# University Work Health and Safety Plan 2019

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<th>Elements and Objectives</th>
<th>Targets</th>
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<th>Quarterly Progress Monitoring (QPM) comments ^a^ by University WHS Committee</th>
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<tbody>
<tr>
<td>1. Management System</td>
<td>Greater than 80% implementation of the system procedures via WHS Management System Handbook chapters (100% implementation by the end of 2021)</td>
<td>Implement the below WHS Management System Procedures:</td>
<td>80% implementation with corrective actions to reach Green in the following month</td>
<td>ALL AREAS Accountable Positions</td>
<td>Q4 2019</td>
<td>WEG Stakeholder Engagement and Mentoring Programs</td>
<td>NA – The University WHS Committee decided to do longer consultation on the plan before approval</td>
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<td>a) Effective implementation of the University’s WHS Management System</td>
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<td>Traffic Light Status Report and Quarterly Due Diligence Report</td>
<td>The University WHS Committee approved the University WHS Plan 2019.</td>
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<td>b) Ongoing compliance with WHS legislations, approved Codes of Practice and Australian Standards</td>
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<td></td>
<td>Assign corrective actions to address if below 80% by Q4 University Work Health and Committee meeting</td>
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<tr>
<td>2. Risk Management and Training</td>
<td>100% on risk assessment completion across all hazard profiles</td>
<td>The following aspects of the business is to be targeted as priorities on the % completion of static risk assessment:</td>
<td>75% completion of the risk assessments in those fields across all applicable Schools/business units in the University (final report in Quarterly Due Diligence Report and validation by WEG)</td>
<td>ALL AREAS Accountable Positions</td>
<td>Q4 2019</td>
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<td>NA – The University WHS Committee decided to do longer consultation on the plan before approval</td>
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<td>a) Ongoing implementation of risk management in all aspects of work health and safety at the University</td>
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<td>b) Improvement of knowledge on WHS Management System and Risk Management via training</td>
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<td>Assign corrective actions to address if below 80% by Q4 University Work Health and Committee meeting</td>
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### Key Performance Indicators (OKPIs)*

- **WHS Management System**
  - Mandatory WHS training completion 100%
  - Return to work rate to pre-injury level 90%
  - 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) nil
  - Medically Treated Injury Frequency Rate (MTIFR) – Rolling 12 months 2.50
  - Total Recordable Injury (TRI) 150
  - Lost time injuries > 1 week 4.50
  - Number of safety training instances 3200
  - Number of safety training hours and/or duties 3200
  - Attendance at WHS committee meetings 90%
  - Licensee Key Performance Indicators (LKP) 100%

### Quarterly Progress Monitoring (QPM)

- **Q1**: 2019
- **Q2**: 2019
- **Q3**: 2019
- **Q4**: 2019

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*Note: These OKPIs are strategically set for the University. They are for the objectives overall performance and are not for each individual objectives.*
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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:  
• WHS Committee Training  
• Lock out and tagging procedure training | who need to conduct risk assessments | COO | 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) | | | |
| 3) Incident, inspection and audit management | 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:  
• For incidents level 4-5  
  ➢ Investigations initial facts 15 days  
  ➢ Incident investigation complete and closeout 45 days  
• For incidents level 2-3  
  ➢ Investigations complete 20 days  
  ➢ Incident closeout 25 days  
• High Risk Area Workplace Inspections completion | 100% of incidents are investigated and closed out within the stated timeframe | ALL AREAS  
Accountable Positions  
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 55% of programmed activities are implemented | The key hazards and areas to focus on are:  
  - 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 | NA – 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 | 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:  
  - 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 | The key areas as priority for standardisation include:  
  - Risk management methodology and template  
  - Standardised infrastructure identification and labelling  
  - Labelling of pipes  
  - Lifting equipment check within validity | ALL AREAS for risk methodology and form  
  Facililty & Services for infrastructure practices  
  Human Resources for | 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 | NA – 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     | 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:  
  - Risk management methodology and template  
  - Standardised infrastructure identification and labelling  
  - 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  
  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 | NA – The University WHS Committee decided to do longer consultation on the plan before approval.  
  The University WHS Committee approved the University WHS Plan 2019. |
## Elements and Objectives

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<td>WHS Officer Capability Framework</td>
<td>100% pipes are with labels AND 100% of lifting equipment are checked according to schedule</td>
<td>WHS Officer Capability Framework</td>
<td></td>
<td>Director HR and Associate Director, WEG actively monitors the development and implementation of the WHS Officer Capability Framework</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
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<td></td>
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<td>Enhanced system capability and greater user acceptance for using Figtree and ChemWatch</td>
<td>Developed WHS Officer Capability Framework</td>
<td>College Deans</td>
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<td>70% satisfaction level from user Satisfactions Survey on Figtree and ChemWatch</td>
<td>School Directors</td>
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<td>Local WHS Committee Chairs</td>
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**1st University WHS Plan Review (2nd University WHS Committee)**

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.

Reviewed by
University WHS Committee Chair: Christopher Grange, Chief Operating Officer
Date: 30 May 2019

**2nd University WHS Plan Review (4th University WHS Committee)**

Comments:

Reviewed by
University WHS Committee Chair: ______________________
Date: ______________________

** 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

^ 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