

University Work Health and Safety Plan 2019

Elements and Objectives	Targets	Key Priorities	Key Performance Measures (KPMs)	Responsible Area and Positions	Complete by	Key Strategies/Initiatives	Quarterly Progress Monitoring (QPM) comments ^^ by University WHS Committee				Overall Key Performance Indicators (OKPIs)*
							Q1	Q2	Q3	Q4	
1. Management System a) Effective implementation of the University's WHS Management System b) Ongoing compliance with WHS legislations, approved Codes of Practice and Australian Standards	Greater than 80% implementation of the system procedures via WHS Management System Handbook chapters [100% implementation by the end of 2021]	Implement the below WHS Management System Procedures: <ul style="list-style-type: none"> Procedure: Work health and safety planning, objectives, targets and programs Procedure: Work health and safety hazard management Procedure: Work health and safety training Procedure: Contractor Work Health and Safety via the guidance of the following WHSMS Handbook Chapters: <ul style="list-style-type: none"> Chapter 2.2 Local WHS Plan Chapter 3.1 Hazard Management Chapter 3.2 WHS Induction, Training and Supervision Chapter 3.3 WHS Local Training Plan Chapter 3.6 Contractor Safety Management 	80% implementation with corrective actions to reach Green in the following month	ALL AREAS <u>Accountable Positions</u> College Deans School Directors Service Division Directors Service Division Business Unit Associate Directors Local WHS Committee Chairs COO	Q4 2019	WEG Stakeholder Engagement and Mentoring Programs Traffic Light Status Report and Quarterly Due Diligence Report Assign corrective actions to address if below 80% by Q4 University Work Health and Committee meeting University WHS Committee actively monitor the progress of the objective and provide strategic direction to intervene early	N/A – The University WHS Committee decided to do longer consultation on the plan before approval.	The University WHS Committee approved the University WHS Plan 2019.			<i>*Note: These OKPIs are strategically set for the University. They are for the objectives overall performance and are not for each individual objectives</i> Lost Time Injury 0.00 Lost Time Injury Frequency Rate (LTIFR) – Rolling 12 months 0.00 Average Time Lost Rate (ATLR) (days) – Rolling 12 months 0.00 Medically Treated Injuries (MTI) n/a Medically Treated Injury Frequency Rate (MTIFR) – Rolling 12 months 2.50 Total Recordable Injury (TRI) 150 Lost time injuries > 1 week 4.00 Return to work rate to pre-injury hours and / or duties 90%
2. Risk Management and Training a) Ongoing implementation of risk management in all aspects of work health and safety at the University b) Improvement of knowledge on WHS Management System and Risk Management via training	100% on risk assessment completion across all hazard profiles 100% on training completion	The following aspects of the business is to be targeted as priorities on the % completion of static risk assessment: <ul style="list-style-type: none"> hazardous chemical activities hazardous plant/equipment new plant having pre-purchase risk assessment confined space hazardous noise Completion of the following training programs are monitored as priorities (via Local Training Plan): <ul style="list-style-type: none"> University WHS Induction University WHSMS Training ANU WHS Risk Management 	75% completion of the risk assessments in these fields across all applicable Schools/business units in the University (self-report in Quarterly Due Diligence Report and validation by WEG) 90% completion on these training [the first two are mandatory for all management and workers; the last one is mandatory for people	ALL AREAS <u>Accountable Positions</u> College Deans School Directors Service Division Directors Service Division Business Unit Associate Directors Local WHS Committee Chairs	Q4 2019	WEG Stakeholder Engagement and Mentoring Programs Traffic Light Status Report and Quarterly Due Diligence Report Training completion actively monitored as a part of the Performance, Development and Review Process University WHS Committee actively monitor the progress of the objective and provide strategic direction to intervene early	N/A – The University WHS Committee decided to do longer consultation on the plan before approval.	The University WHS Committee approved the University WHS Plan 2019.			Number of safety training instances 3200 Mandatory WHS training completion 100% Internal WHS audits conducted as per schedule 100% External (licence) audit results 80% Attendance at WHS committees 85% Licensee Key Performance Indicators (LKPI) 100%

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c) Improvement of assigned WHS-related training completion rate as per Local Training Plan	100% on training completion	Completion of the following training programs are monitored: <ul style="list-style-type: none"> WHS Committee Training Lock out and tagging procedure training 	who need to conduct risk assessments] <p>100% for completion of these training by positions identified as mandatory on Local Training Plan by Q4 (self-reporting in Quarterly Due Diligence Report and validated by WEG)</p>	COO							
3) <u>Incident, inspection and audit management</u> a) Improvement on incident closeout rate, incident investigation quality and workplace inspection completion rate as scheduled	100% of incidents are investigated and closed out within the defined timeframe 100% of workplace inspections across the University are completed as scheduled	The key priorities for monitoring are: <ul style="list-style-type: none"> For incidents level 4-5 <ul style="list-style-type: none"> Investigations initial facts 15 days Incident investigation complete and closeout 45 days For incidents level 2-3 <ul style="list-style-type: none"> Investigations complete 20 days Incident closeout 25 days High Risk Area Workplace Inspections completion 	100% of incidents are investigated and closeout within the stated timeframe 100% of high risk area workplaces inspections are conducted at least twice a year	ALL AREAS <u>Accountable Positions</u> College Deans School Directors Service Division Directors Service Division Business Unit Associate Directors Local WHS Committee Chairs COO	Q4 2019	WEG actively monitors the investigation and closeout and engage with stakeholders and local area management University WHS Committee actively monitor the progress of the objective and provide strategic direction to intervene early	N/A – The University WHS Committee decided to do longer consultation on the plan before approval.	The University WHS Committee approved the University WHS Plan 2019.			

