

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 6 – OHS&R Management

1. PURPOSE

This procedure describes requirements for the establishment of a management structure and individual responsibilities, accountabilities and objectives to implement the organisation's OHS&R Policy, procedures and targets.

2. MANDATORY REQUIREMENTS

1. The Chief Executive Officer shall have overall accountability for all OHS&R matters relating to the business and shall ensure that all accountabilities, authorities and responsibilities for its personnel are documented.
2. Site / Branch Managers / Supervisors shall be accountable for all OHS&R matters in their areas of responsibility.
3. Accountability and authority for all critical OHS&R tasks shall be defined and documented ,e.g
 - ensuring OHS&R management systems are established, implemented and maintained to manage the organisations OHS&R risks and ensure compliance with the company procedures, legal and other requirements; and for
 - monitoring and reporting on the performance of the OHS&R management systems.
4. Appropriately trained, qualified and experienced personnel shall be appointed in consultation with the Chief Executive Officer or their nominated representative to perform any specialist function outlined in the OHS&R Management System.
5. All appointments and delegations of authority shall be made in writing. The OHS&R accountabilities, authority and responsibilities of each position and the interrelation of positions shall be documented and agreed with the respondents.
6. All personnel who perform activities on behalf of the company shall be personally accountable for ensuring they behave in a manner consistent with the company OHS&R Policy and procedures and that they comply with the law in all their work activities.
7. The level of resources available shall be reviewed at least every two years to ensure adequate, trained resources are provided to manage, perform and verify activities in accordance with the company OHS&R procedures and the law.
8. OHS&R expectations for Site / Branch Managers / Supervisors and employees shall be clearly established in position descriptions and shall be formally discussed / assessed at least every 12 months and documented.
9. OHS&R training records shall be retained indefinitely.

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10. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Senior / Site Management

Ensure that the requirements of this procedure are complied with.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

UNCONTROLLED DOCUMENT