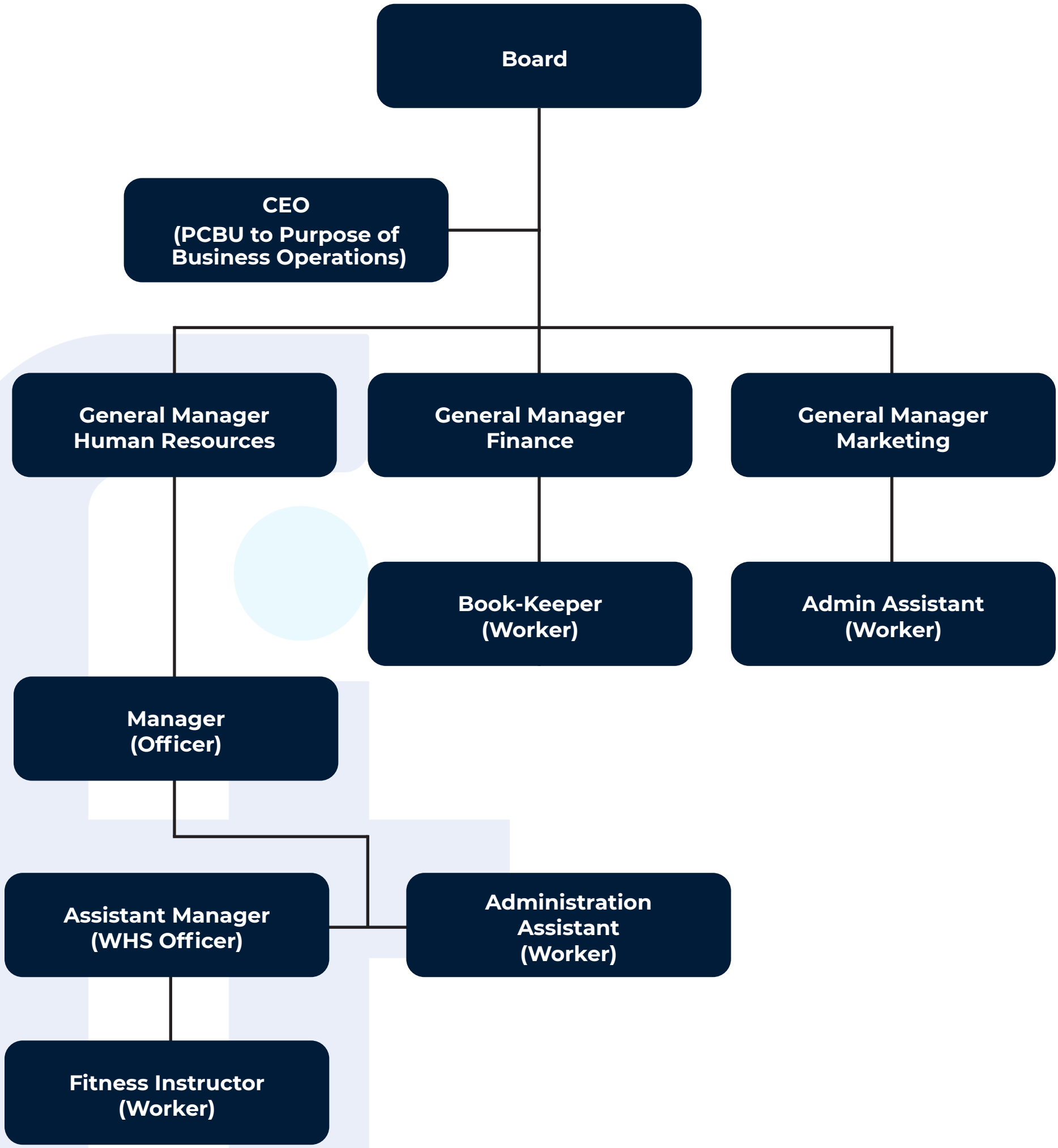


WHS - Structure And Duties

HiFlex Physio


Board
CEO
(PCBU to Purpose of Business Operations)
General Manager Human Resources
General Manager Finance
General Manager Marketing
Book-Keeper (Worker)
Admin Assistant (Worker)
Manager (Officer)
Assistant Manager (WHS Officer)
Administration Assistant (Worker)
Fitness Instructor (Worker)

Duties

Title	Delegated Officer	Duties
Person Conducting Business or Enterprise	Board Members	• Provide an environment without risks to health and safety; • Ensure that each piece of equipment is safe • Building and structural environment are safe for workers and others accessing the sites. • Put in place systems linked to safety such as risk management, hazard identification and continuous improvement. • Train worker is the safe use, handling and storage of equipment, buildings and substances • Train workers on WHS policies and Procedures, use of equipment, manual handling, use of substances • Monitor and respond to all hazards and risks to eliminate or reduce risks to all people accessing site • Schedule safety checks for equipment and environment.

Duties

Title	Delegated Officer	Duties
Officer	Centre Manager	● All emergencies, incidents, hazards and risks with current responses are recorded and informed to CEO who will take to Board as relevant. ● Respond and inform the CEO in a timely manner ● Undertakes Orientation to ensure staff have knowledge and skills of how to use the equipment, manual handling, use of PPE and safety processes. ● Attends and runs WHS Meetings with WHS officers ● Collaborates in the implementation of WHS systems. ● Complies with WHS policies and procedures. ● Reviews work areas to ensure safety

Duties

Title	Delegated Officer	Duties
WHS Officer	Assistant Manager	● Works with Officer to acquire and keep up-to-date knowledge of public health and safety matters; and ● Reviews hazards and risks to gain an understanding of the nature of activities causing the issue in the workplace ● Works with the Officer to ensure that workers have appropriate resources and processes available to eliminate or minimise risks to health and safety from the relevant activities. ● Attend and run WHS meetings. ● Consult with Officer and PCBU in the establishment of safety systems and schedules. ● Collaborate in the implementation of any new WHS systems. ● Reviews environment reports to ensure workers are leaving work areas in a safe manner

Duties

Title	Delegated Officer	Duties
Worker	All staff	● Follow all WHS policies and Procedures ● Ensure all others are safe in the environment ● Ensure own work area is left in a safe manner – putting away equipment, returning any chemicals to correct storage areas. ● Use equipment as per instructions ● Return equipment to the required area. ● Undertakes correct Manual Handling techniques ● Use PPE equipment as required by procedures. ● Report any hazard or risk to WHS Officer ● Follow instructions set down by PCBU. ● Complete all training and follow instructions ● Attend WHS meetings ● Collaborate with implementation to new WHS systems.