

Chapter 2.1 University WHS Planning

2.1.1 Aims and Objectives

To prescribe the responsibilities and actions required for the University's WHS Planning process to ensure the University meets the requirements of the [Procedure: Work health and safety legal and other requirements](#); the [Procedure: Work health and safety planning, objectives, targets and programs](#) and [ISO 45001:2018](#).

2.1.1.1 Objectives

To ensure a University WHS Plan is established each year which:

- Sets objectives and measurable key priorities;
- Defines targets and timeframes for completion;
- Sets performance measures to enable the University WHS Committee to track progress and take corrective action if required;
- Defines a review timeframe for relevance, changes and resourcing; and
- Reflects changes in legal and other requirements (L&ORs) if applicable.

2.1.1.2 Scope and Inclusion

This Chapter applies to the development, implementation, maintenance and review of the University WHS Plan.

2.1.2 Process

2.1.2.1 Planning and responding to changes in WHS legal and other requirements (WHS L&ORs)

Responsible and Accountable Person	Actions Required
Deputy Chief People Officer, Safety and Wellbeing (S&W) OR Delegate	☐ Oversee the identification and monitoring process for changes in WHS L&ORs. ☐ Ensure changes in WHS L&ORs generate a policy and procedure review, and these changes are reflected in WHS Management System Procedures and in Handbook Chapters. ☐ Report all WHS L&ORs changes to Chief People Officer, People and Culture and University WHS Committee quarterly and to University Council via WHS Performance Reports every 2 months. ☐ Ensure changes that require University level strategy or response for implementation are included in the University WHS Plan.

	☐ Monitor the completion of corrective actions arising from changes in WHS L&ORs. ☐ Represent the University at industry association meetings. ☐ Delegate to the Manager Safety Systems and Audit the responsibility to monitor WHS L&ORs changes and ensure that this responsibility is listed in the position description.
University Executive Committee (UEC). Chief Operating Officer (COO), Service Division Directors & College Deans	☐ Determine actions accordingly, if required, on receipt of information regarding WHS L&ORs changes from Chief People Officer.
Manager – Safety, Systems and Audit (as a delegate of DCPO, Safety and Wellbeing)	☐ Review the following documents (as minimum) to identify current L&ORs relevant to the University's risk profile, annually ➤ University and local WHS Hazard Registers; ➤ Annual Risk Profile Review; and ➤ Management System Document Review, if applicable. ☐ List the identified WHS L&ORs from the above review in the University WHS L&ORs Matrix against each procedure and Handbook Chapters. ☐ Subscribe to L&ORs monitoring services or appropriate online sources. Appendix A contains a list of services the University currently subscribes to. ☐ Monitor the WHS L&ORs changes on a fortnightly basis. ☐ Represent the University at industry association meetings. ☐ Review Management System Documents and Handbook Chapters as corrective actions in responding to the WHS L&OR changes and record these changes in the University WHS L&ORs Matrix. ☐ Ensure corrective actions arising from WHS L&OR changes are completed as a priority. <u>Record Management</u> Evidence of completion of corrective actions must be uploaded to corresponding Figtree entries and maintained for 10 years minimum.

	Evidence of editing the WHS Management System (WHSMS) documents and Handbooks must be uploaded into ERMS and maintained for 10 years.
Manager, WHS, S & W	☐ Communicate WHS L&ORs changes and University procedural changes to a range of stakeholders such as WHS Officer Network, Health and Safety Representative (HSR) Network, Directors of Schools and Service Divisions. ☐ Ensure information on University website relating to WHS L&OR changes are updated frequently.
S & W WHS Consultants	☐ Provide mentoring and information to personnel responsible for implementation of the changes where applicable.
Service Division Directors & Associate Directors College Deans, School Directors This can be delegated to appropriate positions, e.g. <i>Senior Managers, General Managers, School Managers, Human Resources Managers, Technical Service Managers, WHS Managers</i>	☐ Respond to changes in WHS L&ORs and the corresponding University procedural changes proactively. ☐ Communicate the changes to relevant local area managers and supervisors, workers and their representatives as appropriate. This communication can happen in Local WHS Committees and in School Meetings or via email. ☐ Ensure the changes are implemented in local area practices under your areas of control.
WHS Officers (as a representative of the Management) or other appropriate positions, delegated with WHS responsibilities, in Divisions or Colleges if WHS Officers do not exist in the area	☐ Update Local area WHS notice boards. ☐ Communicate the changes to relevant workers and their representatives. ☐ Implement the changes in University procedures arising from WHS L&ORs into local area practices. <u>Record Management</u> Local area record management for completion of the implementation of University procedural changes must be maintained for a period of 10 years.

