

## Appendix A. University WHSMS Management Review Summary Template [YEAR]

**Note:** The below parameters used for management review are for template use only. If they have a grouped comments for all parts of the management system, they will be moved to the 'Other parameters used in the review and their corresponding comments/actions' in accordance with direction from Deputy Chief People Officer Safety and Wellbeing to ensure the format of the template is not overly long.

WHSMS Procedures and Handbook	Key and significant WHS L&OR Changes	Incident investigations identifying a trend of systematic gap in the document	Notifiable Incidents showing a trend of systematic gap in the document	Internal and external audit showing systematic gap in the document	Resourcing requirements for adequately implementing and maintaining WHSMS Traffic Light Status Report showing low implementation	Changes in hazards and risk profiles which may prevent the implementation of these procedures and Chapters	Changes in organisational structure and/or resources which may prevent the implementation of these procedures and Chapters	Emerging topic or issue in the Higher Education Sector	Corrective actions showing systematic gaps in the documents	The capacity of these document to achieve the University WHS Plan objectives, targets, key priorities and overall KPI	HSR Feedback	Opportunity for Continuous Improvement	Traffic Light Status Reports indicating low levels of WHSMS implementation may be included where available; however, this is not a mandatory requirement.
<b>WHSMS Procedures</b>													
Policy: Work Health and Safety (ANUP_000432)													
Procedure: WHS Actions (ANUP_015018)													
Procedure: WHS Audit (ANUP_015807)													
Procedure: WHS Committees and Representatives (ANUP_015808)													
Procedure: WHS Communication and Consultation (ANUP_015809)													
Procedure: WHS Documentation Management (ANUP_015811)													
Procedure: WHS Hazard Management (ANUP_015812) and associated Procedures													
Procedure: WHS Incident Management (ANUP_015813)													
Procedure: WHS Legal and Other Requirements (ANUP_015814)													

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Procedure: WHS Management Review (ANUP_015815)													
Procedure: WHS Monitoring and Testing (ANUP_015816)													
Procedure: WHS Planning, Objectives, Targets and Programs (ANUP_015818)													
Procedure: WHS Reporting (ANUP_015819)													
Procedure: WHS Responsibilities (ANUP_015820)													
Procedure: WHS Training (ANUP_015821)													
<b>WHSMS Handbook</b>													
1.1 Policy													
2.1 University WHS Planning													
2.2 Local WHS Plan													
3.1 Hazard Management													
3.2 WHS Induction, Training and Supervision													
3.3 WHS Local Training Plan													
3.4 First Aid													
3.5 Emergency Safety Management													
3.6 Contractor Safety Management													
3.7 Chemical Safety Management													

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3.8 Biological Safety Management													
3.9 Radiation Safety Management													
3.10 Plant Equipment Safety Management													
3.11 Manual Handling and Ergonomics Safety Management													
3.12 Off Campus and High Risk Travel Safety Management													
3.13 Noise and Lighting Safety Management													
3.14 Event Safety Management													
3.15 Psychosocial Risk Management													
3.16 Incident and Hazard Reporting													
3.17 Raising and Resolving WHS Issues and Managing Complaints													
3.18 Change Management in WHS Context													
3.19 Managing Safety of Facilities and Amenities													
3.20 WHS Committees and Representatives													
3.21 Boating and Diving Safety Management													
3.22 Drone Safety Management													

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3.23 Engineered Nanomaterials Safety Management													
4.1 Workplace Inspections													
4.2 Corrective actions													
4.3 Incident Investigations													
4.4 WHS Review and Reporting													
4.5 WHS Audit													
5.1 WHSMS Management Review													
5.2 WHS Document Control and Record Management													

<b>Other parameters used in the review and their corresponding comments/actions</b>	
<b>Review Outcome</b>	
<b>Recommendations including any initiatives to promote performance improvement and prevention of adverse trends in WHSMS</b>	
<b>Corrective Actions assigned in Figtree</b>	
<b>People involved in the review</b>	

**Approval Authority – Chief Operating Officer**  
 I have lead the University WHSMS Management Review Program as the representative of the Senior Management Group and I, alongside the other University WHS Committee Members, approve the recommendations and the corrective actions.

The WHSMS Management Review outcome featured in the University Council Annual WHS Performance Report will be sponsored by me to Senior Management Group and University Council for noting, discussion and to provide strategic directions.			
<b>Name</b>			
<b>Signature</b>		<b>Date</b>	