

THE HSW MANAGEMENT FRAMEWORK

The University's HSW systems framework is based on AS/NZS 4801 "Occupational Health and Safety Management Systems".

This framework is not specific to the University. Many organisations have adopted this model. The stages are logical and provide all Schools and Branches with a pathway to follow.

This model also enables the University to ensure our HSW systems are meeting the needs of the University, that they are effective and then to make changes to our systems where deficiencies have been identified i.e. to ensure the continuous improvement of our HSW systems.

Policy/Commitment

The University's policy outlines the HSW framework, sets out objectives, what needs to be undertaken to achieve them, and who is responsible.

The Policy is supported by the processes in the HSW Handbook and are part of the University's Policy governance structure.



Management review and Improvement

From the findings of the internal/external audits and other monitoring systems, the University will determine if our HSW systems are effective.

Changes are made to our policies, processes and plans where required, in consultation with our workers.

System reviews are used as a basis for future system/process development with the objective of continuously improving our HSW systems and performance.



Planning

Clearly defined HSW plans are required to:

- identify areas requiring corrective action and/or improvement;
- ensure activities required by legislation/University are identified and monitored for completion.

The University has established performance indicators to monitor the progress and outcomes of planned arrangements in four planning documents.

- 1. Corporate HSW Action Plan: an overarching strategic plan
- 2. Schedule of Programmable Events: a calendar of activities required by legislation and a tool to assist Schools/Branches when key personnel are absent from the workplace.
- HSW Training Plan(s): to ensure appropriate training requirements have been identified and training plan(s) developed.
- 4. Corrective Action Plan(s): to capture corrective actions arising out of incidents or breakdown of system requirements.

(Not all Schools/Branches require HSW plans. The requirements for a plan are outlined in the relevant HSW Handbook chapter.)



The University has in place an internal audit program which will monitor the University's performance against planned arrangements, our policies and/or the legislation.

Measurement and Evaluation

Internal Audits are completed in consultation with key stakeholders in each area

External audits are also conducted from time-to-time to review the effectivenss of our processes. This enables areas of success and activities requiring corrective action/improvement to be identified.



Implementation

Various staff outlined in the HSW Handbook are tasked with the responsibility of implementing the plans and requirements of the HSW Handbook.

This section of the framework ensures:

- a hazard management approach to our activities;
- training is implemented,
- contingency arrangements are in place and tested;
- workers are consulted; and
- appropriate resources are being allocated to support HSW programs.

HSW Handbook	HSW Management Framework	Effective Date:	29 June 2017	Version 3.0
Authorised by	Associate Director, Health Safety and Wellbeing	Review Date:	29 June 2020	Page 1 of 1
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