1. Purpose and Scope

This procedure applies to the Health and Safety Management System (HSMS) at UNSW. It specifies timeframes to review all health and safety strategic goals and objectives, policies, procedures, guidelines, protocols, plans and other tools.

Reviews shall take place at regular intervals to ensure the HSMS’s continued suitability and effectiveness in satisfying the university’s health and safety objectives and targets. The review shall take into account audit results, lead and lag indicators, resources, business continuity, changing circumstances and opportunities for continuous improvement.

2. Definitions

**Lead indicators** - are those that focus on positive efforts towards preventing injury and illness. Examples include:

- Percentage of completed health and safety inductions
- Health and safety training statistics
- Number of inspections / audits performed in a given time frame
- Number of "near miss" incidents and hazards reported and addressed
- Percentage of completed corrective actions
- Percentage completion or implementation of health and safety projects.

**Lag indicators** - are direct measures of harm. Examples include:

- incident reports
- lost time injuries
- workers compensation claims

**LTIFR (Lost time injury frequency rate)** - is measured as the number of lost time claims per million hours worked. This allows analysis of the number of lost time claims without the distorting effects of the size of the workforce.

**HSMS (Health and Safety Management System)** – A set of plans, actions and procedures designed to systematically manage health and safety in the workplace and that is actively endorsed by a committed employer to achieve:
- Provision of a safe and healthy workplace and the prevention/reduction of illness and injury for employees, contractors and visitors.
- Identification of workplace hazards, assessment of their risks and elimination or control of the identified hazard.
- Active involvement in health and safety matters by managers, supervisors and employees and their representatives.
- Provision of information and training for employees at all levels so they can work safely.

3. **Procedure**

3.1 **HSMS Review by Senior Management**

   Senior management shall review the capacity, suitability and effectiveness of the UNSW HSMS and its resources.

   1. The Risk Management Committee of Council and Level 1 HS Committee will regularly review health and safety lead and lag indicators.
   2. An annual review of the previous 12 months health and safety performance will be undertaken on the first scheduled Level 1 Health and Safety (HS) Committee meeting for the year.
   3. The Work Health and Safety Plan including objectives and targets shall be agreed at the Level 1 HS committee. Progress on the plan along with current safety performance will be reported regularly to the level 1 HS Committee.
   4. Senior management shall consider any changes to the university’s activities or objectives and whether these impact on the Work Health and Safety Plan or HSMS.
   5. Review outcomes shall be used to implement performance improvement strategies and ensure continuous improvement.
   6. Where necessary, the Health and Safety Policy and objectives shall be altered to better match the health and safety needs of the university.

3.2 **Work Health and Safety Plan Review**

   1. The Work Health and Safety Plan objectives and targets will be reviewed regularly by the Level 1 HS Committee.
   2. The Work Health and Safety Plan will undergo a full review every 3 years.
   3. The Health and Safety Policy and Policy Statement will be reviewed every 3 years or after the Work Health and Safety Plan has been reviewed.

3.3 **HSMS Review**

   1. Regular internal audits will be undertaken and the audit results will be used to verify that the HSMS is properly implemented and maintained.
   2. When changes are made to the WorkCover National Audit Tool (NAT) a desktop audit of the HSMS will be undertaken.
   3. When changes are made to legislation, standards, codes of practice, agreements and guidelines these will be incorporated into the relevant policy, procedure, guideline or HSMS document.
   4. A full comprehensive review of the HSMS will be undertaken every 3 years. This review will include all HSMS procedures and associated guidelines, forms and checklists to ensure they remain relevant and current and are appropriate to UNSW’s health and safety risks, the legislative requirements and the NAT.
   5. Corrective actions identified from all audits (audits by the Regulator and internal audits) will be included in the review.
6. Individual procedures or HSMS documents may be reviewed and updated before the 3 year full review if required by: system changes, changes identified in the desktop audit, new identified hazards, changes in legislation, feedback from HS statistics, performance in or changes to HS Objectives and targets or feedback from consultation with staff.

3.4 HSMS review documentation
1. Findings identified from the HSMS review shall be documented in reports to the Level 1 HS committee.
2. Corrective actions identified from audits are recorded in the online hazard and incident reporting system.
3. Changes made to policies, procedures and guidelines during the review are documented in the Review and History section of each document.

3.5 HSMS Implementation

3.5.1 Self Audit Tool (SAT)
Heads of Schools and Divisional Unit Managers shall monitor the progress of HSMS implementation in their area using the Self Audit Tool (SAT).

3.5.2 SAT performance
Deans or Divisional Managers shall ensure that HSMS is implemented by receiving reports from Heads of Schools and Divisional Unit Managers on completion of the SAT. Deans and Divisional Managers shall review school/unit SAT results to gauge the capacity, suitability and effectiveness of implementation within their Faculty or Division.

3.5.1 Annual report
The Health and Safety Unit shall provide an annual report including information about health and safety performance to Level 1 HS Committee. Senior management shall use this report to review the capacity, suitability and effectiveness of the UNSW HSMS.

4. Review & History
This procedure will be reviewed in accordance with section 3.3 above. Modifications history is shown in the table below.

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval date</th>
<th>Effective date</th>
<th>Sections modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Director Human Resources</td>
<td>08/06/07</td>
<td>08/06/07</td>
<td>New document</td>
</tr>
<tr>
<td>1.1</td>
<td>Director Human Resources</td>
<td>28/06/07</td>
<td>28/06/07</td>
<td>Remove reference to superseded document. Establish review of School/Unit OHS Hazard and Risk Register. Remove Quarterly Report form (OHS 095) and list OHS data to be reported.</td>
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<tr>
<td>1.2</td>
<td>Director Human Resources</td>
<td>23/10/09</td>
<td>23/10/09</td>
<td>Update procedural aspects and responsibilities</td>
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<tr>
<td>1.3</td>
<td>Director Human Resources</td>
<td>05/11/2010</td>
<td>05/11/2010</td>
<td>Update to new template, addition to section 3.2.4, added section 3.4</td>
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<td>1.4</td>
<td>Director Human Resources</td>
<td>24/04/2013</td>
<td>24/04/2013</td>
<td>Replaced OHS with HS. Replaced school quarterly reports with SAT. Removed reference to OHS641 Implementation Plan Score Sheet. Changed comprehensive review from every 2 years to every 3 years. Moved responsibilities into section 3.3. Added section 3.4. Replaced OHS strategic Framework with Work Health and Safety Plan. Updated Branding Logo in accordance with UNSW Branding Guidelines. Modified the document identifier from OHS to HS in accordance with WHS</td>
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<tr>
<td>1.5</td>
<td>Director, UNSW Safety and Sustainability</td>
<td>30 April 2014</td>
<td>30 April 2014</td>
<td>Reviewed for administrative updates</td>
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