

UQ Health, Safety and Wellness Division

Description of Services (reviewed July-September 2020)



<i>Core Services</i>	<i>Health, Safety and Wellness Division</i>	<i>Health and Safety Network</i>
<p><i>1. Support UQ health, safety and wellness governance and consultative mechanisms</i></p>	<ul style="list-style-type: none"> • Establish overall organisational approach for HSW across UQ • Ongoing review of UQ's HSW Strategy • Provide HSW advice and input into enterprise level management committees e.g. UQSET, USMG, VCRCC and SRAC • Establish and foster the HSW consultative committee framework across UQ • Support and advise University HSW Committees 	<ul style="list-style-type: none"> • Support local management through the provision of HSW advice and participation in operational planning and decision making • Operationalise the UQ HSW Strategy at the local level • Support/advise/coach local HSW committees and provide support and advice to the Chair of the HSW committee, and facilitate the effective functioning of the HSW committee/s • Engage in any other relevant consultative process to enhance HSW outcomes • Support health and safety representatives as required • Mentor, encourage and reinforce the development of a positive safety culture • Lead and direct HSW support functions within the local area
<p><i>2. Develop, manage and maintain UQ's – Health and Safety Management System (HSMS)</i></p>	<ul style="list-style-type: none"> • Establish, continuously develop, and enhance the corporate HSMS • Develop, implement and review HSW related policies, procedures, guidelines and programs • Consult with stakeholders on policies, procedures, guidelines and programs 	<ul style="list-style-type: none"> • Implement the corporate HSMS within local areas • Participate in and contribute to the development and review of corporate policies, procedures, guidelines and programs • Develop, implement and review annual HSW Management Plans
<p><i>3. Facilitate health and safety risk management processes at UQ</i></p>	<ul style="list-style-type: none"> • Establish, implement, and review UQ health and safety risk management framework • Establish and oversee risk management systems and tools i.e. UQ Safe-risk • Develop and regularly review the corporate health and safety risk register • Report on corporate risk priorities utilizing tools such as corporate risk register 	<ul style="list-style-type: none"> • Develop and regularly review local safety risk registers • Facilitate the implementation of corporate risk management systems and tools i.e. UQ Safe-Risk, including providing users with assistance with risk assessment creation • Audit quality of risk assessments, including monitoring effectiveness of controls that are in place to mitigate/eliminate risk in the workplace

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<hr/> <p><i>4. Develop and deliver health, safety and wellness programs</i></p> <hr/>	<ul style="list-style-type: none"> • Consult and engage with relevant stakeholders to determine organisation-wide HSW needs • Utilise specialists where required • Project manage and implement, monitor and evaluate organisation wide programs 	<ul style="list-style-type: none"> • Implement and review local HSW programs in response to identified needs and to improve performance across the local area • Deliver and participate in organisation-wide projects and programs
<hr/> <p><i>5. Provide advice, information and services</i></p> <hr/>	<ul style="list-style-type: none"> • Maintain and enhance HSW Communication Plan that includes information needs, modes of communication, and relevant audience • Ensure senior management is aware of current and emerging issues and provide specialist, evidence-based advice • Develop relevant, evidence-based information, HSW products and advisory services • Represent UQ on HSW matters in professional forums, government bodies and other relevant forums 	<ul style="list-style-type: none"> • Determine information needs at faculty, institute and local level • Provide both specialist and general advice, information and services to relevant parties as appropriate • Develop and provide effective HSW, regulatory compliance and risk specific training at a local level and capability development initiatives at local level (e.g. responsibilities and duties, safety training on specialised equipment hazardous areas, local induction) • Inform local managers and local HSW committees of relevant HSW and incident information • Provide relevant services as appropriate (e.g. ergonomics assessments)
<hr/> <p><i>6. Monitor health, safety and wellness performance</i></p> <hr/>	<ul style="list-style-type: none"> • Review UQ HSW goals and report outcomes to management • Implement the internal HSW audit program and follow-up and review internal audit CAP's • Develop and disseminate management reports on HSW performance and trends to senior management committees (VCRCC, COO, USMG, SRAC) 	<ul style="list-style-type: none"> • Undertake workplace inspections/assessments and compile reports • Develop and follow-up workplace inspections and internal CAPs from internal audits (both at 1st and 2nd line of defence) • Audit local HSW systems to ensure compliance with corporate systems, PPL, and risks identified on local safety risk register etc. • Review and analyse local injury and incident reports and data • Report on local area HSW performance (against set KPIs, UQ HSW goals and HSW Strategy) to local management and HSW Division

