



**ACT Health**

# Work Health and Safety Management System Review Procedure

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# Purpose

To provide a model for the annual review program of the ACT Health Directorate (ACTHD) Work Health and Safety Management System (WHSMS) to ensure the continuing suitability and effectiveness of the system.

# Background

The requirement for the annual review is part of the ACTHD WHSMS uses the criteria from the Comcare self-insurance-licence National Audit Tool (NAT). The NAT standard specifies that the review program is to be undertaken with Executive managers and officers<sup>1</sup> and take into account:

- health and safety management system audit results
- objectives, targets and performance indicators
- changing circumstances
- opportunities for continuous improvement.

# Responsibility

Duty holders, including Officers, need to demonstrate that they have discharged their legislative obligations effectively.

Executive managers:

- have a responsibility to ensure that the WHSMS continues to meet ACTHD's requirements
- need to closely manage the review process and be accountable for the results.

People Strategy and Culture Branch (PSC) will co-ordinate the annual review with the Executive managers. More information is included in the section on roles and responsibilities.

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<sup>1</sup> As defined by the WHS Act.

# Objectives

The annual review is required to identify the need for changes in the WHSMS and report on the actions required to:

1. ensure the continued suitability, adequacy and effectiveness of the WHSMS in achieving its intended outcomes
2. meet the objectives of the WHS Policy
3. implement relevant ACTPS and ACTHD strategies and plans
4. access improvement opportunities, including the integration of WHS into business processes
5. identify the need for changes in the WHSMS
6. ensure that resource and capability requirements are met.

## Roles and responsibilities

[Table 1](#) summarises the roles and responsibilities Officers, Executive managers and People Strategy and Culture Branch for the annual review of the WHSMS.

Table 1 – Roles and responsibilities

Role	WHS Act requirement	WHSMS role
Director-General and Deputy Directors-General, who are Officers in accordance with the WHS Act.	<p>Exercise WHS <a href="#">due diligence</a> ; including to:</p> <ul style="list-style-type: none"> <li>• acquire and update their knowledge of WHS matters</li> <li>• understand the operations being carried out by ACTHD, and the hazards and risks associated with those operations</li> <li>• ensure that ACTHD applies appropriate:               <ul style="list-style-type: none"> <li>○ resources and processes to eliminate or minimise WHS risks</li> <li>○ processes in place to receive and respond promptly to information about incidents, hazards and risks, and</li> <li>○ processes for complying with the WHS Act and WHS Regulation</li> </ul> </li> </ul>	<p>Provide leadership and a corporate culture that enables the recognition of risks and opportunities to support sound safety decisions being made at the right time.</p> <p>Monitor and drive continuous improvement in WHS.</p> <p>Actively manage WHS risk, including active review of risk tolerance and setting WHS objectives.</p> <p>Ensure effective communication, consultation and co-operation takes place with other duty holders.</p>

Role	WHS Act requirement	WHSMS role
Executive Group Managers and Executive Branch Managers (Executive managers)	Managers have the same duties as workers.	<p>Provide leadership and a corporate culture that enables the recognition of risks and opportunities to support sound safety decisions being made at the right time.</p> <p>Executive managers are required to:</p> <ul style="list-style-type: none"> <li>• plan to improve and monitor WHS performance</li> <li>• ensure that Officers are aware of risks and risk controls</li> <li>• facilitate effective communication, consultation and co-operation takes place with other duty holders.</li> </ul>
People Strategy and Culture Branch (PSC)	<p>Monitor WHS legislation and standards and incorporates changes into the WHSMS.</p> <p>Plan for proposed WHS legislation and business requirements that may impact the WHSMS.</p>	<p>Maintain corporate elements of the WHSMS.</p> <p>Monitor incidents and injuries, to identify trends.</p> <p>Provide advice on WHSMS content and specific WHS issues within its areas of competency, including WHS in business plans, project plans, procurement processes, risk management and contractor safety management.</p> <p>Monitor and report on ACTHD WHS performance, including WHSMS audits, formal safety investigations and reviews.</p> <p>Support the annual review of the WHSMS.</p>

# Procedure

The procedure for undertaking the annual review is detailed below:

Step	Responsibility	Process	Comments
1.	Executive managers	<p>Include WHS in:</p> <ul style="list-style-type: none"> <li>divisional and branch business plans</li> <li>risk registers</li> <li>performance development plans.</li> </ul> <p>Communicate information about the opportunities for improving the WHSMS to PSC.</p>	<p>Annually (July-September)</p> <p>Regularly</p>
2.	PSC	<p>Review the information provided by Executive Managers and divisional business plans to identify:</p> <ul style="list-style-type: none"> <li>new business activities</li> <li>WHS issues identified that are not sufficiently supported by the WHSMS.</li> </ul>	Annually (August to October)
3.	PSC	Provide audit reports and performance reports to the WHS Committee and Corporate Governance and Finance Committee.	Six monthly
4.	PSC	Invite feedback for WHSMS improvement from the WHS Committee and health and safety representatives.	Six monthly
5.	PSC	<p>Review future or proposed changes in:</p> <ul style="list-style-type: none"> <li>WHS legislation</li> <li>Work Safety Group (CMTEDD) policies, strategies, plans and requirements</li> <li>industry trends</li> <li>technology.</li> </ul>	Annually (November)

Step	Responsibility	Process	Comments
6.	PSC	Consider the impact since the previous review of the: <ul style="list-style-type: none"> <li>• progress of WHSMS review actions</li> <li>• external and internal changes</li> <li>• WHS performance against objectives</li> <li>• risk assessments</li> <li>• resource requirements/gaps</li> <li>• feedback from stakeholders, including the WHS Committee and health and safety representatives.</li> </ul>	Annually (November - December)
7.	PSC	Develop a WHSMS review report for the Executive Board that addresses: <ul style="list-style-type: none"> <li>• the capacity of the WHSMS to achieve health and safety policy objectives and targets</li> <li>• information from incident trends, corrective actions, monitoring systems, compliance requirements, audit results, consultation processes, capability assessments and risk assessments</li> <li>• resource and capability requirements</li> <li>• opportunities for integration with other business systems</li> <li>• plans to modify and amend the WHSMS such as policy, objectives, responsibilities, planning arrangements, procedures and instruments (tools and forms) to ensure relevance, currency and continuous improvement</li> <li>• how current health and safety performance will be used to set future directions.</li> </ul>	Annually (December - January)
8.	Executive Board	Consider the Review report and endorse the proposed corrective actions.  Analyse the performance data and promote performance improvement.	Annually (February)

Step	Responsibility	Process	Comments
9.	WHS Committee	Consider Review report, corrective actions and provide advice to support the implementation of system improvements.	Next meeting after February

## Information sources for the review

The annual review will use information from the following sources:

- Executive Manager feedback
- strategic and business plans
- the experience in applying WHSMS policies, guidelines, procedures, forms and information sheets
- WHS Committee, Corporate Governance and Finance Committee and Emergency Planning Committee papers and records
- workplace emergency plans and emergency control organisation incident reports
- survey results that provide safety and culture information, including the ACTPS bi-annual employee surveys and pulse surveys
- audit reports
- safety inspection results
- WHS incidents (Riskman)
- WHS performance management reports
- WHS related communication e-mails and records.

## Records management

WHS documents must be retained in accordance with the relevant retention and disposal schedule. WHS review documents must be retained for 5 years.



# Version control

Version	Date	Comments
1.0	5 December 2023	First version

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