Minimum Standard- Work Health and Safety (WHS) Management Review

October, 2014

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Responsible Officer | Executive Director – Human Resources
Approved by | Executive Director – Human Resources
Approved and commenced | October, 2014
Review by | October, 2017

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle the Standard supports

<table>
<thead>
<tr>
<th>Responsible Organisational Unit</th>
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<td>Work Health and Safety Unit</td>
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1 Executive Summary

This Minimum Standard describes the process for reviewing and verifying the University of Tasmania’s Work Health and Safety (WHS) Management System as documented in the Work Health and Safety (WHS) Systems Manual.

2 More Information

For further information, contact the WHS Unit.

Email: health.safety@utas.edu.au

3 Using this Standard

The University’s management will, at defined intervals, review and evaluate the University’s Work Health and Safety Management System, in order to verify the suitability and effectiveness of the system and to maintain continual improvement.

4 Legislative Requirements

Officers

Officers of the University must exercise due diligence to ensure that the University complies with its duties and obligations under the Work Health and Safety Act 2012.

The Officer’s due diligence includes taking reasonable steps to verify the provision and use of the resources and processes the University has in place for:

- eliminating or minimising risks to health and safety;
- receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- complying with any duty or obligation of the University under this Act.

Penalties apply for failure to comply with a duty under the WHS Act and the duty is not transferrable.

The management review process supports the Officer’s duty to verify.

Managers and Supervisors

There are many managers and supervisors of the University who are not Officers under the WHS Act. These managers and supervisors fall under the broad definition of ‘worker’ and they must take ‘reasonable care’ with regard to the exercise of their duty under the Act.

For a manager or supervisor, what is ‘reasonable’ needs to be read with reference to that person’s position and delegated authority within the University.

While at work, a manager/supervisor (as a worker) must:

a) take reasonable care for his or her own health and safety; and
b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
d) cooperate with any reasonable policy or procedure of the person conducting
the business or undertaking relating to health or safety at the workplace that
has been notified to workers.

Penalties apply under the WHS Act for failure to comply with a duty under the Act
and this duty is not transferrable.

Completion of management reviews by managers and supervisors supports the duty
to take reasonable care.

For further information refer to the Responsibilities Work Health and Safety Minimum
Standard.


5.1 Australian Standard

This minimum standard has been developed in accordance with Australian Standard
AS/NZS 4801:2001 Occupational health and safety management systems –
Specification with guidance for use.

The management review requirement documented in the Standard is:

“The organization’s top management shall, at intervals that it determines, review the
Occupational Health and Safety Management System (OHSMS), to ensure its
continuing suitability, adequacy and effectiveness.

The management review process shall ensure that the necessary information is
collected to allow management to carry out this evaluation.

This review shall be documented.

Management shall review the continued relevance of, and change where appropriate,
policy, objectives, responsibilities and other elements of the Work Health Safety
Management System in the light of:

- OHSMS audit results;
- changing circumstances; and
- the commitment to continual improvement”.

5.2 Scope

The review of the policy, objective and procedures should be carried out by the level
of management that defined them.

The scope of the review is comprehensive. However, all elements of the work health
and safety system need not be reviewed at once, with the complete review process
taking place over a period of time.

5.3 University-wide Management Review

The University-wide Management Review process is undertaken by the Senior
Management Team with the support of the Manager, Work Health and Safety.
The Senior Management Team will, at intervals that it determines, review the University’s WHS Management System, to ensure its continuing suitability, adequacy and effectiveness.

Management Reviews are to be undertaken at least annually.

The Senior Management Team may choose to incorporate the review into a regular senior management meeting or hold a separate review meeting.

The Manager, Work Health and Safety is to ensure that the necessary information is collated and reported to allow management to carry out this review.

The review will be documented, with the Manager Work Health and Safety being responsible for:

- the provision of a meeting agenda; (Appendix 1)
- ensuring the proceedings of the Management Review meeting are minuted.

5.4 Organisational Unit Management Review

The Organisational Unit Management Review process is undertaken by the head of the Organisational Unit and its managers and supervisors with the support of the Work Health and Safety Advisor.

The Organisational Unit is to carry out a review of those WHS policies, objectives and procedures that have been defined by that Organisational Unit.

The Organisational Unit will, at intervals that it determines, review the WHS Management System, to ensure its continuing suitability, adequacy and effectiveness.

Management Reviews are to be held at least annually.

The WHS Advisor is to ensure that the necessary information is collated and reported to allow management to carry out this review.

The review will be documented, with the WHS Advisor being responsible for:

- the provision of a meeting agenda;
- ensuring the proceedings of the Management Review meeting are minuted.

6 Glossary

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tr>
<td>OHSMS</td>
<td>Occupational Health and Safety Management System as reference in AS4801</td>
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<tr>
<td></td>
<td>The current terminology used elsewhere in this standard is Work Health and Safety Management System (WHSMS)</td>
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<td>Organisational Unit</td>
<td>Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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Senior Management Team

Chaired by the Vice-Chancellor or nominee. Senior Officers with significant program or budget division accountability and the associated authorities, together with the Chair of the Academic Senate.

7 Versioning

<table>
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<tr>
<th>Current Version</th>
<th>Version 1</th>
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<td>Work Health and Safety (WHS) Management Review Minimum Standard (current document); approved October, 2014</td>
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8 Appendix
Appendix 1

Work Health and Safety (WHS) Management Review Meeting

AGENDA

Venue:
Date:
Time:

1. Attendees:
   Apologies:

2. Purpose:
   Management will review the continued relevance of, and change where appropriate, policy, objectives, responsibilities and other elements of the Work Health and Safety Management System (WHSMS), in the light of WHS audit results, changing circumstances and the commitment to continual improvement.

3. Audits
   • Review audit results

4. Policy
   • Review the WHS Policy

5. Responsibilities
   • Review WHS Responsibilities

6. Objectives and targets
   • review the WHS Strategy;
   • review the extent to which objectives and targets have been met;
   • set and approve new objectives and targets.

7. WHS Management System
   • Review the continuing suitability of the WHS Management System in relation to changing conditions and information; and concerns of relevant interested parties.

8. Reports
   Review the following reports:
   • health and safety performance;
   • incidents;
   • hazard identification;
   • statutory WHS performance;
   • corrective actions;
   • changes to regulatory requirements;
   • changes to WHS standards;
   • community expectations.

9. Actions
   • Document observations, conclusions and recommendations for action.

10. Next Meeting: