

**MANUAL FOR WORK HEALTH AND SAFETY****SECTION 1- ROLES AND RESPONSIBILITIES****CONTENTS**

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## **INTRODUCTION**

All personnel in ForestrySA have roles and responsibilities for Work Health and Safety (Act 2012 (the Act)).

Work Health and Safety (WHS) is both an individual and shared responsibility, however some personnel have specific WHS roles and responsibilities due to:

- The requirements of their position;
- Legislative requirements;
- Responsibilities delegated by the Chief Executive; or
- Responsibilities as a result of their election to a position.

The purpose of this section is to inform all ForestrySA employees and others of their WHS roles and responsibilities. It also provides the framework for an effective health and safety program within ForestrySA.

## **CHIEF EXECUTIVE**

The Chief Executive has the overall responsibility for work health and safety of all ForestrySA employees and others who enter our worksites and to the establishment and maintenance of WHS/IM management systems.

The Chief Executive is required to:

- Exercise due diligence to ensure that ForestrySA complies with the duties and obligations under the Work Health and Safety Act;
- Must ensure the provision and maintenance, so far as is reasonably practicable, of a safe and healthy work environments for employees and others;
- Provide facilities and resources to meet legislative requirements and the aims and objectives of this manual whenever practicable;
- Ensure that employees are provided with such information, instruction, training and supervision as are reasonably necessary to ensure they are safe from injury and risks to health;
- Ensure the safe use, handling and storage of plant, structures and substances;
- Ensure that managers are provided with information, instruction and training to ensure employees under their management are, so far as is reasonably practicable, safe from injury and risks to health;
- Ensure that managers understand their roles and responsibilities to develop and implement safe systems of work and plan to ensure that employees are safe from injury and risks to health;
- Ensure that employees have access to and are informed of policies and procedures which may affect their health and safety;
- Ensure that the health, safety and welfare of employees are monitored, in so far as that monitoring is relevant to the prevention of work related injuries;
- Maintain information and records relating to work related injuries and retain that information for the required time;
- Ensure sufficient resources are provided for effective claims management;
- Maintain a representative consultative structure and processes inclusive of all WHS/IM functions; and
- Monitor performance across the organisation and recommendation and/or implement correction actions as required.

## **FORESTRYSA EXECUTIVE**

The Executive team is responsible for:

- Exercising due diligence to ensure that ForestrySA complies with the duties and obligations under the Act, in reference to the specific obligations under which the particular Executive is responsible;
- Developing strategic performance objectives and targets for WHS/IM performance and improvement in ForestrySA;
- Consideration, endorsement, review and evaluation of the WHS/IM policy, manual, programs and procedures;
- Participating in annual Executive Reviews in accordance with the Internal Audit schedule;
- Monitoring WHS/IM performance and providing support and direction in relation to performance improvement initiatives;
- Promoting a positive WHS culture;
- Ensuring WHS/IM programs are integrated into the Forest Management System;
- Allocate responsibility and sufficient resources for WHS management and delegation of authority;
- Ensuring conformance with all WHS/IM policies, procedures and programs in their area of responsibility;
- Participating in training relevant to their position requirements;
- Ensuring all managers and employees in their area of responsibility are provided with relevant WHS training;
- Ensure all employees have their WHS/IM compliance assessed as part of the Performance Development system; and
- Provide commitment, direction and leadership to all employees to empower them to achieve and maintain a safe and healthy work environment.

## **Executive level engagement**

ForestrySA recognises that for organisations to be successful they need to have a documented program in place which involves all identified Executive members to drive the WHS and IM systems. The programs will be developed, monitored and reviewed in line with the development of the WHS objectives and targets as per Chapter 5 – Planning, Monitoring, Evaluation & Review. and also form part of the FMS annual program. Executive members will also receive, review and comment on incidents, injuries and the like as part of monthly reporting to Executive from various sections within the organisation.

## **MANAGER / COORDINATOR / SUPERVISOR**

Managers are responsible for ensuring, so far as is reasonably practicable, those employees are provided with such information, instruction and training that they need to carry out their duties in a manner that is safe to themselves, other employees and the general public.

