

OHS INCLUSIONS - POSITION DESCRIPTIONS & RECRUITMENT ADVERTISEMENTS

Adapted from UNSW OHS Management Responsibility Procedure May 2003

Table 1a OHS Clauses for Inclusion in Position Descriptions

POSITION LEVEL	OHS RESPONSIBILITY CLAUSES
Senior Managers (Vice-Chancellor, Deputy Vice-Chancellors, Pro-Vice-Chancellors, Deans, and Divisional Directors)	<ul style="list-style-type: none"> Ensure that adequate resources (financial, human and physical) are allocated to implement the OHS program at the University/Faculty/Divisional level respectively to address the OHS risks for staff, students and visitors in the University/Faculty/Division respectively
Managers (Heads of Schools, Research Centres, and Divisional Units)	<ul style="list-style-type: none"> Identify, assess, prioritise and control risks to the health and safety of staff, students and visitors and to the environment arising from the operation of the school/divisional unit respectively and Ensure that a system of work that is safe and without risk to health is developed, documented and followed by staff and students through appropriate training, supervision and monitoring.
Supervisors (eg. unit managers, academic supervisors etc)	<ul style="list-style-type: none"> Ensure that the work for which they are responsible is carried out in ways, which safeguard the OHS of staff or students in their charge and visitors, including contractors whom they engage.
Non-Supervisory Staff (academic and general)	<ul style="list-style-type: none"> Cooperate with all health and safety policies and procedures of the University and take all reasonable care that their actions or omissions do not impact on the health and safety of others in the University.

Table 2a OHS Phrases for Essential Criteria in Recruitment Advertisements

POSITION LEVEL	OHS PHRASE FOR ESSENTIAL CRITERIA
Senior Managers (Vice-Chancellor, Deputy Vice-Chancellors, Pro-Vice-Chancellors, Deans, and Divisional Directors)	Demonstrated ability to implement management systems to ensure that OHSE risks arising from the University/faculty/divisional operations are managed effectively
Managers (Heads of Schools, Research Centres, and Divisional Units)	Ability and capacity to identify, assess, prioritise and control the risks to the health and safety of staff, students and visitors and to the environment arising from the Unit's activities.
Supervisors (eg. unit managers, academic supervisors etc)	Willingness and capacity to implement required OHS policies and safe work practice.
Non-Supervisory Staff (academic and general)	Knowledge of OHS responsibilities and commitment to attending relevant OHS training.