

NSW mining and extractives industry

Purpose and objectives

The purpose of this tool is to assign health management responsibilities to the various operational roles. This should be done in consultation with managers, supervisors and workers. The allocation of responsibilities enables a person conducting a business or undertaking (PCBU) to ensure that they are meeting the legislative obligations to eliminate or minimise risks to health. Irrespective of the allocation of responsibilities a PCBU cannot transfer their duty to another person.

The objectives are to:

- agree on a set of responsibilities for health management
- assign these responsibilities to the various roles in the organisation in consultation with a representative group.

Process

- Review the list of health and safety activities in the tool sheet attached. The list is not exclusive, add or delete activities to reflect the health and safety activities that are regularly carried out at the mine.
- Write the position title that will be assigned the responsibility and nominate the person who will be responsible for actioning each health management activity.
- Think about whom else needs to be involved in the health management activity. Some people may have multiple responsibilities while others may only be involved in the process.

Consider:

- the nature of the responsibility (what is involved with carrying it out? Is it clear?)
- the authority it will require to action (does the position have the authority to carry it through to completion?)
- the level of understanding/competency needed to action responsibilities (do those who have been assigned health responsibilities possess the knowledge or capability to carry out their assignment effectively?)
- what resources (e.g. time, training, consultants, equipment etc.) will be required?

Examples of roles in organisations

- Operations Manager / Production Manager.
- Supervisor
- Operator/driver
- WHS co-ordinator
- Engineer
- Worker
- Mine health and safety representative or health and safety representative
- Maintenance/trades person

