

HSW – a High Level Picture of the HSW Team’s Business as Usual Activities

The activity of the HSW Team within Human Resources is defined by a number of documents including:

- The HSW services held within the [service catalogue](#) (noting the catalogue only lists services that can be requested and not all the activities of the HSW Team);
- The [HSW Action Plan](#) that defines the projects and activities to be undertaken over and above the business as usual activities to update or enhance the HSW Framework; and
- The [HSW Roles and Responsibilities document](#) that speaks at a high level to whom is responsible for what under the HSW Framework.

This document attempts to capture at a high level the nature and where possible the volume of business-as-usual activities undertaken by the HSW Team.

Area	Item	Others involved	Annual Volume / Metric
Director HSW	Formulate and Report on HSW Plan	HSW Leadership Team Key Stakeholders	Annually set the plan Quarterly Reports
	Workers compensation registrations (all states) and remuneration returns (including data on all labour hire contractors)	Planning and Analytics Controlled Entities Risk Services Financial Services	Annual for every state and territory
	Claims Management (actions as Claims Manager for University)	Claims Management Team	Formal decisions related to 25-30 cases per annum
	Actuarial Report Data	Financial Services Planning and Analytics Controlled Entities	Annual
	Early Intervention Group	EIG group	5 – 10 per annum
	Emergency Incidents	Incident Response Team IMTG	2-6 per annum
	EAP Critical Response Incidents	EAP Services HR Advisory Area where incident occurred	2-6 per annum
	Asbestos Claims	Legal Services Risk Services Archives	Average about 1 per annum
	Regulatory Investigation Response	Depends on the nature of the regulatory action	Where required
	Return to Work SA Partnership and Review activities	HSW Leadership Team Areas involved in review	Annual
	Go8 Safety Chiefs/Director Meetings	Go8 Safety Chiefs/Directors	Twice annually
Policy, Communications and Injury Management	Policy/Procedure updates	HSW Leadership Team HSWOs Key Stakeholders	12 procedures p.a.
	HSW FAQ document updates	HSW Leadership Team HSWOs	20 FAQ documents p.a.

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	Other guidance material updates and development (Supervisor toolkit, Mental Health Toolkit)	HSW Leadership Team HSWOs	2-4 toolkits
	Web page updates	Dir HSW HSW Leadership Team	128 web pages (HSW & Wellbeing) 3 portals (HSR, HSWO, Warden)
	Workers compensation cases Management of claims administration contract	Dir HSW	26 weekly case meetings 25-30 cases annually ongoing
	Non-work related rehabilitation cases	HR Advisors	20-30 cases annually
	Wellbeing Program		10-20 seminars, webinars 2-4 major health / fitness programs (health, skin checks, nutrition consults etc) 4 Flu vaccination clinics (n=1,400) 12 Wellbeing Newsletters (digital) Management of Corporate Health Program (BUPA)
	EAP Service Management Management of 2 contracts		8 meetings per annum 20 extension requests 5-8 critical incident requests
	Maintain First Aider data		10 updates (6 weekly)
	Maintain Fire warden data		12 updates (mthly)
	Communications		12-18 editions HSW Connect (digital newsletter)
	Surveillance of legislative changes, Regulator prosecutions / compliance audits/ programs / tools and guidance.		Ongoing
	HSW Promotions		4-8 SafeWork Month events
Audit & Compliance	HSW Internal Audit	HSW Advisory	2 rounds per year 2-4 topics per round Multiple locations per topic depending on the nature of the audit
	Radiation Management	URSO Faculty/Divisional Staff 2 Regulators Vendors	4 reports to external regulators 84 registrations 50 OSL /quarter 50 requests/month
	Chemical Permits (Dangerous Good and Controlled Substances)	Regulator Faculty/Divisional Staff	8 submissions per year
	Work Place Inspection Program	HSW Advisory	Oversight of 450 inspections structured in monthly groups
	HSW Online System Management (Chemwatch and UniSafe)	HSW Advisory Faculty/Divisional Staff Planning and Analytics	Approx. 12 OSIT change processes per year

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		ITDS Vendors	Variable number of system admin requests or error investigations
	HSW Online Training	Organisational Development HSW Advisory	15 courses Without LMS it is impossible to quantify (approx. 4000 staff/student records in MyUni against our courses)
	SA Health Notifiable Incidents	Faculty/Divisional Staff	1 - 2 per annum (excluding COVID)
	HR internal and external audit program management	HR Services Risk Services Finance HR Advisory and WR	AG, EY, Others
HSW Advisory	Incident Investigation	Faculty/Divisional Staff Regulators	Approx. 400 per year 10-15 notifiable incidents per year
	Safety Reviews	Faculty/Divisional Staff	Up to 20 per annum
	HSW Advice		No reliable metrics until we move to ServiceNow
	HSW Reports		
	- Faculty/Divisional HSW Advisor Reports	Faculty/Divisional Staff	36 per annum 4 per annum
	- Annual Hazard Reports	Faculty/Divisional Staff	36 per annum
	- Traffic Light Reports	Faculty/Divisional Staff	4 per annum 36 per annum
	- Due Diligence Workplace Inspections	Faculty/Divisional Staff	30 per annum
	- Corrective Actions Reports		
Committees	Faculty/Divisional Staff	28 per annum	
HSW Forums	Faculty/Divisional Staff	20 per annum	
HSR Network session		2 per annum	
Chief Warden Network		6 per annum	
Corrective Actions follow up and quality control	Faculty/Divisional Staff	Ave 420 actions per year	

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