

## Management Reporting Procedures

### 1. Preamble

- 1.1 In order for management to fulfill their responsibilities outlined in the Pre-Placement Health Assessment, they need to be provided with regular performance reports and indices.
- 1.2 As a means of monitoring the effectiveness of the health and safety program initiatives, the OHS&R Unit is required to complete and submit safety statistics to Senior Management on a quarterly basis.

### 2. Responsibilities

#### 2.1 OHS&R Unit is responsible for:

- (i) Reviewing the quarterly reports and providing feedback and direction as required.
- (ii) Compare the previous month's injury/incident and rehabilitation cases to determine increases or decreases in their occurrence.

#### 2.2 Heads of Academic Units / Schools / Departments will:

- (i) Ensure the completion of the Quarterly Health and Safety Report (Attachment 1) and forward a copy to the OHS Co-ordinator no later than the tenth working day of the previous month.
- (ii) Ensure performance indicators are displayed on notice boards.

#### 2.3 Supervisors will

- (i) Ensure employees are aware of performance indicators through discussion at Department meetings, Toolbox meetings etc.

**Quarterly Health and Safety Report  
Attachment 1**

Academic Unit/School/Department		
MONTH                      YEAR	CURRENT	PREVIOUS
Number of Reported Injuries		
Number of Lost Time Injuries		
Number of Rehabilitation Cases		
Number of Accident / Incident Investigations		
Control strategies implemented following Workplace Inspections		
Control strategies implemented following Accident / Incident Investigations		
Training Programs Undertaken (including Inductions)		
New Equipment/Process (including chemicals)		
NAME		
SIGNATURE		
NAME:	SIGNATURE:	
REVIEW PROCESS:		
COMMENTS:		