



Chapter 2.2 Local WHS Plan

2.2.1 Aims and Objectives

To prescribe the responsibilities and actions required in the local areas for the development, implementation and review process of the Local WHS Plan to meet the requirements of the [Procedure: Work health and safety documentation management](#) and the [ISO45001:2018](#) as well as other relevant legislation and WHSMS Handbook requirements.

2.2.1.1 Objectives

To ensure each of the relevant local areas establishes a Local WHS Plan which;

- a) has defined objectives, local specific key performance measures, timeframes and responsible person for completion to implement the University WHS Plan;
- b) ensures other local WHS activities are scheduled, monitored, reviewed and recorded in accordance with University WHSMS Handbook, relevant legislation and other requirements; and;
- c) is an authorised and resourced plan to enable the School and Service Divisions to monitor progress and take corrective action if required

2.2.1.2 Scope and Inclusion

This Chapter applies to all Schools and Divisions [See [definition](#)] of the University across all campuses.

DVC (Education), DVC (Research and Innovation), PVC (University Experience), DVC (Global Engagement) and VP Advancement will establish a Local WHS Plan individually to cover all of the divisions under each of them as a whole.

However, University House and National Computational Infrastructure must establish their own Local WHS Plan.

Note: Where a local activity is planned and monitored using any other formal process, it is not required to be duplicated in the Local WHS Plan (Part B). However, that formal process must meet the requirements of this Chapter and be identified against the activity for reference.

2.2.2 Process



2.2.2.1 Development

Responsible and Accountable Person	Actions Required
School Directors Division Directors [See 2.2.1.2] In consultation with WHS Officer/Manager or Human Resources Manager or other delegated positions Where the area has no WHS Officer/Manager	After the publication of the University WHS Plan each year, draft a Local WHS Plan, as soon as reasonably practicable, for example within 3 weeks. <u>Part A – Implementation of University WHS Plan</u> ☐ Consider the objectives on the University WHS Plan, which are defined as applicable to ‘All Areas’, and determine specific objectives that are applicable in the context of your local area ☐ Add other local area specific objectives that are not stated on the University WHS Plan ☐ The proposed objectives and targets must be measurable ☐ Transfer these objectives into Part A of the Local WHS Plan Template (Appendix A) ☐ Determine what performance measures your area will use to assess success in achieving each objective ☐ Assign the objective and measures to a relevant position under your area’s control ☐ Determine the completion timeframe for each objective in your area <u>Part B – Plan for Schedulable Activities (PSA)</u> ☐ Consider the range of WHS activities your area undertakes that are required to be scheduled at a specific timeframe and to have progress monitored ☐ If you are unsure of the detailed schedule of the WHS activities your area undertakes, discuss with relevant workers to obtain this information ☐ PSA also indicates where the required activities and timeframes are set, either as WHS legal and



	other requirements or as stated in the WHSMS Handbook Chapters ☐ Determine which activities are to be included in Part B of your Local WHS Plan, their frequency, timeframe and responsible positions Note: Activities indicated 'For All Areas' must appear on all area's Local WHS Plan ☐ Document these in the Part B of the Local WHS Plan
School Directors Division Directors [See 2.2.1.2]	☐ Distribute the draft Local WHS Plan to all workers and their representatives under your control for consultation (for a maximum period of 3 weeks) ☐ Direct local WHS Officers/Managers or Human Resources Managers, where the area has no WHS Officers/Managers, to collect feedback from consultation and prepare the final draft of the Local WHS Plan ☐ Authorise the finalised Local WHS Plan and ensure the resource implications for meeting the requirements of the Local WHS Plan have been discussed with relevant staff and funding allocated
Local WHS Committee Members HSRs Staff	☐ Participate actively in the consultation process ☐ Help to promote the draft Local WHS Plan to workers in your workgroup for them to participate in the consultation process
S&W WHS Consultants	☐ Actively provide mentoring and information to personnel responsible for developing Local WHS Plans

