

Health and Safety Guidelines: HSG 10.2

Management Review of Health and Safety Management System



1. Purpose

This document outlines how the Health and Safety Management System Framework will be reviewed to ensure its continuing suitability, adequacy and effectiveness in accordance with Regulatory requirements and the University's operational needs.

2. Scope

This document applies to the Executive Committee, Managers, Supervisors, the Health and Safety Team, and Health and Safety Committees.

3. Definitions

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

- (a) **Health and Safety Documentation** means the policies, elements, guidelines and related documentation which form the University's Health and Safety Management System Framework.
- (b) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.
- (c) **Leader/Supervisor** means any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
- (d) **Performance Reports** mean the reports prepared in accordance with HSG 9.2.
- (e) **Regulatory requirements** means the legal obligations imposed upon the University, its officers and employees, and other Workers under:
 - (i) the [Work Health and Safety Act 2011 \(NSW\)](#); and
 - (ii) the [Work Health and Safety Regulation 2011 \(NSW\)](#).

4. Responsibilities

4.1 Executive Committee

The Executive Committee should evaluate the periodic review of the Health and Safety Management System Framework managed by the Health and Safety Team.

4.2 Leaders and Supervisors

Leaders and Supervisors should conduct a periodic review of any local Health and Safety Documentation within their areas of responsibility. See **Attachment 1** for a template to assist with this process.

4.3 Health & Safety Team

The Health and Safety Team should:

- (a) Ensure a periodic review of the Health and Safety Management System Framework is conducted and the outcome documented;
- (b) Submit a report of the Health and Safety Management System Framework review, with recommendations for change if relevant, to the Executive Committee for their evaluation;
- (c) Provide the Health and Safety Committees with information on changes to the Health and Safety Management System Framework; and
- (d) When required, provide advice and support to Faculties and Divisions when they are reviewing local Health and Safety Documentation.

5. Review of the Health and Safety Management System Framework

5.1 Matters to be taken into account by the Health and Safety Team

A review of the Health and Safety Management System Framework should be undertaken by the Health and Safety Team periodically and should take into account:

- (a) Workplace health and safety audit results;
- (b) The extent to which workplace health and safety objectives and targets have been met;
- (c) The continuing suitability of the Health and Safety Management System Framework in relation to changing conditions and information;

- (d) Concerns of relevant interested parties, such as the University Health and Safety Committee and specialist committees;
- (e) Performance reports;
- (f) Incident reports;
- (g) Changes to Regulatory requirements;
- (h) Corrective action reports; and
- (i) Changes to relevant Australian Standards.

5.2 Faculty and Division Review

Faculties and Divisions should conduct a periodic review of their local Health and Safety Documentation. The review should be overseen by the relevant Health and Safety Committee and the Health and Safety Team can provide input to the local review where required.

The review should be documented and the following matters should be considered:

- (a) Current performance in relation to their local health and safety objectives, targets and plans;
- (b) Recommended changes from the Health and Safety Team in relation to Regulatory requirements;
- (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 Incidents and the corrective actions taken;
- (g) Recommendations arising from site health and safety internal and external audits;
- (h) Effectiveness of Workers consultation and communication e.g. through Health and Safety Committees;
- (i) Status of current health and training for Workers; and
- (j) Effectiveness of current hazard and risk controls.

Where gaps are identified from the review, plans should be developed to implement improvements. The review should be discussed with the relevant Health and Safety Committee and improvements monitored for closure.

Attachment 1 is a template which can be used for the HSMS review.

6. References

[UON Health and Safety Management System Framework](#)

[UON HSG 4.1 H&S Risk Management](#)

[UON HSG 5.1 Pre-placement Assessment against Inherent Requirements](#)

[UON HSG 5.2 Inductions](#)

[UON HSG 7.1 Incident Notification and Investigation](#)

[UON HSG 7.3 Injury Management](#)

[UON HSG 8.1 Consultation and Communication](#)

[UON HSG 10.1 Inspections and Testing](#)

[UON HSG 10.3 Health and Safety Audits](#)

7. Attachments

H&S Management System Review Template

Attachment 1.

H&S Management System Review Template				
UON Review: YES/NO	Review Team:		Review Date:	
Faculty/Division Review: YES/NO	Review Team:		Review Date:	
Review Item	Recommended Actions	Learnings & Communication	Person Responsible	Completion Date
1. H&S performance against objectives				
2. H&S legislative changes over the last 12 months				
3. Changes to organisational structure that impact H&S management				
4. Review of H&S incidents & injuries & investigation outcomes				
5. Review of Workers' Compensation claims experience				
6. Changes to processes, materials & equipment that impact H&S				
7. Significant items from H&S safety inspections, internal & external audit reports				
8. Effectiveness of employee consultative processes e.g. safety committees				
9. Status of H&S training for key positions				
10. Emerging issues from industry reports				
11. Review of results from testing & monitoring				
12. Technological advances that impact H&S				

Review Item	Recommended Actions	Learnings & Communication	Person Responsible	Completion Date
13. Effectiveness of current risk control procedure				
13.1 Working at height & ladder safety				
13.2 Work exposures e.g. noise, dust, fumes				
13.3 Materials handling				
13.4 Hazardous substances e.g. chemicals, radiation sources, GMOs				
13.5 Documented Standard Operating Procedures (SOPs)				
13.6 Permits to work				
13.7 Emergency preparedness & response				
13.8 Tools & equipment				
13.9 Pressurised gases				
13.10 Travel programs – Australia & overseas				
13.11 Traffic management plans				
14. Availability of new, less hazardous chemicals				
15. Availability & utilisation of current H&S documentation				
Submitted By	Signature	Submitted To		Date