

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Work Health and Safety Management System Planning

Establishment: Council, 27 August 2013

Last Amended: Vice-Chancellor, 31 January 2014

Nature of Amendment: Clause 2, definition of WHS Unit

Date Last Reviewed: January 2014

Responsible Officer: Director, People and Culture

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1. Overview

1.1 This document outlines the process for establishing, implementing and maintaining the University's WHS Plan.

2. Definitions

Senior executives	Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellors, Senior Vice-President, Vice-President, Executive Deans
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Objective	Overall WHS and injury management goal, quantifiable where practicable, derived from the University WHS Policy.
Target	A detailed performance requirement, quantified where practicable, that arises from the WHS and injury management objectives and that needs to be met to achieve those objectives.
Performance indicator	A qualitative or quantitative indicator of how effectively a process is operating against objectives.
WHS Unit	An administrative unit of the University which facilitates and co-ordinates the University's health and safety management system and injury management.

3. Responsibilities

University Council	Approves the University WHS Plan including objectives, targets and performance indicators.
Vice-Chancellor	Responsible for <ul style="list-style-type: none"> • submitting the University WHS Plan to University Council; • reporting twice-yearly to University Council on progress with achieving WHS objectives, targets and performance indicators; and • ensuring that <ul style="list-style-type: none"> ○ the planning process occurs according to schedule; ○ the University WHS Plan is integrated into the University's overall planning processes; ○ senior executives provide quarterly reports to the University Health and Safety Committee on progress against planned actions; and ○ resources are provided to meet the planned actions.
University Health and Safety Committee	Responsible for monitoring progress with implementation of the University WHS Plan plans
Senior executives	Responsible for <ul style="list-style-type: none"> • ensuring that WHS Planned Actions are established and implemented in their area(s) of responsibility; • providing resources to implement the WHS Planned Actions, as necessary; • providing quarterly progress reports to the University Health and Safety Committee; and • monitoring status reports and taking action as required.
Associate Director, WHS	Responsible for <ul style="list-style-type: none"> • drafting the WHS Unit Operational Plan, in consultation with senior executives, the University Health and Safety Committee and other relevant stakeholders. • compiling the University-wide Planned Actions.

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| | <ul style="list-style-type: none">• monitoring progress with implementation of the University WHS Plan and reporting to senior executives.• proposing changes to current plans where required to address changes in activities, operations, legislation or where a new WHS or injury management issue is identified which requires inclusion in the Plan. |
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4. University WHS Plan

4.1 The strategic framework for the University WHS Plan is set out in broad terms in the Flinders University Strategic Plan.

4.2 The University WHS Plan comprises:

4.2.1 Faculty/Portfolio WHS Planned Actions based on legislative requirements, Australian Standards and the University's WHS policies and procedures; and

4.2.2 The WHS Unit Operational Plan.

5. Faculty/Portfolio WHS Planned Actions

5.1 Each Faculty/Portfolio must establish, resource and implement a rolling 2-year schedule of planned actions as required by legislation, relevant Australian Standards and University WHS policies and procedures.

5.2 Except where frequency of activities is specified by legislation, policy or procedures, timing of planned activities must be determined on the basis of risk in a particular area.

6. WHS Unit Operational Plan

6.1 The WHS Unit Operational Plan underpins the Corporate Services Portfolio and People and Culture Division Operational Plans. See Appendix A.

6.2 The WHS Unit Operational Plan is developed taking into consideration:

- WHS and other relevant safety legislative requirements;
- the University's Strategic Plan and the Corporate Services Portfolio and People and Culture Division Operational Plans;
- operational and business requirements and priorities;
- issues identified in the annual review of the WHS Management System;
- outcomes of previous WHS Plans;
- WHS and injury management audit results;
- hazards where residual risk is high to extreme and which cannot be addressed at the Faculty/Portfolio level;
- hazards, issues, improvement initiatives and related policies, guidelines, projects and programmes identified by the University Health and Safety Committee;
- any emerging WHS or injury management issues relevant to the University;
- priorities based on risk assessment of
 - audit & inspection findings and recommendations;
 - hazards, issues and WHS improvement opportunities identified in Faculties/Portfolios; and
 - contributing causes of workplace injuries and near misses (using claims and incident report statistics);

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- injury management statistics and particularly matters relating to the return to work and identification of alternative duties; and
 - ReturntoWorkSA Evaluation recommendations and comments.

6.3 Where the WHS Unit Operational Plan is to include actions that need to be taken by other areas/units, the Associate Director, WHS will consult relevant staff in those areas/units when drafting the WHS Unit Operational Plan.

7. Setting of objectives, targets and performance indicators

7.1 The University Council approves objectives, targets and performance indicators which are based on organisational and legislative requirements, the WHS risk profile and previous work health, safety and injury management performance.

8. Monitoring progress towards objectives, targets and performance indicators

8.1 Progress towards objectives and targets is monitored by:

- quarterly meetings of Faculty/Portfolios Health and Safety Committees and the University Health and Safety Committee;
- quarterly reports to the Vice-Chancellor from the Chair, University Health and Safety Committee;
- twice-yearly report to University Council from the Vice-Chancellor;
- regular monitoring of progress by the WHS Unit.

