

# Work Health and Safety Management Review Procedure

**December 2023 - This document is expired. It is replaced by the [WHS Procedure - Inspections, Plans, Audits and Reviews](#).**

## Section 1 - Purpose

(1) The purpose of this Procedure is to ensure that all aspects of the Work Health and Safety (WHS) management system are reviewed at planned intervals to ensure its continuing suitability, adequacy and effectiveness.

(2) This Procedure also ensures:

- a. review of WHS policy;
- b. establishment of WHS goals; and
- c. WHS considerations are made in future strategies of the University and its organisational units.

### Scope

(3) This document applies to all Faculties, Divisions, Offices and organisational units of Charles Sturt University (the University) and its controlled entities.

(4) The review of the policy, objectives and procedures should be carried out by the level of management that defined them. The scope of the review is comprehensive. However, all elements of the WHS management system need not be reviewed at once, with the complete review process taking place over a period of time.

## Section 2 - Glossary

(5) For the purpose of this Procedure:

- a. Faculty/Division/Office Executive means - the person who is responsible for the overall management of the Faculty/Division/Office e.g. Executive Dean, Executive Director, Deputy Vice-Chancellor.
- b. Organisational Unit means - Faculty, School, Centre, University Institute, other University Entity, Division, Office, Section or University Business Enterprise.

## Section 3 - Policy

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

## Section 4 - Procedures

## **Part A - Responsibilities**

### **Executive Leadership Team (ELT)**

(7) The ELT is responsible for the University Work Health and Safety (WHS) Management System review (see Part C).

### **Faculty/Division/Office Executive**

(8) Faculty/Division/Office Executive are responsible for the Faculty/Division/Office WHS Management System review (see Part B).

### **Manager, Health Safety and Wellbeing**

(9) The Manager, Health Safety and Wellbeing is responsible for ensuring that the necessary information is collated and reported to allow reviews to be completed.

### **Work Health and Safety Unit**

(10) The Work Health and Safety (WHS) Unit is responsible for:

- a. recommending changes to local WHS Management Systems in relation to legislative changes; and
- b. conducting the University's Continuous WHS Management System reviews (see Part D).

## **Part B - Faculty/Division/Office WHS Management System Review**

(11) Review the Faculty/Division/Office WHS Management System in October every three years as a minimum. The following items shall be considered:

- a. WHS performance for the last three years, in relation to:
  - i. School/Unit Annual WHS reviews; and
  - ii. School/Unit WHS management plans.
- b. recommended changes from the WHS Unit in relation to legislative changes;
- c. changes to processes, materials, plant and equipment;
- d. changes to organisational structure;
- e. advances in technology and scientific information, e.g. availability of less hazardous substances;
- f. lessons learned from injuries and incidents and the corrective actions taken;
- g. recommendations arising from WHS internal and external audits;
- h. effectiveness of employee consultation and communication e.g. Health and Safety Committees;
- i. status of current Work Health and Safety (WHS) training for all personnel; and
- j. effectiveness of current hazard/risk controls:
  - i. safety inspections;
  - ii. risk assessments;
  - iii. manual handling risk controls;
  - iv. hazardous substances and dangerous goods handling;
  - v. permits to work and isolation procedures;
  - vi. Safe Work Procedures (SWP);
  - vii. emergency preparedness; and
  - viii. use of personal protective equipment (PPE).

- (12) Document your reviews and develop plans to implement improvements where gaps are identified.
- (13) Submit reviews and associated plans to the Executive Leadership Team and the WHS Unit.
- (14) Monitor open actions in management and executive meetings to ensure implementation and closure.
- (15) Refer to Appendix A for the Faculty/Division/Office WHS Management System review template.

## **Part C - University WHS Management System Review**

(16) Review the University WHS Management System in October every three years as a minimum. The following items shall be considered:

- a. Faculty/Division/Office WHS Management System reviews;
- b. audit results;
- c. commitment to continual improvement;
- d. the extent to which objectives and targets have been met;
- e. the continuing suitability of the WHS Management System in relation to changing conditions and information;
- f. concerns of relevant interested parties, such as the University Safety and Health Management Committee and other WHS committees;
- g. WHS performance reports;
- h. incident reports;
- i. hazard identification;
- j. changes to the NSW WHS Act or Regulations;
- k. corrective action reports; and
- l. changes to relevant Australian Standards.

(17) Document your reviews and develop plans to implement improvements where gaps are identified.

(18) Refer to the associated information for the University WHS Management System review template.

## **Part D - Continuous WHS Management System Reviews**

(19) Review the University's Work Health and Safety (WHS) Management System and supporting procedures on a three yearly schedule, to ensure:

- a. continuing suitability;
- b. adequacy; and
- c. effectiveness.

(20) Monitor legislative changes and amend the University's WHS Management System and supporting procedures accordingly.

(21) Report to the Executive Leadership Team on any WHS Management System reviews or amendments undertaken by the Unit.

## Section 5 - Guidelines

(22) Nil.

## Status and Details

<b>Status</b>	Current
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