

Guideline Title: Work Health and Safety Resources, Accountabilities and Responsibilities Guideline

Guideline Owner: Chief Safety Officer

Keywords: Work Health and Safety, Resources, Accountabilities, Responsibilities.

This guideline supports the University to operationalise the *Work Health and Safety Policy [PL139]* and must be complied with.

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1. INTENT

The purpose of this guideline is to describe the processes for how the University ensures Work Health and Safety (WHS) responsibilities and accountabilities are allocated at every level, to operationalise, maintain and continually improve the University's Work Health and Safety Management System (WHSMS).

The adoption of a Work Health and Safety Management System (WHSMS) is intended to assist the University to identify and manage WHS hazards and risks, provide, so far as it reasonably practicable, a safe and healthy working and learning environment, prevent injury and ill health and continually improve its WHS performance.

2. ORGANISATIONAL SCOPE

This guideline applies to all Workers, ECU Students and Visitors.

3. DEFINITIONS

The [University Glossary](#), the [WHS Definitions Register](#) and the following definitions apply to this procedure:

Term:	Definition:
Accountability	Having the obligation to ensure the correct and thorough implementation of the task.

Term:	Definition:
QARC	Quality Audit Risk Committee
Responsibility	Having a duty to complete the work to achieve the task.
Work Health and Safety Management System (WHSMS)	A management system that specifies the requirements to enable an organisation to control its occupational health and safety risks, improve its health and safety performance through a continual improvement cycle, assure its conformity with the applicable WHS policy and standards.

4. GUIDELINE CONTENT

4.1. Overall WHS Accountability

- The Vice-Chancellor holds overall Accountability for Work Health and Safety at ECU and the WHSMS that supports this.
- The Vice-Chancellor is Accountable, and members of University Executive, Deans and Directors Responsible, for ensuring WHS accountabilities and responsibilities are allocated and communicated, in accordance with section 4.4 of this guideline, to facilitate effective WHS management.

4.2. WHS Resources

The Vice-Chancellor is Accountable, and members of University Executive, Deans and Director Responsible, for ensuring the adequate human, financial and technological resources are available to enable the University to comply with WHS legislation, meet operational requirements and the ongoing maintenance and improvement of the WHSMS.

4.3. WHS Role Accountabilities and Responsibilities

For the WHSMS to function effectively there are assigned roles with responsibility and accountability for implementing, maintaining, and improving the WHSMS. These roles include prescribed roles under WHS legislation.

The *Work Health and Safety Act 2020* (WA) prescribes ‘duty of care’ requirements for Workers and persons conducting a business or undertaking (PCBU) in addition to the accountabilities required by *AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use*. These duties have been integrated into the responsibilities and accountabilities for each relevant organisational role from section 4.3.1 to section 4.3.10 and are not transferable.

A single person may have duties under more than one of the following sub-sections.

4.3.1. Visitors

ACCOUNTABILITY:

Take reasonable care for their own safety and health, and to avoid adversely affecting the safety or health of any other person through their actions or omissions.

RESPONSIBILITIES:

- Comply with the University's [WHSMS](#), including any related policy, guidelines and procedures, or reasonable instructions provided by the University for their health and safety and/or the health and safety of others.
- Report any identified WHS hazards, incidents and near misses to their ECU contact person in accordance with the [Incident Reporting and Investigation Guideline](#) and [Hazard Resolution Procedure](#).

4.3.2. Students

ACCOUNTABILITY:

Take reasonable care for their own safety and health, and to avoid adversely affecting the safety or health of any other person through their actions or omissions.

RESPONSIBILITIES:

- Comply with the University's [WHSMS](#), including any related policy, guidelines and procedures, or reasonable instructions provided by the University for their health and safety and/or the health and safety of others.
- Report any identified hazards, incidents and near misses to an ECU staff member as soon as possible and record within Riskware in accordance with the [Incident Reporting and Investigation Guideline](#) and [Hazard Resolution Procedure](#).
- Participate in and undertake WHS risk assessments where required, in accordance with the [WHS Hazard Identification and Risk Management Guideline](#) and [WHS Risk Assessment Procedure](#).

4.3.3. Workers

ACCOUNTABILITY:

Take reasonable care for their own safety and health at work, and to avoid adversely affecting the safety or health of any other person at work through their actions or omissions.

