

1. Purpose

This procedure sets out the responsibilities and accountabilities for Occupational Health and Safety within Greater Dandenong City Council (GDCC) for all levels of the organisation.

2. Scope

This procedure applies to all employees, contractors, and volunteers at GDCC workplaces.

3. Definitions

Designated Work Groups (DWG): A negotiated and agreed grouping of employees who perform the same or similar types of work

Health and Safety committee (HSC): A committee established that complies with current OHS legislation requirements as a forum for consultation on the management of OHS across the organisation.

Health and Safety Representative (HSR): An employee elected by the DWG to represent them on matters relating to OHS.

OHS Management System (OHSMS): That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the health and safety policy, and so managing the health and safety risks associated with the business of the organisation

Standard Operating Procedure (SOP) Established step by step instructions developed in consultation by council & employees and HSRs to be followed routinely for the correct performance of designated operations or in designated situations

4. Communication and document updating

Manager People, Culture and Innovation is responsible for:

- Ensuring that the responsibilities described in this document are communicated to all employees, contractors, volunteers and visitors either individually or via an induction process,
- Updating this document as required.

5. Procedure

All employees and related third parties have specific responsibilities for various aspects of the creation, operation, implementation and leadership of the OHSMS. These responsibilities are outlined below for the noted roles/levels and groups in the organisation.

5.1 Chief Executive Officer (first line management)

The Chief Executive Officer is responsible for the strategic management of Health & Safety across all levels of Council operations, and to:

- Demonstrate an ongoing commitment to continuous improvement in health & safety across all council operations and risk management
- Promote a high level of commitment for the implementation and maintenance of Council's OH&S safety systems and programs
- Acquire and keep up-to-date knowledge of work health and safety matters

OHS Responsibilities Operational Procedure	This Document is Uncontrolled when Printed		Responsible Officer: Manager People, Culture & Innovation
Version: 2.0	Issue Date: August 2022	Next Review: August 2025	Page 1 of 9

- Gain an understanding of the nature of hazards and risks associated throughout all operations
- Ensure that Directors have available for use, and use, appropriate resources, funding and processes to eliminate or minimise risks to health and safety from work carried out in their operations
- Ensure that Directors have appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- Ensure that Directors have, and implement, processes for complying with any duty or obligation under relevant legislative requirements
- Verify the provision and use of the resources and processes referred to the above

5.2 Directors (second line management)

Directors have the responsibility to ensure that Health & Safety strategies, policy & procedures, and other relevant safety related documents are developed and implemented within their areas of accountability, and to:

- Demonstrate an ongoing commitment to continuous improvement in health & safety across all council operations and risk management
- Acquire and keep up-to-date knowledge of work health and safety matters
- Gain an understanding of the nature of hazards and risks associated throughout all operations in their directorate
- Ensure that Managers have available for use, and use appropriate resources, funding and processes to eliminate or minimise risks to health and safety from work carried out in their operations
- Ensure that Managers have, and implement, processes for complying with any duty or obligation under relevant legislative requirements
- Consult with affected employees when contemplating changes or reviewing practices in the workplace
- Review, monitor and maintain the suitability of the Health & Safety system.
- Review and monitor monthly Health & Safety reports and statistics submitted by the Health, Safety & Risk Management team and initiate appropriate corrective actions.
- Determine quantifiable Health & Safety performance measures with Managers to ensure that adequate resources are allocated for the effective implementation and management of the health & safety and risk management procedures and processes
- Review Health & Safety System Audit Reports and work with management to ensure appropriate corrective actions are implemented to maintain system compliance.
- Promote, maintain and champion Council's ongoing strategies to improve performance in health & safety & risk management

5.3 Managers (third line management)

Managers have the responsibility to ensure that Health & Safety strategies, policy & procedures, and other relevant safety related documents are developed and implemented within their areas of operation, and to:

OHS Responsibilities Operational Procedure	This Document is Uncontrolled when Printed		Responsible Officer: Manager People, Culture & Innovation
Version: 2.0	Issue Date: August 2022	Next Review: August 2025	Page 2 of 9