9. Modification of existing plans

9.1 The University WHS Plan will be amended as required to address

- changes in University activities and/or operations;
- legislative changes; and/or
- the identification of any WHS or injury management issue or risk which needs to be addressed through inclusion in the Plan.

10. WHS Plan development procedures

See Appendix B.

Appendix A

The WHS Unit Operational Plan forms part of the Corporate Services Portfolio Operational Plan as shown below:

[Appendix A \(PDF 12KB\)](#)

Appendix B University WHS Plan development procedures

1. Faculty/Portfolios Planned Actions

Person Responsible	Actions
Associate Director, WHS	<ol style="list-style-type: none"> 1. Compile University-wide Planned Actions required by legislation, Australian Standards and University Work Health and Safety policies and procedures. 2. Submit the University-wide Planned Actions to the University Health and Safety Committee for information prior to submitting it to the Vice-Chancellor for approval by University Council. 3. When approved by University Council, forward the Planned Actions requirements to senior executives (<i>Deputy Vice-Chancellors, Pro Vice-Chancellor, Vice-President, Executive Deans</i>) and to Health and Safety Representatives. 4. Develop and make available to Faculties/Portfolios a Planned Actions reporting template. 5. Monitor progress with implementation of Planned Actions in each Faculty/Portfolio and provide summary reports to senior executives and the University Health and Safety Committee on a quarterly basis. 6. Prepare twice-yearly reports for University Council showing progress with implementation of the Planned Actions, using the established KPIs, milestones and goals. <p>Review and amendment process</p> <ol style="list-style-type: none"> 1. Review and update the University-wide Planned Actions in the light of legislative and policy/procedural changes. 2. Submit any required changes to the University Health and Safety Committee for information prior to submitting the amendments to the Vice-Chancellor for approval by University Council. 3. When amendments are approved by University Council, forward the amended Planned Actions requirements to senior executives (<i>Deputy Vice-Chancellors, Pro Vice-Chancellor, Vice-President, Executive Deans</i>) and to Health and Safety Representatives.
Senior executives	<ol style="list-style-type: none"> 1. Ensure that their Faculty/Portfolio establishes and implements a rolling 2-year schedule of Planned Actions. 2. Allocate resources to implement the Planned Actions, as necessary. 3. Provide quarterly progress reports to the University Health and Safety Committee. 4. Monitor status reports and take action as required.

2. WHS Unit Operational Plan

Person responsible	Actions
Associate Director, WHS	<ol style="list-style-type: none"> 1. Draft the WHS Unit Operational Plan, in consultation with senior executives, the University Health and Safety Committee, Faculty/Portfolios Health and Safety Committees and other relevant stakeholders, taking into consideration: <ul style="list-style-type: none"> • health and safety legislative requirements;

	<ul style="list-style-type: none"> • the University's Strategic Plan and the Corporate Services Portfolio and People and Culture Division Operational Plans; • operational and business requirements and priorities; • issues identified in the annual review of the WHS Management System; • outcomes of previous WHS Unit Operational Plans; • WHS audit results; • hazards where residual risk is high to extreme and which cannot be addressed at the Faculty/Portfolio level; • hazards, issues, improvement initiatives and related policies, guidelines, projects and programs identified by the University Health and Safety Committee; • any emerging health and safety issues relevant to the University; • priorities based on risk assessment of <ul style="list-style-type: none"> ○ audit & inspection findings and recommendations; ○ hazards, issues and health and safety improvement opportunities identified in Faculties/Portfolios; ○ contributing causes of workplace injuries and near misses (using claims and incident report statistics); and • injury management statistics and particularly matters relating to the return to work and identification of alternative duties. • ReturntoWorkSA Evaluation recommendations and comments. <p>2. Include WHS Unit Operational Plan</p> <ul style="list-style-type: none"> • objectives, targets and performance indicators; • allocated responsibilities for each action; • resources (human, physical and/or financial) required to achieve the objectives; and • time-frames for completion. <p>3. Distribute the draft for consultation and feedback to Faculty/Portfolios Health and Safety Committees.</p> <p>4. Submit the final draft to the University Health and Safety Committee for endorsement prior to submitting it to the Vice-Chancellor for approval by University Council.</p> <p>5. When the WHS Unit Operational Plan is approved by University Council, distribute it to senior executives (<i>Deputy Vice-Chancellors, Pro Vice-Chancellors, Vice-President, Executive Deans</i>) and Health and Safety Representatives for information.</p> <p>6. Implement the WHS Unit Operational Plan, in conjunction with relevant stakeholders.</p> <p>7. Monitor progress with implementation of the Operational Plan and provide summary reports to senior executives and the University Health and Safety Committee on a quarterly basis.</p> <p>8. Analyse the effectiveness of the Operational Plan and progress with implementation annually.</p>
<p>Chair, University Health and Safety Committee</p>	<p>Submit the University WHS Plan (comprising the University-wide Planned Actions and the WHS Unit Operational Plan), to the Vice-Chancellor for approval by University Council.</p>

Vice-Chancellor

Report twice-yearly to University Council on progress with the WHS Plan, using the established KPIs, milestones and goals.