



Health and Safety Guideline

HSG 8.2 Management Review of the Health and Safety Management System (HSMS)

1. Purpose

This guideline outlines the process for review the Health and Safety Management System (HSMS) by assessing the extent to which each aspect of the system has been effectively integrated into University processes and operations.

The management review is undertaken to ensure the continuing suitability, effectiveness and continuous improvement of the system in satisfying the health, safety and wellbeing objectives as described by the University Work Health and Safety Policy, legislative requirements and the health, safety and wellbeing expectations and needs of the organisation.

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. Executive review of the Health and Safety Management System (HSMS)

To ensure the effectiveness and continuous improvement of the Health and Safety Management System (HSMS), the Associate Director Health, Safety and Wellbeing is required to undertake a full system review annually. The review must consider:

- changes to legal and other external requirements, including Australian Standards, to be included in system documents;
- the findings and trends of all HSMS Audits as described by the Guideline [HSG 8.3: Health and Safety Audits](#), and the extent to which system amendments are required;

- discussion on the continuing suitability of the Health and Safety Management System in relation to changing conditions, data and information;
- concerns of relevant interested parties, such as the University Health and Safety Committees and specialist committees;
- health, safety and wellbeing incident and hazard trends and corrective actions across business units / business functions;
- current and future training requirements identified in performance reports; and
- the extent to which objectives of the current University Wellbeing Health and Safety Strategic Plan have been met effectively by the HSMS.

The review findings must be prepared following a period of open consultation for feedback from all University staff, with the report presented to the Executive Committee and tabled at the University Health and Safety Committee. The report must include:

- a HSMS Management Review summary;
- corrective actions completion arising from the last management review;
- opportunities for continuous improvements; and
- any resulting recommendations for changes in the University HSMS.

3.2. College and Division Self Assessment

Colleges and Divisions must conduct a review of their local health and safety documentation and compliance against the Health and Safety Management System requirements every three (3) years.

The review should be overseen by the College or Divisional Health and Safety Team or Officer and the relevant Health and Safety Committee. The Health, Safety and Wellbeing Team can provide input into the local review where requested.

The Health and Safety Management System Review Template located in the University's All Incident Management System (AIMS) must be utilised in conducting and recording the review. Where gaps are identified from the review, plans must be developed to implement improvements and recorded in AIMS.

The review must be discussed with the relevant Health and Safety Committee, College or Division Executive Teams and improvements monitored for closure.

4. Definitions

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

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| 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. |
| Health and Safety Management System (HSMS) Documentation | Means the policies, elements, guidelines, key risk areas and related documentation which form the University's Health and Safety Management System Framework. |
| 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

- The Executive Committee should evaluate the periodic review of the Health and Safety Management System managed by the Health, Safety and Wellbeing Team;
- Ensure Colleges and Divisions conduct a review of their local health and safety documentation and compliance against the Health and Safety Management System requirements every three (3) years.

Health, Safety and Wellbeing Team

- Ensure a periodic review of the Health and Safety Management System is conducted and the outcome documented;
- Submit a report of the Health and Safety Management System Review to the Executive Committee for their evaluation;
- Provide the University Health and Safety Committee and other Committees with information on changes to the Health and Safety Management System; and
- When required, provide advice and support to College and Divisions when undertaking self assessment.

Leaders and Supervisors

- Ensure coordination of College and Division Business Area review of local health and safety documentation and compliance against the Health and Safety Management System requirements every three (3) years.

6. References & Related Documents

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

[HSG 1.2: Roles and Responsibilities](#)

[HSG 8.3: Health and Safety Audits](#)

7. Amendment History

| Version | Date of Issue | Approval | Section(s) Modified | Details of Amendment |
|---------|---------------|---------------------------|---------------------|--|
| 1, 2 | October 2016 | Manager Health and Safety | - | Original version with latest amendment for HSG 10.2 Management Review of Health and Safety Management System |
| 3 | July 2023 | CPCO | All | 1. Renumbered from HSG 10.2 to HSG 8.2 Management Review of the Health and Safety Management System 2. Updated content in all sections 3. Added new/renamed Related Documents 4. Added Amendment History 5. Amended document control header and footer |

8. Appendices

Nil