

# Occupational Health and Safety

## Duty of Care Check-list for Managers and Supervisors

- Acknowledge your responsibility for occupational health and Safety (OHS) within your area of delegated authority, as per the University "**OH&S Responsibilities and Accountability Procedures**" available via the Index to OH&S Information on the OHS Web Page.
- Set goals to improve OHS in the form of Action Plans.
- Monitor accidents/injuries/illnesses within your area of responsibilities to identify trends
- Assist in the development and monitoring of Return to Work Plans for injured workers
- Include OHS on the Agenda of Management meetings to:
  - Receive OHS reports from subordinate managers and supervisors
  - Check progress of OHS Action Plans
  - Consider OHS aspects of new projects, purchases, refurbishments etc.
  - Review and respond to incident reports, inspection reports from OHS Committees, OHS Audit Reports etc.
- Ensure that jobs/tasks/projects have been reviewed<sup>#</sup> and formal risk assessments are conducted to identify and assess risks to the health and safety of those involved. (In accordance with the UWS Hazard Identification, Risk Assessment and Control Procedure and the Laboratory Risk Assessment Procedure if relevant). The "**Planning to work safely**" section of the OHS Web page can be used as a guide in conjunction with the "**UWS Risk assessment and management**" section.
- Ensure that suitable risk controls are chosen<sup>#</sup> and established within agreed time frames. These will include competency based training, adequate supervision and adoption of safe operating procedures.
- Use relevant OHS Forms and information to guide and document the identification, assessment and control of OHS risks.
- Inform staff, students and contractors of OHS requirements and expectations, directing them to relevant resources available, and ensure that they fulfil their OHS responsibilities. This includes, but is not limited to, local OHS induction, on the job instruction and specific OHS training.
- Address OHS issues brought to your attention<sup>#</sup>.
- Refer OHS issues that are beyond your control to the relevant manager(s) for their attention, but take interim action to reduce the risks in a practical way as warranted.
- Appoint designated safety personnel where required eg: emergency wardens, first aid officers etc.
- Support designated safety personnel by allowing time for OHS duties and training, accommodating emergency evacuation drills etc.
- Ensure that all necessary OHS documents and records are kept in line with legislative requirements.

<sup>#</sup> To be done in consultation with those involved or affected. This consultation must be meaningful and effective.