2.2.2.2 Implementation

Responsible and Accountable Person	Actions Required
Local WHS Officer/Manager	Once the Local WHS Plan has been approved:



or Local Human Resources Manager or other delegated positions Where the area has no WHS Officer/Manager	☐ Discuss the plan with staff who have been assigned responsibilities on behalf of the School Directors or Service Division Directors; and. ☐ Set up a reminder system for the responsible staff to complete the planned objectives and activities in a timely manner, within the agreed completion timeframe Some examples of the reminder system include, but are not limited to, ☐ Calendar entry into the responsible staff's calendar; ☐ Figtree calendar; ☐ Email reminder 1 month prior to the due date of the activities; ☐ Face-to-face reminder 1 month prior to the due date of the activities; and ☐ Any other reminder channels <u>Record Management</u> Completion records associated with the Local WHS Plan must be uploaded into ERMS and maintained for 30 years.
Responsible Staff [See definition]	☐ Complete the assigned objectives/activities within the agreed completion timeframe ☐ Discuss, as early as possible, with School or Division Directors should there be resource difficulties in meeting the assigned objectives/activities to develop a strategy to resolve this in a timely manner ☐ Ensure any records of completion relating to the assigned objectives/activities are forwarded to WHS Officer/Manager or Human Resources Manager, where the area has no WHS Officer/Manager, for record keeping purposes
School Directors Division Directors [See 2.2.1.2 for application]	If you receive a request that there are resource issues to complete Local WHS Plan ☐ Assess if the request is genuine and appropriate. ➤ If so, provide resource both financial and physical to enable the completion of Local WHS Plan; or



	➤ If not, direct the person to complete the Local WHS Plan within the timeframe. If resourcing request is genuine and appropriate but it is beyond the School/Division ability to meet the resource request ☐ Discuss the issue with College Dean or COO and report in Due Diligence Report to University WHS Committee for actioning
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2.2.2.3 Monitoring and review

Responsible and Accountable Person	Actions Required
WHS Officer/Manager or Human Resources Manager or other delegated positions Where the area has no WHS Officer/Manager	☐ Conduct a monthly monitoring of the Local WHS Plan, identifying any incomplete objectives/activities or any missing record of completion ☐ Follow up with the Responsible Staff to see if they need extra time to complete the assigned objectives/activities. If so, reschedule the task to a suitable timeframe (e.g. 4 weeks). ☐ If after this timeframe, the assigned objectives/activities are still not completed, assign a corrective action in Figtree to the responsible staff and escalate to the Responsible Staff's Supervisor for resolution. Note: Any activity that has a legally prescribed timeframe must not be missed. Otherwise, a corrective action in Figtree must be assigned for completion as a high priority (immediately – 4 weeks) from the original due date. ☐ Draft a quarterly report of Local WHS Plan implementation, as a part of the Due Diligence Report, and provide explanations where missed activities have not been addressed



	<u>Record Management</u> Evidence of completion of corrective actions associated with Local WHS Plan implementation must be uploaded to corresponding Figtree entries and maintained for 10 years. The final Local WHS Plan and associated objective evidence must be uploaded into ERMS and maintained for 10 years from the date of entry. All records must be retrievable during an audit.
Supervisor of Responsible Staff	☐ Upon receiving a notification of corrective actions from the Local WHS Officer/Manager, discuss the issue with the Responsible Staff as a priority and resolve the issue within the assigned timeframe of the corrective actions ☐ Discuss and review the performance of Responsible Staff identified on completing the Local WHS Plan during their Performance Development Review (PDR) process
S&W WHS Consultants	☐ Provide advice on how areas could, as best practice, achieve the objectives and complete activities as planned in a timely manner ☐ Provide validation services to local areas on their draft Due Diligence Report quarterly
School Directors Division Directors [See 2.2.1.2 for application]	☐ Monitor the progress of Local WHS Plan on a quarterly basis in the Local WHS Committee or any other Management Meetings if your area has no Local WHS Committee or you are not a member of the Local WHS Committee meeting ☐ Conduct an 'End of Year Review' during the final monitoring meeting of the year on the relevance of the Plan and on any local changes such as resources or organisational structure and comment on this review ☐ Discuss with the Responsible Staff who underperformed in completing assigned objectives/tasks and their supervisor on the issue and



	give strategic directions for timely completion of the objectives and activities. Note: Any activity that has a legally prescribed timeframe must not be missed. Otherwise, a corrective action must be assigned for completion as a high priority from the original due date. ☐ If a local Responsible Staff performed well to implement Local WHS Plan, provide positive recognition to the person by distributing the news to areas under your control ☐ Provide a quarterly report to the University WHS Committee via Quarterly Due Diligence Report provide explanations where missed activities have not been addressed ☐ Ensure the performance of Responsible Staff identified on the Local WHS Plan is discussed and reviewed during their Performance Development Review (PDR) process ☐ Provide explanation to the University WHS Committee on uncompleted objectives and activities if they have not been dealt with by the end of the year
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2..2.3 Record Management

