WHSMP12: Overview Manual

Section 1 - Purpose and Scope

(1) Southern Cross University (SCU) is an Australian public university, with campuses in New South Wales, Queensland, Victoria and Western Australia. SCU employs approximately 2,200 people.

(2) The University offers a range of undergraduate and postgraduate academic programs and is organised into four academic Faculties and two colleges.

 a. Faculty of Business, Law and Arts
 b. Faculty of Education
 c. Faculty of Health
 d. Faculty of Science and Engineering
 e. Gnibi College of Indigenous Australian Peoples
 f. SCU College

(3) Employees and students at SCU undertake research in a wide range of areas, including civil engineering, crop and pasture production, complementary and alternative medicine, ecology, education, environmental science and management, fisheries sciences, forestry sciences, geochemistry, human movement and sports science, human rights research, information technology, nursing, oceanography, policy and administration, philosophy and ethics, resources engineering and extractive metallurgy, tourism, and zoology.

(4) The University is governed by a Council, to which the Chief Executive Officer (the Vice-Chancellor) reports. The Council has the control and management of the affairs and concerns of the University. The major academic body providing advice to the Council on academic matters is the Academic Board. The Council consists of the Chancellor, the Vice Chancellor, the Chair of the Academic Board, in addition to appointed and elected positions.

(5) The reputation of SCU and its ability to provide quality education and research for students and the community depend on providing a safe and healthy working environment for all employees, students, contractors, tenants, visitors and others.

Aim of the WHSMS Overview Manual

(6) The objectives of the Workplace Health & Safety Management System (WHSMS) Overview Manual are to:

 a. Outline the scope of the WHSMS and the context of the organisation, including details of and justification for any exclusions.
 b. Describe the policies, objectives and plans of the WHSMS.
 c. Assign responsibilities for implementation of the WHSMS.
 d. Outline the risk-based approach SCU has for the delivery of its operations within its control and influence that can impact the WHSMS.
 e. Outline the process for the identification of the significant aspects and requirements related to the provision of services for SCU.

f. Describe and guide SCU management processes for addressing those aspects and meeting those requirements.

g. Demonstrate the application of legislation, standards and policy documents for SCU compliance with all relevant legislation and statutory requirements.

h. Define methods for monitoring performance and measuring continuous improvement.

(7) The purpose of this Overview Manual is to ensure appropriate and effective WHS management over health and safety aspects of activities that SCU can control or influence, with activities relating to the campus locations as well as research sites and areas that fall under SCU. The document describes how SCU will manage its business activities to develop and deliver services and research that meet the requirements of its students, interested parties and stakeholders.

(8) This WHSMS Overview Manual will align strategies around the needs of the University with its workers and interested parties.

(9) The WHSMS Overview Manual has been developed to achieve, at a minimum, legal compliance with State and Commonwealth legislation, and has been developed to align to AS/NZ ISO 45001:2018 Occupational Health and Safety Management System (ISO 45001). The WHSMS Overview Manual is to be read in conjunction with SCU WHSMS Hazardous Risk Procedures (HRPs) and WHS Management Procedures (WHSMP).

(10) All employees, students and others, including both independent contractors and contractors under SCU control, visitors and other interested parties, are to be made aware of and follow this manual and will follow the rules contained within.

(11) This manual applies to all SCU Work Units, campuses, facilities, sites, and contractors working under SCU control. This document serves as a minimum requirement and is subject to the additional requirements of the legislation.

Section 2 - General Principles

SCU WHS Management System

(12) The SCU WHSMS is a SCU mandatory management framework within which all parts of SCU must operate. The documents and policies that make up our WHSMS form a powerful and broad-ranging framework, creating a clear understanding of expectations and consistency of approach that must be applied across the University's whole enterprise.

(13) The framework defines what SCU wants to achieve (our Vision), what we intend to do (our Strategy), how we manage our business (our Policies and Standards), and how we operate and behave (our values). The WHSMS consists of Policies, Manuals, guidelines and Hazardous Risk Procedures (HRPs) which are available to all employees on the SCU Policy and Procedures Library.

SCU Policies and Procedures

(14) SCU implements systems, policies and procedures to meet the requirements of the WHSMS, legislative and regulatory requirements and relevant industry standards. All relevant policies and procedures for SCU can be found in the policy and procedure library on the website.