- Demonstrate an ongoing commitment to continuous improvement in health & safety across all council operations and risk management
- Ensure adequate resources and funding are allocated to enable employees to achieve Council's stated goals of accident, injury, illness and risk reduction
- Develop and maintain Business Unit specific safety procedures and processes
- Set, monitor and review Health & Safety targets
- Consult with affected employees when contemplating changes or reviewing practices in the workplace
- Immediately notify the OHS Unit in the event of a serious injury, incident or near miss with a potential to cause serious injury
- Immediately complete, authorise and forward all accident/incident investigation reports to the Risk & OHS Unit and ensure appropriate corrective actions are implemented
- Review, approve and monitor expenditure/resources for the effective implementation of the Health & Safety strategy, policy and procedures
- Review the Business Unit's Health & Safety System Audit Reports and initiate corrective actions to ensure compliance
- Keep abreast of changes to legislation and communicating such changes to Directors and relevant staff members
- Ensure action is undertaken to ensure competency for employees to achieve their responsibilities for Health & Safety
- Promote, maintain and champion our ongoing determination to improve performance in Health & Safety management
- Actively participate in the rehabilitation and return to work (RTW) programs for injured employees
- Consult with employees regarding changes to the workplace that may impact on the health or safety
- Review, monitor and maintain the suitability of the Health & Safety system.

5.4 Manager People, Culture & Innovation (third line management)

In addition to third line management responsibilities, the Manager People, Culture & Innovation is the corporate representative for Health, Safety and Risk Management and has the delegated authority from the Chief Executive Officer to:

- Demonstrate an ongoing commitment to continuous improvement in health & safety across all council operations and risk management
- Ensure that the Health & Safety Systems are developed, implemented, revised and maintained.
- Provide information and awareness training on all relevant Health & Safety systems and legislation.
- Provide direction and advice to Directors, Managers and Team Leaders / Coordinators.
- Evaluate Health & Safety Training initiatives presented by and to business units.
- Oversee Council's Accident Compensation, Early Intervention strategy, Rehabilitation and Return to Work Programs.
- Oversee Council corporate Health & Safety audit program
- Demonstrate an ongoing commitment to continuous improvement in health & safety across all council operations and risk management
- Continually monitor and improve Council's OHS systems and processes.

OHS Responsibilities Operational Procedure	This Document is Uncontrolled when Printed		Responsible Officer: Manager People, Culture & Innovation
Version: 2.0	Issue Date: August 2022	Next Review: August 2025	Page 3 of 9

- Implement education and training programs to ensure that all employees are aware of their obligations in meeting health and safety
- Provide advice to Directors, Managers and Team Leaders / Coordinators on OHS requirements
- Continually monitor Council's Safety performance, and provide monthly statistical analysis reports
- Advise the Executive on the impacts of changes to legislation and or industry best practice and recommend appropriate strategies or requirements to be undertaken in respect of the relevant changes that occur.
- Monitor contractor safety induction program including associated documentation and make recommendations on any compliance matters to minimise Council risk.
- Develop and implement pro-active preventative OH&S management strategies and ensure the relevant training of employees in safe working practices.
- Oversee the management of any breaches in compliance and review investigative outcomes and recommendations.

5.5 Team Leaders / Coordinators (fourth line management)

Team Leader / Coordinator or other titles is the business unit representative for Health & Safety and has the delegated authority from the Manager to ensure that the Health & Safety strategies, policy & procedures, and other relevant safety related documents are developed, implemented and maintained for that business unit, and to:

- Demonstrate a commitment to Health & Safety management and support in the management of the business unit
- Implement and review Health & Safety targets maintain an awareness of the changing Health & Safety requirements
- Consult with affected employees when contemplating changes or reviewing practices in the workplace
- Immediately notify the OHS Unit in the event of a serious injury, incident or near miss with a potential to cause serious injury
- Report all accidents/incidents in accordance with procedures
- Review Health & Safety reports
- Identify the training needs of staff to confirm competencies to ensure Health & Safety responsibilities
- Review the business unit's Health & Safety System Audit Reports
- Ensure compliance with procedures and processes
- Actively participate in the rehabilitation and RTW programs for injured employees

5.6 Supervisors (5th line management)

Supervisors or other titles are directly accountable for the Health & Safety of those persons under their control and report up to fourth line management. Their responsibilities are to:

- Demonstrate an ongoing commitment to continuous improvement in health & safety across all council operations and risk management
- Ensure compliance with statutory requirements and Council's health & safety systems
- Immediately notify the OHS Unit in the event of a serious injury, incident or near miss with a potential to cause serious injury

OHS Responsibilities Operational Procedure	This Document is Uncontrolled when Printed		Responsible Officer: Manager People, Culture & Innovation
Version: 2.0	Issue Date: August 2022	Next Review: August 2025	Page 4 of 9

