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What is a Health and Safety management system?

A Health and Safety management system (HSMS) is a set of plans, actions and procedures to systematically manage health and safety in the workplace that is actively endorsed by a committed organisation to achieve.

- Provision of a safe and healthy workplace, and the prevention/reduction of illness and injury equally for workers and others.
- Identification of workplace hazards, assessment and control of all risks.
- Active involvement in health and safety matters by managers, supervisors, contractors, workers and their representatives.
- Provision of information and training for workers at all levels so they can work safely.
- Audit and review of the HSMS.

Our HSMS has 6 key elements

- Commitment
- Planning
- Consultation
- Implementation
- Measurement
- Review
The system follows a simple **Why, What, How** format.

**WHY**
- Why are we required to do this?

**WHAT**
- What has the University put in place to meet this requirement?

**HOW**
- How do you implement this requirement?

UNSW’s HSMS uses AS/NZS 4804:2001 Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques, as it's framework. It also incorporates guidance from AS/NZS 4801:2001 Occupational health and safety management systems - Specifications with guidance for use.
1. Commitment

1.1 Health and Safety Management Plan

**WHY**
- The organisation is required to develop a HS management plan, implement and resource a HS Management System plus set HS objectives and key performance targets in order to achieve systematic and sustainable improvements in health and safety.

**WHAT**
- UNSW has developed a plan that outlines the purpose, priorities and objectives for Health and Safety, and that forms the basis for the University’s HS Operational Plans. It also identifies what the institution seeks to achieve and why, and provides objectives and key performance targets by which our performance will be evaluated, both internally and externally.

**HOW**
- Senior Management must incorporate the UNSW HS Management Plan objectives into their Divisional and Faculty Operational Plans.
- Where applicable, each School or Unit must incorporate the Divisional or Faculty HS Operational Plan objectives into their local Operational Plans.
- The UNSW HSMS must be used as the tool for achieving the goals set in the UNSW HS Management Plan

**References**
- UNSW Work Health Safety Plan, Objective and target matrix
1.2 Health and Safety Policy

WHY
- The organisation is required to document a policy that sets out the commitment of the organisation with respect to health and safety (HS) to help ensure that there will be continual improvement in HS.

WHAT
- The organisation, in consultation with all workers and/or their representatives, shall provide a document that defines the commitment to improving health and safety (HS).

HOW
- All workers must participate in the consultation process during policy development and review.
- You must display the HS Policy Statement in your work place.

References
- UNSW HS105 WHS Policy
- UNSW HS Policy Statement
1.3 Health and Safety Responsibility, Authority and Accountability

**WHY**
- The organisation is required to define HS responsibilities, authorities and accountabilities in order to establish a clear understanding of each person's HS role and duties in the organisation, especially for those in senior management who must be aware of their legal obligations to HS.

**WHAT**
- UNSW has defined responsibility, authority and accountability in a Register of Delegations and a procedure called HS Responsibility, Authority and Accountability.

**HOW**
- The Register of Delegations must be communicated to senior management by the President and Vice Chancellor
- Line managers are required to document and inform all workers of their HS responsibilities and accountabilities using the HS Responsibility, Authority and Accountability Procedure.
- Specific HS responsibilities and accountabilities must be documented in individual position descriptions, HS organisational charts or websites.

**References**
- HR - [HS Statements for inclusions in position descriptions](#)
- HR - [Guideline to Writing Position Descriptions](#)
- HS336 Responsibility, Authority and Accountability Procedure
- HS656 HS Accountability and Reporting Flowchart
- HS658 Responsibility Matrix
- UNSW [Register of Delegations](#)
2.0 Planning for Health and Safety Implementation

**WHY**
- The University has established mechanisms to facilitate the implementation of the HSMS in the workplace in order to achieve systematic and sustainable improvements in HS, respond to legal requirements, plus take account of identified hazards and HSMS failures.

**WHAT**
- As part of the HS Management Plan, UNSW has developed a Self-Audit Tool for all areas which will help to monitor their status of HS implementation and help ensure ongoing implementation of the HSMS.

**HOW**
- All areas will complete the self-audit tool to help ensure the ongoing implementation of the HSMS.
- All new workplaces that become affiliated with UNSW can use the self-audit tool to begin implementation of the HSMS.
- The self-audit tool and HSMS review procedure will be the mechanism by which ongoing monitoring, review and HS system improvement will be carried out.

**References**
- [HS319 HSMS Review Procedure](#)
- [HS308 HSMS Audit Procedure](#)
- [SAT Questions](#)
2.1 Planning for Health and Safety Risk Management

**WHY**
- The organisation shall establish, implement and maintain a documented risk management program to help reduce HS risks associated with products and services through hazard identification according to the hierarchy of controls.

**WHAT**
- UNSW has developed a risk management program to identify all foreseeable hazards and to assess and control the associated risks during the planning of all activities. This will include public safety hazards and hazards associated with products, services and repairs.

**HOW**
- The UNSW HS Risk Management Program must be followed during the planning of all activities in consultation with affected workers.

**References**
- Risk Management program
2.2 Design Control

**WHY**

- The organisation must establish and maintain procedures for design and modification processes that will help to ensure the identification and control of HS risks, and must take into account legislative requirements, standards and codes of practice where applicable.

**WHAT**

- UNSW has established procedures that define HS requirements in design documentation. Personnel involved in the design phase or modifications must be suitably skilled and experienced. This requirement applies to all UNSW workers who design or refurbish UNSW facilities or plant and equipment.

**HOW**

- All UNSW workers who undertake projects related to building design and construction and the refurbishment of rooms and laboratories, must ensure this work is co-ordinated by UNSW Facilities Management. UNSW Facilities Management must ensure all building design projects are conducted using the Guidelines for the Management of HS (Construction).
- All UNSW workers designing plant and equipment must follow the UNSW HS Plant and Equipment Procedure for design guidelines.

**References**

- HS728 Design and Modification Guidelines
- HS327 Plant and Equipment Procedure
2.3 Purchasing and Acquisition

**WHY**
- The organisation must develop and implement a system for measuring the capacity of suppliers of goods, services and human resources to comply with HS specifications and requirements.

**WHAT**
- UNSW will incorporate all HS requirements into the UNSW Accounting Manual.

**HOW**
- All UNSW workers must implement the HS requirements including the completion of a safe purchase checklist for goods that pose HS risks, prior to purchase.

**References**
- [UNSW Purchasing Guidelines](#)
- [UNSW Procurement Policy](#)
- [UNSW Procurement Procedure](#)
- [UNSW Procurement Guidelines](#)
- [HS316 Health and Safety Purchasing Guideline](#)
- [HS633a Pre-Purchase Checklist](#)
- [HS040 Supplier Health and Safety Declaration](#)
- [HS803 Contractor Evaluation Checklist](#)
2.4 Emergency Preparedness

**WHY**

- The organisation shall identify and prepare for all potential emergency situations and have documented risks and emergency procedures and plans. These are to assist in preparing and planning for, responding to and recovering from incidents or emergencies that may cause harm, injury, illness or death to people, assets and the environment.

**WHAT**

- UNSW must document an emergency risk register which identifies all potential emergency situations.
- UNSW must develop, maintain, review and test the Major Incident management Plan which outlines preparedness, planning, response and initial recovery measures for UNSW.
- UNSW must develop and maintain site specific emergency plans as required.
- Development Applications set by State Planning arrangements. UNSW has developed a Business Continuity Plan.

**HOW**

- UNSW Security will, in consultation with the UNSW community, complete a Security Risk Plan.
- The Major Incident Response Team will develop, implement, maintain and test a Major Incident management Plan and will communicate this plan to relevant stakeholders.
- UNSW Security will plan evacuation drills and maintain a schedule and register of evacuation drills.