RESPONSIBILITIES:

- Comply with the University's [WHSMS](#), including any related policy, guidelines and procedures, or reasonable instructions provided by the University for their health and safety and/or the health and safety of others.
- Report WHS hazards, incidents and near misses and record in Riskware in accordance with the [Incident Reporting and Investigation Guideline](#) and [Hazard Resolution Procedure](#).
- Participate in and undertake WHS risk assessments in accordance with the [WHS](#)

[Hazard Identification and Risk Management Guideline](#) and [WHS Risk Assessment Procedure](#).

- Ensure WHS training outlined in the [Health and Safety Training Guideline](#) is completed.
- Keep records in accordance with the [HS Document and Records Management Procedure](#).

4.3.4. Associate Deans, Managers and Supervisors

In addition to the accountabilities and responsibilities prescribed in in section 4.3.3, Associate Deans, Managers and Supervisors hold the following:

ACCOUNTABILITY:

To the extent they have the capacity to make decisions, influence and control, provide and maintain the workplace and systems of work, so that visitors, Students and Workers are not exposed to hazards.

RESPONSIBILITIES:

- Implement the requirements of the [WHSMS](#) in their area of responsibility and ensure resources are made available to ensure local practices comply with these requirements.
- Demonstrate safety leadership and commitment to WHS objectives outlined in the University's [Work Health and Safety Policy](#).
- Provide adequate supervision to any worker under their direction.
- Consult and communicate with Workers on all WHS matters that impact them and follow the [WHS Communication and Consultation Guideline](#).
- Ensure persons under their responsibility receive information, training and instruction necessary to enable them to perform their work in a safe manner in accordance with the [Health and Safety Training Guideline](#).
- Ensure WHS risk are eliminated or reduced so far as is reasonably practicable in accordance with the [WHS Hazard Identification and Risk Management Guideline](#) and [WHS Risk Assessment Procedure](#).
- Ensure workplace inspections are regularly conducted and identified hazards are addressed in accordance with the [Workplace Inspection Guideline](#).
- Investigate any reported WHS incident including near misses or hazard, determine actions to rectify the hazard/s, ensure actions are implemented and notify the worker in accordance with the [Incident Reporting and Investigation Guideline](#) and [Hazard Resolution Procedure](#).
- Review and monitor changes to WHS related compliance obligations as outlined in the [Work Health and Safety Compliance Obligations Guideline](#) to ensure legal requirements are being met and implement as required.

4.3.5. Officers of the PCBU

The duties of 'Officers of the PCBU' under the *Work Health and Safety Act (WA) 2020* have been included from section 4.3.5(a) to section 4.3.5(d) in addition to the general WHSMS responsibilities for these roles.

a) Members of University Executive, Deans and Directors

In addition to the accountabilities and responsibilities prescribed in in section 4.3.4, Members of University Executive, Deans and Directors hold the following:

ACCOUNTABILITY:

Exercise due diligence to comply with the duty of an Officer of the PCBU as outlined in the [Exercising Due Diligence for Officers Guideline](#).

RESPONSIBILITIES:

- Ensure provision of human, technological and financial resources required for the development, ongoing management, and improvement of the WHSMS.
- Define roles, allocate accountabilities, responsibilities and delegate authorities to facilitate effective WHS management.
- Integrate WHS actions for improvement into the annual operational plan for their work area.
- Work with the Local WHS Committee to support the functions as outlined in the [University Health and Safety Consultative Committees Procedure](#) and ensure the Chairperson is given the appropriate decision making authority to act as their representative.
- Continual improvement and review of the WHSMS and ECU's WHS performance. Ensure action is taken to rectify any concerns and the requirements of the [WHS Targets, Measures and Plans Guideline](#) are met.

b) Vice-Chancellor

In addition to the accountabilities and responsibilities prescribed in in section 4.3.5(a), the Vice-Chancellor holds the following:

ACCOUNTABILITY:

- Overall accountability for WHS at the University and the WHSMS that supports this.
- Ensure provision of human, technological and financial resources required for the development, ongoing management, and improvement of the WHSMS.
- Ensure WHS accountabilities and responsibilities are allocated and communicated, in accordance with section 4.4 of this guideline, to facilitate effective WHS management.
- Ensure processes and systems are in place for the safe use of radiation substances and irradiating apparatus in accordance with the requirements of the Radiation Safety Act and the Radiation Safety (General) Regulations 1983.
- Ensure processes and systems are in place for maintaining a comprehensive biosafety, biocontainment, and biosecurity management to ensure visitors, Students and employees/Workers are not exposed to biosecurity hazards.

c) ECU Officers

ACCOUNTABILITY:

Exercise due diligence to ensure that the PCBU complies with their duty and has and implements processes for complying with their duty under the Act.

