

3.2.3 RESPONSIBILITY STATEMENT – DEPARTMENT MANAGERS AND SUPERVISORS

Managers and Supervisors are accountable for the day to day control of their respective operations. In addition to the mandatory duties and obligations imposed by the statutory requirements, supervisors have specific duties within the Health and Safety Management System.

Management has the major responsibility for establishing definite health and safety policies, procedures and healthy and safe working conditions. However, most of what is planned and established must reach the employees on the job by way of supervisors who are in frequent and close association with employees.

Specific duties include:

- Setting the example for all employees to follow and implement the concepts of workplace health and safety.
- Preparing standard operating procedures (SOPs) to control the operations of their section.
- Discussing the safety aspects of all operations with their employees and ensuring that employees understand that health and safety is important to themselves and to the Park.
- Ensuring that safety is included in all employees' induction and job training sessions and ensuring that no employee is required to undertake a task without adequate safety instructions and job specific training.
- Ensuring that employees under their delegation follow standard work procedures that are established for their health and safety.
- Investigating all accidents or 'near miss' incidents to determine causes and corrective action needed to prevent a recurrence. Complete the Park Accident/Injury Report Form or a site-based form meeting the same requirements. This report should be available to Management for review on the next working day.
- Responding to all employee safety suggestions and taking appropriate action to correct any sub-standard conditions, or reporting to Management items beyond their authority to remedy.
- Ensuring that employees are issued with the appropriate protective equipment and clothing and instructing employees in its correct use and ensuring protective equipment is used when required.

- Ensuring that all employees under their control are aware of first aid kit locations, fire protection facilities, evacuation procedures and other emergency procedures and to train or arrange training of others in these skills.
- Ensuring the highest possible standard of housekeeping is maintained throughout their area of control.
- Carrying out regular (minimum monthly) health and safety inspections of all areas and operations under their control, and participating in the recording of the results of those inspections and corrective action taken to eliminate hazards noted during the inspections.
- Ensuring that all statutory obligations in respect of equipment tests and inspections are fully complied with and results recorded.
- Applying disciplinary practice when employees fail to discharge their health and safety requirements.