

Process, including activities	Health & Safety Officer	Safety Working Group	Head of Compliance Dir. of Safety / COO	Strategic Risk Mgt Cttee	UMT
Health & Safety Officer (HSOer) monitors for any legal changes or changes in practice that are relevant.	R		A		
HSOer disseminates the existing University Safety Statement seeking feedback from the Safety Working Group (SWG) members on particular sections.	R	I	A	C	C
SWG members provide their feedback and comments.	I	R	A	C	C
HSOer updates the content of Safety Statement to include new changes and feedback.	R	I	A	C	C
Draft Safety Statement is brought to SWG for discussion and agreement and thereafter to UMT. A list of the main edits is provided.	R	I	A	C	C
Once approved by UMT and signed by the President the HSOer makes the University Safety Statement available to staff on the safety website and updates all staff by email.	R	I	A	C	C
HSOer reports the University Safety Statement updates in the annual H&S Report for the Director of Safety/COO which is provided to the UMT.	R	C	I	C	A