Record needed	Where to Archive	Frequency to Archive	How long to keep
Local WHS Plan	Shared drive Folder - Element 2 - 2.2	Monthly (WHS Officer monitoring) Quarterly (Director monitoring)	10 years from the date of entry
Local WHS Plan (The	ERMS – Human Resources –	Annually	10 years from the date of entry



final one in December)	WHS – Element 2 – 2.2 Also Shared drive Folder - Element 2 - 2.2		
Consultation email on the Local WHS Plan	Shared drive Folder – Element 2 - 2.2 - Consultation	Annually	10 years
Completion records for schedulable activities (Part B of the Local WHS Plan) See individual record required in Part B of the	Shared drive Folder - Element 2 - 2.2 – Evidence	Monthly	30 years
	ERMS – Human Resources – WHS – Element 2 – 2.2	Annually	
Completion records for corrective actions	Figtree corrective action entry	As per completion	10 years

2.2.4 Definitions

Local areas mean Schools of Colleges and Divisions of the University. Some local areas may not need a Local WHS Plan if they have:

- ☐ NO relevant objectives from the University WHS Plan;



- ☐ NO local specific objectives and targets regarding WHS; and
- ☐ NO local WHS activities requiring a specific schedule to meet the WHSMS Handbook, legal and other requirements

Responsible Staff means staff members of local areas who have been assigned tasks to achieve objectives or complete specific schedulable activities. Responsible Staff for the Local WHS Plan can only be staff members of the University. HDR students, visitors, affiliates and volunteers are not suitable to be a Responsible Staff under the requirement of this Chapter.

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. In the context of this Chapter, Divisions which are required to have a Local WHS Plan include Service Divisions, University House, National Computational Infrastructure, DVC (Education), DVC (Research and Innovation), DVC (Global Engagement), PVC (University Experience) and VP Advancement

2.2.5 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 of the implementation will be determined during the internal audit process in turn to determine compliance with WHSMS. Local areas can use the below measures as a guide to improve compliance.

References	Performance Measures	Objective Evidence	Frequency	Indication of Success
Objective 2.2.1.1 a)	% of objectives have defined key performance measures,	Local WHS Plan (Part A)	Quarterly in scheduled audit	100% = success



	responsible staff and timeframe for completion in the Implementation of University WHS Plan		three yearly	Otherwise, corrective actions
Objective 2.2.1.1 b)	% of WHS activities that need planning are scheduled with completion timeframe and have responsible staff identified	Local WHS Plan (Part B)	Quarterly Report validation or in scheduled audit three yearly	100% = success Otherwise, corrective actions



Objective 2.2.1.1 b) & 2.2.1.1 c)	Progress of implementation of the Local WHS Plan is monitored by the local WHS Officer/Manager or other delegated positions, where the area has no WHS Officers/Managers, monthly Progress of implementation of the Local WHS Plan is reviewed by School Directors or Service Division Directors each quarter and corrective actions taken where relevant	Monthly archived Local WHS Plan Due Diligence Report discussed at Local/College/Service Division WHS Committee (quarterly) (Local College/Service Division WHS Committee Minutes (quarterly) Corrective actions assigned to responsible staff should an activity is missed	Quarterly	100% = success Otherwise, corrective actions
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Objective 2.2.1.1 c)	% of workers understanding the presence of Local WHS Plan and their part in the plan	Interview with local workers Interview with Responsible Staff identified in Local WHS Plan	Audit as scheduled	80% = success Otherwise, corrective actions
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2.2.5 Useful resources and links

University documents	WHSMS Documents ➤ Procedure: Work health and safety planning, objectives, targets and programs Other relevant WHSMS Handbook Chapters ➤ Chapter 2.1 University WHS Planning ➤ Chapter 4.4 WHS Review and Reporting
Legislation and Other requirements	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011