



THE UNIVERSITY OF
AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

Monitoring and Measuring Performance

Health and Safety Reviews

Guidance Information

What happens in the self-assessment review?

Once a year, the Dean or Director of Service Division, their Academic Heads of School (Department)/ Directors of Service and the Health and Safety Manager discuss the progress of the faculty/ service division to see how well they have managed health and safety risks over the previous year. They focus on the school/ service health and safety objectives or plans, as well as on the self-assessment questionnaire provided by the Health, Safety and Wellbeing Service which need to be completed and returned each November.

How does the review process help my faculty or service division?

By considering your progress, the review process should help you to:

- See whether your risk management is effective and check you are meeting your health and safety objectives, local Key Performances Indicators (KPIs) or other local measures.
- Celebrate your achievements and good health and safety performance.
- Examine whether the inspection schedule is on target and proceeding effectively and the local health and safety committee is occurring.
- Review the effectiveness of any actions taken to rectify weaknesses or after any serious accident, incident or near miss.
- See whether local health and safety documents reflect current priorities, plans and targets; this can often be part of the usual University Annual Planning Priorities Exercise.
- Target your future resources effectively by supporting your planning process.

Why does Health and Safety Services provide a specific question set for discussion?

The question set is pre-set to ensure that the Health, Safety and Wellbeing Service have consistent data across all areas to evaluate progress across the University.

What happens to the answers to these questions?

The answers need to be recorded and returned to the Health, Safety and Wellbeing Service by the 31st November each year. The answers from all faculties and service divisions will be drawn together to form the basis of an annual report to Health and Safety Committee and to the Vice-Chancellor, as per Strategic Objective 17 'A safe and healthy environment'. This will enable the University to track improvements to current performance in the four University-level agreed health and safety KPIs.

Can I ask other questions as part of the review?

Yes, as well as answering the specific question set, you may find it useful to consider any other objectives, KPIs or other measures to assess your current health and safety position.

How is the review process validated?

To support this process, information provided through audits will be used to independently validate the self-assessment findings. Where a school or service has not recently had an audit (or is not scheduled to be audited with the next 2 years) it may be chosen as part of a representative sample whose information will be considered in more detail by the Associate Director Health, Safety and Wellbeing or the Health and Safety Audit Manager.