

WHS&IM Performance Measurement and Reporting 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 describe the processes and information required to:

- i. monitor and evaluate the performance of the Work Health and Safety and Injury Management System (WHS&IM)
- ii. report on WHS&IM performance outcomes against objectives and targets, and
- iii. identify WHS&IM performance requiring improvements.

3. Performance Indicators

Performance Indicators used to monitor the achievements of WHS&IM Objectives and targets include:

	Performance indicator	What the indicator measures
Training	a. The number of WHS training courses delivered or coordinated by the WHS&IM Unit. b. The number of participants attending training courses delivered or coordinated by the WHS&IM Unit.	<ul style="list-style-type: none"> Monitors the number of WHS courses offered. Monitors the number of participants.
Accident and incident reporting	c. The number of WHS&IM, incidents and accidents (including psychosocial) reported to the WHS&IM unit. d. Severity and frequency of injuries and comparative data for preceding periods.	<ul style="list-style-type: none"> Monitors the level of hazards, incidents and accidents being formally reported. Identifies risk(s) not being addressed adequately.
WHS&IM Plan	e. Progress with achieving College/Portfolios planned actions.	<ul style="list-style-type: none"> Monitors progress with achieving health and safety & Return to Work

	f. Progress with achieving WHS&IM Operational Plan.	legislative requirements, objectives and targets.
Corrective actions from audits, and accident, incident reports	g. The number of corrective actions completed and the number of corrective actions open. h. The number of corrective actions completed within the specified/required timeframe. i. Corrective actions by hierarchy of control.	<ul style="list-style-type: none"> Monitors the number of corrective actions completed within the timeframe determined by the risk assessment process, for immediate, short-term and long-term corrective actions. Monitors the number of corrective actions not addressed in specified timeframes.
Lost time injuries	j. Lost Time Frequency Rate (LTFR). k. Lost Time Incidence rate. (LTIR) l. Average Time Lost <i>As per AS1885.1 Measurement of occupational health and safety performance</i>	<ul style="list-style-type: none"> Measures the amount of lost time injuries per million hours worked. Measures the number of occurrences per 100 staff. Measures the average time away from work per occurrence of injury or illness.
Workers Compensation	m. Monthly and Year to Date statistics compared with the same period in previous year: i. open workers compensation claims ii. workers compensation claim costs.	<ul style="list-style-type: none"> Measures the number of open, closed and total workers compensation claims. Monitors the cost of workers compensation claims annually which gives an indication of the severity of the injuries reported.
Employee Assistance Programme (EAP)	n. The number of staff attending EAP. o. The number of staff attending EAP for work-related issues. p. Work-related issues for which staff are seeking EAP assistance.	<ul style="list-style-type: none"> Monitors the numbers of staff seeking help and the issues for which they are seeking help.

4. Reporting WHS&IM Management System performance

Reporting and monitoring of the University's WHS&IM systems and plans takes place at College/Portfolio, management and governance level on an ongoing basis as follows:

Recipient(s)	Report	Information/performance indicators	Frequency	Who is responsible
University Council	WHS&IM Report	<ul style="list-style-type: none"> Updates on legal compliance issues, including any impact of legislative changes. 	Each Council	Vice-President (Corporate Services)

Recipient(s)	Report	Information/performance indicators	Frequency	Who is responsible
		<ul style="list-style-type: none"> • Likely impact of significant organisational change on work health and safety. • Any notifiable incidents, findings of their investigation and corrective actions. • Any regulator notices issued under WHS&IM legislation including corrective actions taken. • Emergency management: number of building evacuations, trial exercises, training and warden network coverage. • Reported accident and incident data and trends, including any overdue corrective actions from accident, incident and hazard reports. • Workers compensation claims. • Employee Assistance Programme (EAP) data. • Training information. • Audit plan progress including Return to Work SA and other regulators and progress with medium and high corrective actions. 	meeting (Quarterly)	
University Council	WHS&IM Management System Review (Annual Report)	<ul style="list-style-type: none"> • Procedure and legislative updates. • Progress with previous years WHS&IM Operation Plan and College WHS&IM Plans. • Emergency management: number of building evacuations, trial exercises, training and warden network coverage. • Likely impact of significant organisational change on work health and safety. • Reported accident and incident data and trends and severity. • Workers Compensation: including total claims, incident rates, lost time frequency, average lost time, benchmarking data and costs. • Likely impact of significant organisational change on work health and safety. 	Annually, first Council meeting of the year	Vice-President (Corporate Services)

Recipient(s)	Report	Information/performance indicators	Frequency	Who is responsible
		<ul style="list-style-type: none"> Any notifiable incidents, findings of their investigation and corrective actions. Any regulator notices issued under WHS&IM legislation including corrective actions taken. Employee Assistance Programme (EAP) data. Training information. Areas for future focus: <ul style="list-style-type: none"> determine if any need for change in 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 accident/incident/hazard data Progress on Audit Plan. 		
University Council	WHS Risk Profile and Heat Map	<ul style="list-style-type: none"> Top 10 high risk WHS hazards. Highlight any significant changes in the risk profile. 	Annually, first Council meeting of the year	Vice-President (Corporate Services)
	WHS&IM Audit Plan	Proposed rolling 3-year audit plan.		
	WHS&IM Operational Plan Progress	WHS&IM Operational Plan.		
University / College / Portfolio Health and Safety Committee	WHS&IM Quarterly Report	<ul style="list-style-type: none"> As for Council WHS&IM Report above. Progress with implementation of College/Portfolios planned actions. 	4 times a year	Director, People and Culture

5. Responsibilities

University Council	<ul style="list-style-type: none"> a. Review progress with achieving health and safety & injury management objectives and targets. b. Monitor progress against performance indicators. c. Review results of WHS&IM audits and the actions taken by the University in response to the medium and high audit findings.
Vice-President (Corporate Services)	<ul style="list-style-type: none"> d. Ensure that the WHS&IM Management System is monitored, reviewed and evaluated to determine its continuing suitability and effectiveness in meeting University objectives and the University's WHS & RTW Policy. e. Allocate adequate resources for the monitoring and review process. f. Ensure that initiatives to promote continuous improvement are established and implemented. g. Report the outcomes of the monitoring and review to University Council.
University Health and Safety Committee	<ul style="list-style-type: none"> h. Monitor the University's work health and safety and injury management performance, including the development and implementation of the WHS&IM Plan and College/Portfolio progress against planned actions. i. Review results of WHS&IM incidents and audits and the actions taken by the University in response to the findings.
Associate Director, WHS&IM	<ul style="list-style-type: none"> j. Ensure that the information required for monitoring and evaluating WHS&IM performance is developed, collected and disseminated as appropriate.

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 [Flinders Policy Library](#).

Approval Authority	Vice-President (Corporate Services)
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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