

# Work Health and Safety Reporting Procedure

March 2024 - This document is expired. It is replaced by the [Health, Safety and Wellbeing Policy](#).

## Section 1 - Purpose

(1) This procedure directs the reporting responsibilities of Work, Health and Safety committees, the University Safety and Health Management Committee and the Work Health and Safety Unit, Division of Human Resources. It forms part of the Work Health and Safety Management System and ensures that there are clear channels for reporting WHS Management System performance through all levels of Charles Sturt University (the University).

### Scope

(2) This document applies to workers in all Faculties, Divisions, Offices and organisational units of the University and its controlled entities.

## Section 2 - Glossary

(3) Nil.

## Section 3 - Policy

(4) Refer to the [Work Health and Safety Policy](#).

## Section 4 - Procedures

### Part A - Responsibilities

#### Manager, Work Health and Safety

(5) The Manager, Work Health and Safety has specific responsibilities for WHS Unit Reports in Part B.

#### Work Health and Safety Systems and Compliance Officer

(6) The Work Health and Safety Systems and Compliance Officer has specific responsibilities for WHS Unit Reports in Part B.

#### WHS Committees

(7) WHS Committees are responsible for WHS Committee Reports in Part B.

#### University Safety and Health Management Committee (USHMC)

(8) USHMC are responsible for University Safety and Health Management Committee (USHMC) Reports in Part B.

## **Part B - WHS Reports**

### **WHS Unit Reports**

(9) Manager, Work Health and Safety will analyse the following and input into WHS Management System effectiveness reports:

- a. All Faculty/Division Annual Returns.
- b. Incident reports.
- c. Audit reports.
- d. Hazard reports.
- e. Workplace inspection reports.

(10) Work Health and Safety Systems and Compliance Officer will collate all WHS audit reports into quarterly WHS audit reports.

(11) Manager, Work Health and Safety will provide WHS Management System effectiveness reports and quarterly WHS audit reports to the WHS Committees and University Safety and Health Management Committee (USHMC).

### **WHS Committee Reports**

(12) WHS Committees will review all WHS reports provided to the committee.

(13) WHS Committees will identify any trends or areas of concern and report these to University Safety and Health Management Committee (USHMC).

(14) WHS Committees will question Faculties/Divisions on what actions they plan to undertake to address any WHS trends or areas of concern.

### **University Safety and Health Management Committee (USHMC) Reports**

(15) Review all WHS reports provided to the committee.

(16) Identify any trends or areas of concern and question Faculties/Divisions on what actions they plan to undertake to address them.

(17) Identify and report any organisational WHS risks to the Finance, Audit and Risk Committee (FARC).

## **Section 5 - Guidelines**

(18) Nil.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	16th September 2019
<b>Review Date</b>	1st July 2023
<b>Approval Authority</b>	Executive Director, Human Resources
<b>Approval Date</b>	21st August 2019
<b>Expiry Date</b>	Not Applicable
<b>Unit Head</b>	Stacey Jenkins Executive Director, Safety, Security and Wellbeing
<b>Author</b>	Stephen Ween
<b>Enquiries Contact</b>	