

Protocol

WHS Responsibility, Authority and Accountability

Version 2.3

Adopted by Executive Management Team/WHS Group at its meeting on 1 June 2011

Minute No: 5

Division:	Technology and Corporate Services
Section:	Work Health and Safety Section
File Reference:	ECM 9360 WHS HSES - Protocols
Historical Reference:	N/A

THIS PAGE IS BLANK

TABLE OF CONTENTS

WHS RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY	5
PURPOSE	5
SCOPE	5
DEFINITIONS:	5
COUNCIL'S RESPONSIBILITIES	5
OFFICERS RESPONSIBILITIES	6
WORKER'S RESPONSIBILITIES	6
COMPLIANCE WITH HEALTH AND SAFETY REQUIREMENTS	6
WHS RESPONSIBILITY AUTHORITY AND ACCOUNTABILITY REQUIREMENTS	6
CATEGORY 1 – GENERAL MANAGER	7
WHS RESPONSIBILITIES	7
WHS AUTHORITIES	7
WHS ACCOUNTABILITIES MECHANISM	7
CATEGORY 2 – DIRECTORS	8
WHS RESPONSIBILITIES	8
WHS AUTHORITIES	8
WHS ACCOUNTABILITIES MECHANISM	8
CATEGORY 3 – MANAGERS AND PERSONS IN CHARGE OF UNITS REPORTING TO A DIRECTOR OR THE GENERAL MANAGER	9
WHS RESPONSIBILITIES	9
WHS AUTHORITIES	9
WHS ACCOUNTABILITIES MECHANISM	9
CATEGORY 4 – SUPERVISORS INDOOR / OFFICE BASED	10
WHS RESPONSIBILITIES	10
WHS AUTHORITIES	10
WHS ACCOUNTABILITIES MECHANISM	10
CATEGORY 5 – PROJECT MANAGERS (OPERATIONAL)	11
WHS RESPONSIBILITIES	11
WHS AUTHORITIES	11
WHS ACCOUNTABILITIES MECHANISM	11
CATEGORY 6 – OVERSEER/SUPERVISOR/FOREMAN/PLANT MATERIALS COORDINATOR (OPERATIONAL)	12
WHS RESPONSIBILITIES	12
WHS AUTHORITIES	12
WHS ACCOUNTABILITIES MECHANISM	12
CATEGORY 7 – SITE SUPERVISOR/GANGER/LEADING HAND (OPERATIONAL) AND PLANT AND MATERIALS COORDINATOR	13
WHS RESPONSIBILITIES	13
WHS AUTHORITIES	14
WHS ACCOUNTABILITIES MECHANISM	14
CATEGORY 8 – ALL WORKERS	15
WHS RESPONSIBILITIES	15
WHS AUTHORITIES	15
WHS ACCOUNTABILITIES MECHANISM	15
CATEGORY 9 - CONTRACTORS	16
WHS RESPONSIBILITIES	16
WHS AUTHORITIES	16
WHS ACCOUNTABILITIES MECHANISM	16
CATEGORY 10 – WHS COMMITTEES	17
WHS RESPONSIBILITIES	17
WHS AUTHORITIES	17
WHS ACCOUNTABILITIES MECHANISM	17
CATEGORY 11 – WHS SECTION	18

WHS RESPONSIBILITIES	18
WHS AUTHORITIES	18
WHS ACCOUNTABILITIES MECHANISM	18
CATEGORY 12 – NOMINATED FIRST AIDERS	19
WHS RESPONSIBILITIES	19
WHS AUTHORITIES	19
WHS ACCOUNTABILITIES MECHANISM	19
CATEGORY 13 – EMERGENCY EVACUATION WARDENS	19
WHS RESPONSIBILITIES	19
WHS AUTHORITIES	19
WHS ACCOUNTABILITIES MECHANISM	19
CATEGORY 14 – VOLUNTEERS	20
WHS RESPONSIBILITIES	20
WHS AUTHORITIES	20
WHS ACCOUNTABILITIES MECHANISM	20
CATEGORY 15 – VISITORS	20
WHS RESPONSIBILITIES	20
WHS AUTHORITIES	20
WHS ACCOUNTABILITIES MECHANISM	20
RECORDS	21
ATTACHMENTS	21

WHS Responsibility, Authority and Accountability

Purpose

All levels of Council workers have definitive and specific Work Health and Safety responsibilities, authorities and accountabilities as outlined in this Protocol to ensure that a safe working environment exists within Council and that the necessary training and resources are provided by Council to ensure that workers can fulfil their WHS obligations.

