

## UNIVERSITY OF ADELAIDE HEALTH, SAFETY AND WELLBEING (HSW) ACTION PLAN 2020 (Draft 1)

This HSW Action Plan has been drafted to strategically support the University's Strategic Plan.

The plan:

- forms part of the overall HSW Management System;
- aims to assist to fulfil the University's HSW policy objectives/principles, the HSW Handbook and the Work, Health and Safety Legislation, where relevant;
- provides defined objectives, targets and performance indicators which will be used to assist to measure progress and effectiveness;
- will be monitored for completion in line with the HR Operational Plan.

**Consultation with employees (or their representatives) on the elements of this plan will be achieved through:**

Strategy 1: **HSW – Staff Wellbeing framework**

Consultation will be achieved through the establishment of a Workplace Wellness Working Party with representation from Faculties and Divisions. The committee will identify and address key organisational and wellness priorities.

Strategy 2: **Safety Training**

Consultation will be achieved by liaising with representatives from the Faculty/Division during the drafting of the supervisor workshop content and by enabling active engagement throughout the delivery of the workshops.

Strategy 3: **Return to Work SA Evaluation**

Consultation will be achieved by liaising with HSW Stakeholders, HSW Community of Practice members, HSW Faculty/Division Committees and Staff News.

Strategy 4: **HSW Systems**

Consultation will be achieved by liaising with HSW Stakeholders (HSW Community of Practice members)

Strategy 5: **HSW Consultation**

Consultation will be achieved in accordance with Legislative requirements for the review and establishment of Designated Work Groups for the University (Including the NTEU).

Strategy 6: **HSW Policy and Procedure (HSW Handbook)**

Consultation will be achieved in accordance with the University's Governance structure and HSW Stakeholders.

Approved by the Director, HSW

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**OBJECTIVE:** The objective of this plan is to:

- align with the key HSW initiatives defined in the HR Operational Plan 2020 and University's Strategic Plan – Future Making (specifically the “Magnet for Talent Pillar Plan”)

Performance Indicators		Red = concerns	Amber = Emerging issues	Green = on track	Gray = completed	White = not started	
Item	Activity/Strategy	Resources	Person(s) Responsible	Target	Due Date	Reference (Legislation/ Self-Insurance)	Status (Comments and Performance Indicator) Including achievements this quarter and next steps where relevant.
<b>1 HSW – Staff Wellbeing framework</b>							
1.1	Develop a staff wellbeing framework and other University strategic objectives within the “Pillar Plan – Magnet for Talent”.	HR HSW Team	Manager, HSW Policy and Injury Management  Director, HSW	<ul style="list-style-type: none"> <li>Recruit a wellbeing specialist to support the development of the Staff Wellbeing Framework and ensure its success.</li> <li>Establish a working party to inform the development of a staff wellbeing framework, which focuses on enabling people leaders to provide effective support to their staff and which encompasses health education, preventative interventions, resilience and mental health initiatives.</li> <li>Undertake sick leave analysis by School/Branch to inform wellbeing work.</li> <li>Facilitate the UniSuper financial wellbeing program.</li> <li>Establish a refreshed Employee Assistance Provider service.</li> </ul>	30/4/20  30/6/20  31/12/20 31/12/20 31/12/20	<a href="#">WHS Act SA (2012)</a>  (Health is defined within the Legislation to include both physical and psychological health and duty of care responsibilities.)	

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Performance Indicators		Red = concerns	Amber = Emerging issues	Green = on track	Gray = completed	White = not started	
Item	Activity/Strategy	Resources	Person(s) Responsible	Target	Due Date	Reference (Legislation/ Self-Insurance)	Status (Comments and Performance Indicator) Including achievements this quarter and next steps where relevant.
<b>2 HSW – Safety training</b>							
2.1	Work with other key stakeholders to design and establish training to support the Faculty/Divisional-led activity around uplifting the safety culture and engaging supervisors over their compliance responsibilities.	HR HSW Team	Director, HSW  Manager, HSW Policy and Injury Management	Deliver an interactive workshop and/or other training tools which: <ul style="list-style-type: none"> <li>• explore supervisory requirements in practice; and</li> <li>• increase engagement and improve the culture within the Faculty/Division.</li> </ul>	31/12/20	<a href="#">WHS Act SA (2012)</a> [19]	
<b>3 Return to Work (RTW) SA Evaluation</b>							
3.1.	Achieve the maximum renewal period for Self-Insurance.	HR HSW Team  HSW Community of Practice	Director, HSW  Senior HSW Advisors  Manager, HR HSW Audit and Compliance  Members of the Community of Practice	<ul style="list-style-type: none"> <li>• Provide support for the evaluation process.</li> <li>• Provide advice to Faculties and Divisions that supports them to achieve the best possible outcome.</li> <li>• Undertake remedial action to deal with any non-conformances as required.</li> </ul>	31/12/20  31/12/20  31/12/20	<a href="#">RTWSA Code of Conduct for Self-Insured employers Performance Standards 3.9 and 4</a>	

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Performance Indicators		Red = concerns	Amber = Emerging issues	Green = on track	Gray = completed	White = not started	
Item	Activity/Strategy	Resources	Person(s) Responsible	Target	Due Date	Reference (Legislation/ Self-Insurance)	Status (Comments and Performance Indicator) Including achievements this quarter and next steps where relevant.
<b>4</b>	<b>HSW systems</b>						
4.1.	Review and revise key processes for measuring, monitoring, evaluating HSW performance to better enable meeting Self-Insurer Standards 3.9 "Workplace monitoring" and Standard 4 "Measurement and Evaluation".	HR HSW Team  HSW Community of Practice	Director, HSW  Senior HSW Advisors  Manager, HR HSW Audit and Compliance  Members of the Community of Practice	<ul style="list-style-type: none"> <li>Finalise and implement the review of the HSW traffic light reporting Process and communicate changes to the members of the Community of Practice/other relevant stakeholders.</li> <li>Finalise and implement the review of the Internal Audit process and communicate changes to the members of the Community of Practice/other relevant stakeholders.</li> <li>Finalise and implement the review of the Workplace Monitoring "Safety Review" process in consultation with the members of the Community of Practice.</li> </ul>	31/12/20   31/12/20  31/12/20	<a href="#">RTWSA Code of Conduct for Self-Insured employers Performance Standards 3.9 and 4</a>	

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5 HSW Consultation							
5.1.	Revise the HSW consultation structure to better enable meeting Self-Insurer Standard 3.5 "Employee involvement".	HSW Team	Senior HSW Advisor	<ul style="list-style-type: none"> <li>Define a University work group structure and creation of a Health and Safety Representative Network.</li> </ul>	31/7/20	<a href="#">WHS Act SA (2012)</a> [Division 3]  <a href="#">RTWSA Code of Conduct for Self-Insured employers Performance Standards 1.3</a>	
				<ul style="list-style-type: none"> <li>Set up a Health and Safety Representative forum to assist facilitate consultation and employee involvement.</li> </ul>	31/12/20		
6 HSW Handbook (Policy and Procedures)							
6.1.	Review and update policies, procedures and related materials, consistent with policy review schedules.	HSW Team HSW Stakeholders	Manager, HSW Policy and Injury Management	<ul style="list-style-type: none"> <li>The HSW Policy, processes and supporting documents within the HSW Handbook are reviewed and in date by 31/12/20 in accordance with the content review schedule.</li> </ul>	31/12/20	<a href="#">RTWSA Code of Conduct for Self-Insured employers Performance Standards 1.3</a>	

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