SCU Values

(15) Our core values serve as the foundation for how we lead and shape the university's growth and future. Our culture is built on five core values that influence our individual actions and collectively define the university's approach. These values provide a shared framework, ensuring consistency in how we operate and engage across the entire organisation.

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a. We Strive for Excellence: We apply the highest standards. We're always seeking to be at our best.
b. We are Bold: We're ambitious. We're dynamic. We make bold decisions.
c. We Care: We care for our people. We champion our communities. We respect our planet. Trust means that we deliver on our promises; are open, straightforward, and honest; do the right thing; and take personal responsibility for getting things done
d. We Own it: When we commit, we keep our word. When we fail, we learn.
e. We build Trust through action: We tell the truth. We do what's right.

Governance and Risk Management

(16) The WHSMS defines rules that govern the way we operate. SCU has measurable Key Performance Indicators (KPIs) outlined in WHSMP04 - FOR - 01 - WHS Objectives and Target Template by which we track performance and drive improvement.

(17) Each faculty maintains a Risk Register, and actions are monitored to mitigate key risks. Risks are monitored and reported in accordance with the Enterprise Risk Management Framework.

Section 3 - The needs and expectations of interested parties

(18) SCU identifies a broad range of interested parties across the organisation; therefore, their needs and expectations are being considered. Local strategies are then developed to meet these needs and expectations.

(19) All leaders have a broad range of accountabilities and work with multiple internal and external stakeholders, whilst ensuring that we deliver excellent service to students and the community.

(20) External Stakeholders have a direct or indirect interest in the university, e.g., regulators, local communities, or the media. Leaders manage some relationships locally, while others are managed at a Work Unit level

Section 4 - Leadership

Leadership and Commitment

(21) The SCU Executive is committed to the ongoing maintenance of the WHSMS and continually improving its effectiveness.

(22) This commitment is demonstrated by taking accountability through:

a. The establishment and implementation of the SCU WHS Policy statement.
b. Receiving and actioning WHS Objectives and Targets as outlined in WHSMP04: WHS Planning, Objectives and Targets.
c. The establishment of the WHSMS and, where possible, integrating it into the context of the organisation.
d. Ensuring management representatives and resources are adequately allocated.
e. Ensuring management reviews are conducted and actions are addressed in a timely fashion as outlined in WHSMP14: WHS Monitoring, Measurement and Reporting.
f. Ensuring resources are identified and available to implement and manage the WHSMS.
g. Supporting required training needs as outlined in WHSMP06: WHS Training and Competency.
h. Communicating the importance of the WHSMS through meetings, electronic communications, and other means

as appropriate.

    i. Promoting continuous improvement through reviewing objectives and target results, looking to support interested parties in identifying initiatives.

(23) Leadership commitment requirements are outlined in WHSMP01: WHS Leadership and Culture.

WHS Policies

(24) SCU's commitment to WHS is defined in the WHS Policy. Our policy statement can be found in the policy and procedure library.

(25) Our WHS Policy can be made available to interested parties, as appropriate here.

Organisational roles, responsibilities, and authorities

(26) The roles and responsibilities of management for supporting the WHSMS are documented in:

    a. This WHSMS Overview Manual.
    b. All procedures, including High Risk Procedures.
    c. SCU employee job descriptions/role profiles.

(27) The Vice-Chancellor, Executive Management, Head of Work Units, Supervisors and employees all share the responsibility for ensuring that the WHSMS is implemented and effective.

(28) Financial authorities are delegated by the Vice President of Finance.

(29) The WHS Responsibility and Accountability Statements outline the responsibilities and authorities to ensure that SCU's WHSMS is reviewed and aligned to legislation, that the University understands its WHS requirements and that these requirements are met.

Consultation, Communication and representation of employees

(30) SCU employees are provided with the opportunity to participate in the SCU Workplace Health & Safety Committee (WHSC) and or act as a Health and Safety Representative (HSR), and to participate in audit and assurance activities. Guidance is further outlined in WHSMP07: Consultation, Communication and Participation.Figure 1. Employee Participation overview below, outlines the various avenues available for employee participation.

(31) Communication, both internal and external, is important to SCU. SCU has an intranet site, containing news and information about the organisation and faculties. SCU has determined that the following internal and external communications are relevant to the foundation and maintenance of the SCU WHSMS:

(32) The following information will be communicated:

    a. Changes to the WHSMS.
    b. Changes to relevant legislation that impacts upon the University and its work units.
    c. Outputs from the Management review process.
    d. Organisational WHS performance.
    e. Progress against strategic goals

(33) All communication must, where possible, occur before any impact on the context of the business being realised.

