**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.**

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

|  |  |
| --- | --- |
| 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. |