and act on any matter of WHS management within their area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Hazard and incident reporting</li> <li>Local area supervision</li> <li>Induction Records</li> <li>SafeZone Usage</li> </ul>

Position	WHS Responsibilities	WHS Authority	Accountability Mechanisms
	<ul style="list-style-type: none"> <li>• Not wilfully or recklessly interfere with or misuse anything provided for work health and safety at CQUniversity or the workplace.</li> <li>• Take reasonable care for the health and safety of others including the preparation of risk assessments and the implementation of risk control measures within their control to prevent injuries or illnesses.</li> <li>• Cooperate with any policies and procedures of the University including reporting of hazards or incidents via the Incident and Hazard Reporting and Investigation processes.</li> <li>• Participate in the processes of developing laboratory manuals, SOPs and WIs when requested.</li> <li>• Be familiar with emergency and evacuation procedures and complying with instructions given by emergency response personnel such as wardens and first aid officers.</li> <li>• Other responsibilities as outlined in WHS management system documentation.</li> </ul>		