

5.1 WHSMS Management Review

5.1.1 Aims and Objectives

To prescribe the responsibilities and actions required to establish a WHSMS management review program to meet the requirements as per the [Procedure: Work Health and Safety Management Review](#) and the [National Self Insurer WHS Audit Tool \(NAT CTH\)](#) as well as other relevant legislation and WHSMS Handbook requirements.

5.1.1.1 Objectives

To ensure the University:

- a) Has a WHS Management System review program to ensure the continuing suitability and effectiveness of the system;
- b) Undertakes the review by the COO, as the representative of Senior Management Group, and Officers on University WHS Committee;
- c) Verify the Directors of Schools/Divisions and/or Deans of Colleges understanding of their responsibilities and the WHSMS in operation in areas under their control; and
- d) Ensure Schools and Divisions self-assess their compliance with the WHSMS using Handbook guidance.

5.1.1.2 Scope and Inclusion

This Chapter applies to the workplace and all workers of all Schools, Colleges and Service Divisions of the University.

5.1.1.2.1 Frequency of WHSMS Management Review

The WHSMS Management Review is programmed to be conducted annually in the final University WHS Committee meeting of the calendar year. After an agreed period, once the WHSMS implementation is mature, the WHSMS Management Review frequency may be extended to a maximum of every three years and the format may be reviewed to be in accordance with the practice.

5.1.2 Process

5.1.2.1 Management Review

5.1.2.1.1 Planning

Responsible and Accountable Person	Actions Required
Senior WHS Consultant, Systems and Audit	<p>At 13 weeks before the final WHS Committee Meeting of a calendar year</p> <ul style="list-style-type: none"> <input type="checkbox"/> Involve all HSRs in a meeting to seek their involvement/input and gather feedback on the University WHSMS. <input type="checkbox"/> Record their feedback.

<p>Senior WHS Consultant, Systems and Audit</p>	<p>At 9 weeks before the final WHS Committee Meeting of a calendar year</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare the WHSMS Management Review documents: <ul style="list-style-type: none"> ➤ Progress, and end-of-year summary for University WHS Plan objectives and targets, key performance measures and key performance indicators (i.e. to what extent they have been met); ➤ Internal audit heat map and result report; ➤ External audit result summary; ➤ Corrective actions summary (e.g. how many assigned and how many completed on time, anything overdue, which area has the most overdue actions and which area has completed all corrective actions); ➤ WHSMS Implementation Status ➤ Changes in hazards and risk profiles and changes in resourcing or organisational structure that would impact the implementation and maintenance of WHSMS; ➤ Key WHS legislative and other requirement (L&OR) changes during the year, their influences on the University's operation and the University's action in responding to the changes; ➤ Status of actions arising from the previous management review, if any; ➤ Resourcing requirements for adequately implementing and maintaining the WHS Management System; ➤ Opportunities for continual improvement; ➤ HSR comments and feedback; and ➤ Emerging issues in the Higher Education Sector <p>These documents and papers form the documentation component of the WHS Management Review.</p>
<p>Deputy Chief People Officer (DCPO). S & W</p> <p>And</p> <p>Senior WHS Consultant, Systems and Audit</p>	<p>At 5 weeks before the final WHS Committee Meeting of a calendar year</p> <ul style="list-style-type: none"> <input type="checkbox"/> Analyse and review the above documents and record the summary in Appendix A. <input type="checkbox"/> Submit the Appendix A WHSMS Management Review Summary as well as the above mentioned documents to University WHS Committee for the review.

5.1.2.1.2 Implementation

Responsible and Accountable Person	Actions Required
<p>DCPO, S & W</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Present the WHSMS Management Review documents to the COO and the University WHS Committee in the final meeting of the calendar year. <input type="checkbox"/> In this meeting, discuss: <ul style="list-style-type: none"> ➤ The WHSMS Management Review Summary; ➤ University-wide WHSMS implementation status; ➤ Corrective actions completion arising from the last Management Review; ➤ Opportunities for continuous improvements; and ➤ Any resulting recommendations for changes in the University WHSMS.

