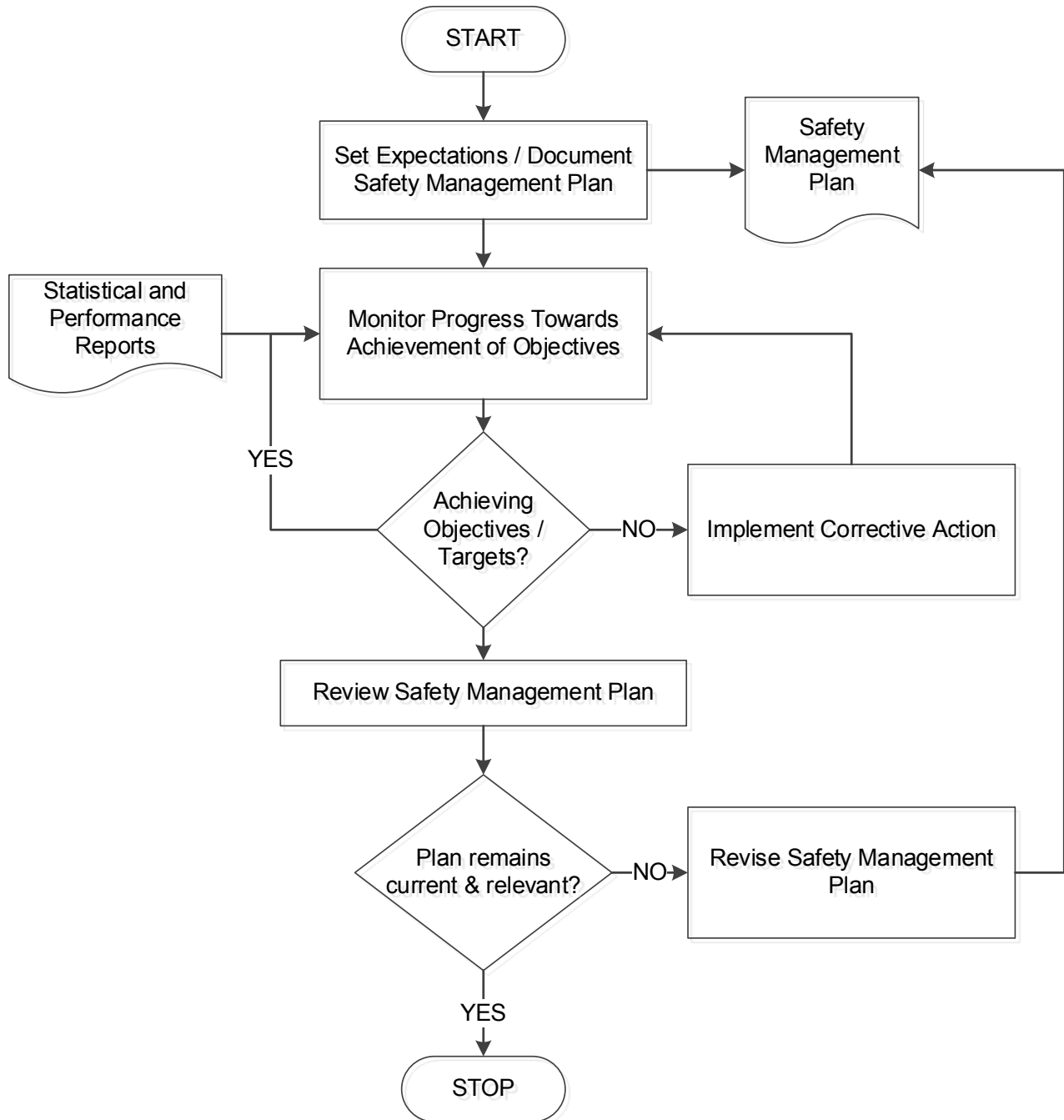


PLANNING, REPORTING and REVIEW

1.0 SUMMARY / FLOWCHART



2.0 RESPONSIBILITIES

Organisational Level	Health and Safety Responsibilities
Level 1 (<i>General Manager and Group Directors</i>)	Establish WHS objectives and targets for all relevant levels and functions of SCC documented in the Safety Management Plan.
	Endorse and support the Safety Management Plan.
	Determine and provide adequate resources both physical and financial to allow the achievement of WHS objectives, targets, and initiatives.
	Monitor the progress toward the achievement of the Safety Management Plan, objectives and targets.
	Review the Safety Management Plan when scheduled or in response to changes.
Level 2 (<i>Section Manager, Unit Manager / Unit Co-ordinator, Project Manager</i>)	Contribute to the development of the Safety Management Plan.
	Provide recommendations and suggestions to maintain the currency of the Safety Management Plan.
	Provide resources and technical support to ensure the effective implementation of the WHS Planning arrangements.
	Monitor the progress toward the achievement of the Safety Management Plan objectives and targets.
Level 3 (<i>Co-ordinator within a Unit, Team Leader, Supervisor</i>)	Implement actions and resources to allow the achievement of objectives and targets documented in the Safety Management Plan.
	Provide adequate resources to ensure the effective implementation of the Safety Management Plan.
	Monitor the progress toward the achievement of the Safety Management Plan objectives and targets.
Level 4 (<i>Team Member, Operator, Attendant, Trainee, Apprentice</i>)	Support the planning processes ensuring work is completed safely.
Level 5 (<i>Volunteer, Contractor, Other</i>)	Support the planning processes ensuring work is completed safely.
WHS Risk Unit Manager	Provide information to assist in the development of the Safety Management Plan.
	Update the Safety Management Plan to reflect outcomes of reviews of the Plan.
	Provide adequate resources to ensure the effective

	implementation of the Safety Management Plan.
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3.0 PURPOSE & SCOPE

3.1 PURPOSE

- 3.1.1 This procedure establishes the processes for Shoalhaven City Council (SCC) to review the performance of the WHS Management System.
- 3.1.2 This procedure requires SCC to use incident / injury / disease / workers compensation data and positive performance indicators to gauge WHS performance and ascertain the effectiveness of the WHS system.
- 3.1.3 Additionally, by setting objectives and targets for WHS performance throughout the organisation, SCC aims to proactively drive safety improvements.

3.2 SCOPE

- 3.2.1 This procedure applies to the planning processes established within SCC and the development, establishment, monitoring and review of WHS objectives and targets.
