

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Work Health and Safety Management System Review

Establishment: Council, 27 August 2013

Last Amended:

Nature of Amendment:

Date Last Reviewed:

Responsible Officer: Director, People and Culture

Table of Contents

- 1. Overview
- 2. Scope
- 3. Definitions
- 4. Responsibilities
- 5. Review Procedures
- 6. Findings and recommendations
- Appendix A

1. Overview

1.1 These procedures outline the process for the review and evaluation of the University's Work Health and Safety (WHS) Management System.

2. Scope

2.1 These procedures apply to the WHS Management System at Flinders University.

3. Definitions

Senior executives	Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellor, Vice-President, Executive Deans
-------------------	--

Work Health and safety (WHS)	Includes injury management (recovery, return to work and claims management)
------------------------------	---

4. Responsibilities

Vice-Chancellor	<p>Responsible for ensuring that</p> <ul style="list-style-type: none"> • the WHS Management System is reviewed and evaluated to ensure its continuing suitability and effectiveness in meeting University objectives and the University's WHS Policy; • there are adequate resources to facilitate the review process; and • initiatives to promote performance improvement are established and implemented.
Associate Director, WHS	<p>Responsible for</p> <ul style="list-style-type: none"> • coordinating the review of the WHS Management System; and • ensuring that the information required for monitoring and evaluating the WHS Management System is developed, collected and made available.

5. Review Procedures

5.1 The Review will include

- an evaluation of whether implementation of the WHS Management System is meeting the University's WHS objectives as stated in the University's WHS Policy;
- a review of progress against the University WHS Plan including objectives, targets and performance indicators;
- a review of WHS internal audit and ReturntoWorkSA evaluation findings and corrective actions registers;
- an evaluation of the effectiveness of the WHS Management System and any need for changes in the light of
 - legislative changes
 - changing expectations and requirements of stakeholders;
 - changes in the organisational structure of the University;
 - changes in activities conducted by the University;
 - advances in science and technology;
 - lessons learned from accidents and incidents; and
 - feedback, including from University staff, students and contractors.

5.2 The Review will be conducted annually.

5.3 The Review will be coordinated by the Associate Director, WHS and may involve an external reviewer.

5.4 The Review will be undertaken in consultation with relevant stakeholders, who may include staff, students, contractors, volunteers and visitors.

5.5 The Review should identify:

- the level of WHS performance against the University's targets and objectives;
- any instances of non-compliance with legislative requirements;

-
- opportunities to improve the University's WHS performance through changes to the WHS Management System;
 - changes necessary as a result of the introduction of new technology, plant, equipment, chemicals or work practices; and
 - the effectiveness of any changes made.

5.6 A flowchart showing the process for the Review is set out in Appendix A.

6. Findings and recommendations

6.1 The findings of the Review will be reported to University Council, senior executives, the Director, Human Resources and the University Health and Safety Committee for consideration and action.

Appendix A

[Work Health and Safety Management System Review Process flowchart \(PDF 58KB\)](#)