

WHS Responsibility Matrix¹

- This form records the person responsible and accountable for WHS tasks

Activity	Who	Review frequency
WHS Management System	eg CEO	
Legal compliance	eg Board	
Production of WHS Policies, procedures etc	eg WHS Committee	
Production of safe work procedures		
<ul style="list-style-type: none"> Scheduling audits of use of the above Carrying out audits Review and update of same 		
Data collection, analysis and reporting		
EAP counselling services		
WHS Training		
WHS Induction Training		
Ongoing WHS training:		
Manual handling training		
WHS Induction		
Infection Control training		
Safe work procedure training		
First aid training		
Emergency procedures training		
Risk assessment training		
Defensive driver training		
Client specific training		
Toolbox talks		
Risk Management		
Client home assessments		
Venue assessments		
Activity assessments		
Manual handling assessments		
Workplace inspections		
Workplace modifications e.g. ramps		
Vehicle pre-use checks		
Obtain/review material safety data sheets		
Provision of first aid		
Evacuation drills		
Pre-employment medical/functional assessments		
Reviewing/filing contractor forms and induction and supervision of contractor		
Specialist assessment e.g. OT for client needs or staff workstations etc		
Injury/ incident management		
Reporting injury/incident internally	All staff	
Incident Notification to insurer, WorkCover		

¹ Based on NDS – *Cost of OHS in Disability Services* and SafeWork SA (2012). *Work Health & Safety Management Systems* http://www.safework.sa.gov.au/uploaded_files/wsmk-module3_tools.pdf

Incident investigations		
Reviewing injury/ incident data		
Corrective actions		
WHS Consultation		
WHS Committee/Rep training		
WHS Committee meetings salaries		
Production and distribution of WHS Committee minutes		
Communication to employees on WHS issues e.g. memos etc.		
Supervising activities of WHS reps / committee members		
WHS Equipment		
First aid kits		
Provision & maintenance of safety switches		
Testing and tagging of electrical equipment		
Provision and maintenance of fire extinguishers/ signs/ lights etc		
Provision of WHS signs e.g. hot surface, visual prompts		
Provision and maintenance of duress alarms		
Provision and maintenance of mobile phones		
Provision of PPE – gloves, masks etc		
Vehicle modifications		
Workers Comp & Injury Management		
Premium renewal		
Insurer relationship management		
Training of RTW Coordinator		
Supervising RTW Coordinator activities		
Workers Compensation file administration		
Maintaining regular communication with injured worker	Line Manager	
Ensuring regular communication between line manager and RTWC		
Early screening of injured worker (eg OMPQ)		
Liaison with injured worker's treating doctor		
Liaison with insurer re: injured worker		
Liaison with rehab provider		
Liaison with other stakeholders		
Provision of suitable duties		
Attendance at claims review meetings		