



**Mining & Quarrying**  
OCCUPATIONAL HEALTH &  
SAFETY COMMITTEE

# Organisational Charts Guide

Promoting Work Health and Safety in the Workplace

# The South Australian Mining and Quarrying Occupational Health and Safety Committee

## Promoting Work Health and Safety in the Workplace

This workplace industry safety resource is developed and fully funded by the Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC).

## Disclaimer

**IMPORTANT:** The information in this guide is of a general nature, and should not be relied upon as individual professional advice. If necessary, legal advice should be obtained from a legal practitioner with expertise in the field of Work Health and Safety law (SA).

Although every effort has been made to ensure that the information in this guide is complete, current and accurate, the Mining and Quarrying Occupational Health and Safety Committee, any agent, author, contributor or the South Australian Government, does not guarantee that it is so, and the Committee accepts no responsibility for any loss, damage or personal injury that may result from the use of any material which is not complete, current and accurate.

Users should always verify historical material by making and relying upon their own separate inquiries prior to making any important decisions or taking any action on the basis of this information.

## Creative Commons



This work is licenced under

***Creative Commons Attribution – Non Commercial 4.0 International Licence.***

The licence is available to view at <http://creativecommons.org/licenses/by-nc/4.0/>

This creative commons licence allows you to copy, communicate and or adapt our work for non-commercial purposes only, as long as you attribute the work to Mining and Quarrying Occupational Health and Safety Committee and abide by all the other licence terms therein.

**ISBN 978-1-925361-58-2**

## Contact information

**Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC)**

**Level 2, Torrens Building**

**220 Victoria Square**

**Adelaide SA 5000**

**Phone: (08) 8204 9842**

**Email: [maqohsc@sa.gov.au](mailto:maqohsc@sa.gov.au)**

**Website: [www.maqohsc.sa.gov.au](http://www.maqohsc.sa.gov.au)**

## Contents

AIM.....	2
Forward.....	2
Legislative requirements .....	2
FURTHER ASSISTANCE.....	3
ADDITIONAL INFORMATION.....	3
REFERENCES.....	3
Example 1 .....	4
Example 2 .....	5

# Organisational Charts Guide

---

## AIM

The aim of this Guidance Material is to provide you with an example of how to set out an organisational (org) chart for your operation.

## Forward

As each operation is different in its organisational structure, you will need to ensure that the organisational chart for your operation accurately reflects your structure and that it is reviewed as part of your safety management systems review or sooner should there be any changes in personnel.

It is important that the organisational chart you develop is clear and easily understood by all persons. This guide provides you with several examples of how you could set out the organisational chart for your operation.

## Legislative requirements

The *Work Health and Safety Regulations 2012* (SA), Regulation 622 (1, d) states that the Safety Management System for a mine must set out:

d) the management structure for the management of work health and safety at the mine, including—

- (i) arrangements for filling temporary and permanent vacancies; and
- (ii) requirements relating to acting positions in the structure; and
- (iii) the competency requirements for positions in the structure.

**Note:** *A simple and effective way of complying with the requirements of 622 (1,d,i,ii and iii) is to ensure that position descriptions developed for specific roles include the requirements for filling temporary and acting positions and the competency requirements for each position.*

## FURTHER ASSISTANCE

MAQOHSC Work Health and Safety Specialists are available to provide further advice and assistance on all Work Health and Safety matters.

MAQOHSC Work Health and Safety Specialists are able to be contacted via our website at [www.maqohsc.sa.gov.au](http://www.maqohsc.sa.gov.au) or email [maqohsc@sa.gov.au](mailto:maqohsc@sa.gov.au).

## ADDITIONAL INFORMATION

Work Health and Safety Legislation, Codes of Practice, fact sheets, Health and Safety Representatives (HSR) information and guides can be found at the following websites:

SafeWork SA – [www.safework.sa.gov.au](http://www.safework.sa.gov.au) or call 1300 365 255