All workers will be held accountable for ensuring that they fulfil their specific WHS responsibilities and their relevant duty of care and due diligence.

Position descriptions must be read in conjunction with this protocol in order to understand the positions Work Health and Safety responsibilities, authorities and accountabilities.

Scope

The requirements of this Protocol shall apply to all Tweed workers.

Definitions:

Accountability – methods by which fulfilment of responsibility can be assessed.

Authority– the level of control able to be exercised in relation to WHS responsibilities through action or financial delegation.

Responsibility – activities or processes over which a position is empowered and expected to exert control.

Officer - An officer is defined only as a person who makes, or participates in making decisions that affect the whole or a substantial part, of a business or undertaking of the Crown or public authority.

Workplace – a workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

Council's responsibilities

Council must ensure the health and safety of all workers and others within the workplace. Council shall fulfil this responsibility through their appointed managers and supervisors who are responsible and accountable for the safety of workers, with whom they are undertaking business with.

The General Manager has ultimate responsibility for the implementation of Councils WHS Protocol and reviewing overall organisational health and safety performance.

Managers and supervisors are responsible for ensuring that all regulations, procedures and safe work processes are communicated and implemented at all times.

Officers responsibilities

The health and safety duty of an officer requires them to exercise due diligence to ensure compliance by Council with its health and safety obligations.

An officer must ensure that Council has in place appropriate systems of work and must actively monitor and evaluate health and safety management. An officer's duty is aimed at achieving and sustaining compliance by Council, which may not occur without the active involvement of its officers.

Due diligence requires an officer to take reasonable steps:

- to acquire and keep up-to-date knowledge of work health and safety matters
- to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations
- to ensure that Council has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out within the workplace.

Worker's responsibilities

Workers are responsible for their own safety and that of their co-workers by:

- Following all WHS legislation, Council safety requirements and relevant codes of practice;
- Cooperating with management in the support and promotion of Health and Safety in the workplace;
- Not undertaking any task without the relevant induction, training or competency;
- Promptly report all hazards, injuries and safety incidents;
- Presenting for work in a fit state that does not prevent them carrying out their duties in a safe and responsible manner;

Compliance with health and safety requirements

Council workers must observe Council's health and safety policies, protocols, procedures and instructions. If a breach occurs, disciplinary action may result in accordance with disciplinary procedures under the Local Government (State) Award and Council Protocol.

WHS Responsibility Authority and Accountability Requirements

Positional requirements are detailed by category below; all Council employees (including labour hire and temporary placements) are required to comply with Category 8 as well as specific requirements covered under the additional category(s) as determined by their position.

Category 1 – General Manager

The General Manager is to ensure the health, safety welfare and to provide a safe work environment for all persons within the workplace.

WHS Responsibilities

- Ensure overall Organisational Work Health and Safety workers and others within the workplace.
- Comply with WHS requirements as an Officer.
- Implement and review of Council's WHS Management System
- Delegation of WHS management responsibilities as appropriate
- Ensure legal compliance
- Ensure provision of 'Duty of Care' to all workers and others in the workplace
- Provide and allocate required WHS resources
- Review WHS performance of direct reports
- Implement disciplinary actions for breaches in accordance with relevant Award and Council Protocol

WHS Authorities

- Decide and act on any matter of Council WHS management within area of responsibility and delegation

WHS Accountabilities Mechanism

- Council WHS Performance Criteria review
- Workers Compensation Premiums
- WorkCover penalty infringements

Category 2 – Directors

A Director is to ensure that all the requirements of the WHS Management System are adhered to and the provision of safe workplaces and practices which meet legislative requirements for which they are responsible.

