

 Plenty Valley <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom & Knowledge</small>		OH&S Management Responsibilities for Health and Safety	
Document Classification:		Policy	
Version:	1.6	Date:	12 March 2020

Purpose

This procedure documents the general and specific health and safety responsibilities applicable to the various levels within the organisation. Further individual responsibilities are contained in particular procedures and position descriptions.

Procedure

General Responsibilities:

The Principal shall:

- Approve the Occupational Health and Safety Policy
- Delegate the approved Occupational Health and Safety Policy and Procedures
- Review overall organisational health and safety performance
- Participate where required in the resolution of safety issues
- Review serious accidents/incidents and monitor corrective actions
- Review health and safety performance of staff, contractors and volunteer workers.
- Ensure organisational compliance with health and safety legislation
- Ensure all staff are made aware of the OH&S Policy, procedures and legislative requirements.

Staff, contractors and volunteer workers will:

- Ensure all appropriate actions are taken to implement the Occupational Health and Safety Policy, health and safety procedures and legislative requirements
- Monitor health and safety performance within area of responsibility
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections
- Participate where required in the resolution of safety issues
- Initiate actions to improve Health and Safety
- Implement the Occupational Health and Safety Policy, OHS Procedures and legislative requirements
- Facilitate rehabilitation of injured workers
- Adhere to all safe working procedures in accordance with instructions
- Take reasonable care of themselves and others who may be affected by their actions

DOCUMENT HISTORY & VERSION CONTROL RECORD

Name of Document: Management Responsibilities for Health and Safety Policy
Responsible Officer: Principal
Approved by: OHS Committee
Assigned review period: Quadrennial
Date of next review: 2024
Category: Community

Version Number	Version Date	Responsible Officer	Amendment Details
0.1	02/10/2008	Angela Harridge	Original Draft
0.2	02/10/2008	Angela Harridge	Review and Reformat
0.3	14/10/2008	Bernie Simmonds	Review and reformat to controlled doc format
1.0	29/03/2010	Bernie Simmonds	Final issue as a controlled Document
1.1	03/05/2012	B Simmonds	Periodic review – included related documents
1.2	20/05/2013	B Simmonds	Approval changed to OHS Committee OHS Committee Minutes 20 June 2013
1.3	04/09/2014	Chairperson OHS Committee	Change to assigned review period from Biennial to Quadrennial OHS Committee Minutes 7 August 2014
1.4	09/07/2015	Chairperson OHS Committee	Reviewed. Minor amendments made.
1.5	20/10/2015	Chairperson OHS Committee	Reviewed. Minor amendments made.
1.6	12/03/2020	Chairperson OHS Committee	Reviewed and approved.

Approved By:

Date:



12/03/2020

Chairperson OHS Committee