(34) The following internal and external bodies will be communicated with reference to the WHSMS, where relevant:

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a. University Council.
b. Vice Chancellor Group.
c. Work Units.
d. Supervisor.
e. Employees.
f. Students.
g. Contractors.
h. Tenants.

(35) Communication takes many forms, but will primarily be through the intranet, emails, lessons learned, team meetings, safety alerts, WHSC meetings, and training events.

(36) Communication will normally be instigated by the WHSMS document owner, Vice Chancellor or Head of Work Unit.

Section 5 - Planning & Review

(37) It is important that plans are regularly reviewed along with the performance of the WHSMS, including objectives, targets and performance indicators as outlined in [WHSMP14: Monitoring, Measurement and Reporting](#) and [WHSMP16: WHSMS Management Review](#). The University Council, Vice Chancellor Group, and the WHS Team are responsible for these regular reviews.

(38) The inputs to the review may include:

a. Proactive Performance Indicators (as defined in [WHSMP14: Monitoring, Measurement and Reporting](#)).
b. WHS Audit and Assurance activities (as outlined in [WHSMP15: Audit and Assurance](#)).
c. WHS Objectives and Targets.
d. SCU WHS Strategy.
e. Work Unit plans and targets as outlined in WHSMP04 – FOR – 02: Work Unit Plans and Targets;
f. Risk Registers.
g. Evaluation of Legal compliance.

(39) The output from the review is:

a. Updates strategy for review by the Council and Executive Management.
b. Updated Objectives and Targets.
c. Update the context of the Business.

Section 6 - Identification of Hazards and Risks

(40) WHS hazards and risks are recorded and tracked in RiskWare.

(41) In addition to tracking hazards, this risk register also identifies and monitors the legal requirements work units are required to meet.

(42) Work units are required to comply with WHSMP02: Hazard Identification, Risk and Opportunity Management Procedure requirements to ensure all applicable hazards are identified and risks are assessed.

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Section 7 - Legal and Other Requirements

(43) SCU provides the WHS team with access to WHS legislation via Law One Alerts.

(44) This database provides state-by-state WHS legislation which is categorised by aspects. Changes and updates in legislation are communicated to relevant SCU employees via email notifications. The WHS Team are responsible for ensuring that responsible persons are assigned to review changes to legislation and where applicable, communicate to HSRs and Heads of Work Units. The WHS team will update relevant WHS documents when applicable.

(45) WHS Legal and other requirements applicable to the University are recorded in the [WHSMP03: Legal Obligations and Other Requirements](). Each legal and other requirement identified include a summary of how the requirement affects specific Work Units.

(46) Work Units are required to refer to and comply with the requirements of the [WHSMP03: Legal Obligations and Other Requirements]() document.

Section 8 - Support

Resources

(47) The University Council and Vice-Chancellor Group are responsible for ensuring the resources required to meet the WHS Strategy, Objectives and Targets are identified and made available when required.

(48) These groups are also responsible for ensuring that sufficient resources are made available to maintain and continually improve the WHSMS.

Training & Competence

(49) [WHSMP06: Training and Competency]() procedure outlines the minimum requirements for onboarding and inducting employees, students and contractors. It ensures they are aware of the relevant risks, possess the necessary competencies for their tasks, and are trained to follow safe work practices. Following induction, the Supervisor will conduct the WHS training needs analysis in consultation with the employee to determine the gap between current knowledge, skills and any required competencies for their position. To determine the training needs of an employee, WHSMP06 – FOR – 01 - Training Needs Analysis (TNA) shall be used to determine such training needs for employees. Position descriptions can be used to identify specific health and safety skill requirements for inclusion in the TNA.

(50) Competency and/or licence requirements for employees are reviewed regularly per work task requirements including any information, instruction and/or training relevant to procedures.

(51) Training needs can be incorporated into the employee's development plan as part of their ongoing performance and growth within the University. Managers are encouraged to visit the WHS intranet page for detailed information on available training programs.

(52) It is important to maintain training records to reflect that employees, students and contractors have received the appropriate training and are competent in their roles.