COO and University WHS Committee	<input type="checkbox"/> Participate in the WHSMS Management Review and note the review outcome. <input type="checkbox"/> Consider and approve, as appropriate, any resulting recommendations from the DCPO S &W during the WHSMS Management Review. <input type="checkbox"/> Recommend additional corrective actions for the WHSMS as appropriate, in addition to those made by DCPO S&W <input type="checkbox"/> Establish initiatives to promote performance improvement and prevention of adverse trends in WHSMS.
Senior WHS Consultant, Systems and Audit As University WHS Committee Secretariat	<input type="checkbox"/> Assign all of the recommendations during the Management Review in Figtree as corrective actions to relevant staff. <input type="checkbox"/> In consultation with DCPO, S&W , prepare the WHSMS Management Review outcome and include in the University Council Annual WHS Performance Report.
University Council and Senior Management Group	<input type="checkbox"/> Review the University Council Annual WHS Performance Report in detail. <input type="checkbox"/> Understand the outcome of the WHSMS Management Review and the resulting recommendations as well as any associated statistical analysis with explanation from the COO. <input type="checkbox"/> Recommend any additional corrective actions or provide strategic directions to promote performance improvement and prevention of adverse trends in WHSMS, should you determine the need to do so in consultation with the COO.
COO	<input type="checkbox"/> Report to University Council and Senior Management Group on the outcome of the WHSMS Management Review. <input type="checkbox"/> For any recommendations received from University WHS Council, notify the DCPO S&W to assign corrective actions in Figtree.

5.1.2.1.3 Monitoring

Responsible and Accountable Person	Actions Required
DCPO, S&W	<input type="checkbox"/> Monitor the corrective actions arising from the Management Review quarterly to ensure they are completed by the next WHSMS Management Review.
University WHS Committee	<input type="checkbox"/> Monitor the completion of corrective actions arising from the last Management Review annually in the WHSMS Management Review. <input type="checkbox"/> Provide strategic or operational directions should any corrective actions not be completed by the next WHSMS Management Review.

5.1.2.2 WHSMS Management Questionnaire

Responsible and Accountable Person	Actions Required
DCPO, S&W In consultation with	From 2020, in Quarter 4 each year <input type="checkbox"/> Pick 1 or more Chapters in the WHSMS Handbook for School Directors and Division Directors to answer. <input type="checkbox"/> Formulate 3-5 questions and record them in Figtree as a Questionnaire.

Senior WHS Consultant, Systems and Audit	<input type="checkbox"/> Choose an appropriate number of School Directors and Division Directors to complete the Questionnaire and assign the questionnaire to them via Figtree. <input type="checkbox"/> Aim to cover all School Directors/Division Directors in a 5 year-cycle.
School Directors Division Directors College Deans	<input type="checkbox"/> Complete the WHSMS Management Questionnaire assigned to you in Figtree in Quarter 4 annually. <input type="checkbox"/> You have 4 weeks to complete the Questionnaire. You can have open book access to the WHSMS Handbook and assistance from your WHS Officers/Managers/School Managers/HR Managers when completing the questionnaire.
DCPO, S&W And Senior WHS Consultant, Systems and Audit	<input type="checkbox"/> Review the outcome of the questionnaires. Achieving a score of 65% correct of the questions is considered as passing the questionnaire. <input type="checkbox"/> Use the questionnaire outcome to determine the University's progress towards meeting an element of the 'leadership involvement' objective as mentioned in University WHS Plan. <input type="checkbox"/> For any Directors/Deans who have not achieved 65%, ensure they are included in the next year's WHSMS Management Questionnaire.
University WHS Committee	<input type="checkbox"/> Note the outcome of the annual WHSMS Management Questionnaire. <input type="checkbox"/> Provide strategic and operational direction should a School/Division Director or College Dean not pass the Questionnaire. <input type="checkbox"/> Assign corrective actions to these people for them to familiarise themselves with the WHSMS Handbook in order to improve their results in the next WHSMS Management Questionnaire.