- Consult with affected employees when contemplating changes or reviewing practices in the workplace
- Ensure employees are trained on, and adhere to, correct safe work procedures
- Identify and control workplace hazards, equipment and practices
- Ensure acceptable standards of housekeeping are met and maintained
- Ensure that employees are provided with and trained in the use of personal protective clothing and equipment
- Report and investigate all accidents/incidents and reported hazards in accordance with Council procedures
- Ensure that corrective action is taken and communicated to all employees
- Monitor safe work practices and ensure corrective action is taken when safety rules are breached or inadequate
- Participate in and contribute to the effectiveness of Health & Safety meetings, where applicable
- Ensure that sub-contractors/consultants adhere to their health and safety obligations
- Check equipment to ensure that the appropriate documentation, in accordance with Council procedures, is completed prior to use
- Coordinate appropriate safety induction, training and instruction for employees / contractors
- Conduct regular health & safety inspections on work areas and work activities
- Actively participate in the rehabilitation and RTW programs for injured employees. In the absence of 5th line management, Team Leaders / Coordinators or other titles will assume the responsibilities listed under 5th line management above.

5.7 Health & Safety Consultant

The Health & Safety Consultant has the delegated authority from the Manager People, Culture and Innovation and is responsible to:

- Demonstrate an ongoing commitment to continuous improvement in health & safety across all council operations and risk management
- Advise all levels of management on all aspects of Health & Safety management
- Immediately notify the WorkSafe Authority in the event of a serious injury or incident as prescribed under the OHS Act, and complete a mandatory incident report form within the statutory timeframes
- Consult with affected employees when contemplating changes or reviewing practices in the workplace
- Provide assistance to all levels of management in determining Health & Safety requirements for the business unit
- Conduct Health & Safety Audits of all business units in accordance with agreed schedule
- Evaluate and recommend suitable Health & Safety training for employees as required
- Review all accident/incident and investigation reports and ensure that corrective actions are recorded and monitored in the corporate hazard register Elumina
- Administer and monitor the corporate OHS hazard register and provide statistical analysis to Managers and the Executive Management Team on the status of corrective actions
- Assist the Team Leaders / Coordinators in the identification of hazards and risk assessment and control strategies
- Keep abreast of changes to legislation and communicating such changes to relevant employees

OHS Responsibilities Operational Procedure	This Document is Uncontrolled when Printed		Responsible Officer: Manager People, Culture & Innovation
Version: 2.0	Issue Date: August 2022	Next Review: August 2025	Page 5 of 9

- Conduct regular inspections of the business unit to ensure Health & Safety standards and corrective actions are implemented
- Assist in the organisation and conduct of Health & Safety Committee meetings and maintaining records of meetings including any recommendations made
- Maintain up-to-date records for verification of the management of the Health & Safety Management System
- Evaluate contractor OHS management systems during the tender process and provide feedback to the Contracts Unit or Contract Superintendents

5.8 Return to Work & Injury Management Consultant

- Demonstrate an ongoing commitment to continuous improvement in health & safety across all council operations and risk management
- Co-ordinate rehabilitation and ensure that the necessary support is given to the injured employee and his/her family to enable an early return to work.
- Consult with affected employee when contemplating changes or reviewing practices in the workplace
- Coordinate the rehabilitation and return to work programs, in conjunction with Team Leaders / Coordinators, for all injured employees
- Coordinate Worker's Compensation claims and claims reviews
- Where applicable, design return to work plans in consultation with related parties

5.9 OH&S Advisor & Delegated Departmental OHS Staff

Departmental OH&S Staff have the responsibility to:

- Demonstrate an ongoing commitment to continuous improvement in health & safety across all council operations and risk management
- Advise all levels of management within their department on all aspects of Health & Safety management
- Provide assistance to Team Leaders / Coordinators in determining Health & Safety requirements for the business unit
- Immediately notify the OHS Unit in the event of a serious injury, incident or near miss with a potential to cause serious injury
- Consult with affected employees when contemplating changes or reviewing practices in the workplace
- Assist with Health & Safety Audits of all business units at scheduled intervals
- Evaluate and recommend suitable Health & Safety training for employees as required
- Review all accident/incident reports and confirm that corrective action is implemented
- Assist Team Leaders / Coordinators and supervisory personnel in the identification of hazards and risk assessment and control strategies
- Assist with monthly Health & Safety reports.
- Keep abreast of changes to legislation and communicating such changes to Managers
- Assist with regular inspections of the business unit to ensure Health & Safety standards and corrective actions are implemented
- Maintain up-to-date records for verification of the management of the Health & Safety Management System

