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1. OBJECTIVE

To ensure periodic review of the effectiveness of RMIT's Global Safety Model and to enhance the continual improvement of the system. Management reviews are conducted to ensure the continuing suitability, adequacy and effectiveness of the Global Safety Model and to encourage continual improvement.

2. BACKGROUND

N/A

3. SCOPE

This process shall apply to all Global RMIT Health, Safety and Wellbeing Processes and Guidance Materials within the Global Safety Model. Localised processes and guidance materials will be included where required.

4. WHAT MUST GO RIGHT?

The expected outcomes – known as 'what must go right' – will be that:

- The effectiveness of RMIT's Global Safety Model (GSM) reviewed annually
- RMIT's Global Safety Model is continually improved and enhanced to ensure adequacy and suitability.

5. PROCEDURE/IMPLEMENTATION

The Associate Director, Health Safety and Wellbeing shall conduct an annual review of Health, Safety and Wellbeing system at the start of each year. Consideration will be given to reports, data and trends from the previous year.

This management review shall be completed in two phases so as to ensure adequate stakeholder engagement across RMIT:

- RMIT Senior Leaders
- Executive Leadership Team

5.1. Health, Safety & Wellbeing (HSW) Working Groups

HSW Working Groups are operational groups that will report to the HSW Steering Group. They will be involved in the implementation and operation of processes as and when required. The Working Groups will receive reports to enable action, work with the HSW team to roll-out and improve processes and participate in risk management activities.

5.2. RMIT Senior Leaders

An Annual review meeting shall be held and chaired by the Associate Director, Health Safety and Wellbeing and attended by senior managers representing areas within RMIT, or as nominated by the Associate Director, Health Safety and Wellbeing. As a minimum the annual meeting agenda should include:

- Review of internal and external Health Safety and Wellbeing Audits undertaken where key risks were identified.

- Customer Feedback – internal and external in relation to the services provided by the Health Safety & Wellbeing Team
- Changes (internal and external) which may have had an impact on RMIT Operations, Process and Guidance Material
- Review progress of the Corporate Health Safety & Wellbeing Annual Plan – **HR - HSW-PR03 - HSW Objectives & Targets**
- Statistical reporting and review of trends i.e. incidents, hazards, corrective actions and non-conformance reports.
- Other recommendations for improvement

Outcomes of RMIT Senior Leaders review meetings shall be summarised and communicated to the VCE. This review must include a summary of the Corporate Health Safety and Wellbeing Annual Plan.

Progress against the Corporate Health Safety and Wellbeing Annual Plan shall be reported quarterly to the Executive Director Human Resources to ensure actions are completed in a timely manner; **HR - HSW-PR22 - Performance Measurement and Monitoring.**

Additionally, the Health Safety & Wellbeing team shall conduct bi-monthly meetings to review the progress of Objectives and Targets and Corrective Actions and Non-conformances. These meetings should be held at least bi-monthly with a preference for monthly intervals. These meetings are in addition to the fortnightly team meetings.

5.3. Health Safety and Wellbeing Team Review Meetings

Health Safety and Wellbeing Team Review Team meetings should encompass:

- Review of previous minutes
- Objectives and Targets
- Incidents
- Corrective Actions & Non-Conformances
- Key Interactions / Health and Safety Committee Concerns
- Audit Schedule
- Initiatives
- Change in relevant legislation or Australian / International Standards

5.4. Records

To assist in maintaining records of such meetings and to track actions arising, agenda templates have been created; please refer to list of supporting documents.

All outstanding actions are to remain as a record within the minutes (i.e. appended to sequential minutes) until completed.

Records of all the above shall be kept in accordance with **HR - HSW-PR04 - HSW Records Management.**

6. Responsibilities

6.1. Associate Director, Health Safety and Wellbeing

- Conduct annual Management Review in accordance with agenda criteria as required by this process
- Determine recommendations as well as SMART Objectives and Targets
- Provide / table recommendations and Objectives and Targets to the Executive Leadership Team

- Implement Objectives and Targets where required

6.2. Health Safety & Wellbeing Team

- Provide input data, trend analysis and reports to Associate Director, Health Safety and Wellbeing
- Monitor and review progress against RMIT HSW Objectives and Targets

7. Definitions

Defines any key terms and acronyms relating to the process where they apply.

Term / acronym	Definition
HSW	Health Safety & Wellbeing
Global Safety Model (GSM)	RMIT's Health Safety & Wellbeing Management System - a series of processes and guidance material designed to promote the systematic implementation of HSW within RMIT.
Executive Leaders	Leaders on RMIT council and in the highest positions of influence at RMIT, including Directors, Deputy Directors, COO, VP, VC and Deputy VCs.
Operational Leaders	Any staff member of RMIT who: <ul style="list-style-type: none">• Plans, organises or supervises the activities of other staff, contractors, students or visitors on behalf of RMIT; or• Designs or organises the design, maintenance or refurbishment of facilities on behalf of RMIT This includes all managers, senior accountants, senior administrators, course co-ordinators, team leaders, industry fellows, research fellows, teachers, senior educators and lecturers.
Senior Leaders	This includes leaders within schools and department, and includes senior school managers, heads, deans and their deputies, program director, assistant directors, discipline heads, senior managers, professors and associate professors.

8. Supporting Documents

Lists the supporting and related Processes and Guidance Material, Legislative references, Australian and International Standards etc. that may be useful references for process users

- HR - HSW-PR03 - HSW Objectives & Targets
- HR - HSW-PR04 - HSW Records Management
- HR – HSW-PR23-TM01 - HSW Review Meetings Agenda Template
- HR - HSW-PR23-TM02 - HSW Team Review Meetings Agenda Template ()
- HR - HSW-PR22 - Performance Measurement & Monitoring
- HR - HSW-PR24 - HSW Audit (Internal / External)