**References**

- UNSW Emergency management site
- UNSW Major Incident Management Plan (contact Emergency Management)
2.5 Legislation

**WHY**
- UNSW shall establish, implement and maintain procedures that identify and guide access to all legal and other requirements that are directly applicable to HS, in order to manage HS legislated responsibilities and obligations.

**WHAT**
- UNSW has developed legislative compliance guidelines, Legislation registers and established access to relevant sources of legislation applicable to UNSW activities.

**HOW**
- Use the links provided to assist you in identifying the legislation, standards and codes of practice and other sources of information applicable to your activity so these can be documented in the related SWPs.

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**References**
- HS730 Legislative compliance guidelines
- Legislation Registers
- Australian Standards
- SafeWork NSW
- AusLII (Australian Legal Institute Information)
- NHMRC
3. Consultation

3.1 Consultation structure, processes and other arrangements

**WHY**
- The organisation must continually consult with workers and their representatives so that they can contribute to making decisions affecting health, safety and welfare at work, for consistency and in order to gain worker commitment.

**WHAT**
- UNSW has established a HS Consultation Procedure which communicates the main HS consultation arrangements, and the management and worker forums for sharing information.

**HOW**
- Each Faculty and Division must establish their HS consultation structure according to the HS Consultation Procedure.
- All consultation on HS issues that will affect the health, safety and welfare of workers must be addressed by the established consultation structure, and the agenda of all management and worker meetings must have HS as a standing agenda item.

**References**
- HS337 Consultation procedure
- HS339 Health and Safety Consultation Guideline
4. Implementation

4.1 Health and Safety risk management Program

**WHY**
- The organisation shall establish, document, implement and maintain a risk management program so that all foreseeable hazards are identified, assessed and controlled in accordance with the hierarchy of controls and legal requirements.

**WHAT**
- UNSW has developed the HS Risk Management Program which contains procedures to address all stages of HS risk management.

**HOW**
- The Risk Management Program describes the legal requirements and procedures used to facilitate the early identification of foreseeable hazards, assessment of risk and implementation of control mechanisms.
- Using the procedures in the HS Risk Management Program, you must identify all foreseeable hazards, assess the associated risks and implement appropriate controls according to the hierarchy.

**References**
- Risk management program
- HS019 Fieldwork Risk Management
4.2 Health and Safety record control

**WHY**
- The organisation must establish and maintain a system for the control of HS documentation and records, to help ensure that all documents are current and relevant and that records are kept for the required length of time.

**WHAT**
- UNSW has established the HS Records Procedure for accessing, maintaining, identifying, collecting, indexing, filing, storing and disposing of HS records

**HOW**
- You are required to maintain a register of all HS records in accordance with this procedure

**References**
- HS733 Health & Safety Records Procedure
4.3 Training

**WHY**

- The organisation shall identify the training needs and establish a structured system of recruitment, training and information provision so that individuals receive appropriate and relevant HS information, instruction, supervision and competency assessment, to help with task allocation and to ensure that individuals can safely carry out their work.

**WHAT**

- UNSW has a HS Training and Induction Procedure which describes the mechanisms for the identification and documentation of training needs and competencies at the time of induction and on an ongoing basis, including refresher training.
- UNSW has a schedule for the provision of HS training and information. The schedule and contents of each session are reviewed regularly and when there are changes to the workplace and legislation, so that workers remain competent in their skills.

**HOW**

- Supervisors must receive training in HS management in order to ensure that the HS competencies of workers, worker representatives, contractors, labour hire, students and visitors are identified and assessed prior to their safely carrying out the tasks associated with their position responsibilities.
- Written Training Plans based on a training needs analysis must be undertaken to ensure relevant HS training and refresher sessions are provided at key times in an operational cycle (induction, risk assessment, new plant, and new job).

**References**

- HS320 Training and Induction procedure
4.4 Specific hazard management

**WHY**
- The organisation must identify any foreseeable hazards that may arise from the conduct of its business activities in order to achieve and maintain a safe place of work and a safe place for visitors. Some identified hazards may require specific controls.