RESPONSIBILITIES:

- Exercising due diligence to comply with the duty of an Officer of the PCBU as outlined in the [Exercising Due Diligence for Officers Guideline](#) and ensuring that WHS risk assessment forms part of decision making.
- Regularly monitor the performance of the University’s WHSMS and WHS performance and ensure action is taken to rectify any deficiencies.
- Fulfilling their role as outlined in the Terms of Reference (TOR) of the Board or Committee for which they are a member.

d) Directors of Other ECU Entities

ECU Workers who are Directors and Company Secretaries of other corporate entities established by the University hold the duties of an Officer in relation to these entities and have the same requirements as at section 4.3.5(c) for the relevant entity.

4.3.6. Roles that maintain the WHSMS

The Vice-Chancellor has delegated accountability to maintain ECU’s WHSMS to the roles outlined in sections 4.3.6(a) and 4.3.6(b).

a) Chief Safety Officer

The Chief Safety Officer, supported by the WHS team, holds the following accountability and responsibilities:

ACCOUNTABILITY:

Maintaining the WHSMS to meet legislative and ISO 45001 requirements.

RESPONSIBILITIES:

- Provision of appropriately qualified human resources to provide WHS advice and assistance to the University.
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- Ensure that the WHSMS is developed, maintained and continually improved.
- Develop and monitor a WHS Strategy, in consultation with the University Health and Safety Committee and ECU Officers.
- Monitor and communicate changes to WHS related compliance obligations as outlined in the [Work Health and Safety Compliance Obligations Guideline](#).
- Ensure the University’s [Work Health and Safety Policy](#) is adequate, available and current.
- Ensure the University’s WHS Risk Framework and University Hazard Risk Register are maintained in accordance with the [WHS Hazard Identification and Risk Management Guideline](#).

- Support the University to identify and operationalise risk controls.
- Support the investigation of identified WHS hazards, incidents and near misses; and implementation of the associated corrective actions in accordance with the [Incident Reporting and Investigation Guideline](#) and [Hazard Resolution Procedure](#) including the reporting of notifiable incidents to WorkSafe.
- Ensure Injury Management and Workers' Compensation claims are managed on behalf of the University as outlined in the [Injury and Illness Management Procedure](#).
- Provide first aid equipment and access to training as outlined in the [ECU First Aid Guideline](#).
- Provide induction and health and safety leadership training in accordance with the [Health and Safety Training Guideline](#).
- Analyse and report on the University's WHS performance.
- Support the University Health and Safety Committee Chair to achieve the accountabilities and responsibilities outlined at 4.3.9(a).

b) Chief Risk Officer, Director Digital and Campus Services and Chief Financial Officer

In addition to the accountabilities and responsibilities prescribed in in section 4.3.5(a), the Chief Risk Officer, Director Digital and Campus Services and Chief Financial Officer hold the following:

ACCOUNTABILITY:

Maintaining, in consultation with the Chief Safety Officer and WHS team, allocated elements of the WHSMS to meet legislative and AS/NZS ISO 45001 as outlined in the [WHS Management System Guideline](#):

- The Director Digital and Campus Services is accountable for
 - maintaining Emergency Management and all asset management documentation and processes.
 - Ensuring ECU's electrical systems and processes are implemented, maintained and improved to ensure risk to visitors, Students and Workers from electrical systems and components is as low as reasonably practicable and in compliance with the relevant legislation.
- The Chief Risk Officer is accountable for maintaining ECU's risk matrix, Integrated risk management framework and critical incident response.
- The Chief Financial Officer is accountable for maintaining the Contract management framework.

RESPONSIBILITIES:

- Ensure the elements of the WHSMS to which accountability has been assigned are implemented and associated documents that support the element are reviewed, maintained and communicated.
- Refer to the [ECU Emergency Management Plan](#) and [Emergency and Incident Management Operational Standard](#), available on the Digital and Campus Services

webpage, for responsibilities assigned to the Chief Risk Officer and Director Digital Campus Services in relation to emergency management.

4.3.7. Management of other Workers

a) Responsible Officer (Contractor/Consultant)

Workers holding the role of a Responsible Officer for a contractor or consultant engaged to undertake work for the University hold the accountability of Workers as outlined in Section 4.3.3, and the following responsibilities:

RESPONSIBILITIES:

- Management and supervision of contractors engaged to undertake work for the University in line with the [Contractor WHS Management Manual](#), including they are suitability qualified, trained and inducted for the work they will perform.
- Maintain Responsible Officer training including required refreshers.

