

# (Insert Organisation) Monitoring, Measurement and Evaluation Standard

Effective (insert date)

**Document owner:**

(Insert responsible position e.g. Chief Executive Officer)

**Application:**

Internal Health and Safety Management Practices

**Stakeholders:**

Board, Executive, Management, Employees and Contractors

**Address and contact:**

(Insert organisation address and contact details)

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# MONITORING, MEASUREMENT AND EVALUATION

## 1.1 PURPOSE

The purpose of this standard is to outline the methods used for monitoring, measuring and evaluating health and safety performance. This includes the effectiveness of the health and safety management system in meeting the objective and targets, compliance requirements and identifying opportunities for improvement.

## 1.2 SCOPE

The scope of this standard applies to all board members, committee members, employees, contractors, volunteers and relevant stakeholders.

## 1.3 REQUIREMENTS

(Insert organisation) is committed to establishing, implementing and maintaining processes to monitor, measure and evaluate:

- Progress towards the achievement of health and safety objectives and targets;
- The extent to which legal and other requirements are fulfilled;
- Activities and operations relating to identified hazards, risks and opportunities; and
- The effectiveness of operational and other controls.

## 1.4 STRATEGY, OBJECTIVES AND TARGETS

The health and safety strategy, objectives and targets will be regularly monitored and reviewed to ensure implementation is progressing and objectives and targets are on-track to be achieved.

Monitoring and review methods may include but are not limited to:

- Audit and assurance activities;
- Formal health and safety performance monitoring and reporting;
- Progress reporting on the strategy implementation and action plan;
- Progress reporting the health and safety management system;
- Review and analysis of inspection, hazard and incident reports;
- Review and analysis of workers' compensation injury trends; and
- Health and safety performance dashboard reporting.

The health and safety performance dashboard report will be the primary means for formally reviewing and reporting on health and safety performance against the strategy, objectives and targets.

The health and safety performance dashboard will include the following areas:

- Health and safety strategy and plan;
- Health and safety management systems;
- Consultation;
- Hazard reporting and preventative action;
- Health and safety training;
- Workplace inspections;
- Audit and assurance;
- Safety culture;
- Serious incidents;
- Workers' compensation; and
- Non-compliance and non-conformance.