ECU Work Health and Safety Management System Framework

Health and Safety Policy

Document and Records Management

Health and Safety Document and Records Management Procedure

Plan

SGS **Legislative Requirements**
- WHS Compliance Obligations Guideline and Legal register
- Enviro Essentials HSE Law Guide
- Techstreet (Australian Standards)
- Transition to WHS SharePoint

Risk Management
- WHS Hazard Identification and Risk Management Guideline
- WHS Risk Assessment Procedure
- Riskware WHS risk module
- Integrated Risk Management Strategy, Policy and templates (SGS)

FBSC **Health and Safety Planning**
- WHS Management System Guideline
- WHS Targets, Measures and Improvement Plans Guideline
- University and Local School/Centre Targets and Measures
- Local School/Centre WHS Improvement Plans
- ECU Mental Health Strategy
- Strategic Procurement Framework and Creation and Management of Contracts Policy (FBSC)

Do

Responsibility and Accountability
- WHS Resources, Responsibilities & Accountabilities Guideline (draft)
- WHS Management System RASCI Matrix (draft)
- Officer Guideline – Exercising Due Diligence (under review)
- Managing Performance System (MPS)
- Position descriptions and organisational structure

Training
- HS Training Guideline & Role Based Development Framework
- Health and Safety Inductions
- Health and Safety for Leaders training
- Contractor and Consultant Safety Induction
- Job specific Health and Safety training including ELMO modules

DCS **FBSC** **Contractor Management**
- Contractors Policy (DCS)
- Contractor Campus Access Induction (DCS)
- ECU Responsible Officer role and training (DCS)

Communication and Consultation
- Health and Safety Consultative Committees Procedure
- University HS Committee
- Radiation Biosafety Hazardous Substances Committee
- Occupational Safety and Health Representatives
- Complying with WHS Consultation Requirements Guideline

Workers' Compensation Injury Management
- Fitness for Work Guideline
- Injury and Illness Management Procedure
- Employee Assistance Guideline
- Workers' compensation insurance and funding returns
- Riskware Claims Management module

DCS **Risk Controls**
- Policies, guidelines and procedures for control of key risks e.g. Noise Management, Alcohol and Other Drugs, Ergonomics, Home Based Work, Hazardous Substances, Smoke Free and Immunisation.
- Asset management and maintenance (DCS)
- RBHSC Application and Approval process and Riskware Module

SGS **DCS** **Emergency Management**
- Emergency Planning and Procedures (DCS)
- Critical Incident and Business Continuity Management (SGS)
- First Aid Guideline, First Aider Officers and First Aid equipment
- Mental Health First Aid Training

Check

Measuring and Monitoring
- Reporting - QARC, Performance Indicators, Annual, external to WorkSafe
- Due Diligence reporting
- AHEIA benchmarking

DCS **Incident and Action management**
- Incident Reporting and Investigation Guideline
- Hazard Resolution Procedure
- Incident and Hazard Reporting processes & system, including Riskware, Ascender Pays (FBSC) and QFM (DCS).

SGS **Inspection and Auditing**
- Workplace Inspection Guideline, procedure and templates
- ECU Audit Assurance (SGS)
- Annual Workplace Chemical Audits
- Riskware Audit and Inspections module

Act

Due Diligence
- Biannual School and Service Centre Reporting
- Due Diligence verification by Officers

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ECU WHSMS Framework
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