4.3.8. Appointed Work Health and Safety Roles

Workers holding appointed work health and safety roles under legislation, hold the accountability of Workers as outlined in Section 4.3.3, and the following accountabilities and responsibilities dependent on the role.

a) Radiation Safety Officer and Laser Safety Officer

RESPONSIBILITIES:

- Undertaking the ECU [Radiation Safety and Laser Safety Officer](#) duties
- Report notifiable radiation incidents in accordance with the [Incident Reporting and Investigation Guideline](#).

b) Biosafety/Biosecurity Officer

RESPONSIBILITIES:

- Undertaking the [ECU Biosafety and Biosecurity Officer Duties](#).
- Report notifiable biosafety/biosecurity incidents in accordance with the [Incident Reporting and Investigation Guideline](#).

c) Manager, Technical Services (Building and Maintenance)

The Director, Digital and Campus Services delegates responsibility for the operational activities in relation to Electrical Safety requirements to the Manager, Technical Services (Building and Maintenance) outlined as follows:

RESPONSIBILITIES:

- Undertaking the requirements of the [Protection and Security of People and Physical Assets Policy](#), [Electrical Safety Procedure](#) and associated documents.
- Report notifiable electrical incidents in accordance with the [Incident Reporting and Investigation Guideline](#).

4.3.9. Work Health and Safety Committee Roles, Members and Representatives

Workers holding roles as Chairs or members of WHS consultative committees, or Safety and Health representatives hold the accountability of Workers as outlined in Section 4.3.3, and the following accountabilities and responsibilities dependent on the role.

a) Committee Chairs - University Work Health and Safety Committee (UWHSC) and Local WHS Committees

ACCOUNTABILITY:

Leadership of the Committee to meet the objectives outlined in the UWHSC and Local WHS Committee Terms of Reference (TOR) within the [University Health and Safety Consultative Committees Procedure](#).

RESPONSIBILITIES:

- Conduct quarterly meetings in accordance with the [University Work Health and Safety Consultative Committees Procedure](#)
- Facilitate consultation and cooperation between the University and Workers on health and safety matters.
- Progress unresolved health and safety issues escalated to the Committee as required by the [Hazard Resolution Procedure](#)

The Local WHS Committee Chair holds the following responsibilities:

- Maintain a Hazard Risk Register in accordance with the WHS [Hazard Identification and Risk Management Guideline](#) and WHS [Hazard Risk Assessment Procedure](#).
- Develop, maintaining and report on School/Centre WHS Targets and Measures and Improvement Plans as outlined in the [WHS Targets, Measures and Plans Guideline](#).
- Plan and schedule Workplace Inspections as detailed in the [Workplace Inspection Guideline](#).

b) Chair Radiation Biosafety Hazardous Substances Committee (RBHSC)

ACCOUNTABILITY:

Leadership of the RBHSC to meet the objectives outlined in the [ECU Radiation, Biosafety and Hazardous Substances Committee Terms of Reference](#)

RESPONSIBILITIES:

- Ensure the RBHSC has the capability and capacity to act as the University’s reference and referral point for all matters relating to the use of radiation, biological and hazardous chemical materials used for research teaching and non-academic purposes.

c) Committee Members

The accountability and responsibilities below are provided for members of the:

- University Work Health and Safety Committee (UWHSC) and the
- Radiation Biosafety Hazardous Substances Committee (RBHSC); and
- Local Work Health and Safety Committees

RESPONSIBILITIES:

- Undertake their responsibilities as a member of the Committee as outlined in the [University WHS Consultative Committees Procedure](#).

d) Health and Safety Representatives

RESPONSIBILITIES:

- Fulfil the powers and functions as prescribed for their role under the *Work Health and Safety Act 2020* and as outlined in the [Health and Safety Representatives Handbook](#).
- Maintain the required Health and Safety Representative training, including refresher training where relevant.

4.3.10. Incident and Emergency Response

Roles, accountabilities, and responsibilities for persons required to respond to emergencies are outlined in more detail in the [ECU Emergency Management Plan](#) and [Emergency and Incident Management Operational Standard](#), available on the Digital and Campus Services webpage. These roles include:

- Chief Warden and Deputy Chief Warden
- Duty Warden
- Building Warden and Deputy Building Warden
- Warden

Accountability and responsibility for incident and emergency response roles that are not included in the [ECU Emergency Management Plan](#) and [Emergency and Incident Management Operational Standard](#), are provided in sections 4.3.10(a) to 4.3.10(c) and are in addition to holding the accountabilities and responsibilities of a worker outlined in section 4.3.3.

a) University Security Officers (First Responders)

RESPONSIBILITIES:

- Ensure First Aid qualifications are maintained in accordance with the [Security Officer Administration Work Instruction](#).
- Respond to incidents, including the provision of first aid as outlined in the [Security Incidents Work Instruction](#).
- Undertake the duties required as outlined in the [ECU First Aid Guideline](#).

b) First Aid Officers

RESPONSIBILITIES:

- Undertake the duties required as outlined in the [ECU First Aid Guideline](#).
- Maintain their First Aid training including refresher training as directed.

c) Mental Health First Aiders

RESPONSIBILITIES:

- Maintain their Mental Health First Aider accreditation with Mental Health First Aid Australia, including refresher training as directed.
- Provide mental health first aid within their work area as needed, at their level of competence and training.
- Escalate and document any matters if required in a prompt and appropriate fashion.

4.4. ASSIGNMENT AND COMMUNICATION

a) ECU WHS RASCI Matrix

The ECU WHS Responsible, Accountable, Supporting, Consulted and Informed Matrix (ECU WHS RASCI) documents who is accountable and responsible for the elements of and the processes outlined in the University's WHSMS documentation.

The ECU WHS RASCI Matrix should be consulted by the relevant roles in addition to the accountabilities and responsibilities described in section 5.

b) Position Descriptions

This guideline and the ECU WHS RASCI Matrix should be referred to when documenting WHS accountabilities and responsibilities in Position Descriptions and communicating to the relevant personnel.

c) Training and Awareness

Training for specific roles or activities is outlined in the [Health and Safety Training Guideline](#) and [Health and Safety Training Needs Analysis template](#).

Communication of WHS accountabilities and responsibilities shall be undertaken through one or more of the following ways:

- Commencement of employment as part of the onboarding process.
- Health and Safety Induction and Health and Safety for Leaders Training.
- Local area inductions including student inductions.
- Campus Access Inductions for contractors and consultants.
- WHS Committee meetings and team meetings.
- Specific correspondence relating to the appointment of prescribed legislative roles (e.g., Radiation Safety Officer).
- Performance objective setting and review as part of the Managing for Performance System (MPS).

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Guideline Owner the *Chief Safety Officer* has overall responsibility for the content of this guideline.

6. RELATED DOCUMENTS

Legislation

Radiation Safety Act 1975 (WA)
Radiation Safety (General) Regulations 1983 (WA)
Gene Technology Act 2000
Gene Technology Regulations 2001
Work Health Safety Act 2020 (WA)
Work Health and Safety (General) Regulations 2022 (WA)

Australian Standards

AS/NZS ISO 450001:2018 Occupational health and safety management systems – Requirements with guidance for use

Policies

Work Health and Safety Policy [PL139]

Operational documents and resources

- [ECU Biosafety and Biosecurity Officer Duties](#)
- [ECU Emergency Management Plan](#)
- [Emergency and Incident Management Operational Standard](#)
- [ECU Radiation Biosafety and Hazardous Substances Committee Terms of Reference](#)
- [Electrical Safety Guideline](#)
- [Exercising Due Diligence for Officers Guideline](#)
- [First Aid Guideline](#)
- [Hazard Resolution Procedure](#)
- [WHS Compliance Obligations Guideline](#)
- [WHS Targets, Measures and Plans Guideline](#)
- [Health and Safety Representatives Handbook](#)
- [Health and Safety Training Guideline](#)
- [HS Document and Records Management Procedure](#)
- [Incident Reporting and Investigation Guideline](#)
- [Protection and Security of People and Physical Assets Policy](#)
- [Radiation Safety Officer and Laser Safety Officer Duties](#)
- [Radiation Biosafety and Hazardous Substances webpage](#)
- [Security Officer Administration Work Instruction](#)
- [Security Incidents Work Instruction](#)
- [WHS Communication and Consultation Guideline](#)
- [WHS Hazard Identification and Risk Management Guideline](#)
- [WHS Management System Guideline](#)
- [WHS Risk Assessment Procedure](#)
- [Work Health and Safety Management System Framework](#)
- [Workplace Inspection Guideline](#)
- [University Health and Safety Consultative Committees Procedure](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guideline Owner	Chief Safety Officer
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8. APPROVAL HISTORY

Guideline approved by:	Chief Safety Officer
Date guideline first approved:	26 November 2021
Date last modified:	12 June 2023
Revision history:	26 November 2021: Guideline created 7 January 2022: update to Chief Financial Officer title and Protection and Security of Physical Assets policy.

	June 2023 – Updated for Chief Safety Officer role.
Next revision due:	June 2026
HPCM file reference:	HSMS/368