WHS Responsibilities

- Exercise Due Diligence
- Divisional budgets include funding for WHS requirements and resources
- Manage and contribute to development, implementation and review of Council's WHS Management System
- Ensure safety systems are implemented to address legislative compliance
- Ensure communication/consultative mechanisms are established
- Implementation and commitment of strategic programs
- Achieve WHS objectives for the division
- Delegation of management responsibilities
- 'Duty of Care' to all divisional workers and others in the workplace
- Undertake review of all divisional incidents and injuries (Director Report)
- New workers and internal transferees attend necessary inductions
- WHS performance review of direct reports
- Implement disciplinary actions for breaches in accordance with relevant Award
- Acquire and maintain current knowledge of WHS
- Verify the provision and use of resources and process

WHS Authorities

- Decide and act on any matter of Council WHS management within their division, area of responsibility and delegation

WHS Accountabilities Mechanism

- WHS Performance Indicators
- Divisional Workers Compensation Premiums
- WHS Verification Audits
- Performance Agreement / Appraisal Review
- WorkCover penalty infringements
- Committees

Category 3 – Managers and persons in charge of units reporting to a Director or the General Manager

Managers and Coordinators are to ensure that all the requirements of the WHS Management System are enforced.

WHS Responsibilities

- Consult on Health and Safety Matters
- Manage and contribute to development, implementation and review of Council's WHS Management System
- Provision to Director annual WHS budgeting projections
- Ensure safety systems are implemented to address legislative compliance
- Final review and sign off on developed SWMS / RA and SOP's
- Ensure new workers and internal transferees attend WHS inductions (Corporate and Workgroup)
- Ensure staff are provided with necessary instruction, training, information and supervision to enable works undertaken to be carried out safely
- Ensure that equipment purchased meets Council's WHS requirements
- Ensure Council's Contractor Management Protocol is adhered to
- Review of all incidents and injuries
- Remedial and corrective actions are implemented to prevent reoccurrence
- Commitment to Council's Injury Management Protocol
- Participate in audits and workplace inspections as required
- Ensure WHS issues, information is addressed at Section meetings
- WHS performance review of direct reports
- Implement disciplinary actions for breaches in accordance with relevant Award

WHS Authorities

- Decide and act on any matter of Council WHS management within their section, area of responsibility and delegation

WHS Accountabilities Mechanism

- WHS Performance Indicators
- WHS Verification Audits
- Incident Investigations
- Performance Agreement / Appraisal Review

Category 4 – Supervisors Indoor / Office Based

(For the purpose of this protocol the term supervisor covers all other office based positions, irrespective of title, with responsibility for the supervision of staff)

Supervisors are to ensure that all the requirements of the WHS Management System are adhered to and to monitor staff to ensure compliance.

WHS Responsibilities

- Consult on Health and Safety Matters
- Manage and contribute to development, implementation and review of Council's WHS Management System
- Provide to Unit Coordinator / Manager annual WHS budgeting projections
- Ensure safety systems are implemented to address legislative compliance
- Ensure adherence to developed SWMS / RA and SOP's
- Ensure new workers and internal transferees attend WHS inductions (Corporate and Workgroup)
- Ensure staff are provided with necessary instruction, training, information and supervision to enable works undertaken to be carried out safely
- Ensure that all equipment purchased meets Council's WHS requirements
- Ensure Council's Contractor Management Protocol is adhered to
- Participate in incident and injury review, corrective actions and close outs
- Ensure remedial and corrective actions are implemented to prevent reoccurrence
- Ensure compliance with Council's Injury Management Protocol
- Participate in audits and workplace inspections as required
- Ensure WHS issues, information is disseminated as required
- Conduct WHS performance review of direct reports
- Implement disciplinary actions for breaches in accordance with relevant Award and council protocol

WHS Authorities

- Decide and act on any matter of Council WHS management within their section, area of responsibility and delegation

WHS Accountabilities Mechanism

- WHS Performance Indicators
- WHS Verification Audits
- Incident Investigations
- Performance Agreement/Appraisal Review

Category 5 – Project Managers (Operational)

Project Managers are deemed as part of the Operational Function of the Organisation and include (but not limited to) Construction Engineers; Maintenance Engineers; Assets Coordinators; Water Operations Engineers (typically Job Grade 7, 8 and 9). Project Managers are to ensure that all the requirements of the WHS Management System are adhered to and to monitor staff/contractors/project to ensure compliance.

