

Duty of Care Check-list for Managers

- Acknowledge your responsibility for occupational health and Safety (OHS) within your area of delegated authority, as per the University OHS Policy & Guide for Staff.
<http://www.usyd.edu.au/ohs/policies/ohs/guide.shtml>
 - Set goals to improve OHS in the form of Action Plans.
<http://www.usyd.edu.au/ohs/docs/ohsrm/Guidelines.pdf> refer to Page 6, Action Plans
http://www.usyd.edu.au/ohs/docs/ohsrm/Action_Plan.doc
 - Include OHS risk management (ohsrm) on the Agenda of Management meetings to:
 - Receive OHS reports from subordinate managers and supervisors
 - Check progress of ohsrm Action Plans
 - Consider OHS aspects of new projects, purchases, refurbishments etc.
 - Review and respond to incident reports, inspection reports from OHS Committees, ohsrm Audit Reports etc.http://www.usyd.edu.au/ohs/docs/ohsrm/Meeting_Guide.pdf
 - Ensure that hazards or OHS risks from jobs, tasks & projects are formally identified and assessed for risks to the health and safety of those involved #.
 - Ensure that suitable risk controls are chosen and established within agreed time frames. These will include competency based training, adequate supervision and adoption of safe operating procedures #.
<http://www.usyd.edu.au/ohs/docs/ohsrm/Guidelines.pdf> refer to Page 3, Step 4.
 - Use the ohsrm Forms to guide and document the identification, assessment and control of OHS risks and hazards.
http://www.usyd.edu.au/ohs/ohs_manual/ohsrm.shtml
 - Inform staff, students and contractors of OHS requirements and expectations, directing them to relevant information and risk control resources available. This may include local OHS induction, on the job instruction and specific OHS training.
<http://www.usyd.edu.au/ohs/policies/ohs/index.shtml> for OHS Manual.
<http://www.usyd.edu.au/ohs/forms/ohs.shtml> for local OHS induction check lists.
 - Promptly address OHS issues that are brought to your attention #.
 - Refer OHS issues that are beyond your control to the relevant manager(s) for their attention, but take interim action to reduce the risks in a practical way as warranted.
 - Appoint designated safety personnel where required eg. emergency wardens, first aid officers, departmental safety officers etc.
 - Support designated safety personnel by allowing time for OHS duties and training, accommodating emergency evacuation drills etc.
- # To be done in consultation with those involved or affected. This consultation must be meaningful and effective.
http://www.usyd.edu.au/ohs/docs/ohsrm/Consultation_Statement.pdf