

OHS Roles & Responsibilities at Swinburne

Employer representatives (management)

Those who are responsible for the health & safety of staff, students and all other persons involved in Swinburne operations. Employer representatives must so far as is reasonably practicable provide and maintain for employers a working environment that is safe and without risks to health. This can be achieved through the development and implementation of OHS training, adequate facilities, safe use, handling and storage of plant and equipment. Employer representatives are those persons who have control over work place activities and the allocation of resources.

Staff with delegated OHS responsibilities

Persons in positions who have delegated responsibility for aspects of the department's health & safety systems. These people can have specific knowledge or skills in aspects of safety systems, equipment or processes. E.g.

- Laboratory personnel who ensure laboratory equipment is suitable for its intended use
- Staff who are involved in the planning, assessment and monitoring of the specific OHS requirements of their department

Health & Safety Representatives

A worker who has been elected and holds office in accordance of Part 7 of the OHS Act. HSRs represent the views of members of their DWG in health & safety matters. HSRs have the right to be consulted on any proposed changes in the work place that may affect the health & safety of staff and students, and raise health & safety concerns raised by a member of their group to management.

All staff & Students

- Take reasonable care for their own health and safety; and
- take reasonable care for the health and safety of persons who may be affected by their acts or omissions;
- Co-operate with their employer in their employer's efforts to maintain a safe work place including participating in any OHS training.

OHS Consultants

Provide specialist advice to all managers and staff within the university