In particular, the manager is responsible for:

- The health and safety of the employees they manage;
- Ensuring that the workplace is maintained in a safe condition;
- Ensuring actions and directions do not pose a health and safety risk to others;
- Investigating hazards, incidents and accidents reported by employees or others and implement suitable risk controls within established time frames;
- Ensuring that WHS considerations (including risk assessments) are taken into account prior to the purchase of any new item of plant, equipment, substance, material, etc;
- Developing, implementing, reviewing, maintaining and monitoring safe work systems and Standard Operating Procedures (SOP's) in their area of responsibility;
- Ensuring the application of hazard management principles leading to the control of any harmful chemicals, substances, biological and/or physical hazards;

- Enforcing safety rules and practices that apply to the work of each employee being supervised including the use of approved safety clothing and equipment where stipulated;
- Ensuring that plant and equipment is safe and is properly maintained to allow safe operation and that all guards which are necessary for safe operation are in place during use;
- Investigating and reporting any accident/incident that occurs in their area of responsibility and acting in accordance with the Section on Incident Reporting and Investigation;
- Providing or ensuring the provision of induction information, instruction and training prior to commencement of tasks and are closely supervised until assessed as safe and competent in carrying out their duties to ensure the health and safety of:
  - new employees
  - employees undertaking work of a hazardous nature, particularly where this work has not previously been performed
  - employees in new positions in their worksite
  - labour hire, volunteers, visitors and members of the public
  - Such information, instruction and training should be in a form and language appropriate for each employee and **must be documented**;
- Consulting employees and health and safety representatives on:
  - any proposed changes to the workplace, the plant used at the workplace, the substances used, processed and stored at the workplace, the work to be conducted at the workplace or the procedures for carrying out work at the workplace where those changes might affect the health, safety and welfare of employees
  - the occupational health, safety and welfare practices, procedures and policies that are to be followed in the workplace;
- Ensuring that contractors and their employees and sub-Contractors working on ForestrySA worksites meet the required standards of safe work systems in accordance with ForestrySA Procedures;
- Consulting with other duty holders to cooperate and coordinate duties in relation to the same matter;
- Conduct and assist with the completion of risk assessments;
- Monitor work areas for risks to health and safety;
- Participate in audits, inspections and reviews as required;
- Promote a positive WHS culture;
- Monitor compliance to WHS policies and procedures by employees under their supervision;
- Undertake appropriate risk management to inform decision making;
- Allocate resources to meet legislative requirements and the aims and objectives of this policy;
- Implement WHS/IM policies and procedures;
- Provide resources and time for health and safety representatives to perform their duties, including worksite investigations and risk assessments;
- Maintain an adequate level of knowledge of current WHS/IM information, policies, procedures and programs;
- Identify WHS/IM training needs of their employees and volunteers;
- Ensure appropriate WHS/IM skills training is provided to all employees and volunteers;
- Ensure employees and others are provided with all relevant Standard Operating Procedures, Safety Instructions and other WHS/IM documentation to help them safely carry out their roles;
- Actively consult with employees on WHS/IM training needs, delivery and evaluation of training;
- Develop, implement, and review Annual Training plans, through training needs analysis and by entering identified training needs into the Performance Development System;
- Be actively involved in the rehabilitation of injured employees with the Rehabilitation and Return to Work Coordinator and/or Senior Coordinator HR; and
- Actively participate in WHS issue resolution with employees.

## EMPLOYEES

Employees have a responsibility and the authority to place WHS considerations above other priorities. This extends to the authority to not do something, unless it can be done safely, without posing a significant risk to themselves, others or the environment.

Employees have designated responsibilities for safe and healthy work practices consistent with the extent of their control or influence on working conditions and methods.

