



Health Safety and Wellbeing (HSW) Action Planning

PLANNING

Aim

To prescribe the responsibilities and actions required for development, implementation, monitoring review and modification of the University’s HSW Action Planning process to ensure the University meets the requirements of the [Health, Safety and Wellbeing \(HSW\) Policy](#) and the Return to Work SA [Performance Standards for Self-Insurance](#).

1 Objectives

To have in place HSW Action Plans that:

- 1.1 align with the overarching objectives and principles of the HSW Policy;
- 1.2 define strategies, targets, resources, responsibilities and time-frames for completion;
- 1.3 have defined performance measures to enable the [officers](#) (see definitions) of the University to track progress and take corrective action if required; and
- 1.4 achieve continual improvement in HSW systems, processes and implementation.

2 Scope

2.1 Inclusions

Injury Management (i.e. Claims and Rehabilitation) is incorporated under the Wellbeing component of the HSW Management System.

3 Process: Organisational HSW Action Plan

Person Responsible	Actions
3.1 Associate Director, HSW	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure an Organisational HSW Action plan is in place which : <ul style="list-style-type: none"> <input type="checkbox"/> aligns with the University’s mission and strategic objectives; <input type="checkbox"/> addresses and prioritises the organisational HSW risks identified through reporting and performance monitoring activities (including planned changes to the organisation) for HSW Systems and the HSW function; <input type="checkbox"/> includes objectives, strategies and targets to minimise the risk; <input type="checkbox"/> includes performance indicators to enable the monitoring of progress against planned arrangements; <input type="checkbox"/> has been formulated in consultation with workers and key stakeholders who are affected by the plan (e.g. drafts are forwarded to local HSW Teams and tabled at Faculty/Division Health and Safety Committee meetings for comment); and <input type="checkbox"/> addresses legislative compliance, resources, responsibilities and timeframes as part of the planning process where relevant. <p style="text-align: right;">Continued</p>

HSW Handbook	HSW Action Planning	Effective Date:	21 December 2018	Version 4.1
Authorised by	Chief Operating Officer	Review Date:	21 December 2021	Page 1 of 3
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

3 Process: Organisational HSW Action Plan

Person Responsible		Actions
<p>3.1 Associate Director, HSW</p> <p>(Continued)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure a copy of the plan is available to all workers on the HSW Website for reference. <input type="checkbox"/> Communicate the action(s) required by Faculties/Branches to the local HSW Teams and/or key stakeholders for implementation where applicable. <input type="checkbox"/> Monitor and provide status reports against the planned arrangements, in consultation with local HSW Teams and/or key stakeholders, to the Officers (see definitions) of the University as part of the University's Due Diligence report. <input type="checkbox"/> Take action as required, in consultation with local HSW Teams and/or key stakeholders, if targets and objectives are not met and include details of action taken in the University's Due Diligence report. <input type="checkbox"/> Modify the plan if organisational HSW risks are identified, following the processes outlined above. <input type="checkbox"/> Save a copy of the Organisational HSW Action plan in the University's Records Management system. 	
<p>3.2 Local HSW Team</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss the objectives and strategies for each Faculty/Branch to meet the Organisational HSW Action Plan(s) performance measures with the relevant stakeholders where applicable. <input type="checkbox"/> Ensure, where relevant, actions are implemented in your area(s) of responsibility. <input type="checkbox"/> Consult with the relevant Division/Faculty Executive or Head of School/Branch (where applicable) if resources (e.g. physical, financial) are required to meet the Organisational objectives. <input type="checkbox"/> Take action as required in your area(s) of responsibility, where objectives are not being met, in consultation with relevant staff. <input type="checkbox"/> Provide status reports to the Faculty/Division Health and Safety Committee meetings and Associate Director, HSW when requested. 	

4 Process: Faculty/Divisional HSW Action Plan(s)

Person Responsible		Actions
<p>4.1 Executive Dean/ Divisional Head</p>	<p>Where overarching Faculty/Divisional HSW risks/trends are identified through Health and Safety committee reports, Workplace monitoring (safety review) Activities (see definitions), Workers compensation claims profiles and/or other due diligence activities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> assess the need for a targeted Faculty/Division/School/Branch plan based on the data/information provided, in consultation with relevant Heads of School/Branch, local HSW Team and other workers as applicable, to prevent/minimise the risk(s) and improve HSW in your area(s) of responsibility. <input type="checkbox"/> formalise appropriate strategies to implement, monitor, measure and report on the outcomes of the plan (if applicable). 	

5 **Definitions**

Officer

An officer is a person who makes decisions, or participates in making decisions that affect the whole or a substantial part of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. If a person is responsible only for implementing those decisions, they are not considered an officer.

Safety Review

Is a formal, documented review, of an activity, facility or area where the Faculty/Division believes it appropriate to review, after consideration of the risk profiles and other relevant factors, to determine if:

- hazardous activities are being conducted in accordance with the relevant HSW Handbook chapters and locally documented safe systems of work; and/or
- hazardous areas are without risks to health and safety (including the maintenance of plant/structures and the facilities) so far as is reasonably practicable,

and to provide an opportunity for the professional HSW officer/co-ordinator to provide advice, support and recommendations for improvement (where required).

6 **Performance Measures**

The HSW Team will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

7 **Useful information and resources**

7.1	<p>University related documents and Policies</p> <ul style="list-style-type: none"> • HSW Policy • University HSW Framework <p>Other planning documents within the HSW Handbook</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule of Programmable Events Please refer to the Schedule of Programmable Events Handbook chapter which outlines process for Divisions/Faculties. <input type="checkbox"/> Training Plan Please refer to the Training Plan Handbook chapter which outlines roles, responsibilities and arrangements to ensure individual training plans are developed which address specific training needs on an annual basis. <input type="checkbox"/> Corrective Actions Please refer to the Corrective Actions Handbook chapter which outlines roles, responsibilities and arrangements to ensure corrective actions are monitored and actioned following incidents or breakdown of system requirements. <input type="checkbox"/> Workplace monitoring – Safety reviews Please refer to the chapter of Workplace monitoring (Section 5) for the process applicable to workplaces undertaking one or more tasks where the “inherent” risk rating has been assessed as “high” or very high” and reviews have been scheduled based on the risk profile.
7.2	<p>Related Legislation</p> <p>Work Health and Safety Regulations 2012 (SA) Return to Work Act 2014 (SA) AS/NZS ISO 45001:2018 – Occupational health and safety management systems – requirements with guidance for us</p>
7.3	<p>Useful Web-links</p> <p>RTWSA Performance Standards for Self-Insurers</p>