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| **Health and Safety Role and Responsibilities** |

**HEALTH AND SAFETY ROLE POSITION DESCRIPTION** (Potential tasks for a position description)

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| **Activity** | **Measured by** |
| **Health and Safety**  Work closely with the chairperson and Health & Safety Committee | A practice health and safety management system has been developed and maintained to ensure all minimum legal requirements are met  A health and safety policy that is effective to both raise awareness and lead a culture of health and safety  Remaining within agreed health and safety budget(s) |
| **Maintain the Health and Safety reporting and recording system**  **Risk Register for Health and Safety Management** | Health and safety documents are controlled within are centralized system  The health and safety risk (hazards) register is maintained and accurate |
| **Health and Safety Management Systems**  Practice-wide adoption and use of systems and processes. | Contributions to health and safety management from staff are actively encouraged and recorded  Staff are trained and supported in appropriate health and safety systems and processes as required. External training is organized and delivered when required  Training sessions to facilitate Health and Safety at Work Act compliance are delivered during staff induction and recorded in staff personnel records  Systems, processes and system management are standardized and consistently applied across the practice  Scheduled audits of systems and processes are completed, documented and reported  Preparation of papers and reports for the Health and Safety Committee meeting(s)  Preparation of a monthly health and safety reports including Incident reports and Risk report for the Practice Meeting  Notify management within agreed timeframes of critical incidents related to health and safety, including advice and actions / recommendations  Accident investigation procedures are conducted, and authorities notified as required  Proactively communicate with staff on health and safety risks through the use Safety Alerts  Maintenance of current knowledge on: legislation, recommended Codes of Practice and best practice guidelines  Liaison with appropriate staff members to seek feedback for continuous improvement recommendations and to ensure they are completed on time |