

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 Performance Measurement and Reporting

Establishment: Council, 27 August 2013

Last Amended:

Nature of Amendment:

Date Last Reviewed:

Responsible Officer: Director, People and Culture

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1. Overview

1.1 This document outlines the processes and information required to review work health and safety and injury management (WHS) performance outcomes against objectives and targets and to identify activities requiring corrective action and improvement.

2. Scope

2.1 These procedures apply to the WHS Management System at Flinders University, including University controlled entities.

3. Responsibilities

University Council	<p>Reviews progress with achieving health and safety objectives and targets</p> <ul style="list-style-type: none"> • Monitors progress against performance indicators to identify deficiencies • Reviews results of WHS audits and the actions taken by the University in response to audit findings; • Reviews the adequacy of controls/corrective actions put in place by the University to mitigate health and safety risks.
Senior executives (<i>Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellor, Vice-President, Executive Deans</i>)	<p>Responsible for ensuring that</p> <ul style="list-style-type: none"> • WHS performance is monitored and evaluated; and • initiatives to promote performance improvement and prevention of adverse trends are established and implemented.
University Health and Safety Committee	Responsible for monitoring the effectiveness of the University's WHS Management System, including review of WHS performance.
Associate Director, WHS	Responsible for ensuring that the information required for monitoring and evaluating WHS performance is developed, collected and disseminated as appropriate, including information from University controlled entities.

4. Performance indicators

4.1 Performance indicators used to monitor the achievement of WHS objectives and targets include:

	Performance indicator	What the indicator measures
Training	<ul style="list-style-type: none"> • The number of training courses delivered or coordinated by the WHS Unit. • The number of participants identified as needing to undertake training and the number actually attending. 	<ul style="list-style-type: none"> • Monitors the number of WHS courses offered. • Monitors the number of participants requiring training and the number actually undertaking the training.

Hazard, accident and incident reporting	<ul style="list-style-type: none"> • The number of hazards, incidents and accidents reported • Frequency of injuries and comparative data for preceding periods. 	<ul style="list-style-type: none"> • Monitors the level of hazards, incidents and accidents (including near misses) being formally reported. • Identifies a risk(s) not being addressed adequately
WHS Plan	<ul style="list-style-type: none"> • Progress with achieving Faculty/Portfolios planned actions • Progress with achieving WHS Unit operational plan 	<ul style="list-style-type: none"> • Monitors progress in achieving health and safety requirements, objectives and targets.
Health and Safety Committees	<ul style="list-style-type: none"> • Percentage of Health and Safety Committee meeting attendance. 	<ul style="list-style-type: none"> • Monitors the attendance of Health and Safety Committee members.
Corrective actions arising from Risk Assessments, audits, updates of WHS risk profile/register	<ul style="list-style-type: none"> • The number of corrective actions completed and the number of corrective actions open. • The number of corrective actions completed within the specified/required timeframe. 	<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.
Lost time injuries	<ul style="list-style-type: none"> • Lost Time Injury Frequency Rate (LTIFR) • Incidence rate • Average Time Lost Rate (ATLR.) <p><i>As per AS1885.1 Measurement of occupational health and safety performance</i></p>	<ul style="list-style-type: none"> • Measures the amount of lost time injuries per million hours worked. • Measures the average time away from work per occurrence of injury or illness.

Workers Compensation	<p>Monthly and YTD statistics compared with the same period in previous year:</p> <ul style="list-style-type: none"> open workers compensation claims the gross, estimated and outstanding 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 and gives an indication of the severity of the injuries reported.
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5. Reporting of WHS performance

5.1 Reporting and monitoring of the University's WHS systems and plans takes place at Faculty/Portfolio, Executive and governance level on an ongoing basis as follows:

Reporting mechanism	Recipient(s)	Activity/information	Frequency	Who is responsible
WHS Report to University Council	<p>University Council</p> <p>Senior executives</p>	<ul style="list-style-type: none"> WHS Audit Progress Report - reporting on progress against the WHS Audit Plan. Any proposed amendments to the rolling WHS Audit Plan. Results/reports of WHS audits, including ReturntoWorkSA and other regulator audits and actions taken by the University in response to the audit findings. Updates on legal compliance issues and relevant case law, as appropriate. Any updates to the University health and safety risk profile/register, including corrective actions and budget allocation for corrective actions. Any notices issued under WHS legislation including corrective actions taken. Report/statistics on <ul style="list-style-type: none"> incident performance data, including frequency and 	Each University Council meeting	Vice-Chancellor