Awareness

(53) All new employees are required to be made aware of the WHSMS including its objectives and targets and the consequences of non-compliance with the system or legislative requirements during their induction and refreshed regularly.

(54) The SCU WHS Team conducts reviews to ensure Work Units are meeting the relevant requirements in line with WHSMP15: WHS Audit and Assurance.

Section 9 - Documented information

(55) The SCU WHSMS is available on the SCU Policy and Procedure Library and Appendix 1 outlines the suite of documents that form the WHSMS.

(56) The WHSMS recognises that SCU delivers a wide range of study and research areas. This means that:

a. SCU employees are required to work in accordance with the WHSMS.
b. SCU employees are required to use SCU supplied facilities, equipment and materials, and are required to manage and supervise employees and students.
c. A variety of security requirements apply.
d. The requirements of third-party organisations and regulators must be considered, for example, Workplace Health & Safety Queensland and Safe Work NSW

(57) Given the above, Work Units may need to develop and maintain local operating procedures (LOPs) that are necessary to maintain control over certain aspects of their business. These LOPs are used to align, not replace, the SCU WHSMS.

Creating and updating

(58) Procedures, processes and templates that comprise the SCU WHSMS are required to be adequately reviewed, authorised for use, maintained and distributed. Management System documents are controlled in accordance with WHSMP08: Document and Records Management Procedure.

Control of document information

(59) SCU maintains adequate records to demonstrate that activities comply with the requirements and that operations are effectively managed. The WHSMP08: Document Control and Records Management procedure defines the requirement for record identification, storage, retention and disposal.

Section 10 - Operation

Operational planning and control

(60) When responding to a new research/project/activity proposal, it is essential to capture and review relevant WHS requirements before reaching an agreement with the student or research body. This ensures compliance with WHS requirements.

(61) This review process includes formally documented stages (e.g. field work risk assessments, general risk assessments) as outlined in WHSMP02: Hazard Identification, Risk and Opportunity Management.

Elimination of Hazards and reduction of WHS risks

(62) WHSMP02: Hazard Identification, Risk and Opportunity Management provides the requirements for the identification of Hazards and management of WHS risks as well as requirements to establish, implement and maintain processes for the elimination of hazards where practicable and the reduction of WHS risks to a tolerable level using the Hierarchy of Controls (Figure 2. Hierarchy of Controls).

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(63) Hazard Risk Procedures are an additional collection of documents specifically focused on the high-risk work that the University engages in. These documents are structured to define critical controls for work units to implement for those risks identified as critical to our work, along with further controls to be considered during task risk assessments to ensure reduction of risk.

(64) The elimination and reduction of risks regarding WHS are managed through the Hierarchy of Controls. The following hierarchy must be considered when establishing control to mitigate identified risks.

(65) Work Units are responsible for ensuring tasks are adequately risk assessed and controls incorporated to mitigate risk. Workplace inspections undertaken by work units ensure the effective implementation of controls and mitigation of risk to an acceptable level.

(66) Work units are to report on the findings of workplace inspections and the effectiveness of controls as part of monitoring and reporting activities.

(67) The SCU WHS team undertake audits to ensure the above is being undertaken at the work unit level and utilises data and trends from monitoring activities to ensure hazards are being eliminated where possible and risks are being effectively managed within the work units.

Change Management

(68) The process for the effective management of change is outlined in WHSMP10: Management of Change Procedure.

(69) Changes affecting WHS performance, whether temporary or permanent, should be carefully managed to ensure risks are effectively controlled.

(70) Work Units are expected to consider the potential risks and opportunities of unintended changes and take appropriate actions to mitigate any negative impacts.

(71) Work Units are required to consider the potential risks and opportunities of unintended changes and take appropriate actions to mitigate adverse impacts. Additionally, Work Units are required to consult with relevant stakeholders, including employees, to support the smooth and effective implementation of these changes.

(72) Reviews of implemented change shall be undertaken by Work Units and, where applicable by the whole organisation, to ensure adequate control of risks and opportunities.

Procurement

(73) SCU's preferred supplier list (PSL) is the source for procuring products and services. Suppliers on this list are chosen for their ability to deliver the required quality, safety and environmental standards.

(74) Procurement is responsible for the selection and evaluation of suppliers, while Work Units may specify suppliers as part of their contracts.

(75) Further information on the WHS requirements related to procurement can be found in WHSMP11: Purchasing and Contracting.