**WHAT**
- UNSW has identified specific hazards in relation to its activities and has established control mechanisms for those activities. Such specific hazards include: access control, biological hazards, hazardous chemicals, contractors, fieldwork, plant and equipment (design, use of, maintenance, decontamination, modification, isolation), purchasing (including preferred suppliers), particular hazards requiring permit to work, PPE (selection, use, maintenance), ionising and non-ionising radiation, working alone or after hours.

**HOW**
- UNSW has identified training requirements, and developed procedures, guidelines and tools for the management of specific hazards.
- Workers are required to receive identified training, and follow the procedures, guidelines and tools provided for each specific hazard.
- Hazards for which no procedure exists must be controlled by the implementation of the UNSW Risk Management Procedure.

**References**
- Hazard management and documents relating to each specific hazard
- HS329 Risk Management Procedure
- SafeSys
- SciQuest
- HS714 Supervisors guide for managing reported hazards and incidents
- Risk management program
- HS019 Fieldwork Risk Management
4.5 Emergency management

WHY

• Having identified foreseeable potential emergency situations, the organisation must plan for and be prepared to effectively manage any emergencies that occur in order to minimise the negative outcome and impact, and to help ensure business continuity. Emergency procedures and plans for the preparedness of, planning for, response to and recovery from incidents or emergencies must be documented.

WHAT

• UNSW has developed emergency procedures for the organisation and for the workplaces, such as the UNSW Emergency Procedure flip chart, UNSW Major Incident Management Plan, First Aid Procedure, emergency and fire equipment inspection and maintenance, and Emergency Management Policy, plus for the identification and training of local emergency responders. There must be documented responses for assisting workers who have been exposed to critical incidents at work. The Major Incident Management Plan must be in accordance with legislation and must be regularly reviewed.

HOW

• Divisions and Faculties must:
  • implement the UNSW Major Incident Management Plan, Emergency Procedure and First Aid Policy.
  • establish emergency control teams and appoint First Aid officers.
  • provide appropriate training and resources to facilitate emergency preparedness and response
  • commit to arrangements established by the UNSW Business Continuity Plan, in particular to the initial recovery arrangements from incidents and emergencies.
  • participate in evacuation drills

References

• UNSW Emergency management site
• UNSW Major Incident Management Plan (contact Emergency Management)
• UNSW Emergency Teams website
• UNSW Emergency Procedures & Flip Chart
• UNSW Business Continuity Management
• HS905 First Aid Procedure
• HS320 Training and Induction Procedure
• Evacuation Drill reports
5.0 Monitoring and Measurement

5.1 Inspection testing and monitoring

**WHY**

- The organisation shall establish, implement and maintain documented procedures to monitor and measure on a regular basis the key characteristics of its operations and activities that can cause illness and injury. The effectiveness of these measures shall be evaluated to help ensure ongoing improvement and effectiveness of safety measures.

**WHAT**

- UNSW has established an Inspection, Testing and Monitoring Procedure to assist UNSW management identify and implement inspection, testing and monitoring where required. This will include the regular inspection and maintenance of equipment such as safety devices, radiation monitors, gas monitoring alarms, and other controls.

**HOW**

- All staff are required to implement the Inspection, Testing and Monitoring Procedure. This will assist staff establish, implement and maintain systems to monitor plant, equipment and processes. Effectiveness can be monitored by reviewing online-reporting statistics, the close-out of corrective actions from internal and external audits and maintenance records.

**References**

- HS312 Inspection, Testing and Monitoring Procedure
- HS418 Portable Electrical Equipment Inspection, Testing and Tagging Guideline
- HS048a Workplace HS Inspection Checklist - Offices
- HS048b Workplace HS Inspection Checklist for laboratories workshops and non-office working areas
- HS437 RCD Guideline
- HS091 Health Monitoring guideline
- HS903 Health Monitoring Form – Laboratory Animal Allergen
- HS030 Plant Register and Inspection, Testing and Monitoring Schedule
5.2 Health surveillance

**WHY**

- The organisation shall identify those situations where workers' health surveillance should occur and has implemented procedures for appropriate monitoring, recording, reporting and actions needed, in order to protect the health of workers, to recognise when an adverse event has occurred and ensure appropriate actions are put in place.

