

Person Conducting a Business or Undertaking (PCBU)

The PCBU is responsible for the overall health and safety of workers at the workplace including those engaged by the PCBU or whose activities are influenced/directed by the PCBU. The PCBU's responsibilities include:

- Developing and implementing WHS policies and procedures in compliance with the WHS legislation;
- Providing and maintaining safe systems of work;
- Ensuring that other persons are not put at risk by any work undertaken by or on behalf of the PCBU;
- Providing and maintaining the work environment, plant, structure and chemicals in a safe condition;
- Providing adequate information, instruction, training and supervision;
- Monitoring the health and safety of workers and keeping necessary records;
- Providing arrangements for the safe handling, storage and transport of plant and chemicals;
- Providing adequate facilities for health and safety, including access to such facilities;
- Ensuring safe plant and structures are purchased and maintained;
- Obtaining appropriate worker's compensation and public liability insurance.

Owners/Directors/Officers

The owners/directors/officers of a PCBU are responsible for ensuring that the PCBU complies with its responsibilities as listed above. This includes:

- Acquiring and keeping up-to-date knowledge of WHS matters;
- Gaining an understanding of the nature of the operations of the PCBU and generally of the hazards and risks associated with those operations;
- Ensuring that the PCBU has appropriate:
 - resources and processes to eliminate, or if not reasonably practicable, minimise risks to health & safety, and that those resources/processes are kept available and are being used;
 - processes for receiving and considering information regarding incidents, hazards and risks, and responding in a timely way to that information;
- Processes for complying with a duty or obligation under WHS legislation.

The owners/directors/officers of a PCBU are also responsible for:

- Providing for the development, enforcement and review of the WHS system;
- Participating in the formulation and review of WHS policies and procedures;
- Communicating the importance of WHS within the organisation ;
- Becoming involved in the promotion of a safe working environment;
- Ensuring provisions are in place for the distribution of Personal Protective Equipment (PPE) and appropriate training is available for the use and maintenance of that PPE;
- Ensuring provisions are in place for the maintenance of all plant and structures ;
- Providing resources for the:
 - keeping of records of work related injuries, illness or incidents;
 - investigation of all work related incidents and implementation of remedial actions;
 - rehabilitation of injured workers and equitable claims management;
 - consultation, cooperation and coordinating with workers and duty holders regarding WHS issues;
- Assessment of health and safety performance of persons at work.

Managers/Supervisors/Leading Hands

The Managers/Supervisors/Leading Hands are responsible for the day to day management of health and safety at the workplace. In particular they are responsible for:

- Ensuring compliance with Company policies and procedures;
- Ensuring workers have the information, instruction, training and supervision they need to work safely;
- Monitoring and maintaining:
 - safe work practices;
 - structures, plant and chemicals in a safe condition;
 - a safe work environment;
- Consulting with workers and their representatives (if any) on any proposed changes to the workplace, systems, plant, structures or chemicals;
- Responding to proposed changes to WHS systems, procedures and policies that are to be followed at the workplace;
- Actively participate in identifying, assessing and controlling hazards and risks;

Page Number:	1 of 3	Document Number:	PRO 023	Parent Document:	WHS PROCEDURES
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- Taking appropriate action immediately on receiving notification of a work related injury or illness to a worker, or other persons or the occurrence of a dangerous or hazardous situation;
- Participating in incident investigations;
- Assisting in the rehabilitation of workers who are, or have been, absent from work due to illness or injury
- Communicating and consulting with workers about health and safety issues;
- Promoting safety awareness by setting a good example at every opportunity;
- Ensuring safe work method statements are completed **especially for high risk work** or work not previously undertaken;
- Ensuring all plant, machinery and equipment is well maintained and safe for intended use;
- Ensuring good housekeeping;
- Ensuring safe access and egress from the workplace;
- Ensuring all workers/visitors receive a safety induction and are escorted as necessary, while at the workplace;
- Assisting safety officers to rectify unsafe conditions or direct work to cease if an immediate threat to health and safety exists.