WHS Responsibilities

- Ensure compliance to the requirements of Council's WHS Management System
- Ensure safety systems are implemented to address legislative compliance
- Ensure relevant risk assessments/controls are identified, developed and implemented
- Conduct Project risk assessments
- Ensure adherence to developed SWMS/RA and SOP's
- Develop site/ project specific SWMS/RA where identified and required
- Ensure staff and contractors have completed relevant inductions (workgroup and site specific)
- Ensure staff are provided with necessary instruction, training, information and supervision to enable works undertaken to be carried out safely
- Ensure relevant competencies and licenses are held by personnel undertaking work
- Conduct necessary audits, workplace inspections and risk identification procedures
- Ensure non compliances are rectified and actioned accordingly
- Ensure all hazards, near misses, incidents and injuries are reported as per Council requirements
- Advise immediate / relevant supervisor of any hazard or risk outside area of control or delegation
- Investigate all injuries and incidents
- Remedial and corrective actions are implemented to prevent reoccurrence
- Advise immediate / relevant supervisor of any hazard or risk outside area of control or delegation
- Ensure relevant sections of Council's Contractor Management Protocol are adhered to
- Commitment to Council's Injury Management Protocol
- Ensure that relevant staff are consulted with regard to changes to premises, plant, equipment, work process that may impact on safety
- WHS performance review of direct reports
- Implement disciplinary actions for breaches in accordance with relevant Award

WHS Authorities

- Decide and act on any matter of Council WHS management within, area of responsibility and delegation

WHS Accountabilities Mechanism

- WHS Performance Indicators
- WHS Verification Audits
- Incident Investigations
- Performance Agreement / Appraisal Review

Category 6 – Overseer/Supervisor/Foreman/Plant Materials Coordinator (Operational)

Overseers/Supervisors/Foremen are deemed as part of the Operational Function of the Organisation and are to ensure that all the requirements of the WHS Management System and Site Specific Safety Management Plans are adhered to and to monitor staff/contractors/project to ensure compliance.

WHS Responsibilities

- Ensure compliance to the requirements of Council's WHS Management System
- Ensure safety systems are implemented to address legislative compliance
- Ensure relevant risk assessments/controls are identified, developed and implemented
- Ensure adherence to developed SWMS/RA and SOP's
- Develop site/ project specific SWMS/RA where identified and required
- Ensure staff and contractors have completed relevant inductions (workgroup and site specific)
- Ensure staff are provided with necessary instruction, training, information and supervision to enable works undertaken to be carried out safely
- Ensure relevant competencies and licenses are held by staff undertaking work
- Conduct necessary audits, workplace inspections and risk identification procedures
- Ensure non compliances are rectified and auctioned accordingly
- Ensure all hazards, near misses, incidents and injuries are reported as per Council requirements
- Advise immediate / relevant supervisor of any hazard or risk outside area of control or delegation
- Investigate all injuries and incidents within area of responsibility
- Remedial and corrective actions are implemented to prevent reoccurrence
- Ensure the provision of safe plant, equipment and PPEC
- Ensure relevant sections of Council's Contractor Management Protocol are adhered to
- Commitment to Council's Injury Management Protocol
- Ensure that relevant staff are consulted with regards to changes to premises, plant, equipment, work process that may impact on safety
- Conduct Toolbox talks
- WHS performance review of direct reports
- Implement disciplinary actions for breaches in accordance with relevant Award

WHS Authorities

- Decide and act on any matter of Council WHS management within, area of responsibility and delegation

WHS Accountabilities Mechanism

- WHS Performance Indicators
- WHS Verification Audits
- Incident Reports Analysis
- Performance Agreement / Appraisal Review

Category 7 – Site Supervisor/Ganger/Leading Hand (Operational) and Plant and Materials Coordinator

Site Supervisors/Gangers/Leading Hands are deemed as part of the Operational Function of the Organisation and are to ensure that all relevant requirements of the WHS Management System, Site Specific Safety Management Plans are adhered to and to monitor and supervise staff and contractors to ensure compliance.

