

OHS MANAGEMENT RESPONSIBILITY STATEMENT

Levels of Responsibility and Accountability (updated 14 Aug 2006)	
Head of School Professor Rosemary Knight	Overall responsibility and accountability for ensuring OHS defined and implemented in SPHCM ¹ .
Executive Officer Rebecca Caddy	Assist Head of School implementing OHS system Eg: ensure OHS systems registers are maintained, staff are trained in OHS, workplace assessments are conducted etc Member of SPHCM Occupational Health and Safety Committee
Jacqui Miller	Provide administrative assistance to the Executive Officer in implementing the OHS system
Heads/Directors of Research Centres/Units	Responsibility and accountability for implementing the UNSW OHS system in research centres/units ¹ .
Professor Mark Harris	Centre for General Practice and Integration Studies
Professor David Cooper	Centre for Health Equity Training Research and Evaluation
Professor Enrico Coiera	The National Centre in HIV Epidemiology and Clinical Research
Professor Jeffrey Braithwaite	Centre for Health Informatics
Professor Adrian Bauman	Centre for Clinical Governance in Health
Mr Lisa Jackson-Pulver	The Centre for Physical Activity and Health
A/Prof Mary-Louise McLaws	The Indigenous Health Unit NSW Hospital Infection Epidemiology and Surveillance Unit

Occupational Health and Safety Committee ²	Chair of Committee and supervisor responsible for implementing Corrective Action in relation to workcover Incident/accident reporting and investigation
Jacqueline Miller	Committee Chair
Karin Banna	PG Coursework (Secretariat – employee representative)
Professor Rosemary Knight	Head of School (SPHCM Management Representative)
Rebecca Caddy	Executive Officer (SPHCM Management Representative)
Alan Hodgkinson	PG Coursework (SPHCM – employee representative)
Denise Tsiros	Centre for Health Informatics (Employee representative)
Sarah Ford (CGPIS)	CGPIS (Employee representative)
Sue Christian-Hayes	Centre for Clinical Governance (Consultation)
Audra Barclay	Clinical Skills Centre, 24 Arthur St (Consultation)
To be confirmed	Office of the Dean/MCSU
Van Nguyen	Research Student Representative
Richard Szczepanski	Faculty of Medicine OH&S Representative
All Staff	Staff Responsibilities ³ . See also Staff responsibility for Corrective Action
Supervisors	Supervisors Responsibilities ⁴ . See also Supervisors Responsibility for Corrective Action
All Students	Student Responsibilities ⁵ .
All Visitors	Visitors are responsible for co-operating with UNSW OHS requirements and not interfering with any aspect of the OHS management system
All Contractors	Contractors responsibilities see http://www.riskman.unsw.edu.au/ohs/policies.shtml

1. Heads of Schools, Research Centres, Service and Administrative Units are responsible for identifying, assessing and controlling the risks health and safety, implementing, maintaining and reviewing the OHS standards and practices in all work places under the center/unit control. This responsibility includes providing a safe and healthy work and learning environment for staff, students, visitors, contractors, and ensuring standards/practices conform with statutory requirements and UNSW policies and procedures. Further information on roles of Heads of Schools, Research Centres/Unit can be obtained from <http://www.riskman.unsw.edu.au/ohs/policies.shtml>

2. Occupational Health and Safety Committee

- a. Review general measures taken to ensure health and safety of persons at workplace
- b. Investigate any matter brought to management's attention which a committee member or employee considers to be unsafe or a risk to health, arrange inspections of workplaces,

- c. Assist in development of record systems, assist in formulation of OHS policies and procedures, to monitor measures taken to ensure proper use, maintenance, and if necessary replacement of equipment designed to protect employees from hazardous situations, and to make recommendations regarding health and safety matters. For further information
<http://www.riskman.unsw.edu.au/ohs/policies.shtml>

3. **Staff Responsibility** – Each staff member is responsible for ensuring that his or her own work environment is conducive to good occupational health and safety practice by: complying with all legislation and all UNSW policies, procedures and instructions, taking all action to avoid, eliminate or minimise hazards, making proper use of all safety devices and personal protective equipment and not willfully placing at risk the health and safety of any person at the workplace by their acts or omissions.
4. **Supervisors Responsibility** – supervisors are those who are responsible for the allocation of tasks to staff, students, oversight of laboratory and workshop practicals and field trips and contractors. This covers a wide range of occupations including academics in charge of teaching, principal investigators, and tutors. Supervisors have a responsibility to their Head of Unit to ensure that the work for which they are responsible is carried out in ways, which safeguard the OHS of staff or students in their charge and visitors, including contractors they engage. For further information see <http://www.riskman.unsw.edu.au/ohs/policies.shtml>
5. **Student Responsibility** - Each student is responsible for complying with all legislation and all UNSW OHS policies, procedures and instructions, taking action to avoid, eliminate or minimize hazards, making proper use of all safety devices and personal protective equipment, not willfully placing at risk the health and safety of any person at the workplace by their acts or omissions., seeking information or advice regarding hazards and procedures where necessary before carrying out unfamiliar work, being familiar with emergency and evacuation procedures, location of first aid kits, personnel and emergency equipment and if appropriately trained, using emergency equipment.

Date:	19 August 2003
To be finalised	29 August 2003
To be reviewed	27 February 2004