2.1.2.2 University WHS Plan

2.1.2.2.1 Development

Responsible and Accountable Person	Actions Required
Chief Operating Officer (COO)	☐ Oversee the University WHS Planning Process via University WHS Committee. ☐ Sponsor for the University WHS Plan to Senior Management Group meeting and to University WHS Committee for noting and, if required, for recommend actions.
Deputy Chief People Officer, Safety and Wellbeing	☐ Monitor the University WHS Planning process. ☐ Consult with relevant stakeholders such as University WHS Committee and its subcommittee members, Service Division Directors & Associate Directors, College Deans & Director of Schools on the initial draft University WHS Plan. ☐ Provide the final draft of the University WHS Plan to the University WHS Committee for approval.
Manager – Safety Systems and Audit or Manager, WHS, Safety and Wellbeing (in absence of Manager – Safety System and Audit)	☐ Review the following documents annually (as minimum) ➢ University Strategic Plan; ➢ WHS Performance Report to council and to University WHS Committee; ➢ WHS L&ORs requirements and changes; ➢ University Hazard Register; ➢ Annual Risk Profile Reviews; ➢ Audit results and incident reports; ➢ Technological developments; ➢ Changes in workforce makeup; and ➢ Leadership and worker involvement. ☐ Based on the review findings, identify objectives and targets. Set Key Performance Measures (KPM) against each identified objective. These objectives and targets are for the University to address as priorities. ☐ Identify key organisational priorities within each objective and key strategies (e.g. WHS Programs) to reach the specified KPMs for the upcoming year. ☐ Document the reasons for choosing particular objectives and targets in Appendix C ANU WHS Objectives Rationale Report. ☐ Draft the initial University WHS Plan using Appendix B and provide to DCPO S&W for consultation

University WHS Committee	☐ Consider the proposed University WHS Plan and the ANU WHS Objectives Rationale Report. ☐ Recommend actions for objectives and targets requiring University level strategies for implementation, if no proposed strategies have been identified. ☐ Provide Approval or Approval with Change to the finalised draft of University WHS Plan.
DCPO, S&W Delegates to Manager: Safety, Systems and Audit	☐ Notify the University community of the publication of the University WHS Plan. ☐ Advise of the implementation of the University WHS Plan by cascading down to Local WHS Plans.

2.1.2.2.2 Implementation of the Plan

Responsible and Accountable Person	Actions Required
DCPO, S&W Delegates to Manager, Safety, Systems and Audit	☐ On receipt of the approved University WHS Plan, send the plan to ➤ Chairpersons of Local WHS Committees ➤ DVC (Education), DVC (Research and Innovation, DVC (Global Engagement); ➤ PVC (University Experience), ANU Advancement; ➤ Service Division Directors; ➤ College Deans and General Managers ➤ School Directors and School Managers; ➤ University House Master; ➤ National Computational Infrastructure Director; and ➤ WHS Officer & Health Safety Representative (HSR) Network.
Chairpersons of Local WHS Committees Service Division Directors College Deans School Directors	☐ Discuss the Objectives and Targets of in the University Plan within areas under your control. ☐ Ensure, relevant objectives, targets and key priorities in the University WHS Plan are cascaded down to form a part of your Local WHS Plan (Chapter 2.2). ☐ Provide direction and resources (e.g. physical, financial) for areas under your control to meet your Local WHS Plan.
S &W WHS Consultants	☐ Provide mentoring and information to personnel responsible for implementation of the University WHS Plan on how to cascade down to form a part of their Local WHS Plan.

