

General Manager/Director

Purpose

Overall responsibility for the performance of the operations of The Organisation

Overall

Manage all aspects of the day to day operations of The Organisation

Management System Responsibilities

- Define and endorse the Companies policies, objectives and procedures for Environment, Quality and Work Health & Safety
- Overview the operation of the management system through the ongoing evaluation of organisational performance.
- Ensure the integrity of the management system is maintained when changes to the management system are planned and implemented.
- Ensure that adequate human, technical and financial resources are allocated.
- Assign roles and responsibilities as appropriate.

Quality

1. Determine the qualifications, experience and licences required by each employee and sub-contractor, prior to appointment or engagement.
2. Ensure understanding and compliance with customer requirements.

Work Health & Safety

1. Facilitate WHS communication, consultation and participation, ensure all interested parties are represented.
2. Identify and assess any hazards that must be considered, controlled or documented in WHS Management Plan, Work Method Statements and work instructions.
3. Ensure compliance will all legal requirements.