- 3.2.2 This procedure applies to all WHS Management System reviews conducted by SCC.

4.0 PROCEDURE

4.1 SAFETY MANAGEMENT PLANNING

- 4.1.1 The WHS Risk Unit Manager, in consultation with management, will develop and maintain a Safety Management Plan for each year, documenting Corporate WHS strategies to achieve the set objectives and targets.
- 4.1.2 The plan will document:
 - 4.1.2.1 SCC's WHS objectives and targets.
 - 4.1.2.2 performance indicators, including:
 - a) Council WHS Performance Indicators
 - i. Number of Lost Time Injuries
 - ii. Number of Lost Time Days
 - iii. Lost Time Incident Rate
 - iv. Lost Time Incident Frequency Rate
 - v. Average Time Lost Rate (Severity rate)
 - b) Group WHS Performance Indicators in addition to the above
 - i. Number of Medical Treatment Injuries
 - ii. Number of First Aid Treatment Injuries

- iii. Percentage of Lost Time Injuries / Year to Date
 - iv. Percentage of Incident Reports received on time
 - v. Number of Incident Reports not completed
 - vi. Number of outstanding Inspection & Testing activities not completed
 - vii. Number of CARs overdue.
- 4.1.2.3 timeframes for attaining the targets
- 4.1.2.4 the initiatives that SCC will implement to fulfil the objectives
- 4.1.2.5 the resources that SCC will provide to maintain and improve its WHS System and workplace safety, including the number of safety personnel and their minimum qualifications.
- 4.1.3 For each initiative, the Safety Management Plan will document the following:
- 4.1.3.1 the activity priorities
 - 4.1.3.2 risk management activities / actions to prevent injury / operational improvements
 - 4.1.3.3 legal obligations and agreements fulfilled by the activities
 - 4.1.3.4 timeframes for completing the activities
 - 4.1.3.5 the resources SCC will allocate to complete the activities
 - 4.1.3.6 the position responsible for overseeing completion of the activities.

4.2 MONITORING OF THE SAFETY MANAGEMENT PLAN

- 4.2.1 The Group Directors and Section Managers will monitor progress towards achieving the WHS objectives and initiatives documented in the Safety Management Plan.
- 4.2.2 Progress towards achieving the Safety Management Plan will be reported within the following reports:
- 4.2.2.1 Monthly WHS Statistical Reports
 - 4.2.2.2 Six Monthly Management Reviews
 - 4.2.2.3 Annual Reporting
- 4.2.3 Statistical Reports, Management Reviews and Annual Reports will be shared with workers in accordance with Consultation Arrangements.
- 4.2.4 Where the performance indicators and programmed activities are not progressing satisfactorily to meet the objectives, targets and deadlines in the Safety Management Plan, the WHS and Risk Unit Manager will take action to notify appropriate sources (e.g. organise activities, report to senior management or issue corrective actions).