	☐ Monitor implementation of University WHS Plan Quarterly.
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2.1.2.2.3 Monitoring the Plan implementation process

Responsible and Accountable Person	Actions Required
School Directors Division Directors	☐ Where relevant, provide a quarterly status report on the progress of implementation of your Local WHS Plan via the quarterly Due Diligence Report. ☐ Monitor the progress of Local WHS Plan implementation, where relevant, in areas under your control. ☐ Provide strategic and operational directions and assign corrective actions to relevant people to ensure the University WHS Plan objectives and targets are met in the particular year. Refer to Chapter 2.2 Local WHS Plan for detailed requirements. Should there be any financial barriers or other insufficient resources which may prevent your area from achieving the University WHS Plan ☐ Discuss with the College Dean or the COO to seek additional resources. ☐ Report the issue in Quarterly Due Diligence Report for University WHS Committee to consider.
COO as University WHS Committee Chair	☐ Monitor the progress of the University WHS Plan quarterly implementation via the collated Quarterly Due Diligence Reports. ☐ Review the University WHS Plan in the 2 nd and 4 th University WHS Committee meeting in a calendar year, taking into consideration the relevance of objectives, priorities and key performance measures, changes in the workforce/work environment/organisational structure and resources. ☐ Recommend corrective actions for unsatisfactory implementation of University WHS Plan to relevant local areas. Record Management Evidence of completion of corrective actions must be uploaded to corresponding Figtree entries and maintained for 30 years. The University WHS Plan and associated objective evidence must be maintained for 10 years from the date of entry.

2.1.3 Record Management

Record needed	Where to Archive	Frequency to Archive	How long to keep
University WHS Plan	Shared drive Folder - Element 2 - 2.1	Quarterly This is done by S & W.	10 years from the date of entry
University WHS Plan (The final one in a calendar year)	ERMS – Human Resources – WHS – Element 2 – 2.1 Also Shared drive Folder - Element 2 - 2.1	Annually This is done by S & W.	10 years from the date of entry
Consultation evidence on the University WHS Plan	Shared drive Folder - Element 2 - 2.1 – Consultation	Annually This is done by S & W	10 years
Completion records University WHS Plan	Shared drive Folder - Element 2 - 2.1 – Evidence	Monthly This is done by S & W.	30 years
	ERMS – Human Resources – WHS – Element 2 – 2.1	Annually This is done by S & W	
Completion records for corrective actions	Figtree corrective action entry	As per completion This is done by S & W	10 years

2.2.4 Definitions

Local areas mean Schools of Colleges and Divisions of the University.

Schools mean the next Tier in the organisational structure below a college, and it includes Research Schools, Schools, Institutes and Centres. It does NOT include Schools, Institutes or Centres under the management of a Research School.

Divisions include all Service Divisions and Academic Divisions.

2.1.5 Performance Measures

The University will use the performance measures listed below to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process in turn to determine the compliance with the WHSMS. Local areas can use the below measures as a guide to improve compliance.

References	Performance Measures	Objective Evidence	Frequency	Indication of Success
Objective 2.1.1.1 b)	The University WHS Plan has defined objectives and measurable key priorities.	University WHS Plan	Commencement of University WHS Plan	100% = Success Otherwise, corrective actions
Objective 2.1.1.1 b)	% of objectives have defined targets and timeframe for completion	University WHS Plan	Commencement of University WHS Plan	100% = Success Otherwise, corrective actions
Objective 2.1.1.1 c)	Progress of implementation of the University WHS Plan in meeting the Key Performance Indicators are monitored by University WHS Committee each quarter and	Due Diligence Report discussed at University WHS Committee (quarterly)	Quarterly	100% = Success Otherwise, corrective actions

	corrective actions taken where relevant	University WHS Committee Minutes (quarterly)		
Objective 2.1.1.1 d)	University WHS Plan is reviewed by the University WHS Committee Chair at the defined interval and comments are recorded on the University WHS Plan	University WHS Plan	Completion of the plan	100% = Success Otherwise corrective actions
Objective 2.1.1.1 e)	% of WHS L&ORs changes that require University strategy for implementation included as a part of the University WHS Plan, where required, and discussed at University WHS Committee	University WHS Plan University WHS Committee Minutes where relevant	Commencement of University WHS Plan	100% = Success Otherwise corrective actions

2.1.4 Useful resources and links

University documents	WHSMS Documents ➤ Procedure: Work health and safety legal and other requirements ➤ Procedure: Work health and safety planning, objectives, targets and programs Other relevant WHSMS Handbook Chapters ➤ Chapter 2.2 Local WHS Plan ➤ Chapter 3.3 WHS Local Training Plan ➤ Chapter 4.4 WHS Review and Reporting
Legislation	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011