		<p>severity of injuries and comparative data for preceding periods that may identify a risk(s) not being addressed adequately.</p> <ul style="list-style-type: none"> ○ lost time injuries including root causes and corrective actions taken. ○ notifiable incidents or near misses including advice obtained where appropriate and corrective actions taken. ○ workers compensation ○ workplace inspections completed/number of hazards identified/risk levels/controls implemented within required timeframe ○ training information ○ emergency management - number of trial exercises, desktop exercises, plans developed, actual incidents ○ Health and Safety Committee statistics 		
		<ul style="list-style-type: none"> • Progress report against the WHS Plan, using established KPIs, milestones and goals. • WHS Audit Agreed Actions Report, reporting status of management responses to WHS audit findings 	Twice-yearly	Vice-Chancellor
		<ul style="list-style-type: none"> • WHS Audit Plan • WHS Plan • Results of review of WHS Management System • Amendments approved to subsidiary policies and 	Annually	Vice-Chancellor

		procedures under delegated authority		
Faculty/Portfolio Head Reports to Vice-Chancellor (with copy to University Health and Safety Committee)	Vice-Chancellor University Health and Safety Committee	<p>Summary of:</p> <ul style="list-style-type: none"> • Progress against Faculty/Portfolio WHS Planned Actions • Training, inductions, workplace inspections completed • Corrective actions completed/outstanding • Any unresolved WHS issues requiring the Vice-Chancellor's attention • Any safety concerns for the Faculty/Portfolio • Any injury management activities • Any trends and underlying causes of accidents/incidents • WHS news and developments 	quarterly	Senior executives
Managers/Directors of University Controlled Entities report to the Vice-Chancellor	Vice-Chancellor	<ul style="list-style-type: none"> • Summary of: <ul style="list-style-type: none"> ○ Progress against WHS Planned Actions ○ Training, inductions, workplace inspections completed ○ Corrective actions completed/outstanding ○ Any unresolved WHS issues requiring the Vice-Chancellor's attention ○ Any safety concerns for the Controlled Entity ○ Any injury management activities ○ Any trends and underlying causes of accidents/incidents ○ Initiatives taken to improve WHS performance • Results/reports of WHS audits, including any regulator audits and actions taken by the Controlled Entity in 	quarterly	Managers/Directors of University Controlled Entities

		<p>response to the audit findings.</p> <ul style="list-style-type: none"> • Any notices issued under WHS legislation including corrective actions taken. • Any updates to the Controlled Entity's health and safety risk profile/register, including corrective actions and budget allocation for corrective actions. 		
<p>Manager, WHS Report to University Health and Safety Committee and Senior executives</p>	<p>University Health and Safety Committee Senior executives</p>	<ul style="list-style-type: none"> • WHS Audit Progress Report - reporting on progress against the WHS Audit Plan. • Any proposed amendments to the rolling WHS Audit Plan. • Results/reports of WHS audits, including ReturntoWorkSA and other regulator audits and actions taken by the University in response to the audit findings. • Updates on legal compliance issues and relevant case law, as appropriate. • Any updates to the University health and safety risk profile/register, including corrective actions and budget allocation for corrective actions. • Any notices issued under WHS legislation including corrective actions taken. • Report/statistics on <ul style="list-style-type: none"> ○ incident performance data, including frequency and severity of injuries and comparative data for preceding periods that may identify a risk(s) not being addressed adequately. ○ lost time injuries including root causes and corrective actions taken. 	<p>quarterly</p>	<p>Associate Director, WHS</p>

		<ul style="list-style-type: none"> ○ notifiable incidents or near misses including advice obtained where appropriate and corrective actions taken. ○ workers compensation ○ workplace inspections completed/number of hazards identified/risk levels/controls implemented within required timeframe ○ training information ○ emergency management - number of trial exercises, desktop exercises, plans developed, actual incidents ○ Health and Safety Committee statistics 		
		<ul style="list-style-type: none"> ● Progress report against the WHS Plan, using established KPIs, milestones and goals. ● WHS Audit Agreed Actions Report, reporting status of management responses to WHS audit findings 	Twice-yearly	Associate Director, WHS
		<ul style="list-style-type: none"> ● WHS Audit Plan ● WHS Plan ● Results of review of WHS Management System ● Amendments approved to subsidiary policies and procedures under delegated authority 	Annually	Associate Director, WHS
Associate Director, WHS Report to Director, People and Culture	Director, People and Culture	<ul style="list-style-type: none"> ● Incident/accident statistics, trends ● Injury management report, including summary of claims and progress ● Audit reports ● WHS Unit report - activities since last report 		