

Responsibilities Executive Management

1. Executive managers are obligated and responsible to the Chief Executive Officer for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control and have the following specific responsibilities and obligations.
2. Providing leadership and support for the promotion of the Diamantina Shire Council Safety Management System – (DSC SMS).
3. Ensuring a safe work environment and safe system of work are provided for all employees, contractors, sub-contractors, apprentices, Trainees, work experience students, volunteers and visitors.
4. Ensure sufficient resources are allocated to effectively support and improve WHS.
5. Ensure WHS objectives, KPIs, targets and reporting timeframes are included in council's current Safety Management System.
6. Review monthly WH&S Statistics and ensure new actions have been adopted for any non-completed items of the monthly / quarterly action plans and any rectification action plans that have been reported as outstanding.
7. Ensuring WH&S is a standard agenda item for scheduled management and team meetings.
8. Providing support and authority to coordinators and supervisors to ensure they are able to meet their 'obligations' in accordance with the requirements of the WH&S legislation, policies and procedures.
9. Undertake random visits at relevant sites to ensure WHS Procedures and Safe Work Method Statements are being followed.
10. Attend Health and Safety Committee Meetings and Daily Pre-Starts where possible.
11. Conducting hazard inspections at all relevant workplaces in accordance with the 'Hazard inspection Schedule'.