



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.

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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 or email 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 or call 1300 365 255

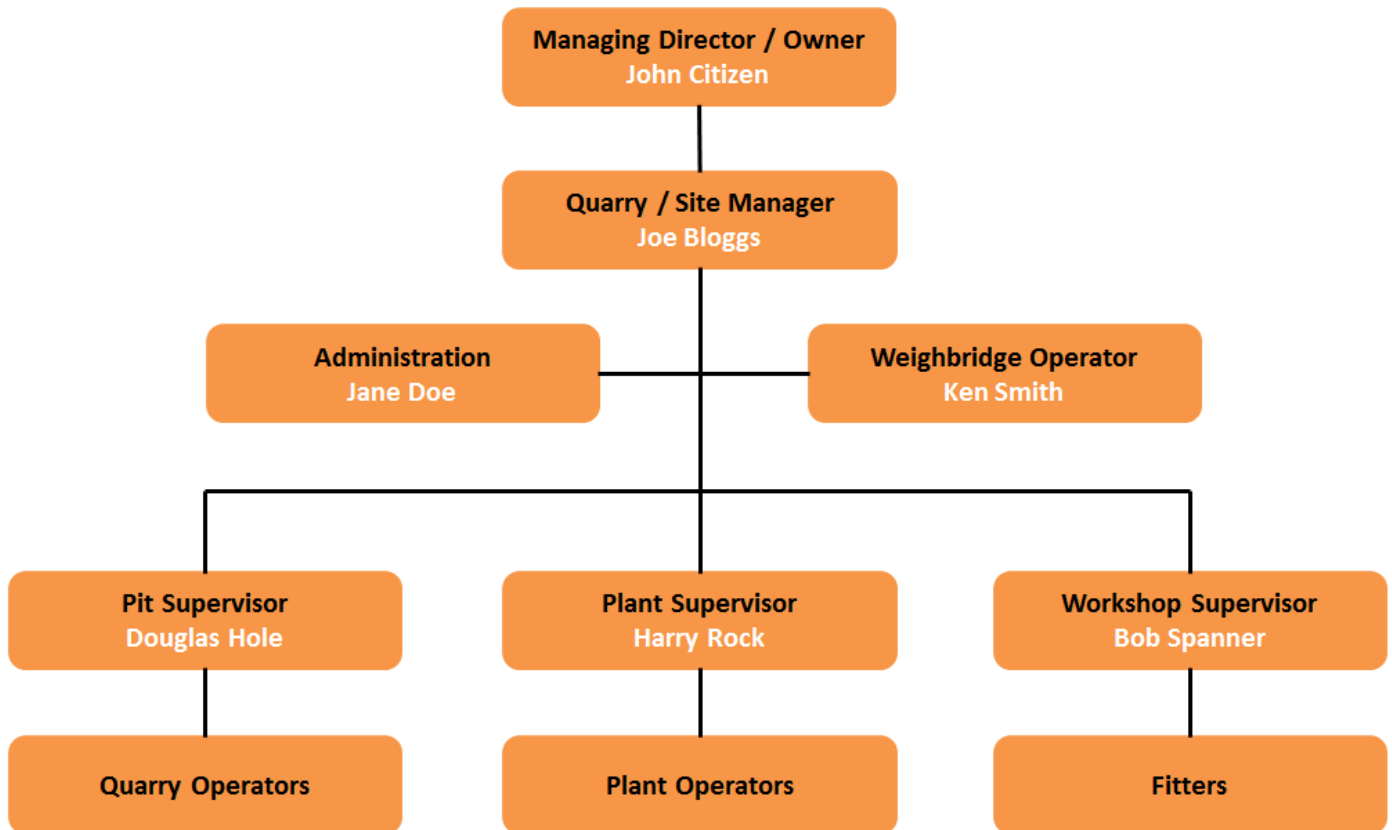
Safe Work Australia – www.safeworkaustralia.gov.au or call 1300 551 832

REFERENCES

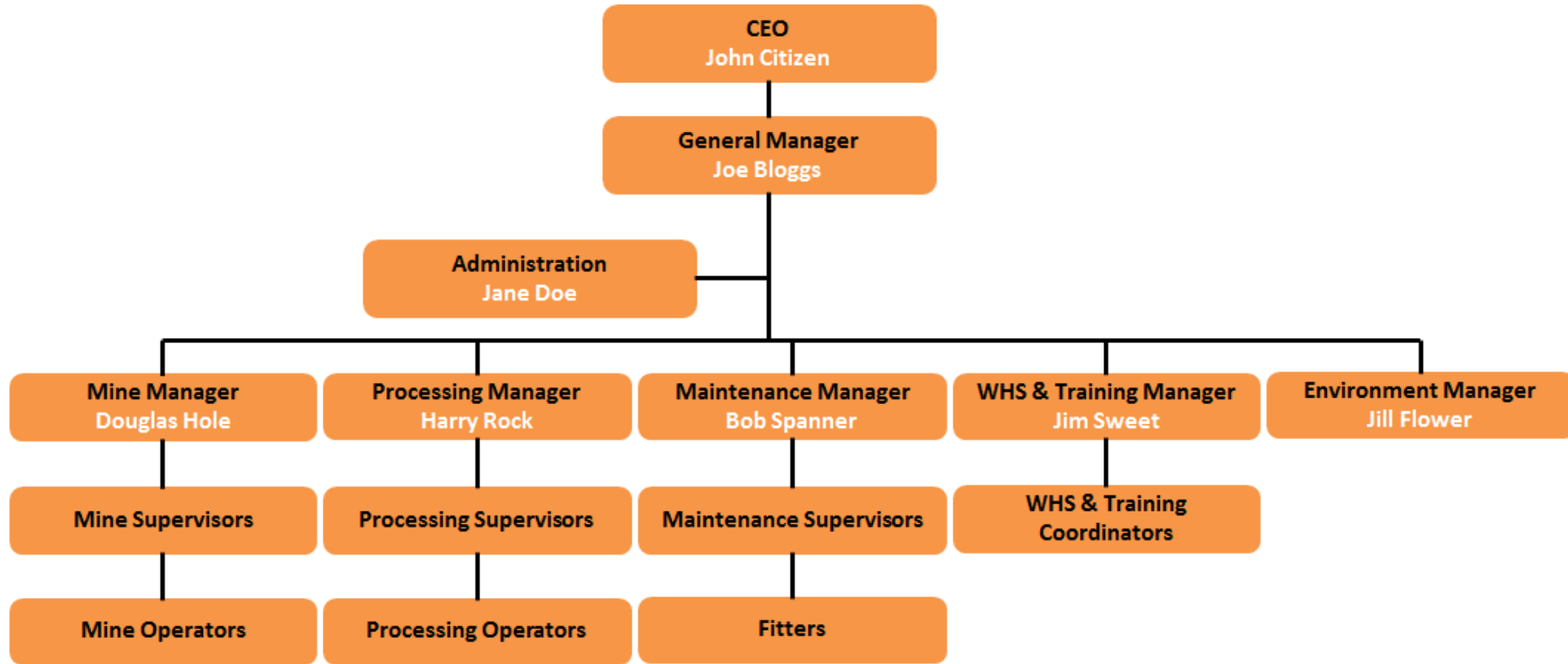
Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Example 1



Example 2



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