

## **RESPONSIBILITY OF BOARDING HOUSE STAFF IN THE MANAGEMENT OF OCCUPATIONAL HEALTH & SAFETY**

The employee is responsible for:

### **1. Commitment.**

- Support the development and maintenance of a best practice OH&S culture within their workplace.
- Adhere to safe work practices.
- Encourage students and co workers in the BH to adhere to safe work practices.

### **2. Legal and Policy Requirements.**

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices in the Boarding House

### **3. Plans and Budgets.**

- Implement relevant actions in OH&S plans as required by their supervisor.

### **4. Performance and Training.**

- Participate in relevant OH&S training programmes.
- Include OH&S goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor.

### **5. Risk Management and Hazard Control.**

- Report hazards and unsafe workplace practices associated with the workplace to their supervisor through the Daily Staff Report, and Hazard Report Forms.
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards in the Daily Staff Report.

### **6. Incident Reporting and Investigation.**

- Report work related injuries and incidents in accord with the Catholic Education Office Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences, OH&S incidents and near misses in accord with the CEO Safety Manual.

### **7. Consultation.**

- Raise OH&S issues with their work colleagues, supervisor, or local OH&S committee, and assist with their resolution.
- Regularly discuss OH&S issues with other staff at staff meetings.
- Regularly consult with colleagues on OH&S issues, and actively participate in OH&S committees if required.

### **8. Monitoring.**

- Monitor and evaluate their OH&S performance.
- Monitor the health, safety, and well being of work colleagues to ensure they can undertake their work safely.
- Participate in workplace OH&S inspections/audits, and assisting in the maintenance of OH&S facilities, resources, equipment and information.
- Monitor workplace OH&S performance and progress of the OH&S action plan.