**WHS Assessment 2 – Report**

**Nathan McNaught**

(14) **Describe who in the BizOps workplace took responsibility for developing, implementing and reviewing policies, procedures and processes in accordance with organisational and legislative requirements.**

As the PCBU, BizOps is responsible for maintaining workplace health and safety and ensuring the health and safety of workers The Chairperson and members of the Board, as officers, are responsible for ensuring BizOps complies with any duty or obligation under the WHS Act. The Risk Management Policy Committee oversees risk management and implementation on behalf of the board and the chief executive officer. The BizOps Managing directors are responsible for ensuring BizOps WHS policies and procedures are implemented in the workplace and/or systems of work under their control.

In implementing and reviewing policies, procedures and processes, BizOps formed a Project Team and allocated responsibility as outlined in the table below:

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| Role | Responsibilities |
| Project Sponsor  (Chief Executive Officer) | * Final approval of WHSMS; * Financial expenditure; * Final sign off on the policy, procedures and guidelines. |
| Budget Holder  (Managing Director, Financial Operations) | * Review of ongoing financial performance; * Key sign off on additional expenditure and invoicing. |
| Senior Users  (Managing Director, Human Resources) | * Key decision maker; * Sign off on vertical areas of control; * Key points of reference for area of specialism and sign off. |
| WHSMS Project Manager | * Project responsibility (day to day); * Project schedule control; * Performance management; * Client representation and reporting. |
| WHSMS Project Team Members | * Review relevant legislation, regulations, standards and guidelines; * Develop and implement new/revised policies, procedures and guidelines. |
| Company WHS Professionals | Provide WHS expertise in reviewing policies, procedures and processes in accordance with organisational and legislative requirements. |

Overall authority for the project is detailed in the table below:

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| Authority | Person Responsible |
| Approval of Scope Document | * Rose Hargreaves; Chief Executive Officer; * Sean Bamford; Managing Director, Business Operations; * Mike Booth; Managing Director, Financial Operations. |
| Approval of project changes | * Rose Hargreaves; Chief Executive Officer; * Sean Bamford; Managing Director, Business Operations; * Mike Booth; Managing Director, Financial Operations. |
| Approval/acceptance of project deliverables | * Rose Hargreaves; Chief Executive Officer; * Sean Bamford; Managing Director, Business Operations; * Mike Booth; Managing Director, Financial Operations. |