

HS 02 RESPONSIBILITY AND ACCOUNTABILITY

1. PURPOSE

This procedure documents the general and specific health and safety responsibilities applicable to all staff. Further individual responsibilities are contained in particular procedures and position descriptions.

2. SCOPE

This safety management system incorporates the principle that “**where authority exists, so shall accountability**”. All responsibility for health and safety therefore must be exercised through the management chain from the Managing Director. In addition, managers and workers have obligations imposed under the Queensland Work Health and Safety Act.

3. DEFINITIONS

SMS – Health and Safety Management System

4. RESPONSIBILITIES AND ACCOUNTABILITIES

The following responsibilities for health and safety will apply.

4.1 Managing Director

The Managing Director will:

- a. establish measurable objectives and targets to ensure continued improvement aimed at elimination or control of work related injury and illness;
- b. ensure OHS and environment management principles are included in all organisational planning activities;
- c. consult with employees and other parties to improve decision-making on OHS and environment matters;
- d. provide appropriate resources to ensure OHS is a central part of JAG POLY PTY LTD operations;
- e. provide safe equipment and systems of work;
- f. provide written procedures and instructions where required, to ensure safe systems of work;
- g. to the best of ability, ensure compliance with legislative requirements and current industry standards;
- h. provide ongoing information, instruction, training and supervision to employees, contractors, clients and visitors to site to ensure their safety;
- i. provide support and assistance to employees including effective injury management and rehabilitation.

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4.2 Management Team

Reporting to the Managing Director, the management team (project managers and site managers) has a general responsibility for developing and establishing best practice as the minimum standard for all work activities under their control. They are accountable for the following health and safety responsibilities:

- a. Implement the requirements of the Company's health and safety management system;
- b. Develop work procedures and other control measures to minimise risk of injury and illness to all persons under their control;
- c. Ensure all employees and contractors receive suitable induction training, instruction and supervision as is necessary to carry out their duties with minimal risk to their health and safety;
- d. Allocating responsibilities for all employees;
- e. Keeping the workplace well organised, tidy and in a safe condition by the establishment of good housekeeping practices;
- f. Monitoring the safety and work standards of contractors;
- g. Assisting in the case management of any employee undergoing rehabilitation after an injury or illness;
- h. Ensuring that appropriate disciplinary action is recorded and applied in line with procedures where necessary.

4.3 Employees

All employees, including those field staff who are not based at Eagle Farm, are responsible to:

- a. work in accordance with the requirements of the Safety Manual, Work Instructions and Work Method Statements;
- b. take reasonable care for their own safety and the safety of other persons who may be affected by their acts or omissions;
- c. cooperate and comply with all health and safety instructions;
- d. report to their manager or the Managing Director any situation which they may have reason to believe could present a hazard and which they cannot themselves correct;
- e. properly use the appropriate personal protective equipment and clothing where required, and to report any failures or breakage that need replacement or rectification; and
- f. report any injury, illness, dangerous event or occurrence (including property damage) which arises in the course of, or in connection with, their work to their manager.

4.4 Contractors

Contractors will:

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- a. carry out all work in compliance with the relevant Health and Safety Legislation, Australian
- b. Standards and Codes of Practice and any Local Government requirements;
- c. Maintain a compliant OHSE Management Plan;
- d. Participate in safety meetings, audits and inspections as required;
- e. Provide and abide by current, site specific Safe Work Method Statements;
- f. Ensure that workers have applicable trade licences and certification for the work being undertaken;
- g. Provide relevant Material Safety Data Sheets (MSDS) for substances used or stored on site

5. PERFORMANCE INDICATORS

- All staff have health and safety responsibilities written into their job description;
- All staff display an understanding of their responsibilities for health and safety as detailed in this procedure;
- Health and safety performance is taken into account in the periodic performance appraisal of staff.

6. REFERENCES

Work Health and Safety Act 2011

AS 4804 – Occupational Health and Safety Management Systems.

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