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4) Injury Prevention a) Develop University wide Injury Prevention Programs, Campaigns or Initiatives to target specific hazards that lead to best practice in the Higher Education industry	Greater than 70% of programmed activities are implemented	The key hazards and areas to focus on are: <ul style="list-style-type: none"> Hazardous Manual Tasks and Ergonomics Psychosocial Risk Management Health Surveillance Disability Awareness and Inclusion Programs 	70% of programmed activity are implemented	HUMAN RESOURCES Accountable Positions Director, HR Associate Director, WEG	Q4 2019		N/A – The University WHS Committee decided to do longer consultation on the plan before approval.	The University WHS Committee approved the University WHS Plan 2019.			
5) Leadership Involvement a) Improvement of leadership understanding of WHS responsibilities and improvement in WHS decision making including WHS management system promotion and compliance	100% leadership and management positions understand their WHS responsibilities and are involved in WHS decision making and in WHS management system promotion and compliance	The key areas to be focused on are: <ul style="list-style-type: none"> Completion rate of Due Diligence Training Leaders/Management understanding their responsibilities and actions required under WHS Management System Leaders discussion on WHS Management System requirements in Local WHS Committees 	100% Due diligence training completion rate 60% of leaders (Research School Directors, Service Division Directors, College Deans, School Managers, General Managers, University WHS Committee, COO) pass the Annual WHSMS Management Questionnaire Leaders discuss WHSMS Handbook requirements in detail at least 4 times a year in Local WHS Meetings	ALL AREAS Accountable Positions College Deans School Directors Service Division Directors Service Division Business Unit Associate Directors Local WHS Committee Chairs COO	Q4 2019	COO, HR Director and Associate Director, WEG liaise with other Directors and Deans to ensure they complete the Due Diligence Training Person managing WHS Local Training Plan monitors the due diligence training completion Quarterly Due Diligence Report University WHS Committee actively monitor the progress of the objective and provide strategic direction to intervene early	N/A – The University WHS Committee decided to do longer consultation on the plan before approval.	The University WHS Committee approved the University WHS Plan 2019.			
6) Standardisation a) Implement minimum standards in WHS practices across all business units of the University	Minimum standards are implemented for all practices and forms within the University WHSMS across all business units of ANU	The key areas as priority for standardisation include: <ul style="list-style-type: none"> Risk management methodology and template Standardised infrastructure identification and labelling <ul style="list-style-type: none"> ➤ Labelling of pipes ➤ Lifting equipment check within validity 	100% of new risk assessment from the date of the published WHS Handbook Chapter 3.1 Hazard Management 100% of existing RA reviewed in 2019 are on the standardised template	ALL AREAS for risk methodology and form Facility & Services for infrastructure practices Human Resources for	Q4 2019	Directors and Deans, through all levels of management under their control, monitor the implementation of University WHS risk management methodology and standardised form Associate Director Maintenance actively monitors the status of university pipe labelling and lifting equipment checks	N/A – The University WHS Committee decided to do longer consultation on the plan before approval.	The University WHS Committee approved the University WHS Plan 2019.			

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		<ul style="list-style-type: none"> WHS Officer Capability Framework Enhanced system capability and greater user acceptance for using Figtree and ChemWatch 	100% pipes are with labels AND 100% of lifting equipment are checked according to schedule Developed WHS Officer Capability Framework 70% satisfaction level from user Satisfactions Survey on Figtree and ChemWatch	WHS Officer Capability Framework <u>Accountable Positions</u> College Deans School Directors Service Division Directors Service Division Business Unit Associate Directors Local WHS Committee Chairs		Director HR and Associate Director, WEG actively monitors the development and implementation of the WHS Officer Capability Framework					

1 st University WHS Plan Review (2 nd University WHS Committee)**	2 nd University WHS Plan Review (4 th University WHS Committee)** ^
<p>Comments: Endorse the University WHS Plan 2019. A minor change is made to the original proposed objective in Element 6 to identify minimum standards in WHS practices. In relation to Element 5, leadership information sessions will need to be scheduled in future University WHS Committee meetings.</p> <p>Reviewed by University WHS Committee Chair: _____ Christopher Grange, Chief Operating Officer _____ Date: _____ 30 May 2019 _____</p>	<p>Comments:</p> <p>Reviewed by University WHS Committee Chair: _____ Date: _____</p>

** This review is about the relevance of the plan, resourcing, change in the workplace and other management and change issues.

^ During this review, the key priorities and key performance measures will also be set for the upcoming year

^^ Legend	
	The objective and current year priority has been achieved. Key Performance Measure for the current year has been met against the priority.
	The plan is on track and the objective and priorities will be completed by the defined timeframe
	The objective and current year priorities are not tracking well but can be resolved by University WHS Committee. Corrective Action required from Chair, University WHS Committee
	Major issues in meeting the plan. University Senior Management Group intervention required