

WHS&IM System Planning Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Return to Work Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures define the process for establishing, implementing and reviewing the University's Work Health and Safety Plans.

3. Definitions

Goal/Objective	Overall health, safety, return to work and claims management goal, quantifiable where practicable, derived from the University WHS Policy and Return to Work Policy
Action Target	A performance requirement, quantified where practicable, that arises from the health, safety, return to work and claims management goal/ objectives that needs to be met.
Performance indicator (outcomes)	A qualitative or quantitative indicator of how effectively a process is operating against objectives.

4. University Work Health and Safety & Injury Management (WHS&IM) Planning

- a. The strategic framework for the University WHS&IM Plan is set out in broad terms in the Flinders University Strategic Plan.
- b. The University WHS&IM Planning comprises of:
 - i. the WHS&IM Operational Plan
 - ii. College/Portfolios WHS Planned Actions. This plan is based on legislative requirements, Australian Standards and the University's WHS policies and procedures as they apply to activities relevant to the area.
- c. The University WHS&IM Plan will be amended as required to address:
 - i. changes in University activities and/or operations

- ii. legislative changes, and/or
- iii. the identification of any WHS&IM risk which needs to be addressed through inclusion in the planning activities.

5. WHS Operational Plan

5.1. Setting goals/objectives, action targets and performance indicators

- a. When setting the goals/objectives, targets and performance indicators the WHS&IM Operational Plan must take into consideration the University's:
 - i. health and safety legislative requirements
 - ii. operational and business requirements and priorities
 - iii. WHS&IM audit results, including any Return to Work SA evaluation outcomes
 - iv. new and emerging WHS&IM issues
 - v. risk profile and WHS improvement opportunities that may have been identified by a range of tools including but not limited to:
 - workplace inspections
 - accident/ incident and hazard reports
 - any other information, initiatives and activities identified by the Colleges/Portfolios Health and Safety Committees or the University Health and Safety Committee.
- b. Where the WHS Operational Plan is to include actions that need to be taken up by other areas/units, the Associate Director, WHS&IM must consult relevant staff in those areas/units when preparing the WHS&IM Operational Plan.

5.2. Monitoring progress

Progress towards objectives and targets must be monitored through:

- a. annual report to University Council by the Vice-President (Corporate Services); and
- b. regular review by the Associate Director, WHS&IM.

6. College/Portfolio WHS Planned Actions

- a. Each College/Portfolio must establish, resource and implement an annual schedule of WHS planned actions as required by legislation, relevant Australian Standards and University WHS policies and procedures.
- b. Activities in the College/ Portfolios planned actions should be completed on an annual cycle. The timing of planned actions will be determined on the basis of risk in a particular area, except where frequency of actions is specified by legislation, policy or procedures.
- c. College/Portfolio WHS planned actions are monitored quarterly via meetings of the College/Portfolio Health and Safety Committees and the University Health and Safety Committee.

7. Responsibilities

Vice-Presidents (Corporate Services)	<ul style="list-style-type: none"> a. Report annually to University Council on progress against WHS objectives, targets and performance indicators as detailed in the WHS Operational Plan. b. Ensure that: <ul style="list-style-type: none"> i. the operational planning process occurs according to schedule ii. Portfolio Heads and Vice-Presidents and Executive Deans of College provide quarterly reports to the University Health and Safety Committee on progress against planned actions, and iii. resources are provided to meet the planned actions.
University Health and Safety Committee	Monitor progress with implementation of the University WHS Operational Plan and WHS planned actions in the Colleges/ Portfolios.
Vice-Presidents and Executive Deans of College, Portfolio Heads	<p>Ensure that:</p> <ul style="list-style-type: none"> c. WHS Planned Actions are established and implemented in their College/Portfolio d. provide resources to implement the WHS planned actions, and e. provide quarterly progress reports to the University Health and Safety Committee on progress against WHS Planned Actions.
Associate Director, WHS (or delegate)	<ul style="list-style-type: none"> f. Prepare the WHS Operational Plan, in consultation with the University Health and Safety Committee and other relevant stakeholders. g. Compile the College/Portfolio WHS planned actions and present to University Health and Safety Committee quarterly. h. Monitor implementation of the University WHS&IM Operational Plan and report progress to the University Council. i. Propose 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 planning.

8. Related documents and forms

[Work Health and Safety Management System and supporting procedures](#)

Work Health and Safety risk-specific procedures as listed in the [Policy Library](#)

[College/Portfolios Planned Actions template](#)

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* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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