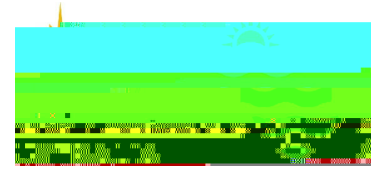


WHS-PRO-001 WHS Responsibilities Procedure

Appendix 1: Work Health and Safety Responsibilities



Position	WHS Responsibilities
Work Health and Safety Committee	Consult with the University Council on strategic work health and safety issues including but not limited to: Monitor and review the work health and safety performance of JCU Recommend improvements to the WHS Policy and associated documentation Monitor progress towards achieving compliance with work health and safety legislation and best practice Oversee activities of any Committee that reports to the Work Health and Safety Committee Improve the communication and awareness of work health and safety requirements within the JCU community.
Work Health and Safety Advisory Committee (WHSAC)	Refer to Terms of Reference of the Committee.
University Institutional Biosafety Sub Committee of the Work Health and Safety Advisory Committee	Refer to Terms of Reference of the Committee.
University Boating and Diving Safety Sub Committee of the Work Health and Safety Advisory Committee	Refer to Terms of Reference of the Committee.
University Radiation Safety Sub Committee of the Work Health and Safety Advisory Committee	Refer to Terms of Reference of the Committee.

WHS-PRO-001 WHS Responsibilities Procedure

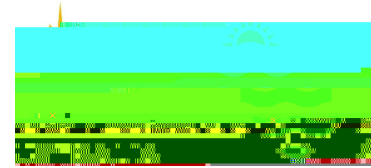
Appendix 1: Work Health

WHS-PRO-001 WHS Responsibilities Procedure

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WHS-PRO-001 WHS Responsibilities Procedure

Appendix 1: Work Health and Safety Responsibilities



Position	WHS Responsibilities
Wardens	<ul style="list-style-type: none">Assume the responsibility of Chief Warden if the Chief Warden is unavailable.Commence evacuation if determined necessarySearch the floor or area to ensure all persons have evacuatedDirect persons as required to assist during an emergency (e.g. persons with special needs)Report to Chief Warden on floor or area statusCompleted annual ECO training requirements.
First Aider	<ul style="list-style-type: none">Ensure first aid qualifications and training remain up-to-dateEnsure injuries and administered first aid treatment is recordedAssist with emergencies when requiredNotify the Health, Safety and Environment Unit of changes in their position or contact details.
Other PCBU which the University may come in contact with, including tenants	Other PCBUs that interact with JCU must meet their obligations in accordance with the Queensland work health and safety legislation