This includes:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health or safety of other persons;
- Comply, so far as the worker is reasonably practicable, with any reasonable instruction given by ForestrySA to allow the person to comply with the Act;
- Reporting hazards and risks to their manager or supervisor and where possible suggest ways to improve WHS in the workplace;
- Co-operate with any reasonable policy or procedure of ForestrySA relating to health and safety that has been notified to workers;
- Encourage others to comply and challenge unsafe behaviour;
- Cooperate with WHS initiatives;
- Participate in audits, inspections, risk assessments and document reviews as required;
- Participate in WHS/IM training programs;
- Immediately, when observing unsafe workplace practices and/or conditions, raise the issue with those involved and report/record the event;
- Properly using all available safeguards, safety devices and personal protective equipment;
- Advising the manager if asked to undertake any duty for which they are not trained;
- Not undertaking any hazardous task, operating machinery or plant unless trained in the appropriate work method;
- Not interfering with, or causing another worker to interfere with, or remove, displace or render ineffective any safeguard, safety device, personal protective equipment or other appliance provided for protection, except where necessary as part of the approved maintenance, repair or emergency procedure for which the employee is trained;
- Ensuring not to endanger their own or any other person's health and safety at work by being affected by alcohol or drugs;
- Reporting unsafe work practices, incidents (including near misses) and injuries to manager as soon as possible after the event;
- Assisting with accident investigators or workplace inspectors as required;
- Assisting health and safety representatives as appropriate with regard to health, safety and welfare issues;
- Participating, where appropriate, in the WHS consultative process;
- Obey lawful and reasonable instructions;
- Comply with ForestrySA policies, procedures, guidelines and instructions;
- Implement WHS/IM policies, procedures and safe systems of work;
- Inform their manager and/or Health and Safety Representative, where present, of any factor which may affect their own health and safety or the health and safety of others;
- Promptly report incidents, accidents, injuries and dangerous occurrences at the workplace to their line manager;
- Participate constructively in a structured return to work program in the event of injury; and
- Familiarise themselves with WHS/IM policy and procedures.

## HEALTH AND SAFETY REPRESENTATIVES

Health and safety representatives (HSRs) are responsible for representing the workgroup they are elected to and consulting with management in relation to the resolution of WHS matters. They have legal rights and functions to assist them to carry out their role in an effective manner. The term of office for a health and safety representative is for three years.

ForestrySA recognises the important role of HSRs and encourages their election to determined work groups. All reasonable support and assistance will be given to health and safety representatives in exercising their rights and responsibilities and they will not be discriminated against for performing any of their functions.

HSRs should take reasonable steps to keep themselves informed on WHS issues and encourage consultation between employees and management. They are able to advise employees and management in matters that affect the health and safety of employees in their work group.

Elected HSRs are entitled to paid leave under the current Act to attend approved training courses. Elected representatives will be encouraged to attend such courses within an appropriate timeframe of being elected.

Major elements of a HSR's function are to:

- Represent the workers in their work group in matters relating to WHS;
- Monitor the measures taken to comply with WHS legislation within their work group;
- Provide advice or assistance in the resolution of WHS issues within their workgroup or worksite;
- Be consulted about any proposed changes to the work, workplace, plant or substances used which may affect the health, safety or welfare of the members of the work group;
- Use the reporting procedure outlined in Section 4 of this manual accident/incident reporting and investigation procedure to inspect the workplace where there is an accident, dangerous occurrence, imminent danger or risk to the health, safety or welfare of a member of the representative's work group;
- Investigate complaints on health, safety or welfare made by employees in the work group;
- Accompany SafeWork SA Inspectors during inspections of their work group;
- Be at WHS interviews with co-workers when requested by them to be present;
- Assist management to identify hazards, assess risks and implement risk control measures;
- Issue a Provisional Improvement Notice to initiate external action to resolve a health and safety problem only after all avenues of resolution through line management and the FSC have been unsuccessful;
- Direct that work ceases to occur where there is an immediate and significant threat to the health and safety of an employee in their work group;
- Be provided with facilities and assistance to enable them to perform their functions under the Act;
- Participate in FSC consultative forums and/or local Worksite Communication Meetings in relation to workplace health and safety issues that affect their work group;
- Participate in worksite inspections and risk assessments; and
- Be consulted about policies, practices and procedures on WHS and in any proposed changes to these.

Refer to the SafeWork SA Website for further details on the election process and functions of a health and safety representative and committees.

