

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use the Code of Conduct – Professional and Ethical Standards to inform the decisions they make to support compliance.

Safe-T-Works measurement, evaluation & review

Context

Justification/explanation of why we have policy and procedures for this subject.

Victoria Police is committed to improving the Occupational Health and Safety (OHS) culture through reviewing and evaluating current practices and the Safe-T-Works Management System (Safe-T-Works).

Health, safety and wellbeing performance is determined through OHS data analysis, reporting and information collection. Accordingly, information is collected from workplaces to build understanding of workplace safety and in turn informs continuous improvement activities.

Effective measurement, evaluation and review of Safe-T-Works provide opportunities for continuous improvement. This is achieved through:

- OHS Data Analysis and Reporting; and
- Safe-T-Works Audit and Self-Assessment.

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Scope and application

This policy applies to all Victoria Police employees. For the purposes of this policy, 'employees' include recruits. The content aims to assist the organisation in its provision and management of a workplace that is without risk to health and safety, as far as is reasonably practicable to all employees, visitors, and contractors.

OHS Data Analysis, Reporting and Information Collection

OHS data analysis, reporting and information collection is necessary to build understanding of workplace safety, encourage sharing of knowledge and inform continuous improvement activities. To enable this process, the following is required:

- Employees and Work Unit Managers are responsible for entering hazard and incident data into HR Assist (see VPM OHS Incident Management).

- Work Unit Managers are responsible for reviewing OHS reports and using data to implement continuous improvement activities.
- WorkCover Consultants are responsible for entering data into the HR Assist Claims Management System.
- Health, Safety and Wellbeing Division is responsible for:
 - Collating and publishing reports on safety performance;
 - Comparing results against organisational targets;
 - Providing Health and Safety Monthly reports on the intranet;
 - Providing OHS related reports upon request; and
 - Ensuring that Safety Management System reviews or audits are conducted every two years.

Safe-T-Works Audit and Self-Assessment

1. General

The Safe-T-Works Audit and Self-Assessment Program aim to:

- Identify opportunities for improvement in the Safe-T-Works System and in its application;
- Evaluate OHS arrangements against legislative requirements and the three key elements of Safe-T-Works System which are:
 - OHS Fundamental Obligations;
 - OHS Hazard and Risk Management; and
 - OHS Evaluation and Incident Management.
- Perform a systematic examination of OHS processes against defined criteria to determine the extent of compliance; and
- Identify whether OHS arrangements are being implemented effectively and are suitable in achieving organisational objectives.

The Health, Safety and Wellbeing Division are responsible for:

- Developing and managing the Safe-T-Works Audit and Self-Assessment Program using results to measure and evaluate corporate performance; and
- Implementing continuous improvement actions.

Employees must participate in the Safe-T-Works Audit and Self-Assessment Program in accordance with this policy and use the results to:

- Measure and evaluate local performance; and
- Implement local continuous improvement actions.

2. Safe-T-Works Audits

Regular Safe-T-Works Audits and Self-Assessments are to be conducted at PSA and Work Unit level, to determine the level of implementation and compliance with the Safe-T-Works System.

The table below outlines the Safe-T-Works Audit Program of events and associated rules and responsibilities.

What	Who	When
Safe-T-Works Audits		
Develop, maintain and update an audit schedule which incorporates the following considerations: - Balanced spread of regional and departmental audits to be performed; - The level of risk associated with the PSA Department; - The results of previous audits; - Claims and incident experience; - Assist Region/Department/Commands with OHS business planning; and - Geographic distribution.	Health, Safety and Wellbeing Division	As required per audit schedule
Identify appropriately qualified and experienced internal and external resources to conduct the Safe-T-Works audits.	Health, Safety and Wellbeing Division	As required.
Develop and issue an audit plan to Region/Department/Command managers to enable preparation for audit (see Safe-T-Works Self-Assessment Tool)	Health, Safety and Wellbeing Division	Two to three weeks prior to the audit.
- Prepare appropriately for the audit, and cooperate fully in the audit process. - Develop, monitor and review action plans resulting from recommendations in the audit report.	Managers	As required (as on the notification and in the audit plan).
Discuss the actions resulting from the audit, share learnings, review action plan items.	Health and Safety Committee	Upon receipt.

3. Safe-T-Works Self-Assessments

The Safe-T-Works Self-Assessment Tool enables stations/work units to evaluate their level of Safe-T-Works implementation and compliance, either between formal Safe-T-Works audits, or in preparation for upcoming Safe-T-Works Audits at a PSA/departmental level.

- Safe-T-Works Self-Assessments are to be performed at the work unit level annually in between Safe-T-Works audits. This is to ensure that action items identified in previous audits have been implemented and controls are reviewed and have been effective.
- Self-Assessments may be completed as a precursor to a formal audit to check on preparedness for a Safe-T-Works audit or at any time the PSA/Department/Work Unit Manager chooses.
- The Safe-T-Works Self-Assessment Tool sits between the Hazard Inspection Checklist (HIC) that is conducted quarterly, and the formal Safe-T-Works Audits which are conducted every 3 years at PSA/Department/Work Unit level.

The table below outlines the Safe-T-Works Self-Assessment process:

What	Who	When
Safe-T-Works (STW) Self Assessments		
Prepare the site for the self-assessment by collecting the relevant documentation and liaising with employees using the Safe-T-Works Self-Assessment Tool.	PSA Managers	As preparation for STW audit, and between scheduled STW audits.
Develop action items arising from STW Self-Assessment findings in consultation with relevant employees (e.g. employees working in the area, managers, Health and Safety Committee members), and include in the STW audit action plan. STW Self-Assessment findings and subsequent action items are added to the STW action plan, tabled and minuted at divisional/equivalent Health and Safety Committee meetings. Accountability for completion of action items must be shared by management and employees and timeframes for completion must be reasonable.	Managers Supervisors Employees	Following self-assessment conduct.
Implement recommended controls from STW Self-Assessment that were added to the action plan. Accountability for completion of action items must be shared by management and employees and timeframes for completion must be reasonable.	Managers/Employees	Once controls have been identified.
Monitor implementation and effectiveness of control measures at local management level (e.g. station/unit).	Work Unit Managers	Once controls have been identified.
Review the outstanding control measures from STW Audit and Self-Assessment action plan at local level management meetings. Acknowledge completion by reviewing and recording completed items at local management meetings and divisional Health and Safety Committee meetings.	Work Unit Managers	Quarterly (minimum).

Related documents

- Safe-T-Works Self-Assessment Tool
- VPM OHS Fundamental Obligations

Further advice and information

For further advice and assistance regarding this policy, contact your OHS consultant, OHS Branch, Health, Safety and Wellbeing Division.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
09/06/20	VPM Safe-T-Works measurement, evaluation and review consolidates and replaces VPMP Safe-T-Works measurement, evaluation and review and VPMG Safe-T-Work audit and self assessment .	FF – 118486 (drafts and PLO feedback) FF – 085816 (approval)