

OCCUPATIONAL HEALTH & SAFETY ROLES AND RESPONSIBILITIES

The Director of Lyon Masonry Pty Ltd has overall responsibility for the safe conduct of all work activities carried out on behalf of the business. The roles and responsibilities of employees are listed below.

OWNER/DIRECTOR/MANAGER'S RESPONSIBILITIES

The owner/director/manager is responsible for OHS on the project. Duties include:

- implementing the OHS procedures
- observing all legal OHS requirements
- ensuring that all works are conducted in a manner without risk to employees' OHS
- planning to do all work safely
- participating in the planning and design stages of trade activities
- identifying OHS training required for an activity
- ensuring workers undertake identified OHS training
- communicating and consulting with employees
- investigating hazard reports and ensuring that corrective actions are undertaken
- assisting in rehabilitation and return to work initiatives.

Signed by:	<i>Brandon Lyon</i>	Date:	28 th February 2009
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SUPERVISOR OR LEADING HAND

The supervisor or leading hand is responsible for operational safety on the project. Duties include:

- making decisions about OHS that may effect work activities and/or others
- ensuring legal OHS requirements are met in the workplace
- actioning safety reports and carrying out workplace inspections
- facilitating the preparation of SWMS (including those for trades)
- ensuring safe work practices at all times
- conducting project inductions, toolbox talks and daily team briefings
- participating in accident or incident investigations
- leading by example and promoting OHS at every opportunity
- supervising and ensuring compliance with safe work procedures.

Signed by:		Date:	
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EMPLOYEES

Every individual employee is responsible for:

- conducting their allocated tasks in a safe manner and in accordance with their training and experience
- giving due consideration to the safety of all others
- co-operating in matters of OHS
- leaving their work site in a safe condition
- complying with the SWMS and is encouraged to participate in the development of all SWMS
- complying with the site safety rules (including those set down by the principal contractor) in the site induction.