## **SAFETY OFFICER**

The Safety Officer is responsible to the Manager, Human Resources and the Executive for:

- Acting as an advisor to the Forest Safety Committee and the Executive Group;
- Assisting the Forest Safety Committee in developing and reviewing the FSC Action Plan;
- Providing advice to all levels of management and employees regarding organisational WHS systems, policies, procedures and practices;
- Developing, implementing, reviewing and improving ForestrySA's WHS Manual, policies, procedures, programs and Standard Operating Procedures as required;
- The development, implementation, review and improvement of the WHS training and induction programs;
- Supporting the identification, development, implementation and review of other training programs that increase staff health, safety and welfare;
- Coordinating and supporting the development of the WHS & Injury Management Plan;
- Instigate system improvement opportunities of particular incidents and/or accidents where appropriate;
- Coordinating the communication to the relevant authority about Notifiable incidents and participating, where appropriate, in their investigation;
- Where appropriate, be involved with attendance of a WHS Entry Permit Holder and any subsequent investigations and courses of action in consultation with the site manager;
- Monitoring relevant WHS issues including changes to WHS legislation and national standards and programs, collecting relevant literature on current and future WHS related trends and disseminating relevant information to management and employees as identified;
- Establish and maintain positive working relationships with SafeWork SA, WorkCover Corporation and industry bodies;
- Support management and employees by assisting with and advising on risk assessments and Tap Root investigations when necessary or appropriate;
- Conduct scheduled workplace inspections; and
- Review and advise on risk assessments and ensure that identified improvements have been implemented and are effective.

## **LABOUR HIRE & CONTRACTORS**

All contractors (including sub-contractors) and labour hire personnel are responsible for complying with ForestrySA WHS requirements and their own WHS policies when carrying out work on behalf of ForestrySA.

In particular, contractors and labour hire personnel have a responsibility to:

- Take reasonable care to protect the health and safety of themselves and others;
- Take reasonable care that his or her act or omissions do not adversely affect the health and safety of others;
- Comply, so far as the person is reasonably able, with any reasonable instructions that is given by ForestrySA to comply with the Act;
- Abide by all ForestrySA WHS/IM policies and procedures when on-site;
- Utilise resources and personal protective equipment in the interests of health, safety and welfare;
- Ensure, where appropriate, that Standard Operating Procedures and/or Job Safety Analysis' exist and are followed, for the operation of equipment and activities;
- Comply with all relevant statutory legislation and Codes of Practice;
- Ensure that plant and equipment is provided and maintained in a safe condition;
- Demonstrate that they have appropriate WHS policies and procedures and training programs in place to support safe work;
- Comply with any safe work practice requirements as defined in the contract;
- Ensure that only ForestrySA approved substances are brought into our workplace;

- Ensure their employees are adequately trained;
- Ensure all sub-contractors comply with these standards;
- Immediately inform ForestrySA personnel of any WHS issues they identify in the course of their work; and
- Maintain workers compensation cover for all of their employees.

## **VISITORS AND VOLUNTEERS**

Persons who are not employed by ForestrySA and when on ForestrySA worksites or under the direction of ForestrySA employees have a responsibility to:

- Take reasonable care to protect the health and safety of themselves and others;
- Take reasonable care that his or her act or omissions do not adversely affect the health and safety of others;
- Comply, so far as the person is reasonably able, with any reasonable instructions that is given by ForestrySA to comply with the Act;
- Abide by all ForestrySA WHS policies and procedures as appropriate;
- Not undertake work or tasks for which they are not trained;
- Utilise any resources provided by ForestrySA in the interests of health, safety and welfare where such resources are required to be used;
- Participate when required in audits conducted by ForestrySA; and
- Participate in an appropriate ForestrySA induction.

## **EXTERNAL EXPERTISE**

ForestrySA shall utilise appropriate internal and/or external expertise, when required.

Legal advice should be sourced from Crown Solicitors or Minter Ellison as appropriate.

ForestrySA subscribes to on-line legislative change and information services to assist with compliance and continual improvement.

## **COMPLIANCE**

ForestrySA complies with the South Australian, Victorian and Commonwealth legislation and obligations in regards to all aspects of WHS. Detailed information on each specific requirement, and ForestrySA's control and compliance documentation can be found in the [Legal and Consents Register](#) on the [FMS Page](#).