Contractor Safety Management

(76) Work Units are required to follow the SCU Contractor onboarding process as outlined in the WHSMP11: Purchasing and Contracting when procuring contractors.

(77) Individual contractors must be inducted to SCU and provided with the relevant information to ensure they are aware of requirements, the hazards and risks associated with the work unit.

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(78) Work Units are required to ensure that tasks on campus or SCU controlled site to be performed by Contractors are adequately risk assessed, will not impact or be impacted by other operations, and be approved by a SCU representative before commencing the task as per the WHSMP02: Hazard Identification, Risk and Opportunity Management Procedure.

(79) Work Units will subject Contractors to workplace inspections and audits to validate compliance with SCU processes and critical control implementation to ensure effective mitigation of risk.

(80) SCU WHS Team will validate compliance with these requirements during reviews and audits.

Outsourcing

(81) Work Units are required to ensure that outsourced functions and processes are controlled and that outsourcing arrangements are consistent with legal requirements and other requirements, and achieve the intended outcomes of the WHSMS.

Emergency Preparedness and Response

(82) SCU maintains an Emergency Management Plan (EMP) in accordance with WHSMP05: First Aid, Emergency Preparedness and Response Procedure. Emergency Management Plans are to minimise the impacts of the emergency and detail the various scenarios, processes to be followed, the responsibilities of key individuals, and the availability of resources. The EMP also references and considers local emergency response protocols, as well as other relevant interested parties.

(83) The University regularly undertakes scenario drills to ensure employees and students are familiar with the plan and that it meets requirements. Emergency Drill debriefs and relevant actions arising are documented and recorded in RiskWare.

(84) Emergency Management Plans, including Emergency Evacuation requirements and Emergency Response Contacts are communicated through inductions and various methods.

(85) The SCU WHS Team validates through reviews and audits to ensure the process is undertaken.

Section 11 - Performance Evaluation

Monitoring, Measurement, Analysis and Evaluation

(86) The University undertakes systematic monitoring, measurement, and analysis of activities to:

   a. Confirm compliance with SCU Policy and the WHSMS.
   b. Assess conformity to the WHSMS.
   c. Confirm compliance with WHS legal requirements.
   d. Continually improve the effectiveness of the WHSMS.

(87) SCU and its Work Units monitor the performance of key processes to ensure they are delivering the required performance as outlined in WHSMP14: Monitoring, Measurement and Reporting by:

   a. Identifying KPIs and reporting against them.
   b. Auditing the implementation of the WHSMS.
   c. Capturing and analysing feedback from users.

(88) Work Units are required to undertake assurance activities (i.e. inspections) that are designed to encompass both

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WHS legislation and WHSMS requirements to validate compliance and performance. Further information can be found in [WHSMP15: Audit and Assurance](#).

Performance Reporting

(89) Monthly, quarterly and annual performance reporting is issued by SCU to provide an assessment of how SCU is performing in meeting WHS obligations and key KPIs.

(90) Heads of Work Units report via RiskWare on the performance against all obligations and key KPIs, and ensure that information reported is timely and accurate.

(91) Reporting is aggregated up the organisation hierarchy and immediately visible at a Work Unit level, where it is analysed and scrutinised.

Internal Audit

(92) The SCU WHS Team undertake audits to:

a. Assure the SCU Council and Management teams that acceptable audit programs are in place.
b. Confirm the extent to which controls are in place to mitigate key work unit and faculty risks are working effectively.
c. Maintain an effective standardised method of planning, conducting, reporting, and following up on internal audits.
d. Satisfy the internal audit requirements encompassed within the relevant international provide accurate and timely management reports, information, data and trend analysis.
e. Identify, correct and control weaknesses and non-conformities in terms of WHS within SCU.

(93) All internal reviews are conducted as per [WHSMP15: Audit and Assurance](#).

WHSMS Review

(94) Management System reviews are undertaken annually as outlined in [WHSMP16: WHSMS Management Review](#) to ensure that the WHSMS remains effective and continues to provide services that meet or exceed organisational requirements. The results are presented annually to the SCU Council for evaluation to ensure its continuing stability, adequacy, and effectiveness.

(95) The outputs from the management system review include any decisions and actions related to opportunities for improvement, any changes to the WHSMS and resource needs. These outputs are recorded and tracked within the minutes and actions and opportunities are identified.

