

### APPENDIX A - WHS Responsibilities, Authority and Accountability Matrix

Position	WHS Responsibilities	WHS Authority	Accountability Mechanisms	
<b>University Council/Officers</b>	<ul style="list-style-type: none"> <li>▪ Implementation of due diligence requirements:               <ul style="list-style-type: none"> <li>- acquire and keep up-to-date knowledge of work health and safety matters;</li> <li>- gain an understanding of the operations of the business and the hazards and risks involved;</li> <li>- ensure appropriate resources and processes are provided and used to enable hazards to be identified and risks to be eliminated or minimised;</li> <li>- ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way;</li> <li>- ensure the University has, and implements, processes for complying with any legal duty or obligation;</li> <li>- ensure processes are verified, monitored and reviewed.</li> </ul> </li> <li>▪ Monitor the University's implementation of the WHS Policy.</li> </ul>	<ul style="list-style-type: none"> <li>▪ May act in all matters concerning the University in such manner as appears to the Council to be best calculated to promote the object and interests of the University.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Charles Sturt University Act and By-Law (1989)</a>;</li> <li>▪ Finance Audit and Risk Report;</li> <li>▪ <a href="#">University Governance Charter</a>.</li> </ul>	
<b>Vice-Chancellor</b>	<ul style="list-style-type: none"> <li>▪ Provide leadership and exercise due diligence in taking reasonable steps to:               <ul style="list-style-type: none"> <li>- acquire and keep up-to-date knowledge of work health and safety matters;</li> <li>- gain an understanding of the operations of the business and the hazards and risks involved;</li> <li>- ensure appropriate resources and processes are provided and used to enable hazards to be identified and risks to be eliminated or minimised;</li> <li>- ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way;</li> <li>- ensure the University has, and implements, processes for complying with any legal duty or obligation;</li> <li>- ensure processes are verified, monitored and reviewed.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ The authority to make decisions and act on any matter of WHS management for the University and as outlined in the as described in the <a href="#">Delegations and Authorisations Policy</a>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">University Governance Charter</a>.</li> </ul>	
Work Health & Safety Management System		4.1.1 Roles and Responsibilities Guidelines	Version 1.1	Authorised 4/05/2020 Review 4/05/2023

## 4.1.1 Roles and Responsibilities Guidelines

Position	WHS Responsibilities	WHS Authority	Accountability Mechanisms
<b>Deputy Vice-Chancellors, Pro Vice-Chancellor, Executive Deans, Chief Financial Officer and Executive Director, People &amp; Culture</b>	<ul style="list-style-type: none"> <li>▪ Ensure areas of responsibility comply with work health and safety legislation and the CSU WHS Management System;</li> <li>▪ Provide resources to implement the requirements of WHS policy and procedures;</li> <li>▪ Participate in the monitoring and review of the implementation of the WHS Management System for area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The authority to make decisions and act on any matter of WHS management within their area of responsibility and as described in the University's <a href="#">Delegations and Authorisations Policy</a> and applicable WHS Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• EDRS Performance Reviews;</li> <li>• CSU strategic plans;</li> <li>• WHS verification audits.</li> </ul>
<b>Dean, Administrative Directors and Executive Directors (other than People &amp; Culture)</b>	<ul style="list-style-type: none"> <li>▪ Ensure activities of the Faculty/Division comply with WHS legislation and CSU WHS Management System, including implementation and monitoring to ensure legal compliance;</li> <li>▪ Ensure WHS consultation arrangements are implemented;</li> <li>▪ Allocate appropriate resources to fulfil WHS requirements;</li> <li>▪ Monitor WHS performance of faculty/division and direct reports including internal WHS verification reports and performance indicators;</li> <li>▪ Other responsibilities as outlined in the WHS Management System documentation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The authority to make decisions and act on any matter of WHS management within their area of responsibility and as described in the University's <a href="#">Delegations and Authorisations Policy</a> and applicable WHS Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>▪ WHS performance indicators;</li> <li>▪ Faculty/Division strategic plans;</li> <li>▪ Hazard and incident reports;</li> <li>▪ WHS verification audits;</li> <li>▪ EDRS Performance Reviews.</li> </ul>

