



SYSTEM REVIEW AND IMPROVEMENT

5.1 MANAGEMENT SYSTEMS REVIEW

Full review

The University's executive management ensure that a review of the HSW management system (which includes Injury Management) is undertaken to ensure it is continuing suitability, adequacy and effectiveness.

This process involves:

- an examination of the previous Management Systems Review Report findings to determine if outcomes have been used as a basis for future system development.
- a review of the HSW Policy scope, content and supporting processes within the HSW Handbook
- an assessment of the level of achievement against documented objectives, targets and performance indicators outlined in planning arrangements.
- a review of findings from internal/external audits
- a review of legislative changes which impact on our processes;
- a review of changing expectations and requirements of stakeholders;
- a review of any changes in the organisational structure of the University;
- a review of any advances in science and technology.

Frequency

The review will be conducted every three years (as a minimum), but may be conducted at more frequent intervals if determined by the executive management that the effectiveness of the current systems are not meeting the needs of the University.

Who will co-ordinate and conduct the review?

The review will be co-ordinated by the Manager, Health Safety and Wellbeing. This may involve an independent auditor.

Who will take part in the review?

The review will be completed in consultation with relevant stakeholders. This may include employees, title holders, volunteers, students, visitors or third parties engaged by the University (e.g. contractors) and/or a staff member of a controlled entity.

Findings and recommendations

The findings of the review will be presented to the Director (Human Resources) and tabled at the University Health and Safety Committee and the Vice Chancellor's Committee for consideration and action.

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REPORTING – MONITORING AND EVALUATION OF THE HSW MANAGEMENT SYSTEMS PERFORMANCE

Monitoring and reporting of the HSW systems and planned arrangements occur at School/Branch, Division/Faculty and Executive level on an ongoing basis as follows:

Activity/Information	Monitoring tool/template/system	Who by
Action Planning		
<ul style="list-style-type: none"> Corporate Health and Safety Action Plan Injury Management Action plan Schedule of Programmable Events Training Needs Analysis and Training Plan 	<ul style="list-style-type: none"> Traffic Light Reports 	<ul style="list-style-type: none"> HSW Team Registered Health and Safety Committees
Corrective Actions		
<ul style="list-style-type: none"> Corrective Actions <ul style="list-style-type: none"> Actions arising from Internal Audits, External Audits, Workplace inspections, Risk assessments, tests/exercises. Accident, Incident, Near Miss reports 	<ul style="list-style-type: none"> RMSS; or Other authorised databases (e.g. Maintenance Service Job Requests) where there is a system for recording, assigning of actions, monitoring, follow-up and completion within designated time-frames. 	<ul style="list-style-type: none"> Registered Health and Safety Committees To the person responsible for the action Registered Health and Safety Committees HSW Team Heads of School/Branch Health and Safety Officers Health and Safety Representations
Reports to Executive and Senior Management		
<ul style="list-style-type: none"> HSW Report (Fortnightly) Consolidation of key activities including (where applic): <ul style="list-style-type: none"> Status against the Action Plan Major incidents (Notifiable Incidents, Prosecution and Improvement Notices) Statistics, trends Internal/External Audit reports Team Report, activities since last report 	<ul style="list-style-type: none"> HSW Report 	<ul style="list-style-type: none"> Vice Chancellor's Committee Audit, Compliance and Risk Committee Report University Health and Safety Committee
<ul style="list-style-type: none"> Division/Faculty Health and Safety Reports summarising: <ul style="list-style-type: none"> unresolved HSW issues requiring UHSC corrective actions completed 2 highest safety concerns for the Faculty/Division Health and Safety news and developments Traffic light reports Training, inductions, workplace inspections completed 	<ul style="list-style-type: none"> UHSC reporting template Division/Faculty reporting template 	<ul style="list-style-type: none"> HSW Team University Health and Safety Committee Division/Faculty Health and Safety Committees



REPORTING – MONITORING AND EVALUATION OF THE HSW MANAGEMENT SYSTEMS PERFORMANCE (Continued)

Activity/Information	Tool/template/system	Who by
Injury Management (Claims and Rehabilitation) – Work and Non-work related Illness and Injury		
<ul style="list-style-type: none"> Injury Management 	<ul style="list-style-type: none"> Injury Management Register (database) Work and Non-work related injuries/illnesses. Open Claims 	<ul style="list-style-type: none"> Manager, HSW Senior HSW Consultant (Policy and Liaison) HSW Specialist (IM and Wellbeing) Executive Deans, Vice President, Heads of School/Branch Manager, HSW, Senior HSW Consultant (Policy and Liaison), HSW Specialist (Injury Management and Wellbeing) Claims Manager <p>For complex claims or where there are also issues around employment legislation (e.g. Industrial Relations):</p> <ul style="list-style-type: none"> Director, HR; and Vice President (Services and Resources) and/or Executive Deans/Heads of School/Branch where required.

