

## WHS RESPONSIBILITIES FOR A SUPERVISOR

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

<b>Name of Supervisor:</b>	[Supervisor]		
<b>Position/Job Title:</b>	Accounts Manager		
<b>Signature:</b>		<b>Date:</b>	[Date]
<b>Department:</b>	[Department]	<b>Location:</b>	[Location]

### RESPONSIBILITIES:

1. Ensure all employees adhere to [Company Name]'s WHS policy, procedures and rules.
2. Monitor and enforce employee compliance with any requirement in respect of personal protective equipment.
3. Provide necessary discipline or other corrective actions for employees who do not follow safe work practices.
4. Schedule and attend WHS consultation meetings to discuss workplace safety in the department.
5. Risk management:
  - Identify hazards on a regular basis and implement the risk assessment process.
  - Develop and Implement control measures to eliminate or minimise the risk of injury.
6. Perform workplace inspections on a weekly basis and correct any hazards identified.
7. Report any hazards, that they are unable to eliminate or minimise the risk of injury to their management.
8. Attend WHS training as required during the year.
9. Identify WHS training requirements for employees and ensure employees attend training.
10. Provide supervision, instruction, and information to employees including new employees, young employees, visitors and contractors.
11. Supervise employees and contractors to ensure that they are working safely and are not at risk or placing anyone else at risk.

12. Implement necessary discipline or other corrective actions for those who do not follow company requirements.
13. Provide training to employees within the department, including induction of new employees (using Hope Diving Services Australia Pty Ltd's program) on safe working procedures.
14. Participate in WHS activities such as inspections, investigations, WHS meetings, and management review of WHS performances.
15. Facilitate return to work processes following injury of employees, whether in this department or another department.
16. Ensure that safe working practices are developed and followed.
17. Ensure the working environment is maintained so that it remains in a clean and safe condition (e.g. 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).
18. 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 regarding equipment and furniture such as toasters, fridges, lockers or seating are raised so that they can be maintained in good working order).

**Provide each employee with a copy and store a second copy on the Supervisor files.**