

1. OBJECTIVE

Global Safety Model (GSM) documentation is developed and implemented to define the principal objectives and associated management practices employed within RMIT.

2. BACKGROUND

N/A

3. SCOPE

This process applies to all RMIT (GSM) Documentation and RMIT globally.

4. WHAT MUST GO RIGHT?

The expected outcomes – known as ‘what must go right’ – will be that:

- Health Safety & Wellbeing (HSW) Processes & Guidance Material within the GSM will be developed in accordance with this process
- HSW Processes & Guidance Material within the GSM will be controlled and managed in accordance with this process

5. IMPLEMENTATION

The RMIT GSM is based on the requirements stipulated in **AS/NZS ISO 45001:2018**. The structure of the RMIT GSM follows **AS/NZS ISO 45001:2018** with all capabilities being defined in terms of the following five Global System Elements:

- Commitment and Planning (**HR - HSW-EL01 - Commitment and Planning**)
- RMIT Community (**HR – HSW-EL02 – RMIT Community**)
- Operational Risk Management (**HR – HSW-EL03 – Operational Risk Management**)
- Health and Wellbeing (**HR – HSW-EL04 – Health and Wellbeing**)
- Measure, Review and Improve (**HR – HSW-EL05 – Measure Review & Improve**)

5.1. Health Safety & Wellbeing Policy

The Health Safety & Wellbeing Policy is developed in line with the RMIT Policy Framework. This policy is consistent with RMIT’s Strategy and Values, as well as assigning responsibility and accountability.

The Policy is approved by the Vice Chancellor Executive (VCE).

The Policy provides a basis for the GSM by outlining RMIT’s commitment, intentions and principles in relation to overall Health, Safety and Wellbeing performance. The policy provides a framework for action and for the setting of RMIT’s HSW Objectives and Targets (**HSW-PR03 HSW Objectives and Targets**).

The HSW Policy is to be made available and proactively promoted at all levels at RMIT.

5.2. HSW Global System Elements

Processes and guidance material are developed within each of the five (5) HSW GSM Elements to provide RMIT with the direction and mechanisms to effectively manage and support RMIT’s operational processes. These make up RMIT’s GSM Framework.

5.3. Risk Software Tool

RiskWare is the Enterprise Risk Management software system which assists in recording, managing and reporting of our risks.

Our **RiskWare** system serves as a central repository and 'source of truth' of risk information for RMIT. It captures our Key University Risk information, College and Portfolio risks, and School.

A primary Risk Category has specifically been set for Health Safety and Wellbeing risks called – Health, Safety and Environment Group level risks.

5.4. Processes & Guidance Material

Processes and guidance material are developed to provide RMIT globally with the direction and mechanisms to effectively implement and manage HSW requirements across all areas of RMIT.

Processes documents within the GSM should include sections:

- Objective
- Scope (and exclusions if any)
- What must go Right?
- Implementation
- Responsibilities
- Definitions
- Supporting Documents

Where appropriate, processes and guidance material should reference RMIT Policy, applicable legislation, and Australian or International Standards.

HSW guidance material is to be developed as a means of establishing a uniform method for conveying instructions or records requirements for a particular process.

Examples of tools include, but are not limited to:

- Presentation Templates
- Report Templates
- Checklists
- HSW Audit Tools
- Registers

It is recognised that it is not possible to predict every tool which may be required within RMIT, however, a suite of templates is available within the RMIT GSM which should be used as the foundation of any tools required.

Where possible, guidance material will be traceable to a parent process by adherence to a consistent nomenclature of an appropriate numbering system indicating the process the document belongs to.

Where guidance material is developed locally, a reference to the GSM process should be included in the Supporting Documents section of each document.

5.5. Document Control Numbering Format

Number formats shall be maintained for all GSM processes and guidance material within RMIT's GSM in accordance with the following standard:

Health Safety & Wellbeing	Process / Number	Guidance Material Type	Document Number
<ul style="list-style-type: none"> • HSW- • HSW- • HSW- 	<ul style="list-style-type: none"> • PR01 • PR01- • PR01- 	<ul style="list-style-type: none"> • - • WI • WI 	<ul style="list-style-type: none"> • - • 01 • 02

Those processes and/or guidance material which are contained within Promapp, their documents will start with "HR" to ensure they are located within the Human Resources (HR) suite of documents.