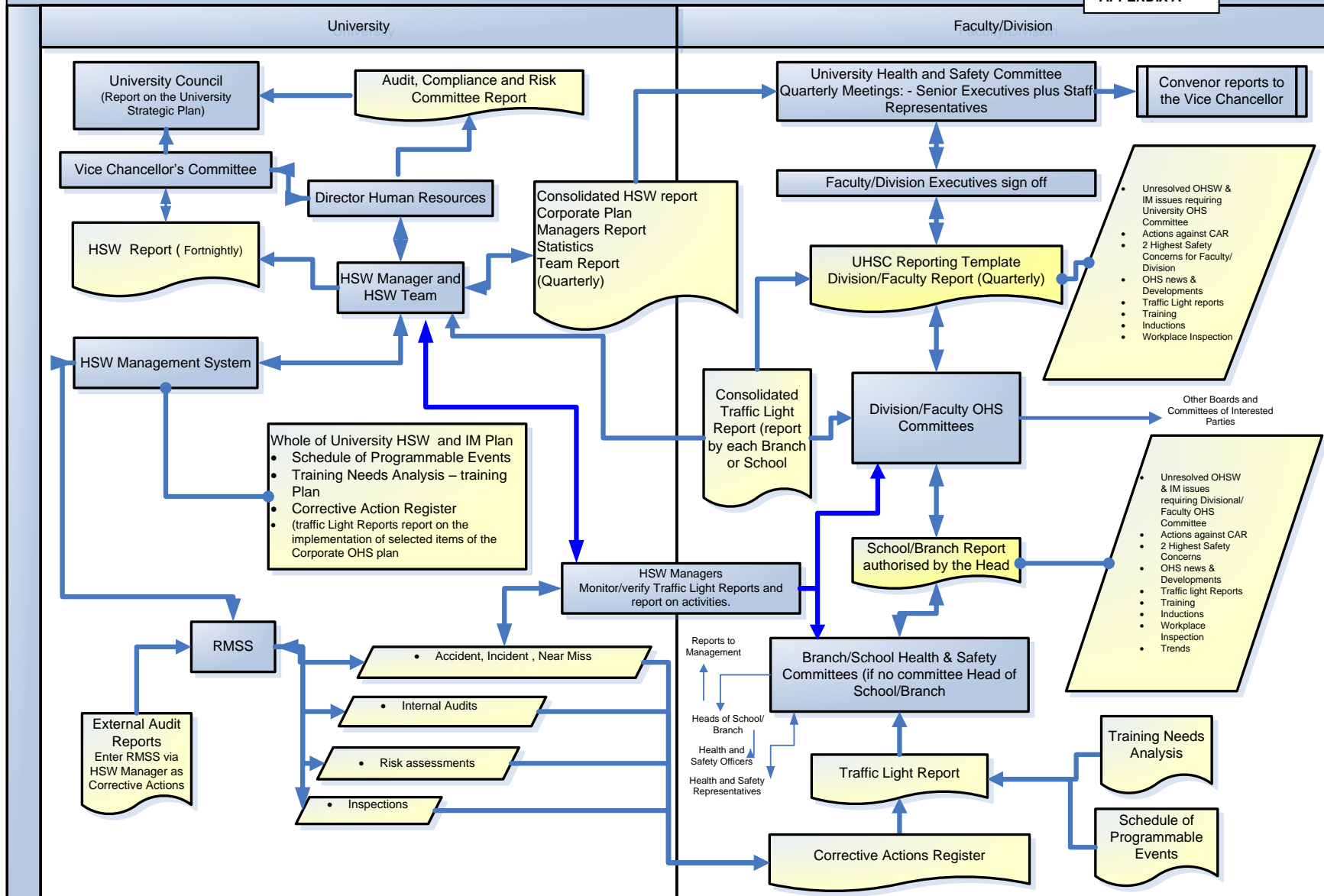
See Appendix A

The flowchart depicts the HSW information which is monitored and the flow of information from the School/Branch level to the University's Executive/Senior management/Health and Safety Committees

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Reporting – Monitoring and Evaluation of the OHSMS system performance

APPENDIX A



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MANAGEMENT SYSTEMS REVIEW (Standard 5 – WorkCover Performance Standards)

Name of Process/System		Date	
Review undertaken by	Name:	Position	

Element 1: Policy

Ref	Criteria	Objective Evidence/Findings	Compliance
1.1	The scope and content of the process has been reviewed in consultation with employees (or their representatives) to ensure continued suitability and effectiveness.		Enter if Compliant (C) or Non-Compliant (C)
	Effectiveness		
	Recommendations		

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Element 2: Objectives, targets and performance indicators

Ref	Criteria	Objective Evidence/Findings	Compliance
2.1.1	The level of achievement against documented objectives has been analysed.	Objectives (e.g. as outlined in the HSW Handbook process, Action Plans, University objectives)	
	Effectiveness		
	Recommendations		
2.1.2	The level of achievement against documented targets and performance indicators has been analysed.	Performance Indicators and targets (if applicable) (e.g. as outlined in the HSW Handbook process or other monitoring criteria)	
	Effectiveness		
	Recommendations		
2.2	The organisation must ensure results are analysed and used to determine areas of success and areas requiring corrective and preventive action.		
	Effectiveness		
	Recommendations		

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Element 3: System review

Ref	Criteria	Objective Evidence/Findings	Compliance
3.1	The organisation must ensure the system is reviewed and revised if required, in line with current legislation, the workplace and work practices.		
	Effectiveness		
	Recommendations		
3.2	The organisation must ensure the system's measurement outcomes are used as a basis for future system development.		
	Effectiveness		
	Recommendations		