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<b>Head of School or Department/ Research Institute Directors/Unit Managers</b>	<ul style="list-style-type: none"> <li>▪ Ensure activities of the school/research centre/unit comply with WHS legislation and CSU WHS Management System. This include but is not limited to:               <ul style="list-style-type: none"> <li>- implement WHS risk management activities e.g. inspections, report of incidents and any local specific measures required to eliminate or reduce risk in their area that are identified;</li> <li>- documented and implemented;</li> <li>- provide safe equipment and processes for staff, students and others;</li> <li>- provide staff and students with the necessary instruction, information, induction, training and supervision to enable work to be carried out safely;</li> <li>- implement corrective actions as a result of hazard/incident reports or incident investigations;</li> <li>- monitor the WHS performance of unit and direct reports via internal WHS verification audits and performance indicators.</li> </ul> </li> <li>▪ Implement responsibilities as identified in CSU Injury Management Program;</li> <li>▪ Other responsibilities as outlined in the WHS Management System documentation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The authority to make decisions and act on any matter of WHS management within their area of responsibility and as described in the University's <a href="#">Delegations and Authorisations Policy</a> and applicable WHS Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• WHS performance indicators;</li> <li>▪ Unit plans;</li> <li>▪ WHS verification audits;</li> <li>▪ Hazard and incident reports;</li> <li>▪ EDRS Performance Reviews.</li> </ul>
<b>Academic &amp; Professional/General staff with responsibility for the management or supervision of staff, students or facilities</b>	<ul style="list-style-type: none"> <li>▪ Ensure that work areas and equipment under their control is safe and without risk to health and safety;</li> <li>▪ Ensure all hazards and incidents are identified, assessed, controlled and reported following the <a href="#">Incident Reporting &amp; Investigation procedure</a>;</li> <li>▪ Provide appropriate instruction, information, training and supervision to staff, students and others to enable work to be carried out safely;</li> <li>▪ Implement responsibilities as identified in CSU Injury Management Program;</li> <li>▪ Other responsibilities as outlined in the WHS Management System documentation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The authority to make decisions and act on any matter of WHS management within their area of responsibility as described in the University's <a href="#">Delegations and Authorisations Policy</a> and applicable WHS Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance reviews;</li> <li>▪ Hazard and incident reporting;</li> <li>▪ WHS inspections;</li> <li>▪ WHS verification audits;</li> <li>▪ EDRS Performance Reviews.</li> </ul>

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<b>All Workers, Students and Visitors (including adjunct, honorary and visiting fellows)</b>	<ul style="list-style-type: none"> <li>▪ Take reasonable care for their own health and safety;</li> <li>▪ Take reasonable care for the health and safety of others including the implementation of risk control measures within their control to prevent injuries or illnesses;</li> <li>▪ Comply with any reasonable instruction by the University;</li> <li>▪ Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process;</li> <li>▪ Other responsibilities as outlined in WHS system documentation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The authority to make decisions and act on any matter of WHS management within their area of responsibility as described in the <a href="#">University's Delegations and Authorisations Policy</a> and applicable WHS Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance reviews;</li> <li>▪ Hazard and incident reporting guidelines;</li> <li>▪ Local area supervision;</li> <li>▪ EDRS Performance Reviews.</li> </ul>
<b>WHS Committee</b>	<ul style="list-style-type: none"> <li>▪ Consult with the University on strategic WHS issues including but not limited to:               <ul style="list-style-type: none"> <li>- monitor the WHS performance of the University;</li> <li>- recommend improvements to WHS policy and procedures;</li> <li>- oversee activities of any subcommittee or working parties reporting to the Committee;</li> <li>- improve the communication and awareness of WHS requirements with campus community;</li> <li>- assist with the investigation of incidents.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Raise WHS issues to University management or SafeWork NSW.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Periodic consultation arrangement review;</li> <li>▪ Attendance at USHMC meetings.</li> </ul>
<b>Health and Safety Representatives (HSRs)</b>	<ul style="list-style-type: none"> <li>▪ Consult with management on the implementation of WHS requirements:               <ul style="list-style-type: none"> <li>- provide advice on the implementation of WHS policy and procedures;</li> <li>- raise WHS issues to management on behalf of employees and students;</li> <li>- improve communication and awareness of WHS requirements;</li> <li>- assist with the investigation of WHS issues or incidents.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Raise WHS issues to the WHS Committee, University management or SafeWork NSW.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attendance at WHS Committee meetings.</li> </ul>

