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1. OBJECTIVE

To outline the processes and information required to review Health Safety & Wellbeing performance outcomes against objectives and targets on a regular basis

2. BACKGROUND

N/A

3. SCOPE

This process applies to all RMIT Staff and Students.

4. WHAT MUST GO RIGHT?

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

- Health Safety & Wellbeing performance of RMIT is measured and reported on a quarterly basis.

5. PROCEDURE/IMPLEMENTATION

5.1. Reporting of Health Safety & Wellbeing Performance

Reporting and monitoring of RMIT Health Safety and Wellbeing processes and guidance material is to be completed, at a minimum, on a quarterly basis at both the College / Portfolio Level, as well as at a Global RMIT Level.

5.2. RMIT Global HSW Reporting

Associate Director, Health Safety and Wellbeing is required to prepare a quarterly report on the global health safety and wellbeing performance of RMIT. This report will be presented to the Executive Director, Human Resources and VCE. The **HR - HSW-PR22-TM01 – VCE HSW Reporting Template** will be used to present this report. This report is to be prepared in consultation with key stakeholders in each area, including the Senior Advisors, Health and Safety.

This report should include, but is not limited to, the following:

- Global Incident Statistics
- Fatalities
- Lost Time Injuries
- Notifiable Incidents
- Workers Compensation
- Early Intervention
- High Risk Audit findings
- High Risk Investigation Findings
- Health Safety Wellbeing Initiatives / Highlights

5.3. College / Portfolio Reporting

Senior Advisors, Health and Safety are required to prepare the College / Portfolio report a quarterly report which is distributed to Senior Leaders within each College / Portfolio and the relevant HR Business Partner. Senior Advisors,

Health and Safety will use **HR - HSW-PR22-TM02 – College / Portfolio Reporting Template**. This report is to be prepared in consultation with key stakeholders in each area prior to distribution.

These reports should include, but are not limited to, the following:

- Health and Safety Risks
- Incident Review and Statistics
- Corrective Actions and Non-conformances
- Training
- College / Portfolio Initiatives

6. Responsibilities

6.1. Associate Director, Health Safety and Wellbeing

- Prepare a quarterly report on the global Health Safety and Wellbeing Performance of RMIT.
- Submit quarterly report to the Executive Director Human Resources and VCE
- Present quarterly report at the relevant VCE meeting

6.2. Senior Advisors, Health and Safety

- Prepare a quarterly report on the College / Portfolios Health, Safety and Wellbeing Performance.
- Submit the report the relevant Senior Leaders and HR Business Partner

7. Definitions

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

Term / acronym	Definition
HSW	Health Safety & Wellbeing
Executive Leadership Team	The RMIT Executive Leadership Team

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-PR22-TM02 – College / Portfolio Reporting Template
- HR - HSW-PR22-TM01 – VCE HSW Reporting Template