

Procedure: Work health and safety reporting

Purpose

This procedure describes how the Australian National University (ANU) identifies and defines the Work Health and Safety reporting needs to comply with the work health and safety, rehabilitation and claims management system reporting requirements (WHS) of the [Work Health and Safety Act 2011 \(Cth\)](#), [the Work Health and Safety Regulations 2011 \(Cth\)](#) and the [National Audit Tool \(NAT\) requirements for self-insurers](#). This document is linked to the University's [Work Health and Safety policy](#) and is one of the WHS Management System Procedures.

Definitions

Electronic Records Management System (ERMS) is the University system which stores records electronically.

Local areas mean Research Schools, Colleges and Divisions of ANU.

National Audit Tool (NAT) is the audit criteria for the national self-insurer Work Health and Safety (WHS) audit tool.

The [Work Health and Safety Management System \(WHSMS\) Handbook](#) provides practical guidance for University and its local areas on how to implement the University WHS Management System and defines the responsibilities and actions required by management and workers within the management system.

Procedure:

Scope

1. This procedure includes all of the reports that are generated for decision makers, stakeholders and workers at the University on the performance of the WHS management systems such as:

- * internal reporting of performance outcomes against the WHS Management System such as WHS objectives, targets and programs, WHS audits, WHS inspections and testing, WHS hazards and WHS incidents;
- * notifications;
- * the annual report; and

- * benchmarking and other University WHS performance reporting.

Internal reporting of the performance of the WHS management systems

2. The Associate Director, Work Environment Group (WEG) ensures the internal reporting of WHS management system information to the various internal bodies including the:

- * University Council; and
- * University WHS Committee.

3. Research School Directors, College General Managers and Service Division Directors report quarterly to the University WHS Committee and their Local WHS Committee on their area’s progress in meeting their due diligence via the [Due Diligence Report](#) and [Traffic Light Status Report](#).

4. The University WHS Performance Report that is submitted to the University Council and University WHS Committee has a number of sections that summarise mandatory information which include, for example:

- * objectives, targets and performance indicators;
- * serious incidents as reported to regulators and general incident data as reported in Figtree as per the [WHS incident management procedure](#);
- * WHS and claims metrics;
- * WHS hazards;
- * WHS audits;
- * WHS reviews;
- * WHS legal and other requirements and changes; and
- * WHS feedback including unresolved issues, consultation, complaints and external feedback.

5. Table 1 describes the list of internal reports that are created for University stakeholders and the periods within which they are delivered. The definitions of WHS Indicators are found in the [WHS incident management](#) and [WHS planning, objectives, targets, and programs](#) procedures.

Table 1 Internal reports

Reporting Mechanism	Recipients	Frequency	WHS Indicators (minimum)

WHS Report	University Council	As per University Council meeting schedule	Lost Time Injury Frequency Rate Medical Treatment Injury Frequency Rate Average Lost Time Rate Workers Compensation Claims Workers Compensation Costs Hazard and Incident reporting Training course delivery Audit reports
WEG Report using the WHS Performance Report to University Council	University WHS Committee	Quarterly	Workers Compensation Claims Hazard and Incident reporting Training course delivery Lost Time Injury Frequency Rate Medical Treatment Injury Frequency Rate Average Lost Time Rate Audit reports
Annual WHS Report	University Council	Annually	Lost Time Injury Frequency Rate Medical Treatment Injury Frequency Rate Average Lost Time Rate Hazard and Incident reporting Workers Compensation Claims
Local area WHS Report	Relevant WHS Committee	Quarterly	Hazard Incidents Inspections and monitoring Training course delivery Lost Time Injury Frequency Rate Medical Treatment Injury Frequency Rate Average Lost Time Rate Audit reports
University WHS Plan	Chief Operating Officer	Quarterly	WHS objectives, targets and progress
Due Diligence Report	University WHS Committee	Quarterly	NA

Traffic Light Status Report	University WHS Committee University Council	Quarterly	NA
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Notifications

6. The [WHS incident management procedure](#) describes the process for notifying authorities for certain injuries, illness, incidents and dangerous incidents as specified in the *Work Health and Safety Act 2011 (Cth)* and *Work Health and Safety Regulations 2011 (Cth)*. This procedure contains information such as reporting timeframes and report forms.

ANU Annual Report

7. The Associate Director, Work Environment Group (WEG) via the Director, Human Resources provides the input for the section of the ANU Annual Report on “A safe healthy and sustainable work environment”.

Benchmarking and other reporting

8. The University participates in other WHS reporting such as the:

- * Group of Eight (Go8) for benchmarking;
- * Australian Higher Education Industry Association (AHEIA) for benchmarking; and
- * Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

Approval

9. The Associate Director, WEG prepares all the University level reports. The reports are provided to the Chief Operating Officer via the Director Human Resources for approval prior to their release.

10. Annual Reports are approved by the Vice Chancellor and the University Council.

Records

11. All WHS reports are stored electronically in the ERMS where applicable.

Training and competency

12. University level reports are compiled by people with recognised WHS qualifications and competency in data collation and report writing.

13. Local level reports are compiled by people with appropriate competency in data collection and report writing.

This procedure is further explained and supplemented by [WHSMS Handbook Chapter 4.4](#)
[WHS Review and Reporting](#).

Sources

Refer to [ANU WHS Legal and Other Requirements Matrix](#).

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