



OCCUPATIONAL HEALTH, SAFETY, WELFARE & INJURY MANAGEMENT SYSTEM

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Introduction

The following information provides an outline of the Occupational Health, Safety, Welfare & Injury Management (OHSW&IM) System for the University of South Australia.

Definitions

Audit – is a systematic examination against defined criteria to determine whether activities conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve University OHSW&IM Policy objectives.

Contractor – is person(s) or companies contracted to carry out work for and on behalf of the University for a period of time as defined by the contract.

Performance Standards for Self Insurers – is the minimum standards set by the WorkCover Corporation Board by which exempt employers, who manage their own risk, are evaluated.

Hazard – is a situation that has the potential to harm people, the environment or property.

Incident – is an unplanned occurrence that causes or contributes to personal injury or damage to property

Injury Management – is the provision of worker's compensation and rehabilitation services.

Key Performance Indicators (KPI) – are indicators used to measure, monitor and evaluate the successful implementation and effectiveness of business management systems in accordance with policy, objectives and targets.

Line Manager - (is defined as) a member of the Senior Management, Head of School, Manager/Director of Unit, Director of Research Institute and Dean of Centre for Regional Engagement and Division Manager responsible for a Division Office.

OHSW&IM – means Occupational Health, Safety, Welfare and Injury Management.

Procedure - defines the method, activities and responsibilities associated with a work process.

Review – is an examination of the effectiveness, suitability and efficiency of the Management System and its elements and components.

Risk – is the probability or likelihood of harm or damage occurring from exposure to a hazard and possible consequences.

Risk Assessment – is the process of evaluating the probability and consequences of injury or illness arising from exposures to identified hazards.

Safety – is a state in which persons are or feel protected, as far as practical, from the risk of injury.

Senior Management – are members of the Senior Management Group.

Supervisor – is any employee to whom other employees report.

Welfare – is the general wellbeing of persons.

Workplace – is defined as the Chancellery, any Division, School, Unit, Research Institute or Centre for Regional Engagement and including any place (including any aircraft, ship or vehicle) where an employee works and any place where a person goes in the course of their work.

Structure of the University OHSW&IM System (refer to flowchart attached)

The [University Corporate Plan 2006-08](#) (section 2.4) outlines the priority for the implementation of the [OHSW&IM strategic plan 2006 - 2008](#).

The [OHSW&IM Policy](#) and the OHSW&IM Strategic Plan 2006 – 2008 is the means for meeting the OHSW&IM priority of the University Corporate Plan 2006 - 2008.

The University [OHSW&IM Policy](#) is a statement of University intent and it outlines principles and strategies for OHSW&IM and the responsibilities/authorities of the Senior Management Group, Line Managers and Staff for implementation of the OHSW&IM System.

The OHSW&IM System comprises a range of [Policies and Procedures](#) which outline the process for managing OHSW&IM in the workplace.

The design of the OHSW&IM System is based on AS/NZS 4804:2001 Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques and AS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use and the WorkCover Self Insurer Performance Standards.

The system requires OHSW&IM planning at the corporate and local level and this planning process is based on the continuous improvement cycle:

- Commitment/Policy
- Planning
- Implementation
- Measurement/evaluation and
- Management review, and improvement

Responsibility for implementation of the system at the local level is the responsibility of Line Managers eg, Heads of School, Managers/Directors of Units and Directors of Research Institutes.

Individual performance of staff will be measured against agreed accountabilities and included in performance management plans.

The performance of workplace OHSW&IM implementation is to be reported through established managerial lines, against a range of key performance indicators and targets set in the corporate and local OHSW&IM plans.

Corporate reporting on the current status of implementation and effectiveness of the OHSW&IM system is to be provided to Senior Management and OHSW Services on a six monthly basis.

University workplaces are subject to auditing to ensure that OHSW&IM action plans and supporting processes are effective in controlling and managing risks and that corrective action is taken in an appropriate time frame as established by risk assessment processes.

All staff are to play an active role in developing and improving the management of OHSW&IM by being involved through effective [OHSW Consultation](#) mechanisms in the University.

Performance outcomes in relation to rehabilitation and claims management will form part of the review process.

Employee representatives will be involved in the development and review of OHSW&IM policy and procedures through their involvement with the University OHSW&IM Committee.

Flowchart

The OHSW&IM System at UniSA

