

Reference document: [HS336 Responsibility, Authority and Accountability Procedure](#).

STEP 1: UNSW STAKEHOLDER TO COMPLETE

DETAILS

NAME:

UNSW zID:

EMAIL:

PHONE:

DATE:

As a UNSW stakeholder, I am required to do the following:

- Take reasonable care of my own and other peoples' safety in the workplace
- Act in accordance with Work Health and Safety (WHS) requirements as defined by the organization's WHS policy and procedures. This includes (where necessary) seeking further information if my role or required actions are not clear
- Ensure a joint consultation process is established between UNSW and my supervisor in the organisation for any issues that may affect my health and safety.

SIGNATURE:

DATE: ____/____/____

STEP 2: EXTERNAL ORGANISATION TO COMPLETE

NAME OF COMPANY / ORGANISATION:

SUPERVISOR NAME:

PHONE:

EMAIL:

I/we confirm that I am/we are providing a safe workplace as required by the WHS Act 2011 and associated regulations. I/We confirm that the UNSW stakeholder has received appropriate WHS training and assessment including a Safety Induction into the workplace. We will consult with UNSW where health and safety changes or issues are identified and require it.

SUPERVISOR SIGNATURE:

DATE: ____/____/____

STEP 3: UNSW SUPERVISOR TO COMPELTE – *sign off that steps 1 & 2 have been completed*

UNSW SUPERVISOR NAME & SCHOOL

NAME:

zID:

SCHOOL:

SIGNATURE:

DATE: ____/____/____

References

WHS Act, 2011

WHS Regulation, 2011