

WHS&IM Management System Review Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Return to Work 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 and Injury Management (WHS&IM) System with the objective of maintaining and, where relevant, continually improving the system's performance.

3. Review Requirements

- a. The University's WHS&IM Management System must be reviewed annually to determine continuing suitability and effectiveness in meeting University objectives and the University's WHS and RTW Policy.
- b. The review may comprise of a number of different components, including:
 - i. evaluating whether the WHS&IM Management System is meeting the University's objectives as stated in the University's WHS&IM policies
 - ii. review of progress against the University WHS&IM Plan including objectives, targets and performance indicators
 - iii. review of WHS&IM internal audit and/or Return to Work SA 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 to process or procedures in the University
 - changes in activities or advances in science and technology
 - introduction of new technology, plant, equipment, chemicals or work practices.
- c. The Associate Director, Work Health and Safety may, if needed, involve an external reviewer.
- d. The review will be undertaken in consultation with relevant stakeholders.

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. compliance with relevant legislative changes
 - iv. opportunities to continually improve WHS&IM systems
 - v. effectiveness of the system and any changes made.
- b. The review report must be provided to:
 - i. University Council for information, and
 - ii. the University Health and Safety Committee who receive the same data in a quarterly report format, for consideration and action as required.

5. Responsibilities

Vice-President (Corporate Services)	<ol style="list-style-type: none"> a. Ensure that the WHS&IM Management System is reviewed and evaluated annually to determine its continuing suitability and effectiveness in meeting University objectives and the University's WHS and Return to Work (IM) policies. 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&IM	<ol style="list-style-type: none"> e. Coordinate the review of the WHS&IM Management System. f. Ensure that the information required for monitoring and evaluating the WHS&IM Management System is developed, collected and made available.

6. WHS&IM Associated Procedures

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

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

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Responsible Officer	Director, People and Culture
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* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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