Examples:

HSW Publication		
Process	GSM Management System & Document Control	HSW-PR01 - GSM Management System & Document Control
Guidance Material	GSM Document Control Register	HSW-PR01-RG01 - GSM Document Control Register
Promapp Publication		
Promapp Process	GSM Management System & Document Control	HR - HSW-PR01 - GSM Management System & Document Control
Promapp Guidance Material	GSM Document Control Register	HR - HSW-PR01-RG01 - GSM Document Control Register

All processes contained within the GSM will be assigned a number and can be found in ***HSW-PR01-RG01- GSM Document Control Register***.

The following controlled guidance materials are abbreviated and defined as:

Type	Code	Description
Process	PR	Description of purpose and scope of activities within a process
Work Instruction	WI	Detailed instruction of defined task(s) within a process
Form	FR	Fixed format of arranging required information for specific purpose
Checklist	CL	List of check points for task/activity
Safe Work Method Statement	SW	Document outlining the steps to complete a task (may also use the code SWMS)
Index	IX	An index page for a collection of documents
Register	RG	Detailed information on other particular documents
Template	TM	Templates of documents
Flowchart	FC	An outline depicting the relationship of all activities of a process
Training	TR	Training presentation

5.6. Document Control – HSW Management System

GSM documentation shall be maintained in electronic format within the HSW GSM SharePoint page and available on the RMIT intranet page in read only format where appropriate.

All superseded documents shall be removed from the RMIT intranet page and replaced with the current version as early as possible. These documents will still be available in archiving within the HSW GSM SharePoint page.

A register of all GSM documents shall be maintained by the HSW Team. This register shall identify the document name, number, revision date, date of release to the RMIT Website and date communicated to RMIT.

All printed copies of any document shall be considered as ‘uncontrolled’.

Draft documents shall be signified by a text watermark in the background of the document. This watermark shall read “DRAFT”. All copies of the draft shall be saved with the most recent amendment date in the file name and the revision section of the document. It is recommended where there is input from more than one party that “Track Changes” be activated to avoid confusion.

During development or review of a document, key stakeholders, including HSRs, shall be consulted for input.

On review and approval of a document, the revision status shall be indicated by a revision number in the document footer. This will be identified by e.g. Rev: 1.0, Rev: 1.1.

HSW-PR01-RG01- GSM Document Control Register shall be updated with all relevant information relating to the approved document.

Approved documents shall be saved to HSW GSM SharePoint page. Approved documents shall also be uploaded or linked to the RMIT intranet.

The HSW Team is responsible for the control of GSM documentation, including revision status, in accordance with this process.

All GSM documentation will be subject to periodical review minimum 3 yearly for suitability and effectiveness.

Imbedded documents (other files inserted into documents) are to be avoided due to the likelihood of both corruption of the original file and a lack of version control. Attachments and appendixes are to be created instead.

All changes to GSM shall be communicated to RMIT as detailed in **HSW-PR07 - Consultation & Communication**.

6. Responsibilities

6.1. HSW Team

- Ensuring the GSM documents are developed or revised in accordance with RMIT standard templates and conventions.
- Maintenance of the RMIT GSM, maintenance of the document control register and control of the revision and issue of GSM documentation
- Overall responsibility for the currency and relevance of the content of the RMIT GSM and final approval of documentation prior to release to RMIT.

7. Definitions

Defines any key terms and acronyms relating to the process where they apply.

Term / acronym	Definition
Document	HSW Process or Guidance Material
GSM	Global Safety Model. RMIT's Health Safety & Wellbeing Management System - a series of processes and guidance material designed to promote the systematic implementation of HSW within RMIT.
HR	Human Resources
HSW	Health Safety & Wellbeing
VC	Vice Chancellor
VCE	Vice Chancellor Executive

8. Supporting Documents

Lists the supporting and related Processes and Guidance Material, Legislative references, Australian and International Standards etc. that may be useful references for process users

- RMIT Policy Framework
- RMIT Corporate Risk Register
- HR - HSW-PR01-RG01 - GSM Document Control Register
- HR - HSW-PR03 - Objectives and Targets
- HR - HSW-PR07 - Consultation and Communication
- HR - HSW-PR01-TM03 - Safe Operating Process Template
- HR - HSW-PR01-TM04 - Work Instruction Template
- AS/NZS ISO 45001:2018: Requirements with guidance for use - Occupational health and safety management systems - Requirements with guidance for use