

WHS MODULE 01 – WHS RESPONSIBILITIES



WHS Module 01 - WHS Responsibilities

Purpose & Scope

WHS Module 01 – WHS Responsibilities defines how workers and others are allocated **responsibilities** to act in accordance with WHS Legislation, the requirements of TNSW's WHS Policy, and Work Health and Safety Management System (WHSMS).

1. TNSW's responsibilities as a **Person Conducting a Business or Undertaking (PCBU)**;
2. Responsibilities of **Officers** (including the Chief Executive Officer and Directors);
3. Responsibilities of **Workers** (including technical officials), the **Health and Safety Committee**; and
4. Responsibilities of **Others** (including visitors and members of the general public) to observe directions on WHS from Officers or Workers of TNSW.

The clear allocation, communication, and assessment of each individual's WHS responsibility, authority, and accountability (RAA) as it relates to their position and/or role, is an essential element to the effective implementation of TNSW's WHSMS.

Process

Introduction

Responsibility for WHS-related tasks is a non-negotiable condition of working for TNSW. Everyone has a responsibility for following instructions in order to fulfil TNSW's **WHS Policy** goal, which is:

"...to reduce the incidence and severity of accidents, injuries, and workplace illnesses caused by our activities, and to improve the health and wellbeing of people working for or on behalf of TNSW"

Consultation on Responsibility, Authority and Accountability (RAA) Development

Consultation on the development and application of RAA is undertaken with the Health and Safety Committee (HSC) for practical purposes.

Communication of RAA

Technical officials are informed of their RAA during initial training and at regular toolbox talks. Workers and Coaches are informed of their RAA at induction, conducted in accordance with **WHS Module 09 – Training**.

Assessment of WHS Accountabilities

The assessment of WHS accountabilities is undertaken to ensure that each individual's WHS responsibilities are being performed effectively.

The accountability of technical officials at events is assessed by the Technical Delegate during the event. If any gaps are identified then these are mentioned in the confidential section of the event's Technical Report.

The accountability of employees, including coaches, is assessed by the Chief Executive Officer during their annual performance appraisal.

In the case of the Chief Executive Officer, the assessment of RAA is undertaken by the President of TNSW.

Any training gap that is identified during the assessment of RAA shall be recorded and managed in accordance with **WHS Module 09 – Training**.

The initial assessment of technical officials is undertaken at the LTO training course via exam questions.

The initial assessment of employees and coaches is undertaken at induction.

Delegation of Authority

The Chief Executive Officer or directors, managers may delegate the authority to carry out certain tasks to others within the Organisation, such as Technical Delegate, or Head Coach. These roles are given the generic term **Team Leader** in WHS documents.