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<p><i>7. Enhance health, safety and wellness capability</i></p>	<ul style="list-style-type: none"> • Develop broad HSW capability strategy through organisational needs analysis • Develop, maintain and facilitate networks to assist with the provision of advice and services across UQ • Develop the capability of the UQ HSW network staff • Implement the HSW manager's induction framework for new starters 	<ul style="list-style-type: none"> • Deliver development programs as required • Coach local staff and managers on how to demonstrate safety leadership • Participate in and actively contribute to networks that assist with the provision of health, safety and wellness advice and services across the organisation • Train, assist, and support users on HSW systems (e.g. UQ Safe, Chemwatch) • Develop annual plan for local capability development
<p><i>8. Incident investigation</i></p>	<ul style="list-style-type: none"> • Policy and systems development and determine corporate approach to incident investigation. • Proactively review the quality of corporate incident reporting • Undertake quality assurance of investigations • Involvement and support in significant incident investigations e.g. participate in investigation tea. • Provide capability development for incident investigation. Notify regulator of notifiable incidents • Follow-up and on-going contact with regulators during investigation of notifiable incidents • Develop corrective action plans where relevant • Report conclusions and recommendations to enterprise level committees • Disseminate learnings from incidents to relevant parties 	<ul style="list-style-type: none"> • Ensure incidents are thoroughly investigated, seek advice from internal and external parties, identify causative factors, develop and monitor remedial action plans, with a view to preventing recurrence • Ensure incidents are reported and timeframes are met • Notify HSW Division and local management of notifiable incidents • Involvement in relevant cases and lead incident investigations • Develop and implement local corrective action plan • Report conclusions and recommendations to relevant local HSW committees and management • Monitor quality of local investigations • Support and assist users in UQ Safe-Incident • Communicate investigation recommendations to relevant stakeholders

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<p><i>9. Engagement with regulators and stakeholders</i></p>	<ul style="list-style-type: none"> • Engage and build relationships with external and internal stakeholders (including the UQ HSW network) to facilitate better HSW outcomes for UQ • Engage with regulators to enhance their awareness of UQ organisation systems • Work with regulators to streamline compliance requirements • Assist and participate in regulatory policy development • Accompany the regulator on-site, provide audit, inspection and investigation support (to both UQ business unit and regulator) • Notify the regulator of notifiable events as necessary • Facilitate necessary authorities, permissions, certifications, approvals with regulators • Facilitate any work required subsequent to regulator investigations, inspections and audits in collaboration with relevant internal stakeholders • Seek legal advice as necessary during investigations 	<ul style="list-style-type: none"> • Engage and build relationships with central HSW Division and other relevant stakeholders to facilitate better HSW outcomes for UQ • Accompany and co-operate with regulators during inspections, audits, investigations • Provide access and information to regulators as required • Ensure all information is available to assist in the establishment of authorities, permissions, certifications and approvals with regulators, and facilitate the acquisition of same where necessary • Respond to outcomes subsequent to regulator investigations, inspections and audit
<p><i>10. Workers' compensation self-insurance, return to work</i></p>	<ul style="list-style-type: none"> • Ensure the on-going organisational capacity to maintain self-insurance status such as providing to the regulator all ongoing licence requirements. • Co-operate and fully engage with external auditors regarding licence requirements. • Determine liability on claims • Manage claims/cases, including referrals to appropriate medical and rehabilitation services. • Liaise with investigators, medical service providers, legal practitioners, regulator, rehabilitation providers, insurance broker and actuary. • Liaise with local organisational units for suitability of duties on return to work provisions • Performance reporting to senior management. • Provide advice and relevant information to workers and business units, including supervisors and HSW managers if appropriate 	<ul style="list-style-type: none"> • Assist in the implementation of RTW plans including the modification of work systems, purchasing and installation of equipment • Assist any specialists in determining alternative duties • Assist and prepare selected sites for inspection and provide documentation for external audit of workers compensation licence renewal