Improvement

(96) SCU continually reviews its systems to identify opportunities for improvement to the WHSMS to ensure it meets intended outcomes. This is achieved by monitoring performance and the implementation of necessary actions.

Section 12 - Incident Investigations

(97) The [WHSMP17: Incident Management, Reporting and Investigation](#) procedure sets out the requirements for the University in regard to the management and learning from incidents.

(98) Work Units report all WHS unplanned events and near misses immediately to the relevant level of the University based on the maximum reasonable outcome. We aim to enter all events into RiskWare within 24 hours of the event

transpiring.

(99) All events shall have a form of investigation undertaken based on the maximum reasonable outcome of the event as per WHSMP18: Incident Management, Reporting and Investigation Procedure. As part of the investigation, Work Units are required to review hazards and risks, and implement actions where needed (both locally and systemically where needed) and monitor the effectiveness. Actions shall be recorded by Work Units in RiskWare to allow tracking and effective and timely close out.

(100) All WHS events are captured and reported on as part of the monthly WHS Report where they are reviewed by SCU Executive. Analysis and trending is undertaken by the WHS Team to support continual improvement systemically.

Continual Improvement

(101) SCU continually improves the effectiveness, suitability, and adequacy of its WHSMS and outputs through the use of processes identified within this manual, primarily which include management system reviews, promotion of a culture that supports the WHSMS, the participation of employees and students, and their representatives, improvement initiatives managed and supported by the University and maintaining and retaining documented information as evidence of continual improvement.

Section 13 - Appendix 1. WHSMS Documents and Procedures

Element number	Element name	Documentation	Document Overview
1	Organisational Context	WHSMP12: Overview Manual	Overview of the SCU WHSMS, including scope, interested parties, context and all elements of an ISO45001 aligned system.
2	Leadership and Commitment	WHSMP01: Leadership and Culture	Procedure to outline the required activities to be undertaken by management to demonstrate leadership in regards to WHS aspects and review performance, resources, and needs of the organisation to support continual improvement.
		Work Health Safety Policy	Commitment from top management towards health, safety and welfare. It is the statement of intent on which the management system aims to deliver.
		WHSMP13: Responsibility and Accountability Statement	Procedure to outline the roles, responsibilities and accountability statements for all levels of the organisation.
3	WHS Objectives and Planning	WHSMP02: Hazard Identification, Risk and Opportunity Management	Procedure that describes the process of how the organisation will effectively identify, assess, and control WHS risks. Includes development of supporting templates.
		WHSMP03: Legal Obligations and Other Requirements	Procedure that sets out the requirements to effectively identify, monitor and review the organisations WHS legal and other requirements to ensure legislative requirements are met.
		WHSMP04: Planning, Objectives and Targets	Procedure that outlines the requirements to set WHS objectives and targets for continual improvement of which the organisation reviews its performance against.
		WHSMP05: First Aid, Emergency Preparedness and Response	Procedure to outline the process and requirements associated with emergency response preparedness, planning and testing of proposed response to various scenarios; process and requirements for first aid provision. Includes development of supporting templates.

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Element number	Element name	Documentation	Document Overview
4	Support	WHSMP06: Training and Competency	Procedure that sets out the minimum requirements regarding the need to onboard and induct workers to make them aware of the applicable risks, ensure those undertaking tasks have the required competencies, and train workers to ensure safe work practises.
		WHSMP07: Consultation, Communication and Participation	Procedure that outlines the process to elect HSRs, manage and resolve issues, and communicate with workers on WHS matters.
		WHSMP08: Document Control and Records Management	Procedure that outlines the document and records management at SCU.
5	Operational Control	WHSMP09: Permit to Work - Hazardous Work	Procedure to outline the requirements for Permit to Work systems.
		WHSMP10: Management of Change	Procedure that sets out the requirements to effectively identify, monitor and review the organisations requirements during change management.
		WHSMP11: Purchasing and Contracting	Procedure outlining the requirements to effectively manage WHS risks associated with the engagement of onsite contractors and procurement of materials.
6	WHSMS Performance Evaluation	WHSMP14: Monitoring, Measurement and Reporting	Procedure that sets out monitoring, measurement and performance reporting requirements
		WHSMP15: Audit and Assurance	Procedure to outline the need for workplace inspections, audits and inspections to identify potential and actual hazards, validate the implementation of critical controls, and validate compliance to regulatory requirements.
		WHSMP16: WHSMS Management Review	Procedure that outline the required activities to be undertaken by management to demonstrate leadership in regards to WHS aspects and review performance, resources, and needs of the organisation to support continual improvement.
7	WHSMS Improvement	WHSMP17: Incident Management, Reporting and Investigation	Procedure that describes the process of how the organisation will effectively notify, investigate and report on WHS events. Includes development of supporting templates.
		WHSMP18: Critical Risk Assurance	Standard that outlines the assurance framework for WHS Critical Risk.
Hazardous Risk Procedures (operational control element)			

