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| **Name of Organisational Unit/Faculty:** |  |
| **Date of action plan:** |  |
| **Due for review (biannually)** |  |

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| All organisational units and faculties are required to implement the University Work Health and Safety Management System and set goals to improve work health and safety (WHS) performance. This template is designed to assist local organisational units to meet the University’s safety planning requirements.  **How to use the WHS Action Plan template**  This WHS Action Plan template prompts action to facilitate compliance and improve WHS performance.   1. Use the check boxes to verify local implementation of the management standards 2. Use the notes section to record current status of implementation, set goals and planned actions 3. Use Table 2 to schedule and monitor the completion of planned actions   **Work Health & Safety Goals**  As a part of the safety planning process all organisational units are required to use a risk based approach to identify and prioritise their WHS hazards or hazardous tasks and plan actions to reduce the risk of injury or illness associated with those hazards or hazardous tasks. |

# SAFETY standards

1. **Active & visible leadership**

1.1  WHS is the standing first agenda item for all management and team meetings

1.2  Senior managers regularly (at least monthly) engage with staff to demonstrate safety leadership, e.g. taking 5 min to have informal safety conversations

1.3  Managers and supervisors are actively involved in the risk management process

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| **Notes** |

1. **Safety Planning**

2.1  WHS hazards or hazardous tasks are identified and recorded (using Table 1). Consideration must be given to all operational activities

2.2  Hazards and hazardous tasks are assessed and prioritised using the University’s Risk Score Matrix (appendix I), and suitable risk controls planned to eliminate or reduce risks

2.3  Resources are allocated to address the priority WHS issues

2.4  Actions are assigned to individuals and reasonable timeframes set for completion

2.5  Progress towards the achievement of planned activities is regularly reported to senior managers

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| **Notes** |

Table 1 - Hazards

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| --- | --- | --- | --- | --- | --- |
| **Ref** | **Hazards & hazardous tasks** | **Examples** | **Current risk controls** | **Risk Rating†** (with current controls only) | **Planned risk controls**  (use Table 2 to record and monitor specific actions to enable implementation of these controls) |
| **I** |  |  |  |  |  |
| **II** |  |  |  |  |  |
| **III** |  |  |  |  |  |
| **IV** |  |  |  |  |  |
| **V** |  |  |  |  |  |

† use the risk matrix provided in the Appendix I

1. **Consultation & participation**

3.1  Workers are given opportunity to express their views and contribute to decisions impacting their safety

3.2  Managers are responsive to WHS issues raised by workers (incl. students), and provide feedback in a timely manner

3.3  Where elected, the Health & Safety Representative for the workgroup is invited to attend management meeting to contribute to the discussion on WHS management

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| **Notes** |

1. **Risk management**

4.1  Risk management steps are applied to identify and assess hazards and hazardous tasks

4.2  Attention is given to medium and high risk activities (appendix I) and at risk groups of people

4.3  Attempts are made to eliminate hazards and hazardous tasks

4.4  Where elimination is not possible, risk controls are allocated with reference to the hierarchy of controls

4.5  ‘High’ risk and ‘Very High’ risk activities (refer to the University’s Risk Score Matrix, appendix I) are subject to documented risk assessments and safe work procedures (SWP)

4.6  Implemented risk controls are monitored regularly (at least annually) to ensure they are effective

4.7  Regular (biannual) walk-through workplace inspections are carried out on all work areas

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| **Notes** |

1. **WHS training and instruction**

5.1  New workers must complete the University online WHS induction within their first 4 weeks at work

5.2  New workers (incl. students) receive specific local inductions prior to being given access to their workplace

5.3  Staff who manage other staff (Supervisor) complete *WHS for Managers* online training course

5.4  Supervisors regularly (at least annually) review the training needs of workers and assign other relevant WHS Training

5.5  Workers (incl. students) are instructed on relevant SWPs and provided with ongoing supervision

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| **Notes** |

1. **Emergency management**

6.1  Local emergency responders have been appointed (eg. emergency wardens and first aiders)

6.2  Workers (incl. students) are provided with training and opportunities to practice emergency procedures

6.3  Details of local emergency responders are communicated to the working group (e.g. signage, on local web site)

6.4  Workers (incl. students) are regularly (at least annually) reminded to review the University’s Site Emergency Plan

6.5  Emergency evacuation exercises are conducted regularly (at least annually)

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| **Notes** |

1. **Incident/hazard reporting and management**

7.1  All workers (incl. students under your control) know how to report an incident (including near misses) or hazard

7.2  Incidents and hazards are immediately reported to supervisors and formally recorded in SCRIM within 24 hours

7.3  Supervisors investigate incidents to identify root causes and plan corrective actions

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| **Current Issues (quote SCRIM ID where relevant)** |
| **Notes** |

1. **Suppliers, contractors and purchasing controls**

8.1  Hazards related to equipment and materials being purchased are considered

8.2  Attempts are made to purchase the safest products and services

8.3  Safety is a mandatory selection criterion during quote and tender evaluation processes

8.4  Service contract specifications include safety performance requirements and performance indicators

8.5  Service contractors are appropriately qualified

8.6  Service contractors undergo local inductions including hazard awareness

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| **Notes** |

Table - Planned WHS Actions

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| --- | --- | --- | --- | --- | --- |
| **Cross reference**  (checkbox or number) | **Date**  **Raised** | **Agreed Actions**  Clearly and concisely, state what need to be done. | **Owner(s)**  Must be people not roles | **Target date of completion** | **Completed**  **Date** |
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# Document Control

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| **Acknowledgements** | |  | | | |
| **Related Documents** | |  | | | |
| **Version** | **Date released** | **Completed by** | **Custodian** | **Approved by** | **Notes** |
|  |  |  | Click here to enter Manager’s name. | Click here to enter Head’s name. |  |
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NB: This document must be reviewed at least biannually.

**Appendix I – Risk SCORE Matrix**

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| --- | --- | --- | --- | --- |
|  | ***2. What is the likelihood of an incident occurring from this hazard?*** | | | |
| ***1. What is the severity of the outcome for this type of hazard (consequence)?*** | **Very likely** Could happen any time | **Likely**  Could happen sometime | **Unlikely** Could happen, but very rarely | **Very unlikely**  Could happen,  but probably never will |
| **Kill or cause permanent disability** | **Very High Risk** | **Very High Risk** | **High Risk** | **Substantial Risk** |
| **Long term illness or serious injury** | **Very High Risk** | **High Risk** | **Substantial Risk** | **Moderate Risk** |
| **Medical attention and several days off work** | **High Risk** | **Substantial Risk** | **Moderate Risk** | **Acceptable Risk** |
| **First Aid needed** | **Substantial Risk** | **Moderate Risk** | **Acceptable Risk** | **Low Risk** |