

# WHS-PRO-001 WHS Responsibilities Procedure

## Appendix 1: Work Health and Safety Responsibilities



Position	WHS Responsibilities
Work Health and Safety Committee	Consult with the University Council on strategic work health and safety issues including but not limited to: Monitor and review the work health and safety performance of JCU Recommend improvements to the WHS Policy and associated documentation Monitor progress towards achieving compliance with work health and safety legislation and best practice Oversee activities of any Committee that reports to the Work Health and Safety Committee Improve the communication and awareness of work health and safety requirements within the JCU community.
Work Health and Safety Advisory Committee (WHSAC)	Refer to Terms of Reference of the Committee.
University Institutional Biosafety Sub Committee of the Work Health and Safety Advisory Committee	Refer to Terms of Reference of the Committee.
University Boating and Diving Safety Sub Committee of the Work Health and Safety Advisory Committee	Refer to Terms of Reference of the Committee.
University Radiation Safety Sub Committee of the Work Health and Safety Advisory Committee	Refer to Terms of Reference of the Committee.

## **WHS-PRO-001 WHS Responsibilities Procedure**

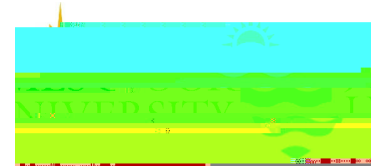
### **Appendix 1: Work Health**

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Position	WHS Responsibilities
Wardens	Assume the responsibility of Chief Warden if the Chief Warden is unavailable. Commence evacuation if determined necessary Search the floor or area to ensure all persons have evacuated Direct persons as required to assist during an emergency (e.g. persons with special needs) Report to Chief Warden on floor or area status Completed annual ECO training requirements.
First Aider	Ensure first aid qualifications and training remain up-to-date Ensure injuries and administered first aid treatment is recorded Assist with emergencies when required Notify the Health, Safety and Environment Unit of changes in their position or contact details.
Other PCBU which the University may come in contact with, including tenants	Other PCBUs that interact with JCU must meet their obligations in accordance with the Queensland work health and safety legislation