Element number	Element name	Documentation	Document Overview
8	HRP01: Psychosocial Hazard Management		Procedure that provides guidance on the health and wellbeing of workers and the requirements around presenting fit for work and good positive health.
9	HRP02: Working at Heights		Procedure to outline the requirements to eliminate or minimise the risks and events arising from working at heights greater than 2m on site.
10	HRP03: Asbestos Management		Procedure to outline the requirements to eliminate or minimise the risks of fatalities, injuries and events arising from the management, removal and disposal of asbestos and Asbestos Containing Material (ACM).
11	HRP04: Plant and Equipment		Procedure to outline the requirements to eliminate or minimise the risks and events arising from operating and locking out fixed plant and equipment.
12	HRP05: Physical Safety and Security		Procedure to outline the requirements to eliminate or minimise the risks and events arising from physical safety and security.
13	HRP06: Scheduled Substances		Procedure to outline the requirements to eliminate or minimise the risk of fatalities, injuries and events arising from fire.
14	HRP07: Electrical Safety		Procedure to outline the requirements to eliminate or minimise the risks and events arising from using electrical equipment on site.
15	HRP08: Hazardous Manual Tasks and Workplace Ergonomics		Procedure outlining the process to adequately risk assess and implement controls associated with hazardous manual tasks such as manual handling.
16	HRP09: Occupational Health and Hygiene		Procedure that provides guidance on the health and wellbeing of workers and the requirements around presenting fit for work.
17	HRP10: Journey Management		Procedure that provides guidance on the health and wellbeing of workers and the requirements around presenting fit for work and free from the signs and symptoms of Fatigue.
18	HRP11: Hazardous Chemical Management	WHS Operational Risks / Critical Risk Modules	Procedure to outline the requirements to eliminate or minimise the risks and events associated with the storage, handling, and use of hazardous substances on site.
19	HRP12: Fitness for Work		Procedure that provides guidance on the health and wellbeing of workers and the requirements around presenting fit for work and recognising the signs and managing symptoms of Fatigue.
20	HRP13: Biological Safety		Procedure that outlines the requirements to manage biological safety.
21	HRP14: Workplace Environment and Facilities Management		Procedure that outlines the requirements for site establishment (facilities and amenities).
22	HRP15: Personal Protective Equipment		Procedure that provides guidance on the selection, provision, fit, use, storage and disposal of personal protective equipment.
23	HRP16: Aviation and Drone Operations		Procedure outlining the process to adequately risk assess and implement controls associated with aviation and drone operations.
24	HRP17: Vessel and Maritime Safety		Procedure to outline the requirements to eliminate or minimise the risks and events associated with the use of vessels and maritime activities.
25	HRP18: Diving and Underwater Work		Procedure to outline the requirements to minimise the risks and events arising from diving and underwater work.
26	HRP19: Confined Spaces		Procedure to outline the requirements to eliminate or minimise the risks and events arising from Confined Space works.
27	HRP20: Lone and Isolated Work		Procedure to outline the requirements to eliminate or minimise the risks and events arising from remote working.
28	HRP21: Excavation and Trenching		Procedure to outline the requirements to eliminate or minimise the risks and events arising from working in or near deep excavations or trenches (>1.5m) on site.
29	HRP22: Lock Out, Tag Out		Procedure to outline the requirements to eliminate or minimise the risks and events arising from operating and locking out fixed plant and equipment.

Status and Details

Status	Current
Effective Date	9th December 2024
Review Date	9th December 2027
Approval Authority	Vice President (People and Culture)
Approval Date	9th December 2024
Expiry Date	Not Applicable
Responsible Executive	Kim Franks Vice President (People and Culture)
Head of Work Unit	Brendan Pearce Director, Workplace Relations
Enquiries Contact	Shaun Brown Manager, Workplace Health and Safety Vice President (People and Culture) portfolio