5.1.2.3 WHSMS Gap Analysis

Responsible and Accountable Person	Actions Required
Local WHS Committee Chairs	<p>In the final Local WHS Committee meeting of the calendar year</p> <input type="checkbox"/> After reviewing documents as per the Standing Agenda [See Chapter 3.20], determine whether any Schools/Divisions under your control need to conduct a Gap Analysis on your local WHS practice with a chosen WHSMS Handbook Chapter. Appendix B is created to assist with the determination. <input type="checkbox"/> If a gap analysis is required, determine: <ul style="list-style-type: none"> ➤ Which School/Division under your control will need to complete a gap analysis; ➤ Which Chapters are to be gap analysed; and ➤ Who are tasked to conduct the gap analysis. The local WHS Officers/Managers/School Managers/HR Managers or, in case these positions do not exist in the local area, School/Division Directors will need to be tasked to complete the gap analysis. <input type="checkbox"/> Document all the above in your committee meeting minutes.

Person tasked to conduct the Gap Analysis [see above]	<input type="checkbox"/> In accordance with the direction from the Local WHS Committee Chairs and the chosen Chapter, conduct the gap analysis using Appendix C. <input type="checkbox"/> The gap analysis should be conducted in detail against the content of the WHSMS Handbook Chapter and should identify gaps. <input type="checkbox"/> Any identified gaps must be recorded as a corrective action in Figtree and must be addressed as a high or medium priority [See Chapter 4.2]. <input type="checkbox"/> The Gap Analysis and its related documents must be kept on file and retrievable during an audit.
School Directors Division Directors Together with Local WHS Committee Chair	<input type="checkbox"/> Review the gap analysis after it has been conducted and monitor and manage the completion of corrective actions as per described in Chapter 4.2 Corrective actions.

5.1.3 Record Management

Record needed	Where to Archive	Frequency to Archive	How long to keep
WHSMS Management Review			
WHSMS Management Review Summary	ERMS-ANU-Human Resources-WHS-Element 5-5.1 This is done by S&W	Annually	10 years after all actions are completed
WHSMS Management Review documentations as mentioned in 5.1.2.1.1	ERMS-ANU-Human Resources-WHS-Element 5-5.1 This is done by S &W.	Annually	10 years
Corrective actions arising from WHSMS Management Review and completion evidence	Figtree action entry	As conducted	10 years after the completion of the action
WHSMS Management Questionnaire			
WHSMS Management Questionnaire completion record	Figtree	As conducted	10 years
Corrective actions arising from WHSMS Management Questionnaire and completion evidence	Figtree	As conducted	10 years after the completion of the action
WHSMS Gap Analysis			

Committee minutes capturing the decision on whether to conduct gap analysis	ERMS-ANU-Governance-Committees-WHS Committees-Local WHS Committee	Annually	10 years
Gap Analysis document	Shared folder-WHSMS-Element 5-5.1-Gap Analysis	Annually	10 years
Corrective actions arising from gap analysis and completion evidence	Figtree action entry	As conducted	10 years after the completion of the action

5.1.4 Definitions

Local areas mean Schools, Colleges and Divisions and Portfolios of ANU.

5.1.5 Performance Measures

The University will use the performance measures listed below to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process in turn to determine the compliance with WHSMS. Local areas can use below as a guide to improve compliance

References	Performance Measures	Objective Evidence	Frequency	Indication of Success
5.1.1.1 a) and b)	WHSMS Management Review has occurred in a University WHS Committee meeting the previous year	WHSMS Management Review Documents University WHS committee minutes	Annually	Yes = success Otherwise corrective actions
5.1.1.1 c)	% of selected Directors or Deans pass the WHSMS Management Questionnaire	WHSMS Management Questionnaire record in Figtree	Annually	60% = success Otherwise corrective actions
5.1.1.1 d)	% of Chapters and areas chosen to conduct gap analysis have gap analysis documented and actions completed	Gap Analysis document Corrective actions and completion records	Annually	100% = success Otherwise corrective actions

5.1.6 Useful resources and links

University documents	<p>WHSMS Documents</p> <ul style="list-style-type: none"> ➤ Procedure: Work Health and Safety Management Review <p>Other relevant WHSMS Handbook Chapters</p> <ul style="list-style-type: none"> ➤ Chapter 4.2 Corrective Actions
NAT Tool Reference	<p>National Self Insurer WHS Audit Tool (NAT CTH)</p> <p>Standards 2.2.1, 3.2.1, 3.2.2, 5.1.1, 5.2.2,</p>
Legislation	<p>Work Health and Safety Act 2011 (Cth)</p> <p>Work Health and Safety Regulations 2011 (Cth)</p>