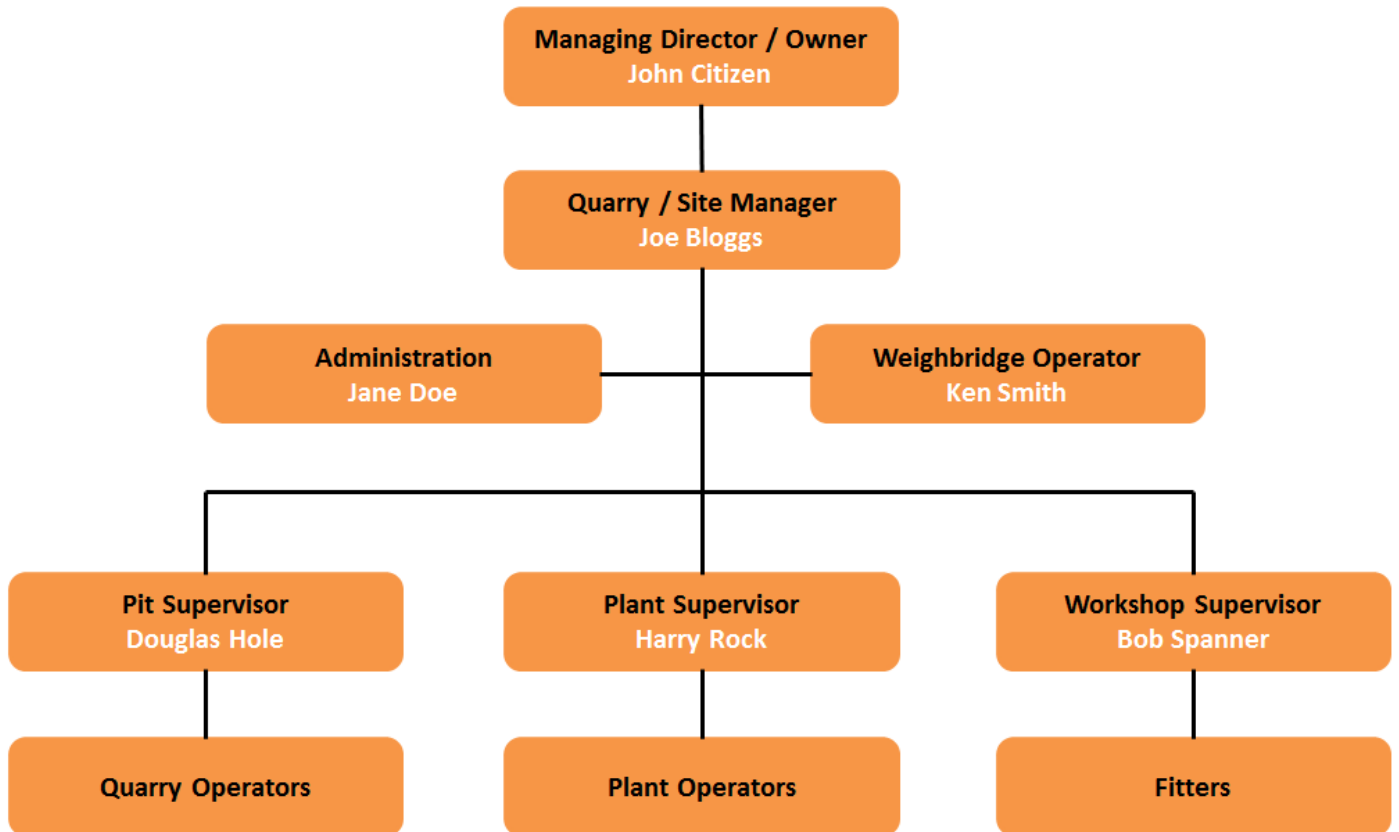
Safe Work Australia – [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) or call 1300 551 832

## REFERENCES

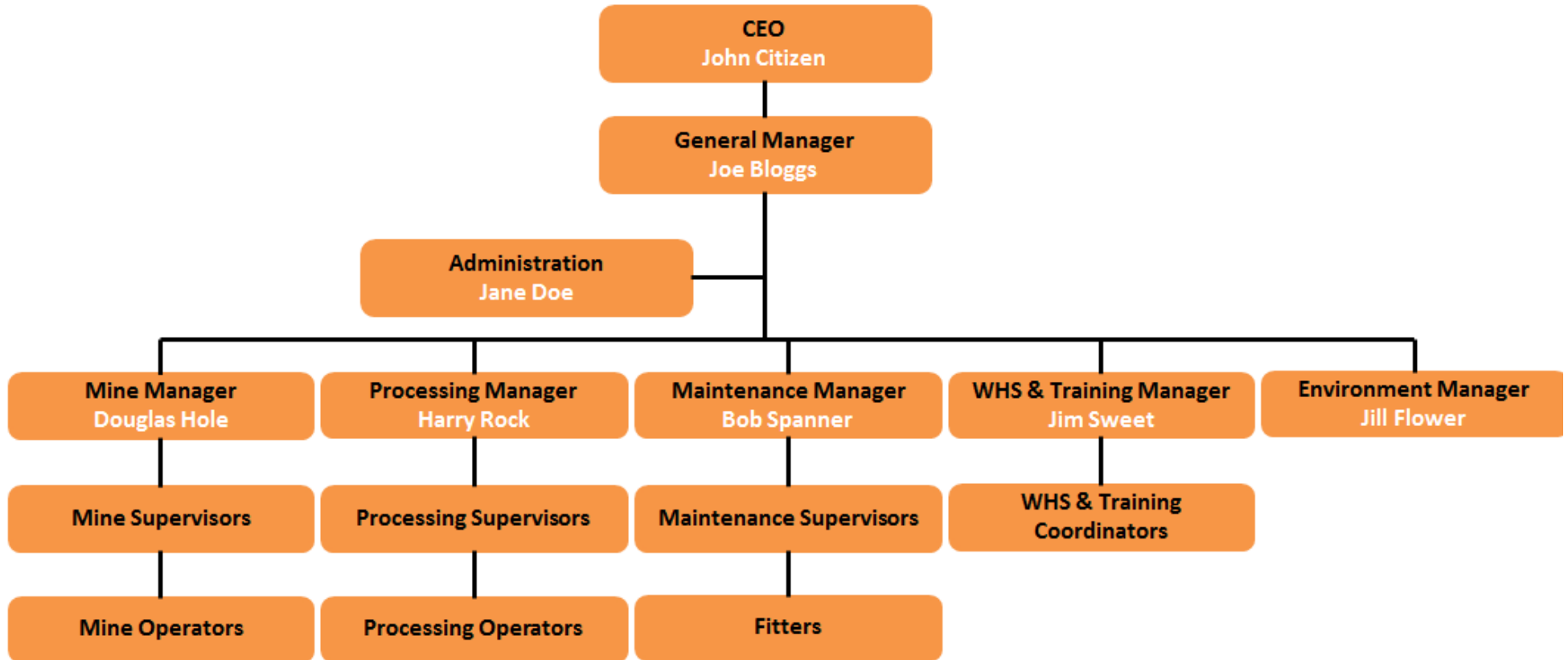
*Work Health and Safety Act 2012 (SA)*

*Work Health and Safety Regulations 2012 (SA)*

## Example 1



## Example 2



Mining and Quarrying  
Occupational Health and  
Safety Committee

Level 2, Torrens Building  
220 Victoria Square  
Adelaide SA 5000

Telephone (08) 8204 9842  
[www.maqohsc.sa.gov.au](http://www.maqohsc.sa.gov.au)