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<b>WHS Unit</b>	<ul style="list-style-type: none"> <li>▪ Develop and communicate WHS policies, procedures and programs to the University community;</li> <li>▪ Support the WHS responsibilities of all Units by assisting in the identification of hazards and the implementation of risk controls;</li> <li>▪ Evaluate and report on the status of the implementation of WHS requirements via the completion of regular audits;</li> <li>▪ Provision of technical WHS advice where appropriate, and recommendation of required remedial actions for compliance;</li> <li>▪ Record, analyse and report WHS performance metrics.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Raise WHS issues with management where appropriate and provide recommendations to ensure safety.</li> </ul>	<ul style="list-style-type: none"> <li>▪ WHS performance reporting - internal and external;</li> <li>▪ WHS system audits;</li> <li>▪ WHS Unit and People &amp; Culture division's strategic plan;</li> <li>▪ EDRS Performance Review.</li> </ul>
<b>Division of Facilities Management</b>	<ul style="list-style-type: none"> <li>▪ Ensure that the University's facilities and grounds are safe for use and that they comply with all relevant building regulations and codes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Issue instructions to prevent access to an unsafe area until removal of the hazard occurs or rectification works have been completed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contractor management processes;</li> <li>▪ Hazard and incident reporting guidelines.</li> </ul>
<b>Nominated First Aid Officers</b>	<ul style="list-style-type: none"> <li>▪ Ensure their first aid qualifications and training are up to date;</li> <li>▪ Check first aid kits and equipment are appropriately stocked after use;</li> <li>▪ Ensure injuries and administered first aid treatment is recorded via University procedures;</li> <li>▪ Assist with emergency coordination;</li> <li>▪ Assist with the promotion of University procedures in relation to reporting and recording incidents;</li> <li>▪ Notify Staff Services and the WHS Unit of changes in their position or contact details.</li> </ul>	<ul style="list-style-type: none"> <li>▪ These positions have the authority to provide first aid treatment within their skills and competency and arrange for further treatment if required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hazard and incident reporting.</li> </ul>
<b>Building Wardens</b>	<ul style="list-style-type: none"> <li>▪ Coordinate the emergency evacuation of staff, students and visitors from buildings;</li> <li>▪ Other responsibilities as outlined in the Building Warden Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>▪ These positions have the authority to conduct sweeps of buildings to notify staff, students and visitors to exit the building in case of an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Emergency management processes.</li> </ul>

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<b>Contractors</b>	<ul style="list-style-type: none"> <li>▪ Follow University policies and procedures including the University's Contractor Safety Program;</li> <li>▪ Comply with all relevant WHS legislation, standards and codes of practice applicable to their scope of work;</li> <li>▪ Must not, through their acts or omissions, do anything that could put at risk their own health or safety or that of University staff, students or visitors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ These positions have the authority to make decisions and act on WHS matters within the contractor's area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monthly WHS Contractor performance report;</li> <li>▪ Hazard and incident reporting guidelines;</li> <li>▪ Contractor/University project meetings;</li> <li>▪ Contractor monitoring processes.</li> </ul>
<b>Other PCBUs which the University may come in contact with, including tenants.</b>	<ul style="list-style-type: none"> <li>▪ Other PCBUs which interact with the University must meet their obligations in accordance with the WHS Act 2011 NSW and WHS Regulation 2011 NSW or other applicable work health and safety legislation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Other PCBUs have the authority to make decisions and act with the limits of their control to make the workplace safe.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Scheduled meetings;</li> <li>▪ Hazard and Incident reporting process;</li> <li>▪ Contract review points.</li> </ul>