Safety Management Plan Policy

POLICY MAINTENANCE AND RELATED DOCUMENTS

Version 1.5
Council Resolution No. (if relevant) 1.5
Short description A policy on annual work health and safety management plans at Charles Sturt University.
Relevant to All employees
Authority This Policy has been approved by the Vice-Chancellor under the Governance (Policy and Procedures) Rule 2005 of the Council and section 20 and 32 of the Act.
Responsible officer Manager, WH&S
Responsible office Division of Human Resources
Date introduced 11, April, 1997
Next scheduled review date March, 2015
Related University documents Work Health and Safety Policy
Occupational Health, Safety and Welfare Objectives and Responsibilities
CSU’s Safety Management System
Other related documents
Related legislation Work Health and Safety Act, 2011 (NSW)
Work Health and Safety Regulation, 2011 (NSW)
Work Health and Safety Act, 2011 (ACT)
Work Health and Safety Regulations, 2011 (ACT)
Key words Policy, work health and safety, WHS, safety management plans, annual plan.

Table of amendments

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<tr>
<th>Version number</th>
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<tbody>
<tr>
<td>V1.1</td>
<td>04/07/97</td>
<td>Change ‘Personnel’ to ‘Human Resources’.</td>
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<tr>
<td>V1.2</td>
<td>15/01/02</td>
<td>Change ‘Statutory Requirements’ information to reflect new OHS Act 2000 from, previous OHS Act 1983.</td>
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<tr>
<td>V1.3</td>
<td>28/01/04</td>
<td>Change title in last paragraph from HR Manager (EH&amp;S) to Manager, EH&amp;S Systems as result of title reviews.</td>
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<tr>
<td>V1.4</td>
<td>27/04/07</td>
<td>Change title of policy from ‘OHS Action Plans’ to ‘Safety Management Plans’ to avoid confusion with OHS Workplace Inspection Action Sheets and other action planning. Changes to simplify and clarify wording during reformat of the policy.</td>
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<tr>
<td>V1.5</td>
<td>01/12/14</td>
<td>Update logo and references to current legislation and policy documents</td>
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</table>
1. PURPOSE

This policy describes the requirement for units of the University to produce an annual Safety Management Plan.

2. SCOPE

This policy applies to all employees of Charles Sturt University (CSU).

3. POLICY

3.1 All persons in charge of workplaces are to ensure the production of an annual Safety Management Plan by the commencement of May each year. This Plan is to detail all planned WHS activities and targets for the current financial period. Longer term planning can also be incorporated where management of safety, needs to be staged over a number of years.

3.2 The timing of producing these plans allows those items that have financial costs associated with them to be incorporated into budget submissions for the following year, or years.

3.3 The Safety Management Plan should include information relating to the provision of safety information, the need for instruction, and the need for generic, specialist or on-the-job safety training in the coming year. The Plan should include objectives and targets to minimise risks resulting from hazards identified through observation, inspections, hazard reports, incident investigations and where changes occur to facilities or processes or through identified non-compliance with legislation, policies or standards. The planning and programming of risk assessments and risk control measures, including the production of administrative controls such as operating procedures should be included in the Plan when required. Emergency and contingency planning may also need development or improvement within the Plan.

3.4 Safety Management Plans should contain achievable goals for that period and not just be a wish list, otherwise little will be achieved. It is better to have fewer items that focus attention on what needs to be done than to have too many items that cannot possibly receive attention and distract from the essential items that require attention. To assist in this regard, it is prudent to list all items, prioritise these items, and then target the more important items for inclusion in the Plan, if necessary.

3.5 The annual Safety Management Plan should identify target dates and who should carry out the required actions. The Plan should also distinguish those items that have been rolled over from previous plans, from new items.

3.6 Safety Management Plans form an essential part of the safety system at each workplace and active records of these plans need to be kept for the current plan and the previous four plans. Archived records to cover a span not exceeding 5 years need also to be kept. Copies of the annual Safety Management Plan does not have to be sent to any other agency, unless specifically requested by the Manager, WHS. However to enable the campus H&S Committee to develop policies and programs it is prudent to send a copy of your annual Safety Management Plan to them.