WHS Policy 2 - Safety Duty Holders

All [Company] personnel are required to ensure that the promotion of a safe work culture is evident in all that we do.

Such a culture is achieved by each of us playing a contributing part. The sum of our efforts combines to create the culture.

Policy

Designated duty holders at [Company] are established under the Work Health and Safety Act 2011.

Duty holders are made aware of their obligations under the above legislation, and ensure that they fulfill these obligations (to follow) at all times.

This policy defines who the safety duty holders are at [Company]. The Safe Operating Procedure (to follow) outlines what they must do to comply with their safety obligations when implementing the above processes.

The WHS Act imposes obligations on three critical levels of duty holders in the [Company] workplace. The levels are:

|  |  |  |
| --- | --- | --- |
| Officers (Directors) |  | Duty to exercise their duty of care diligence |
| PCBU |  | Duty to do what is (the organisation i.e. [Company]) reasonably practicable |
| Workers |  | Duty to take reasonable care and comply with reasonable direction (incl contractors & volunteers) |

Directors/Officers:

[Company] officers are required to exercise their due diligence duty at all times, to ensure that the organisation complies with its safety obligations. The directors/officers at [Company] include:

Person Conducting a Business or Undertaking (PCBU):

As a ‘person conducting a business or undertaking’ [Company] is required to exercise its duty to take all reasonably practicable steps to ensure the health and safety of workers and other persons impacted by the business. Persons representing the PCBU at [Company] include:

Workers:

[Company] workers, including contractors and volunteers, are required to exercise their duty to take reasonable care for their own health and safety while at work, and also to take reasonable care so that their conduct does not adversely affect the health and safety of other persons at the workplace. The workers at [Company] include:

Approvals & review

|  |  |
| --- | --- |
| Policy review date: |  |
| Policy approved by title: | [Company] Pty Ltd |
| Policy approved by signature: |  |

WHS SOP 2 - Safety Duty Holders

To build the culture described by WHS Policy 2, we must effect and implement certain key safety functions and operations.

The ideal duty holders of these functions or operations are shown in brackets. However responsibility for their implementation may be shared, as long as the resulting arrangements are communicated effectively to all, and overall responsibility is retained by the directors/officers.

The functions and operations include:

* a demonstrated commitment to safety by the directors / officers (directors/officers)
* demonstrated workplace safety [consultation p](http://www.workcover.nsw.gov.au/newlegislation2012/Asafeworkplace/consultation)rocesses (directors/officers, PCBU, workers)
* a WHSMS which enables the effective [management of risk (](http://www.workcover.nsw.gov.au/newlegislation2012/Employersandbusinesses/Pages/dutiesofapersonconductingabusinessorundertaking.aspx)directors/officers, PCBU, workers)
* an ongoing program of safety training and supervision (PCBU)
* a documented method for reporting safety (directors/officers, PCBU, workers)
* notification of incidents (directors/officers)

established arrangements for worker's compensation and [return to work (](http://www.workcover.nsw.gov.au/formspublications/publications/Pages/WC04951_SeriousAboutSafeBusinessWorkersCompensat_.aspx)PCBU)

[Company] Safety Duty Holders - Practical ways to meet our duties:

Directors / officers

Directors/officers demonstrate their safety due diligence by the development and implementation of a Work Health and Safety Management System that strengthens their:

* full understanding of the business
* development of a safety culture

safety resource allocation

[Company] directors/officers must be proactive and visible health & safety leaders. They may delegate tasks but not their responsibilities under the WHS Act

Person Conducting a Business or Undertaking (PCBU)

As a ‘person conducting a business or undertaking’ (*PCBU*), [Company] directors/officers have a concurrent duty to take all reasonably practicable steps to ensure the health and safety of workers and other persons impacted by the business or undertaking.

Reasonably practicable steps means those available ways of eliminating or minimising the risk of injury having considered a number of relevant matters together, such as the likelihood and severity of the risk and the means to control it, weighed against the costs associated with eliminating or minimising the risk.

This includes ensuring that the workplace and anything arising out of it are without risks to health and safety.

Workers

[Company] workers and contractors must comply with reasonable directions and instructions as well as cooperating with any reasonable policy or procedure by the directors/officers.

Approvals & review

|  |  |
| --- | --- |
| Policy review date: |  |
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| Policy approved by signature: |  |