

WHS Management System Review Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures outline the process for the review and evaluation of the University's Work Health and Safety (WHS) Management System with the objective of maintaining and where possible improving the systems performance.

3. Review requirements

- a. The University's WHS Management System (which includes Injury Management) must be reviewed annually to determine continuing suitability and effectiveness in meeting University objectives and the University's WHS Policy.
- b. The review may comprise of a number of different components, including:
 - i. evaluating whether the WHS Management System is meeting the University's WHS objectives as stated in the University's WHS Policy
 - ii. review of progress against the University WHS Plan including objectives, targets and performance indicators
 - iii. review WHS internal audit and ReturntoWorkSA evaluation findings and corrective actions
 - iv. determine the need for any 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
 - introduction of new technology, plant, equipment, chemicals or work practices
 - accident/incident data and trends.

- c. The Associate Director, Work Health and Safety may involve an external reviewer.
- d. The review will be undertaken in consultation with relevant stakeholders, who may include workers, students, contractors and visitors.

4. Review report

- a. The review report should identify:
 - i. levels of achievement against targets and objectives
 - ii. any instances of non-compliance with legislative requirements
 - iii. opportunities to improve WHS systems
 - iv. effectiveness of any changes made.
- b. The review report must be provided to:
 - i. University Council for information, and
 - ii. the University Health and Safety Committee for consideration and action as required.

5. Responsibilities

Vice-President (Corporate Services)	<ul style="list-style-type: none"> a. Ensure that the WHS Management System is reviewed and evaluated annually to determine its continuing suitability and effectiveness in meeting University objectives and the University's WHS Policy. b. Allocate adequate resources for the review process. c. Ensure that initiatives to promote performance improvement are established and implemented. d. Annually report the outcomes of the review to University Council and the University Health and Safety Committee.
Associate Director, WHS	<ul style="list-style-type: none"> e. Coordinate the review of the WHS Management System. f. Ensure that the information required for monitoring and evaluating the WHS Management System is developed, collected and made available.

6. WHS associated procedures

[Work Health and Safety Management System supporting procedures](#)

Work Health and Safety risk-specific procedures as listed in the [Policy Library](#).

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*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

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