

Detailed below is a 'self assessment guide', outlining the elements of the University of Western Australia Safe System of Work framework. The guide is intended to be used by those who are in positions providing strategic leadership, direction, control and oversight in terms of influencing the implementation of the University of Western Australia Work Health and Safety Policy.

Acknowledging that the legal tests applied in terms of WHS liability relate to 'the level of control a person has to influence the conduct of the business' (within their area of responsibility), Senate, Senior Executive, Deans and Directors need to be able to make an assessment of the status of implementation of the UWA Work Health and Safety Management System. Answering 'no' to any part of the guide below highlights non-compliance with the WHS Policy and Principles.

Within <b>your area of control and influence</b> , if asked, are you able to:		
1	Adequately articulate and demonstrate how health and safety is effectively managed to <b>ensure</b> compliance with legislative requirements.	Yes/No
2	Provide evidence that all supervisors and other employees have been advised of their respective health and safety responsibilities and have subsequently demonstrated that they <b>competently</b> understand their responsibilities.	Yes/No
3	<b>Demonstrate</b> that a planned, structured and documented process has been implemented to identify, assess and control <b>all</b> hazards and risks relating to work activity.	Yes/No
4	Provide evidence that the process of risk assessment has been undertaken via <b>consultation and active involvement</b> of all workers and that all risks are subsequently monitored and periodically reviewed.	Yes/No
5	Provide documented evidence that appropriate communication has been effected to complete an analysis of skills/training needs. Show that fulfilment of training needs enabled <b>competency</b> of workers to be verified and recorded.	Yes/No
6	Demonstrate that all necessary procedural requirements have been identified and implemented to <b>effectively control</b> all workplace exposures and risks (e.g. systems of work, access control, emergency planning, critical incidents, contractors and suppliers)	Yes/No
7	Provide evidence that all <b>reported incidents, injuries and near misses</b> are investigated promptly, root causes identified and appropriate corrective action(s) implemented to prevent recurrence.	Yes/No
8	Demonstrate implementation of effective <b>injury management</b> procedures and effective medically approved rehabilitation and return to work programs.	Yes/No
9	Provide evidence of a process of health and safety <b>performance monitoring</b> at senior management level and records of actions taken where deficiencies are evident.	Yes/No
10	Provide evidence of <b>auditing and compliance validation</b> processes. This should take the form of regular written assurance to the senior managers to confirm operational compliance with the Work Health and Safety Policy and principles. Where deficiencies exist it should include strategic plans for improvement.	Yes/No

## FURTHER CONSIDERATIONS

For further information and related links to the UWA Safety and Health website please see “Application of the UWA Safe System of Work”

### Health and Safety Committees

Decide where in your organisational structure it is best to place health and safety committees to ensure appropriate representation of workplaces. In addition to the chairperson and minutes secretary, you should consider the likely total number of committee members as follows:

- How many workplace Health and Safety Representatives will wish to exercise their right to attend meetings?
- For workplaces without a Health and Safety Representative, how many will nominate a person to attend meetings to ensure that workers are represented?
- How many members of the management team will need to attend to ensure all workplaces are represented?

If appropriate representation can only be accomplished by a committee of more than 12 members, consider splitting it into several smaller committees each representing different parts of the workplace whilst ensuring that a communication hierarchy exists to action decisions.

### Health and Safety Representatives

Is the organisational structure properly represented? If not, how many more representatives would be required to address this?

### Health and Safety Manuals

UWA Safety and Health provide a pro-forma manual. Individual workplaces may create a local rules section with specific information for their work activities and workers. For each type of workplace under your remit there should be a health and safety manual.

### Standard Operating Procedures

All supervisors of workplaces where hazardous equipment is used must prepare related Standard Operating Procedures. This document provides assessment of risk in using the equipment in addition to being a valuable reminder to operators of safe usage. UWA Safety and Health provide pro-forma examples on the website and they are easy to prepare.

### Demonstrable Competency

For every worker their supervisors or manager must be able to access records of competency. For hazardous equipment, Standard Operating Procedures also double as records/evidence that operators are deemed competent to use hazardous equipment.

### Training needs

Which key staff will drive application of the Safe System of Work Framework and who will complete safety risk assessments? These staff should be given priority in Safe System of Work Framework training.