4.3 MANAGEMENT REVIEW PROGRAM

- 4.3.1 SCC has established a Management Review Program to ensure that the continuing suitability of the WHS Management System to SCC’s activities and processes, and the ongoing effectiveness of the system in preventing workplace injuries or illnesses are assessed and any required corrective actions implemented.
- 4.3.2 Management Review Meetings will be conducted twice in a 12 month period and will be attended by SCC’s management (General Manager and Group Directors) and other personnel as required.
- 4.3.3 Management Reviews will consider the following:
 - 4.3.3.1 the results and progress of internal and external audits conducted in accordance with the Safety Audit Program;
 - 4.3.3.2 the execution of the Safety Management Plan, including the achievement of the WHS objectives and targets, and the suitability of key performance indicators;
 - 4.3.3.3 any changing circumstances that may impact on the suitability or effectiveness of the WHS System;
 - 4.3.3.4 any opportunities for improvement.
- 4.3.4 The Management Review Program includes the following:
 - 4.3.4.1 the preparation of the required inputs for the Management Review in accordance with section 4.4 or 4.5
 - 4.3.4.2 the requirements for the scheduling of Management Review Meetings and the agenda items to be considered.
 - 4.3.4.3 the requirement for Management Review Meeting minutes to be recorded and maintained.

4.4 PREPARATION for MANAGEMENT REVIEW

- 4.4.1 The WHS Risk Unit will ensure that the necessary data and other information is collected and properly collated in preparation for the management review meetings.
- 4.4.2 This data will include WHS audit progress; significant incidents and subsequent investigations / prosecutions; significant hazards and risks; and a current WHS Performance Report.
- 4.4.3 The WHS Performance Report will include (but is not limited to):
 - 4.4.3.1 established measurable objectives
 - 4.4.3.2 any corrective actions / hazard reports lodged, completed or outstanding
 - 4.4.3.3 WHS audit schedule.
- 4.4.4 The WHS Risk Unit Manager will draft a Safety Management Plan in accordance with section 4.1. The WHS objectives and targets in the Safety Management Plan will be consistent with SCC WHS Policy, be appropriate to SCC activities and consider:

- 4.4.4.1 Legal requirements (including the WHS Act 2011 and WHS Regulation 2011)
- 4.4.4.2 Australian Standards and Codes of Practice
- 4.4.4.3 WHS hazards and risks applicable to SCC operations
- 4.4.4.4 Technologies available to improve the management of safety
- 4.4.4.5 Agreements and guidelines
- 4.4.4.6 SCC operational requirements
- 4.4.4.7 Leadership and Worker participation
- 4.4.4.8 The views of interested parties such as WHS Committee and Health and Safety Representatives.

4.5 MANAGEMENT REVIEW MEETINGS

- 4.5.1 SCC Management will schedule and conduct a minimum of two management review meetings during each 12 month period to provide a forum for discussion and improvement of the WHS Management System and to provide management with a mechanism for making the necessary changes to the WHS Management System to achieve WHS objectives.
- 4.5.2 The Management Review will consider the following inputs:
 - 4.5.2.1 the results of internal and external audits conducted in accordance with the Safety Audit Program.
 - 4.5.2.2 the execution of the Safety Management Plan, including the achievement of the WHS objectives and targets, and the suitability of key performance indicators.
 - 4.5.2.3 any changing circumstances that may impact on the suitability or effectiveness of the WHS Management System.
 - 4.5.2.4 any opportunities for improvement.
- 4.5.3 The Management Review will review the following:
 - 4.5.3.1 the results of any action items from the previous Management Review meeting
 - 4.5.3.2 the effectiveness of the WHS Policy
 - 4.5.3.3 the effectiveness of the WHS objectives (as well as the organisation's current status against these objectives)
 - 4.5.3.4 the effectiveness of the WHS Management System
 - 4.5.3.5 the status of corrective and preventive actions
 - 4.5.3.6 the results of any WHS audits conducted since the last Management Review meeting
 - 4.5.3.7 the effectiveness of WHS Training Program
 - 4.5.3.8 the resources provided to support the WHS policy provisions and the WHS Management System

- 4.5.4 Minutes of the Management Review meeting will be documented and will include, as a minimum:
 - 4.5.4.1 a list of people in attendance
 - 4.5.4.2 a summary of key issues discussed and agreements
 - 4.5.4.3 any action items arising from the meeting.
- 4.5.5 A copy of the meeting minutes will be distributed to people who attended and any individuals assigned action items.
- 4.5.6 A copy of the meeting minutes will be retained on file.

5.0 REFERENCES & ASSOCIATED DOCUMENTS

- 5.1** Work Health and Safety Act 2011 Part 2
- 5.2** Work Health and Safety Regulation 2011
- 5.3** AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use
- 5.4** National Self-Insurer OHS Audit Tool 2014

APPENDIX 1 DEFINITIONS

Audit	A systematic and independent examination against defined criteria to determine whether health and safety activities and related results comply with planned arrangements, whether these arrangements are implemented effectively and whether they are suitable to achieve the organisation’s policy and objectives
Safety Management Plan	A plan that documents safety objectives, performance indicators, targets, deadlines, initiatives and priorities.