

Managing Health, Safety and Wellbeing Assurance Activities

1.0 Purpose

2.0 Scope

3.0 Standard

3.1 Designing an Assurance Activity | 3.2 Setting the Annual HSW Assurance Schedule | 3.3 Completing an Assurance Activity | 3.4 Participating in an External Assurance Activity

4.0 Definitions

5.0 Information

6.0 Related policy documents and supporting documents

1.0 Purpose

This standard outlines the mandatory requirements for managing health, safety and wellbeing (HSW) assurance activities at Griffith University. This standard aims to minimise risks to personnel and ensure continuing legislative compliance.

2.0 Scope

This standard applies to all staff, students, contractors and other relevant personnel in management roles and engaged by Griffith University to undertake their work, research or study.

For the purposes of this standard assurance activity refers to an assessment of part or whole of Griffith University's compliance with policy and legal obligations. Methods may include inspections, audits, verifications and observations. It does not include accreditation or certification activities.

3.0 Standard

3.1 Designing an Assurance Activity

Management must:

- identify what work activities need to be monitored and measured
- determine the method/s for the assurance activity
- define the objective of the assurance activity
- define the criteria for measuring the health, safety and wellbeing (HSW) performance
- determine the frequency and timeframe of the assurance activity
- identify who will complete the assurance activity and their competency requirements
- determine how the results will be analysed, evaluated and communicated
- when using monitoring and measuring equipment:
 - Calibrate or verify the equipment is fit for purpose
 - Train users in the correct use
 - Establish an inspection or maintenance regime
- communicate the assurance activity to the HSW Team for inclusion in the Annual HSW Assurance Schedule.

3.2 Setting the Annual HSW Assurance Schedule

Associate Director, H&S Standards and Assurance on an annual basis must:

- review the HSW assurance activities at Griffith to verify:
 - objectives are clear
 - methods and measurements are appropriate
 - timeframes align with competing assurance activities and organisational priorities
 - recording and reporting processes are defined
 - equipment has been inspected and calibrated
- publish the schedule and measure against planned versus actual completion
- report on assurance activity performance, as defined by the organisational strategy.

3.3 Completing an Assurance Activity

Lead Assurers must:

- confirm the objectives, timeframes, methods, and resources to complete the assurance activity with the stakeholders
- complete the assurance activity within the required timeframe or frequency
- record the assurance activity and communicate the outcomes to stakeholders
- verify corrective actions are established and monitor completion.

Management must:

- provide resources to participate in assurance activities within their work areas
- review assurance activity reports
- provide resources to close out assurance activity recommendations and corrective actions.

3.4 Participating in an External Assurance Activity

Management must:

- communicate external assurance activities to the HSW Team for inclusion in the Annual HSW Assurance Schedule
- review external assurance activity reports
- provide a copy of the external assurance activity reports to the HSW team
- provide resources to close out assurance activity recommendations and corrective actions
- record the outcomes of the external assurance activity.

4.0 Definitions

Assurance activity refers to an assessment of part or whole of Griffith University's compliance with policy and legal obligations. Methods may include inspections, audits, verifications and observations.

External assurance activity refers to assurance activities undertaken by a third party, including regulators. Methods may include site visits, inspections, audits, verifications and observations.

Lead Assurer refers to the person responsible for undertaking the assurance activity and with specialist knowledge in the topic under assessment.

Management refers to any leader or supervisor organising work and / or supervising staff.

5.0 Information

Title	Managing Health, Safety and Wellbeing Assurance Activities Standard
Document number	2023/0001243
Purpose	This standard outlines the mandatory requirements for managing health, safety and wellbeing (HSW) assurance activities at Griffith University. This standard aims to minimise risks to personnel and ensure continuing legislative compliance.
Audience	Staff
Category	Operational
Subcategory	Safety
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal: 3: Good Health and Well-Being
Approval date	18 December 2023
Effective date	18 December 2023
Review date	18 December 2028
Policy advisor	Associate Director, H&S Standards and Assurance
Approving authority	Director, Health and Safety

6.0 Related Policy Documents and Supporting Documents

Legislation	<p><i>Work Health and Safety Act 2011 (Qld)</i></p> <p><i>AS/NZS ISO 45001: Occupational health and safety management systems – Requirements with guidance and use</i></p> <p><i>AS/NZS ISO 45003 Occupational health and safety management — Psychological health and safety at work — Guidelines for managing psychosocial risks</i></p> <p><i>Managing the risk of psychosocial hazards at work Code of Practice 2022 (Qld)</i></p>
Policy	Health, Safety and Wellbeing Policy
Procedures	N/A
Local Protocol	N/A
Forms	N/A