



# Health and Safety Guideline

## HSG 7.2 Health and Safety Reporting

### 1. Purpose

This document describes the University's process for generation of internal and external health and safety reports and to define the requirements for those reports.

### 2. Scope

This Guideline applies to all health, safety and wellbeing activities of staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

### 3. Guidelines

#### 3.1. Generation of Health, Safety and Wellbeing Reports

The Health, Safety and Wellbeing Team will generate a monthly health and safety report for the Executive Committee that includes the following information but not limited to:

- number of reported incidents including any notifiable incidents for the relevant period;
- injury frequency rate for the relevant period;
- incident and injury trends;
- audit and inspection trends including completion rates, outstanding action items and category analysis;
- outcomes of specialist Committee or technical inspections including Institutional Biosafety Committee (IBC) and Chemical and Radiation Technical Committee (CRTC) Inspections;
- completion and outcomes of the Executive Leader Safety Walk and Talk Program;
- College and Division specific health and safety performance data;
- workers' compensation claim trends;
- initiatives for health, safety and wellbeing performance improvement; and
- University wide health and safety induction and training data.

Each quarter a Health and Safety Report will be presented in person to the Executive Committee by the Associate Director Health, Safety and Wellbeing and resolutions arising from the meeting are to be communicated to the Health, Safety and Wellbeing Team so they can be addressed prior to the next report.

Each quarter the Health, Safety and Wellbeing Team will generate a report for the Risk Committee of Council following prior review by the Executive Committee. This report will include but not be limited to the information listed above for Executive Committee.

Each quarter the Health, Safety and Wellbeing Team will generate a summary report for the Executive Teams of each College and Division, including the Divisional or College Health and Safety Team where appointed. The report will include a summary of the information listed above for Executive Committee and data outlined in the Health and Safety All Incident Management System (AIMS) Dashboard.

Resolutions arising from the meeting are to be communicated to the Health, Safety and Wellbeing Team so they can be addressed prior to the next report.

## 4. Definitions

In the context of the Health and Safety Management System Framework:

Executive Committee	Consisting of the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer, Chief People and Culture Officer and the Chief Financial Officer, the University Secretary and the President of Academic Senate.
Leader / Supervisor	Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
Worker	Includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer. A person is a worker if the person carries out work in any capacity for the University or another person conducting a business or undertaking, including work as: (a) an employee, or (b) a contractor or subcontractor, or (c) an employee of a contractor or subcontractor, or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or (e) an outworker, or (f) an apprentice or trainee, or (g) a student gaining work experience, or (h) a volunteer, or (i) a person of a prescribed class.

## 5. Responsibilities

A comprehensive list of health, safety and wellbeing responsibilities is provided in Guideline [HSG 1.2: Roles and Responsibilities](#).

Specific responsibilities under this Guideline include:

### Executive Committee

- Review and evaluate the reports provided by the Health, Safety and Wellbeing Team.
- Make enquiries to ensure appropriate corrective actions are implemented in response to significant incidents and trends.
- Ensure learnings from serious incidents and notifiable incidents are communicated.

### Health, Safety and Wellbeing Team

- Communicate incident recording and reporting requirements and provide relevant training where required.
- Provide reports to the Executive Committee, University Council, Health and Safety Committees and College, Division and Precinct Health and Safety Committees for discussion at their meetings.

### Leaders and Supervisors

- Ensure Health and Safety reports are discussed with workers in their area of responsibility.
- Provide input into performance reports by providing information on progress against targets, and implementation of improvements and corrective actions.

## 6. References & Related Documents

The following documentation is referenced in, or applicable to this Guideline:

[HSG 1.2: Roles and Responsibilities](#)

[HSG 2.1: Consultation and Communication](#)

## 7. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
1, 2	October 2016	Manager Health and Safety	-	Original versions with latest amendment for HSG 9.2 Health and Safety Reports

3	July 2023	CPCO	All	1. Renumbered and renamed from HSG 9.2 to HSG 7.2 Health and Safety Reporting 2. Updated content in all sections 3. Added new/renamed Related Documents 4. Added Amendment History 5. Amended document control header and footer
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## 8. Appendices

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