

# WHSMP14: WHS Monitoring, Measurement and Reporting Procedure

## Section 1 - Purpose and Scope

(1) The purpose of this document is to outline the processes and information necessary for Southern Cross University (SCU) to:

- a. Monitor and evaluate the performance of the Work Health and Safety Management System (WHSMS)
- b. Report on WHS performance outcomes against set objectives and targets
- c. Identify areas of WHS performance that require improvement

(2) The purpose of this procedure is to ensure Southern Cross University's management, employees, contractors, students, visitors and others are aware of the processes for monitoring, measurement and reporting.

(3) All employees, students and others including both independent contractors and contractors under SCU control are to be made aware of and follow this procedure.

(4) This Procedure applies to all SCU Work Units and sites. The procedure aligns with WHS legislation in the relevant jurisdictions SCU operates in.

## Section 2 - Definitions

WHS Management System (WHSMS)	A structured framework enabling Southern Cross University (SCU) to effectively manage its health and safety obligations, policies, and operational practices.
University Council	SCU's governing body responsible for overseeing and evaluating WHS performance, ensuring alignment with strategic objectives.
Performance Indicator	Metrics utilised to gauge the efficiency of SCU's WHS Management System and progress towards achieving WHS objectives and targets.
Regulator Notices	Official communications from WHS regulatory bodies mandating specific corrective actions to address compliance issues.
Injury Severity Rate (ISR)	A key metric measuring the severity of the injury in days lost per million hours worked at SCU, indicative of safety performance trends.
Safety Essentials Training	An interactive online program designed for SCU leaders, focusing on fundamental WHS principles and best practices.
Notifiable Incidents	Incidents at SCU that, due to their severity or potential impact on safety, must be reported promptly to regulatory authorities.
Workplace Health & Safety Committee (WHSC)	A dedicated committee involved in consultation associated with SCU work health and safety matters.
Audit Plan	A scheduled framework outlining periodic WHS audits over a cycle to ensure compliance and identify areas for enhancement.
Internal Audit and Assurance Findings	Results from internal assessments evaluating the effectiveness of SCU's WHS Management System and adherence to established standards.

# Section 3 - General Principles

## Performance Indicators

(5) Performance indicators measure the actions performed as part of the WHS Management System. Performance indicators are designed to measure the actions being taken by the University to prevent work related injury and illness.

(6) Reporting and monitoring of the University's WHSMS, objectives, targets, plans and performance indicators takes place on an ongoing basis as follows:

Recipient(s)	Report	Performance Indicator	Frequency	Responsible
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<p>University Council VCG</p>	<p>WHS Report</p>	<p>Performance Indicators that may be included:  Results of WHS audits, including regulator audits, and progress with actions taken in response to medium and high audit findings.  Results of WHS assurance activities, including critical control verification.  Updates on legal compliance issues and the impact of legislative changes.  Likely impact of significant organisational changes on WHS.  Notifiable incidents, investigation findings, and corrective actions.  Accident and incident data and trends, the number and severity occurring, frequencies of injuries and comparative data for preceding periods (e.g. Lost Time Injuries, Medical Treatment Injuries, First Aid Injuries).  Regulator notices issued under WHS legislation and corrective actions taken.  Hazard, accident, and incident reporting data and trends.  Corrective actions from audits, accident, incident, and hazard reports.  Emergency management, including building evacuations, trial exercises, training, and fire warden and first aid officer coverage.  Workers' compensation claims and costs: Monthly and YTD statistics compared with the same period in the previous year: open workers' compensation claims, workers' compensation claim costs.  Assurance and Audit plan progress, including medium and high corrective actions.  Employee assistance programme (EAP) data.  Training information on Critical Risk.  Critical control verification reporting data and trends.  Update on enterprise-wide WHS Critical Risks.  Significant changes in the risk profile.  Insights on critical controls and verification process.  WHS Audit Plan  Evaluate whether the WHS Management System is meeting the University's strategic objectives as stated in the SCU WHS Policy by:  Reviewing progress against the WHS Plan including objectives, targets and performance indicators  Reviewing WHS internal audit and assurance findings and internal actions  WHS Plan (inc. Objectives and Targets):  Reviewing progress against the WHS Plan including objectives, targets and performance indicators for Corporate and Work Units  Training  The number of SCU employees completing the online Safety Essentials Training  Legal compliance 3-yearly audits and the number of non-conformances and opportunities for improvement identified.</p>	<p>Monthly, each VCG meeting   Quarterly, Council Meetings</p>	<p>WHS Manager</p>
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University Council VCG	WHS Management Review	As outlined in WHSMP16 WHSMS Management Review	Annually	WHS Manager
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## Section 4 - Roles and Responsibilities

(7) Refer to WHS Responsibility and Accountability Statement

## Section 5 - Records of Documentation

(8) All relevant documentation to the above performance indicators will be recorded and kept in accordance with WHS Legislation and other legislative obligations.

## Section 6 - Revision and approval history

(9) This procedure will be reviewed as per nominated review dates or because of other events, such as:

- a. Internal and external audit outcomes.
- b. Legislative changes.
- c. Outcomes from management reviews.
- d. Incidents.

## Section 7 - References

Work Health and Safety Act 2011
Work Health and Safety Regulation in applicable jurisdiction that SCU operates

## Section 8 - Related Documents

WHSMP04: WHS Planning, Objectives and Targets Procedure
WHSMP17: WHS Action Management Procedure
WHS Responsibility and Accountability Statement

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	9th December 2024
<b>Review Date</b>	9th December 2027
<b>Approval Authority</b>	Vice President (People and Culture)
<b>Approval Date</b>	9th December 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Kim Franks Vice President (People and Culture)
<b>Head of Work Unit</b>	Brendan Pearce Director, Workplace Relations
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