

	MONITORING WHS PERFORMANCE	Document No:	WHS-PRO-027
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1. Purpose

Work Health and Safety is monitored in order to:

- assess compliance of the ACBC's WHS management system with the requirements of WHS legislation in various jurisdictions
- assess the extent of implementation of the ACBC's WHS management system in the operations and activities of ACBC Agencies, and
- to determine the implementation and effectiveness of the ACBC's WHS policy and procedures in eliminating workplace incidents and injuries

Monitoring WHS performance provides evidence that a Person Conducting a Business or Undertaking (PCBU) has taken reasonable steps to determine whether the safety management system that is in place is effective in reducing incidents and hazards, thereby providing workplaces that are, so far as is reasonably practicable, safe and without risks to health.

More importantly, it helps us to identify causes of WHS deficiencies so that we can allocate the appropriate resources to address them.

The purpose of this procedure is to outline the ways in which we monitor Work Health and Safety performance at Australian Catholic Bishops Conference workplaces.

2. Scope

This procedure applies to all ACBC Agencies.

3. Related Documents

[ACBC Work Health & Safety Policy](#)

ACT	: Work Health and Safety Act 2011
NSW	: Work Health and Safety Act 2011
NT	: Work Health and Safety (National Uniform Legislation) Act
Qld	: Work Health and Safety Act 2011
SA	: Work Health and Safety Act 2012
Tas	: Work Health and Safety Act 2012
Vic	: Occupational Health and Safety Act 2004
WA	: Occupational Safety and Health Act 1984

4. Definitions

Performance Monitoring

Performance monitoring means measuring how well ACBC Agencies are performing in preventing injury or harm in the course of everyday work in our workplaces. There is an initial set of measurements which form the "baseline" against which all performance is measured. The acceptable level for each measurement depends of the type of measurement. E.g. the baseline for the number of injuries would be zero.

Non-Conformance

A non-conformance is an activity or item that does not conform to the WHS policy, relevant work standards, practices, procedures or legal requirements or any other requirements of the ACBC WHS management system.

Corrective Action

Corrective action is action taken to eliminate the cause of a detected non-conformance or other undesirable situation.

Supervisor

The Supervisor is a Bishop, a Priest, an Agency Head, Director, Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

Health and Safety Representative (HSR)

A Health and Safety Representative is a worker who has been nominated and elected by workers at a workplace to represent them in accordance with the relevant State or Territory legislation.

PCBU

PCBU stands for Person Conducting a Business or Undertaking. Although the term refers to a 'person', it covers both individuals and organisations. For ACBC Agencies, the PCBU is the Committee of The Australian Episcopal Conference of the Roman Catholic Church, (which acts as the agent of the Australian Catholic Bishops Conference pursuant to the Deed of Agent's Appointment dated 15 July 1992).

Note: In jurisdictions which have not enacted the Model WHS Act, "PCBU" should be read as "employer".

5. Responsibilities

Supervisors

Supervisors must:

- Create a culture where WHS issues can be raised and discussed openly
- Ensure that workplace safety inspections are carried out
- Encourage their workers to co-operate in reporting and investigating incidents and hazards
- Ensure that preventative and corrective actions are implemented
- Review the effectiveness of corrective actions implemented in their Agency
- Communicate WHS performance reports to WHS Committees and workers

Workers and volunteers

Workers and volunteers must:

- Report incidents and hazards
- Assist in implementing corrective actions
- Participate and cooperate in improving safety at their workplaces

Office for Employment Relations

The Office for Employment Relations will:

- Compile WHS performance reports for ACBC Agencies
- Provide WHS Performance Reports to ACBC Agencies and the Permanent Committee of the Australian Catholic Bishops Conference
- Assist in addressing non-conformances in systems or procedures

6. Types of Performance Measures

Pro-active (Lead) Measures

Typically, these are measures of pro-active efforts to eliminate the risk of harm or injury at workplaces. These include the following:

- Management commitment (which includes the existence of a WHS policy and procedures, WHS as a standing agenda item in team meetings)
- Consultation (which includes the existence of designated work groups, consultation processes, and issue resolution processes)
- Risk Management (which includes completion of risk assessments and controls, workplace safety inspections, hazard reports, near miss reports and internal audits)
- Training (which includes training of supervisors, WHS representatives, Emergency Wardens and First aid officers and carrying out WHS inductions)
- WHS Perception (which could include questions in worker surveys)

Reactive (Lag) Measures

These are typically measures of reactions to an adverse event or occurrence. They include:

- Number of Incident Reports received
- Number of Worker's Compensation Claims
- Number of fatalities
- Average cost per claim
- Return to Work index (Percentage of claims (with 10 days or more off work) where worker has returned to work within 6 months of the date the claim was lodged with the worker's compensation agent)

7. WHS Performance Monitoring Process

At the end of each calendar year:

1. The Office for Employment Relations will ask Agencies to forward data on the abovementioned pro-active and reactive measures of WHS performance.
2. The Office for Employment Relations will compile a WHS Performance report which will be made available to all ACBC Agencies.
3. The information obtained from the report will be used by the Office for Employment Relations to plan future activities of the ACBC WHS Network, any WHS Committee or any other activity required to improve the WHS System.
4. The Office for Employment Relations will submit the WHS Performance Report to the Permanent Committee of the Australian Catholic Bishops Conference as part of the Office for Employment Relations Report.

8. Records

- WHS Audit Reports
- Risk Assessments
- Workplace Safety Inspection Checklists
- Minutes of WHS Network meetings
- Incident Reports
- Hazard Reports
- Near Miss Reports
- Worker's Compensation Claims
- Cost of Claims
- Return to Work records