1. **Statement**

This Standard establishes the minimum requirements for health, safety and wellbeing monitoring, evaluation and performance review that evidences the implementation of the Health, safety and wellbeing policy.

2. **Scope**

This Standard applies to the Department of Health divisions and agencies, and Hospital and Health Services (HHS) that are not prescribed services.

This Standard also applies to employees of the department, including those working in HHSs as per the provisions of the Hospital and Health Boards Act 2011.

This Standard does not apply to our people engaged by Queensland Ambulance Services (QAS).

3. **Requirements**

The **executive officers** of each **accountability area** and **workers** alike play a role in the implementation of Queensland Health’s health, safety and wellbeing management system and application of this Standard. An accountability area is a division or agency of the Department of Health or an HHS.

The executive officer of the accountability area is responsible for ensuring the application of this Standard within their accountability area.

Monitoring, evaluation and performance review is required to be undertaken in consultation with workers and **others** and in accordance with the Workforce Data Set provided by the Department of Health. It is be managed in conjunction with the periodical business planning cycle and in alignment with the Department of Health’s arrangements for audit and legislative compliance.

3.1 **Management review**

3.1.1 The executive officer of the accountability area is required to ensure a process is established, communicated, implemented and maintained to enable review of the performance of the accountability areas’ health, safety and wellbeing management.

3.1.2 Review is to be undertaken at least every three years with the accountability area’s executive and is to serve to confirm the investment made in health, safety and wellbeing and to verify the return on investment achieved.

3.1.3 Various information sources are to be referenced as part of the review.

3.1.4 Execution and effectiveness of the accountability areas’ health, safety and wellbeing management plan, risk management and legal compliance processes are to be included in the review.

3.1.5 As an outcome of the review the executive officer of the accountability area is required to ensure actions for continuous improvement are assigned, communicated, implemented and reviewed. This may include the need for adjustments to the content or application of the health, safety and wellbeing management system.

3.1.6 The review is required to be recorded and a copy of the record is to be supplied to the Chief Human Resources Officer, Department of Health.
3.2 Information sources

3.2.1 The executive officer of the accountability area is required to ensure the mechanisms put in place as part of planning for health, safety and wellbeing are monitored and reviewed throughout the period. The purpose of undertaking ongoing monitoring and review is to verify and adjust the mechanisms to ensure they achieve the intended outcome/s.

3.2.2 Records are to be generated of monitoring and review activities. These records are to be used as information sources during the management review.

3.2.3 As a minimum, the executive officer of the accountability area is required to ensure the following monitoring and review activities occur during the three-year business planning cycle:

i. a biennial external audit to review application of the health, safety and wellbeing management system and its effectiveness;

ii. an annual legal compliance verification exercises both of which are to result in a legal compliance statement;

iii. internal audit/s to review:

- the application and performance of the health, safety and wellbeing risk management process in the accountability area;
- the application and effectiveness of the risk controls assigned in the accountability area’s risk profile;
- worker and others consultation and participation;
- achievement of legal and other compliance requirements;
- accountability of those assigned roles and responsibilities for health, safety and wellbeing.

The executive officer of the accountability area is required to ensure internal audits are scheduled based on the significance posed by associated risk.

iv. hazard, risk and incident analysis which provides information regarding trending, emergent risk requiring systematic management, process control and change management deficiencies and the effectiveness of applied risk controls.

v. inspection and test results including those for:

- plant and equipment servicing;
- building certification;
- scenarios in which Fire and Emergency Response Procedures Manual/s have been tested;
- application of established systems and processes by workers and others, and their skills and knowledge gained through training and awareness activities.

3.3 Reporting

The executive officer of the accountability area is required to ensure:
3.3.1 A process for quarterly reporting is established, communicated, implemented and maintained to confirm:
   i. that health, safety and wellbeing responsibilities are being fulfilled;
   ii. the health, safety and wellbeing management plan is in place and effective;
   iii. objectives for health, safety and wellbeing are on track to being achieved.

3.3.2 Reports generated are communicated to workers and others.

3.3.3 Regulatory reporting occurs as required by law such as for notifiable incidents.

3.3.4 Available resources and mechanisms for managing health, safety and wellbeing are being applied.

3.3.5 Reports are utilised to evaluate the value of effort invested health, safety and wellbeing.

4. Legislation
   - Electrical Safety Act 2002, Electrical Safety Regulation 2013, Australian Electrical Standards, the Wiring Rules and Electrical safety codes of practice
   - Workers’ Compensation and Rehabilitation Act 2003 and Workers’ Compensation and Rehabilitation Regulation 2014
   - Building Fire Safety Regulation 2008

5. Supporting documents
   - QH-POL-401:2018 Health, safety and wellbeing policy
   - QH-IMP-401-1:2018 Health, safety and wellbeing planning standard
   - QH-IMP-401-2:2018 Health, safety and wellbeing governance, consultation and capability standard
   - QH-IMP-401-3:2018 Health, safety and wellbeing risk management standard
   - QH-IMP-401-5:2017 Workplace rehabilitation standard
   - QH-IMP-401-6:2018 Health, safety and wellbeing accountabilities standard
   - The Workforce Data Set
   - Health, safety and wellbeing legislative compliance review tool
   - Health, Safety and Wellbeing Risk Profile (Queensland Health)
   - QH-POL-035:2015 Legislation compliance policy
   - Department of Health Emergency planning for facilities - Governance framework and procedures, June 2017, Capital and Asset Services, Department of Health
   - ISO45001 Occupational health and safety management systems, ISO 2018

6. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Accountability area</td>
<td>Department of Health divisions and agencies and each HHS.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Executive officer</td>
<td>The Director-General, HHS Board Members, Health Service Chief Executives and the most senior person of each accountability area including the Deputy Director-General and Chief Executive Officers.</td>
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<tr>
<td>Others</td>
<td>Other persons as referenced in the <em>Work Health and Safety Act 2011</em>. Any person who is not a worker whose health and safety may be impacted or whose acts or omissions could adversely affect the health and safety of other persons.</td>
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<tr>
<td>Workers</td>
<td>As per the <em>Work Health and Safety Act 2011</em> Section 7 a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class. Executive officers are themselves also workers.</td>
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### 7. Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comments</th>
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<tbody>
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<td>2.0</td>
<td>3 December 2018</td>
<td>Scheduled document review prompting various changes.</td>
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<tr>
<td>1.0</td>
<td>30 April 2014</td>
<td>SMS review project 2013-14</td>
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