**WHAT**

- UNSW, through the HS Risk Management Program, has identified specific activities where employee health surveillance is required.
- Where specified by legislation, the health of employees exposed to specific hazards will be monitored and recorded.
- Local areas, through the Risk Management Program, identify situations not specifically identified by the Organisation, needing surveillance

**HOW**

- All supervisors must identify activities for which health surveillance is required in their area.
- Workers must report real or suspected exposure, and follow health monitoring requirements if required.

**References**

- HS687 Chemicals for health surveillance
- HS628 Schedule 14 Substances requiring health surveillance
- HS091 Health Monitoring guideline
- HS903 Health Monitoring Form – Laboratory Animal Allergen
5.3 HSMS Auditing

**WHY**
- The organisation shall conduct HS audits to measure the effectiveness of the implemented HS management system, to ensure all procedures are being followed and are effective, that the results of previous audits are being considered in order to achieve systematic & sustainable improvements to Health and Safety at UNSW.

**WHAT**
- UNSW has developed an HSMS Audit Procedure which provides a structured approach to review implementation of the HS management system.
- An audit schedule has been established to conduct HS audits across all business areas.
- The UNSW HS manager is responsible for the implementation of the audit schedule and for prioritising the implementation of corrective action.

**HOW**
- The HS manager is responsible for setting up internal HSMS audits and selecting the auditor(s).
- All staff are required to participate in the scheduled HSMS audits.
- The senior management of the audit area is required to implement corrective actions identified in the audit.
- The senior management of the audit area must communicate the results of the audit to all staff in their area.
- The Head of School is responsible for the completion of the SAT in the local area.

**References**
- HS308 HSMS Audit Procedure
- UNSW Self Audit Tool (SAT)
6.0 Review

6.1 Review of UNSW Work Health safety plan

**WHY**
- The organisation has a program for the monitoring and review of the HSMS plan, plus objectives and key performance targets, to ensure continuing suitability, improvements and effectiveness of the Plan, including during changing circumstances.

**WHAT**
- The University will monitor the objectives and key performance targets outlined in the HS Plan to determine to ensure that duty holders can demonstrate that they have discharged their legislative obligations effectively and whether they are meeting the established HS objectives and targets.

**HOW**
- Faculties and Divisions must report annually on the implementation of the HS component of their Operational Plan to the UNSW Policy and Strategic Planning Committee.
- The UNSW Policy and Strategic Planning Committee must provide an annual report to the Vice Chancellor.
- The Vice Chancellor must ensure that appropriate corrective action is taken for any identified non compliance with established objectives and key performance targets.

**References**
- Health Safety and Environment (L1 HSE) Strategic Planning Committee minutes (keyword ‘minutes’)
- Work Health and Safety Plan
- HS319 HSMS Review Procedure
6.2 HSMS Review

**WHY**
- The organisation shall review its HSMS regularly and implement recommendations, to ensure compliance and continual improvement in performance.

**WHAT**
- UNSW senior management will review all HS planning tools and HS management systems.
- To ensure continuous improvement, UNSW senior management will use records to review and evaluate the effectiveness of the HSMS to prevent injury and illness in the workplace, and to implement performance improvement strategies.

**HOW**
- The UNSW Level 1 HSE Strategic Planning Committee will use the data collected from Faculty and Division HSMS Reviews to review the UNSW HS Plan objectives and targets.
- The UNSW Strategic Planning Committee will use the data collected from HSMS internal audits to ensure the HSMS's continuing suitability, adequacy and effectiveness.
- All staff responsible for HS documents will review those documents as scheduled in the HS Document Control Register.

**References**
- HS308 HSMS Audit Procedure
- HS311 Document control procedure
- HS319 HSMS Review Procedure
- Health Safety and Environment (L1 HSE) Strategic Planning Committee minutes (keyword 'minutes')