

Flinders University

Cost Centre OHSW Action Plans - Guidelines

These guidelines have been compiled to assist Cost Centre OHS Committees to develop their Cost Centre OHSW Action Plans.

- 1 OHS Committees are encouraged to set the OHSW direction for their Cost Centre in consultation with their Cost Centre Head so that they have the support of their Head in general, and specifically if there are any resource implications, and can engage his or her support in directing staff to follow OHSW requirements if necessary.
- 2 The University is committed to a Continuous Improvement approach as required by the WorkCover Performance Standards and *Flinders Way*. Keep in mind the continuous improvement cycle of
Plan, Implement, Monitor, Review, Improve
when you are developing your action plans.

Basically

- Make plans to make policies and legislative requirements work and to meet the University's overall OHSW Objectives;
 - Do what you planned;
 - Measure progress and report to the Cost Centre Head after each Committee meeting;
 - Review the progress against plans and improve the plans, in consultation with the Cost Centre Head so that he or she is involved in setting management direction for OHSW in the Cost Centre.
- 3 OHS Committees need to document the planning and review process for Action Plans. The OHS Committee Operating Procedures manual (distributed to Cost Centre OHS Committees in 2006) is a useful guide.
 - 4 OHS Committees might find it useful to set up working parties to carry out particular tasks and report their activities to their Committee.
 - 5 Action Plans need to make clear statements about what they aim to achieve – i.e. the Objectives.
 - 6 Action Plans need to state how the achievement will be measured. That is, OHS Committees need to be able to monitor and measure progress with the implementation of Action Plans, and the measures need to be noted on the Action Plans.
 - 7 Plans need to have Performance Indicators (KPIs) that meet the definition in the Performance Standards¹.

Some of the performance indicators must be quantified and there must be some indication of how they can be measured.

Performance indicators should be realistic.

¹ *Performance indicator: A selected indicator of how effectively a process is operating against objectives. These indicators can be quantitative or qualitative and the choice is dependent on the type of element they are used to measure, as appropriate for the organization.* Definition from WorkCover Performance Standards for Self Insurers

Flinders University

Cost Centre OHSW Action Plans - Guidelines

- 8 Staff responsible for taking action should be expected to report progress to their Cost Centre OHS Committee – and the minutes must include documentation of any further action required. For example:

Rick reported that 80% of electrical testing has been done. Action required: another 10% to be completed by the next meeting;

Tessa stated that all supervisors have to draw up one SOP per month. Action required: another 10 SOPs to be done by next meeting.

- 9 Cost Centre OHS Committees are required to report to the University OHS Committee, as at present. Reports will be recorded in the University OHS Committee minutes. The simplest way for Cost Centre OHS Committees to report on Cost Centre Action Plan progress is on the template for Cost Centre Action Plans, with the *percentage completed* column filled in (even if the % is 0%)
- 10 For further assistance, please contact Kerry Jaunutis, OHS Unit (ext 13117, email kerry.jaunutis@flinders.edu.au)

OHS Unit
13 November 2007