WHS Responsibilities

- Manage and contribute to development, implementation and review of Council's HSES
- Ensure compliance to the relevant requirements of Council's WHS Management System
- Ensure WHS issues information is disseminated as required
- Ensure safety systems are implemented to address legislative compliance
- Ensure relevant risk assessments/controls are identified, developed and implemented
- Ensure adherence to developed SWMS/RA and SOP's
- Develop site specific SWMS/RA where identified and required
- Ensure staff, contractors, visitors have completed relevant inductions (workgroup and site specific)
- Provide necessary instruction, training, information and supervision to enable works undertaken to be carried out safely
- Ensure relevant competencies and licenses are held by staff undertaking work
- Ensure that all equipment purchased meets Council's WHS requirements
- Conduct ongoing risk identification procedures
- Ensure non compliances are rectified and auctioned accordingly
- Ensure all hazards, near misses, incidents and injuries are reported as per Council requirements
- Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
- Assist in the investigation of all injuries and incidents
- Remedial and corrective actions are implemented to prevent reoccurrence
- Participate in incident and injury review, corrective actions and close outs
- Ensure the safe and correct use/application of plant, equipment and PPEC
- Ensure relevant sections of Council's Contractor Management Protocol are adhered to
- Commitment to Council's Injury Management Protocol
- Ensure that relevant staff are consulted with regards to changes to premises, plant, equipment, work process that may impact on safety
- Maintain good site housekeeping for worksite
- Ensure traffic and pedestrian controls are implemented
- Implement disciplinary actions for breaches in accordance with relevant Award
- Manage and contribute to development, implementation and review of Council's WHS Management System
- Ensure that all equipment purchased meets Council's WHS requirements
- Participate in incident and injury review, corrective actions and close outs
- Ensure WHS issues information is disseminated as required

WHS Authorities

- Decide and act on any matter of Council WHS management within, area of responsibility and delegation

WHS Accountabilities Mechanism

- WHS Performance Indicators
- WHS Verification Audits
- Incident Investigations
- Performance Agreement / Appraisal Review

Category 8 – All Workers

All workers have a duty to take reasonable care for their own health and safety and are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

WHS Responsibilities

- Present for work in a fit state (not under the influence of drugs or alcohol)
- Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
- Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
- Not through act or omission create an unsafe workplace or environment
- Ensure adherence to developed SWMS/RA, SOP's, Protocols
- Assist in the development of specific SWMS/RA where identified and required
- Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
- Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
- Assist in the investigation of all injuries and incidents
- Ensure the safe and correct use/application of plant, equipment and PPEC
- Commitment to Council's Injury Management Protocol
- Maintain good site housekeeping at work location
- Contribute to continual improvement of workplace risk control processes

WHS Authorities

- All positions have the authority to make decisions and act on any matter of WHS to ensure their and others safety within their area of responsibility.

WHS Accountabilities Mechanism

- WHS Performance Indicators
- WHS Verification Audits
- Incident Investigations
- Performance Agreement/Appraisal Review

Category 9 - Contractors

WHS Responsibilities

- Ensure relevant risk control documentation is in place and has been approved by Council
- Follow Council policies and procedures including the Council's Contract and Services Tendering Agreement Procedure.
- Comply with all site rules
- Attend and actively participate in all required Inductions and risk assessments
- Maintain safe plant, equipment
- Ensure licenses and certificates are current and valid
- Contractors must comply with all relevant WHS legislation, standards and codes of practice.
- Contractors must not, through their acts or omissions, do anything that could put at risk their own health or safety or other persons.
- Follow direction and instruction of nominated Council officer
- Report all incidents and injuries to the nominated Council officer immediately

WHS Authorities

Contractors have authority to make decisions and act on WHS matters within the contractor's area of responsibility and within scope of contract

WHS Accountabilities Mechanism

- Contractor Pre-qualification
- Contractor and Council project meetings
- Contractor monitoring processes
- Onsite auditing
- Injury incident statistics
- Safety performance evaluation

Category 10 – WHS Committees

WHS Responsibilities

- Act as health and safety representatives for their nominated workgroups
- Contribute and participate in the consultation and communication process
- Champion an effective and proactive WHS culture
- Assist and support Council management in consultations on strategic WHS issues affecting Council and implement WHS improvements including:
- Monitoring the overall safety performance of Council.
- Assist in review of WHS Protocols.
- Overseeing activities of any sub-committee or working parties reporting to it.

