



# Procedure: Work health and safety management review

## Purpose

This procedure describes how Australian National University (ANU) reviews the management systems for the work health and safety, rehabilitation and claims management systems (WHS). This procedure meets compliance requirements of the [Work Health and Safety Act 2011 \(Cth\)](#), [the Work Health and Safety Regulations 2011 \(Cth\)](#), [the Safety and Rehabilitation Compensation Act 1998 \(Cth\)](#), [the National Self Insurer Work Audit Tools \(NAT\)](#) for rehabilitation and WHS, and [the Australian Radiation Protection and Nuclear Safety Act 1998 \(Cth\)](#). This procedure is linked to the University's Work Health and Safety Policy and is one of the WHS Management System Procedures.

## Definitions

**Action** refers to a specific action raised in response to an identified non-conformance.

**Annual WHS Report** is a report produced annually and approved by the Chief Operating Officer (COO). It is a collective summary of all the key WHS performance indicators (KPIs), programs and projects previously identified, to improve WHS performance at the University for the previous calendar year.

**Audit** is a systematic and independent process for obtaining evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.

**Hazards** are defined as *“a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to environment, or a combination of these.”*, according to the Australian Standards/New Zealand Standards (AS/NZS) 4801:2001.

**Local area** refers to the College, Research School or Service Division at the University.

**Non-conformance** is the non-fulfilment of specified requirements.

**Risk** refers to any potential injury or harm and is the likelihood and consequence of injury or harm occurring according to the AS/NZS, 4801:2001.

**Work Health and Safety Management System (WHSMS)** refers to the overall management system which includes the organisational structure, governance structure,

planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the system. The WHS Policy, Rehabilitation Policy and Fitness for Work Policy, all of the WHS documents linked to these policies and the electronic systems that support them make up the system, thus managing the hazards and risks associated with managing the business of the University.

**Workplace Health and Safety Objectives and Key Performance Indicators (KPIs)** refer to the overall goals in terms of WHS performance set in the annual WHS plan.

## Procedure

### Scope

1. This procedure applies to all meetings where WHS management system elements are reviewed, discussed and consulted on at the University.

### Approved University WHS Governance Structure

2. The diagram of the approved University WHS Governance Structure can be found [here](#).

### WHS management review meetings

3. Members of senior leadership at the University meet at various forums to review the WHS management system effectiveness including:

- Council meetings in which WHS is a standing agenda item and when Annual WHS Report is reviewed in detail as an agenda item;
- University WHS Committee meetings.

### Management review

4. The WHS management review is conducted annually in the final University WHS Committee Meeting of the calendar year.

5. Agenda items of the WHS management review include:

- the extent to which ANU WHS Plan objectives, targets, key performance measures and overall key performance indicators have been met;
- WHS Management System performance including trends in:
  - internal and external audit results;
  - incident root causes and any nonconformities;
  - corrective actions;

- WHSMS implementation status; and
- change of hazards and risks;
- key WHS legislative and other requirement changes, their influence on University operations and the University's actions in responding to the changes;
- status of actions arising from the previous management review;
- resourcing requirement for adequately implement and maintain the WHS Management System; and
- opportunities for continual improvement.

6. The outcome of the WHS management review including any actions arising from the review will be documented in details in the final University WHS Committee Meeting minutes.

7. The Associate Director, Work Environment Group, (AD WEG) is responsible for providing the outcome of management review in the Annual WHS Report to the Director, Human Resources for endorsement.

8. The Chief Operating Officer (COO) sponsors the endorsed Annual WHS Report for Council meetings.

9. Council reviews the Annual WHS Report in detail, approves the reports and directs/advises (as appropriate) the University Executive of any recommended courses of action. This allows for visibility of the University's WHS performance, including trends and issues.

### **Training and competency**

10. There are no training or competency requirements for implementing WHS management reviews.

### **Sources**

<b>Legal and other requirements</b>
<i>Work Health and Safety Act 2011 (Cth)</i>
<i>Work Health and Safety Regulations 2011 (Cth)</i>
<i>AS/NZ 45001:2018 Occupational health and safety management systems</i>



## Document information

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