OHS Responsibilities as part of the Performance Development Process

The University puts high priority on the health and safety of its students, staff and visitors. To actively promote and encourage a safe environment the University includes OHS responsibilities in the performance development process.

The following examples may help guide the setting of OHS objectives and indicators in the performance development process. Objectives and indicators should be based on requirements of the role and the local business environment.

Staff examples:

Objectives - Take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct

Indicators
- follow standard operating procedures or work instruction
- report hazards and incidents within <time>
- participate in scheduled health and safety information and training
- follow emergency procedures when directed by floor warden
- undertake <first aid> specific OHS responsibilities

Supervisor examples:

Objectives - relevant specific responsibilities described in the University’s health and safety policies and procedures are implemented

Indicators
- implement appropriate health and safety consultative arrangements by <date>
- provide <XX> time for the elected employee OHS Representative to perform their role effectively
- assess OHS responsibilities of all staff through the annual performance development process
- identify workplace hazards, evaluate risk and implement controls
- implement procedures for reporting of hazards and incidents and ensure all staff understand and follow the procedures by <time>
- respond to OHS issues raised by staff within <time>
- implement and follow procedures for emergencies when directed by floor warden
- review the provision of information, training and induction procedures of all personnel by <time>
- conduct quarterly workplaces inspection

http://safety.unimelb.edu.au/topics/responsibilities/