WHS Authorities

These committees have the authority to act or make decisions on any WHS matter within their area of representation in conjunction with Council management and within any regulatory requirements.

WHS Accountabilities Mechanism

- Workplace inspection
- Active participation
- Regular attendance

Category 11 – WHS Section

WHS Responsibilities

- Developing and communicating WHS protocols, procedures and programs to Council and ensuring that such protocols are disseminated, implemented, evaluated and improved.
- Communication to Council personnel regarding obligations in WHS.
- Ensuring WHS Committees undertake regular systematic inspections of work areas for compliance with legislated and Council standards.
- Supporting the safety responsibilities of all Units by assisting in identifying and resolving health and safety issues.
- Evaluating and reporting on the status of compliance with standards, provision of technical WHS advice where appropriate and recommendation of required actions.
- Recording, analysing and reporting Council WHS performance.
- Notify Manager/Director of breaches of WHS Protocols, Procedures and Programs.

WHS Authorities

These positions have the authority to make decisions and act on WHS matters within the areas of responsibility.

WHS Accountabilities Mechanism

- WHS performance reporting (internal and external)
- WHS systems audits
- WHS section strategic plan
- Performance planner reviews

Category 12 – Nominated First Aiders

WHS Responsibilities

- Ensuring their first aid qualification is current.
- Checking and ensuring first aid kits and equipment are appropriately stocked after use.
- Ensuring administered first aid treatment is recorded via Council procedures.
- Assisting in emergency co-ordination.
- Assisting in and promoting Council procedures in relation to incident reporting.
- Notifying WHS Section of changes in their position or contact details.

WHS Authorities

These positions have the authority to give first aid treatment within their skills / competency and arrange for further treatment if required.

WHS Accountabilities Mechanism

- Incident reporting procedure
- Documented first aid kit checks bimonthly

Category 13 – Emergency Evacuation Wardens

WHS Responsibilities

- Co-ordination of the emergency evacuation of staff and visitors from buildings. They are the contact person until the Chief Emergency Officer or emergency services arrive in regard to fire evacuations.

WHS Authorities

These positions have the authority to conduct sweeps of buildings to notify staff and visitors to exit the building in case of an emergency and override normal chain of command.

WHS Accountabilities Mechanism

- Emergency management processes.
- Warden Checklists

Category 14 – Volunteers

WHS Responsibilities

- Present for work in a fit state (not under the influence of drugs or alcohol)
- Not undertake any task/activity for which you have not been trained, inducted or deemed competent to do
- Follow Responsible Behaviour, Code of Conduct and Safety Rules
- Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
- Not to through act or omission create an unsafe workplace or environment
- Ensure adherence to developed SWMS/RA, SOP's, Protocols
- Assist in the development of specific SWMS/RA where identified and required
- Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
- Advise immediate / relevant supervisor of any hazard or risk outside area of control or delegation
- Ensure the safe and correct use/application of plant, equipment and PPE
- Maintain good site housekeeping at work location

WHS Authorities

Ensure the safety of themselves and others that may be affected by works undertaken

WHS Accountabilities Mechanism

- Reported incidents

Category 15 – Visitors

WHS Responsibilities

- Follow requirements of site safety
- Not to through act or omission place themselves at risk

WHS Authorities

Nil.

WHS Accountabilities Mechanism

- Reported incidents

Records

All relevant records shall be maintained within ECM Dataworks.

Attachments

Nil.

Version History

Version #	Summary of changes made	Date / By Whom
2.0	OHS changed to WHS	27/09/11 L Erba
2.0	OMS changed to HSES	27/09/11 L Erba
2.0	Categories made to reflect operational requirements	27/09/11 L Erba
2.1	Addition to title of Category 7. Addition of responsibilities in Category 7.	03/01/12 E Roland
2.2	Updated protocol to reflect WHS Legislation changes	20/06/12 L Dawson
2.3	WHS added to protocol name.	16/01/13 E Roland