

WHS RESPONSIBILITIES FOR MANAGERS

These responsibilities address Work Health and Safety (WHS) and Injury Management (IM) as they apply to this position.

Name of Manager:	[NameOfManager]		
Position/ Job Title:	Accounts Manager		
Signature:		Date:	[Date]
Department:	[Department]	Location:	[Location]

RESPONSIBILITIES:

1. Take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons.
2. Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.
3. Review WHS programs, risk assessments, minutes of meetings and corrective actions to ensure that progress is being made and actions are being implemented.
4. Provide leadership and set a high standard for WHS.
5. Allocate resources to allow improvements to be implemented to eliminate or control workplace risks.
6. Act on all reported incidents, hazards and maintenance issues to ensure corrective action is undertaken immediately.
7. Attend WHS training and/or WHS consultation meetings as required during the year.
8. Ensure all other managers, supervisors and employees follow Hope Diving Services Australia Pty Ltd's WHS policy, procedures and rules.
9. Complete and maintain all WHS documents and records that relate to my position and responsibilities.
10. Provide necessary discipline or other corrective actions for those who do not follow WHS and IM requirements.
11. Provide training to employees including induction of new employees (using Hope Diving Services Australia Pty Ltd's program) on safe working procedures.
12. Participate in WHS activities such as WHS consultation, incident investigations, WHS audits, inspections, risk assessments, WHS meetings, and management review of WHS performance.
13. Facilitate return to work processes following injury of employees.

14. Ensure that WHS Key Performance Indicators which proactively address WHS activities undertaken are developed for supervisors.
15. Ensure that Job Descriptions include responsibilities for WHS.
16. Ensure the working environment is maintained so that it remains in a clean and safe condition (eg ensure that any issues regarding broken or damaged furniture, fixtures and fittings, including chairs, plumbing, air conditioning and lighting are raised so that they can be repaired promptly).
17. Ensure facilities are clean, safe, accessible and in good working order (e.g. ensure that any issues regarding consumable items, including soap and toilet paper, are replenished regularly. Any issues regard equipment and furniture such as toasters, fridges, lockers or seating are raised so that they can be maintained in good working order).

Provide each manager with a copy and store a second copy on their personnel file.