Workers (inc. employees, subcontractors, labour hire and apprentices etc)

All workers, while at work, are responsible for:

- Taking reasonable care of their own health and safety;
- Taking reasonable care that what they do or don't do does not adversely affect the health and safety of other workers or other persons;
- Complying, so far as they are reasonably able, with all reasonable instructions from their Manager/Supervisor/Leading Hand in relation to health and safety;
- Complying, so far as they are reasonably able, with any reasonable instructions or undertaking that is given by the PCBU so as to ensure compliance with Company policies and procedures;
- Cooperating with any reasonable policy or procedure of the PCBU relating to health and safety;
- Performing work in a safe manner and in accordance with any safe work procedures and/or safe work method statements;
- Complying with the organisations rehabilitation and return to work procedures and participating in any rehabilitation programme or return to work plans or schedules;
- Using and maintaining safety devices and protective equipment correctly and in accordance with health and safety procedures;
- Reporting hazards of which they are aware in regard to working conditions or work methods;
- Reporting incidents or injuries which arise in the course of their work;
- Keeping work areas in a clean and safe condition;
- Ensuring that they are not, by the consumption of alcohol or drugs, in such a state to endanger their own safety, or that of others;
- Ensuring that they do not interfere with, remove or displace any safety guards, safety devices or protective equipment unless part of an approved maintenance or repair procedure;
- Supporting and using appropriate communication and consultation processes;
- Participating in any training required by the PCBU to ensure health and safety;
- Undertaking any work inductions as required by the PCBU.

Work Health and Safety Advisor/Coordinator (where appointed)

The WHS Advisor/Coordinator is responsible for:

- Providing advice regarding the development of the WHS system;
- Providing advice on legislative and technical standards relating to health and safety, including any changes;
- Providing administrative assistance in the implementation and monitoring of the WHS system and related policies and procedures;
- Distributing WHS information to all levels of management, workers and other persons that may be affected;
- Monitoring the PCBU's communication and consultation procedures to ensure compliance with legislative requirements;
- Co-ordinating and arranging for WHS training and development;
- Assisting the Health and Safety Committee as required;
- Assisting and liaising Safety Officers to ensure ongoing compliance with the WHS system;
- Acting as chairperson for any work safety meetings, where necessary;
- Overseeing and monitoring incident investigation;
- Overseeing risk management policy and procedure;
- Monitoring and providing regular reports to the PCBU and its Officers and any Health and Safety Committee on the organisations WHS performance;

Page Number:	2 of 3	Document Number:	PRO 023	Parent Document:	WHS PROCEDURES
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- Assisting in the development of safe work procedures and/or safe work method statements and implementation of these for high risk work or work not previously carried out;
- Undertaking the role of Rehabilitation Co-ordinator, if required.

Rehabilitation and Return to Work Coordinator (where appointed)

The RRTWC Coordinator is responsible for:

- Preparing to receive initial notification of a work related injury;
- Notifying the appropriate claims agent of the occurrence of a work related injury as soon as possible and ensuring claim forms are completed and submitted as required;
- Making early and considerate contact with the injured worker and explaining rights and responsibilities of all parties under workers compensation and rehabilitation legislation;
- Gathering information about the injured worker's medical restrictions and capacity for work;
- Liaising with the injured worker's case manager regarding their rehabilitation and return to work;
- Liaising with managers/supervisors to canvas suitable work that is within the worker's restrictions;
- Assisting the injured worker to remain at or return to work;
- Developing a suitable employment schedule in conjunction with the injured worker and their treating doctor, as required;
- Ensuring supervisors and co-workers understand the injured worker's restrictions;
- Monitoring the progress of return to work through regular contact with the supervisor and injured worker and taking steps, as far as practicable, to prevent the re-occurrence of an injury;
- Liaising with the Case Manager, Contracted Rehabilitation Provider and injured worker in the preparation and implementation of a rehabilitation and return to work plan;
- Advising the payroll officer regarding the injured workers return to work status and any changes as they occur;
- Advising the Case Manager, Contracted Rehabilitation Provider and Manager/Supervisor when information about a change in capacity for work is received;
- Maintaining confidential notes containing details of communications between relevant parties;
- Attending rehabilitation and return to work meetings.

Page Number:	3 of 3	Document Number:	PRO 023	Parent Document:	WHS PROCEDURES
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