OHS Responsibilities Operational Procedure	This Document is Uncontrolled when Printed		Responsible Officer: Manager People, Culture & Innovation
Version: 2.0	Issue Date: August 2022	Next Review: August 2025	Page 6 of 9

5.10 Employees

All employees have a responsibility to:

- Report to the Supervisor or Health & Safety Representative immediately, any unsafe conditions or activities, dangerous occurrences or injuries in the work place
- Where a buddy or mentoring system is in place, assist in the use of proper work procedures and practices, or whenever an observation of a situation dictates a need of assistance to a new employee
- Immediately notify the team leader / supervisor in the event of a serious injury, incident or near miss with a potential to cause serious injury
- Work in a manner that will not endanger themselves or any other person
- Use personal protective clothing or equipment as provided
- Report any defective or damaged personal protective clothing, equipment, or gear.
- Comply with instructions given by a Supervisor or Health & Safety Consultant pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health & Safety
- Not to interfere with anything that has been provided in the interest of Health & Safety in the business unit
- Not engage in any occupations that require a certificate unless the relevant certificate or permit is held
- Not attempt any task unless they are capable and competent to carry out the task
- Actively participate in Council's rehabilitation and return to work programs if you are injured

5.11 Health and Safety Representatives

In addition to their statutory powers, Health and Safety Representatives will have an opportunity to:

- Assist the ongoing development of Council's Safety Management System.
- Participate in proposed changes within the workplace which affects employees in their Designated Work Group
- Conduct the Workplace Health and Safety Inspections
- Participate in Health and Safety Committee meetings where required
- Assist the Health and Safety Consultant in the monitoring of Council's Safety System.
- Participate in Workplace Investigations as necessary

5.12 Contractors

Contractors engaged by council whilst at council workplaces or engaged in council business will ensure that their own, their workmates and other council employee's health and safety at work is a key consideration in all tasks and duties they undertake by:

- Working safely always to protect themselves and those working with them
- Undertaking a site induction process to ensure that they are familiar with the site, the relevant OHS policies and procedures
- Complying fully with all council OHS policies and procedures whilst at council workplaces or engaged in council business
- Following work instructions and standard operating procedures and promptly recording and reporting any deficiencies noted during their implementation
- Cooperate with site and building management in achieving a safe and healthy workplace

OHS Responsibilities Operational Procedure	This Document is Uncontrolled when Printed		Responsible Officer: Manager People, Culture & Innovation
Version: 2.0	Issue Date: August 2022	Next Review: August 2025	Page 7 of 9

- Reporting promptly all hazards, incidents and potential incidents to their supervisor
- Asking questions where a task or duty is not fully understood prior to commencement
- Participating diligently in all training, consultation and other initiatives to reduce or eliminate risk

5.13 Volunteers

All volunteers to council workplaces will be expected to contribute to their own health and safety and that of council employees and contractors by:

- Undertaking and fully complying with council OHS requirements
- Observing their surroundings and taking reasonable care with regard to identified hazards
- Reporting promptly any observed hazards, incidents or potential incidents as per council procedures

6. References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

AS/NZS ISO 45001:2018 Occupational Health and Safety Management System

7. Related Documents

GDCC OHS Policy

OHS Issue Resolution Operational Procedure

OHS Consultation and Communication Operational Procedure

OHS Hazard and Incident Reporting and Investigation Procedure

OHS Risk & Change Management Procedure

OHS Training Procedure

Other various OHS procedures in the OHS Management system – The Source

8. Document History

Version Number	Issue Date	Description of Change
0.2		Initial Draft
0.3	08/02/2018	Accepted by OHS Sub-Committee
0.4	05/03/2018	14 Day Employee Consultation completed
1.0	15/03/2018	Approval by OHS Oversight Committee
1.1	July 2022	2 nd Review by Risk & OHS Unit
1.2	July 2022	Accepted by OHS Policy Sub-Committee
1.3	August 2022	14 Day Employee Consultation complete
2.0	October 2022	Approved by OHS Committee

OHS Responsibilities Operational Procedure	This Document is Uncontrolled when Printed		Responsible Officer: Manager People, Culture & Innovation
Version: 2.0	Issue Date: August 2022	Next Review: August 2025	Page 8 of 9

OHS Responsibilities Operational Procedure	This Document is Uncontrolled when Printed		Responsible Officer: Manager People, Culture & Innovation
Version: 2.0	Issue Date: August 2022	Next Review: August 2025	Page 9 of 9