



UWS OHS&R Management Plan Guideline

2004-2008



OHS&R MISSION

The University of Western Sydney is unequivocally committed to ensuring a safe and healthy environment for staff, students, contractors and other individuals. This commitment recognizes that every person has the right to a safe and healthy working environment.

The university considers prevention of injury or ill-health to all individuals foremost in conducting its activities. Therefore, the university is committed to ensuring that all legislative requirements are met and to maintaining a position of excellence through a systematic and preventative approach in handling occupational health, safety and welfare issues affecting its activities.

OHS&R ENVIRONMENTAL SCAN

The University operates in an environment of increasing legislative compliance requirements for occupational health, safety and rehabilitation. In New South Wales a new Occupational Health and Safety Act was introduced in late 2000 together with an accompanying Regulation in late 2001. Both the Act and Regulation are very prescriptive and require compliance by all incorporated organizations operating in the State. Penalties for non compliance are severe.

Occupational health and safety legislation in New South Wales requires that an employer has a duty to take reasonable care of an employee and that "due diligence" should be exercised in carrying out this obligation. Due diligence requires that an employer take every precaution reasonable in the

circumstances to protect the health, safety and welfare of all who work in, are contracted to and visit the employer. This involves every person in the work place (e.g. Board of Trustees, Vice Chancellor, Deputy Vice Chancellors, Deans, Heads of School, Divisional Managers, Line Managers, Supervisors and employees) understanding and complying with their duties as set out in the OH&S Act and associated legislation. It also requires that every person in the workplace identify risks to health, safety and welfare, and that these risks be addressed through a properly functioning and documented health and safety management system.

To facilitate compliance with health and safety and rehabilitation legislation, UWS:

- Has developed an OHS&R Strategic Plan which sets out OHS&R strategic goals, related priorities and strategies by which these goals will be achieved over the next three years.
- Is designing and implementing an OHS&R Management System so as to provide an effective framework for compliance to OHS&R legislative requirements.

OHS&R MANAGEMENT PLANS

To ensure that the University meets its strategic OHS&R goals, Divisions, Colleges, Schools and Departments need to develop an OHS&R Management Plan (or action plan) which sets out the way they will achieve the key priority areas of the UWS Strategic Plan.

The following OHS&R Management Plan provides a guideline or template for achieving the key priorities. The template focuses on the following priorities:

- Development of OHS competencies through training.
- Effective contractor management.
- Development of OHS&R management plans.
- Communication of the University's OHS&R Strategic Plan.
- All staff and contractors being accountable for the health and safety of themselves and others when working at UWS.
- Development of a university wide OHS&R Management System.
- Cooperation and compliance by students with the University's OHS&R requirements.
- Development of a strong OHS&R culture throughout the University.
- A systematic approach to managing OHS throughout the University.
- Effective management of workplace injury and rehabilitation throughout the university.

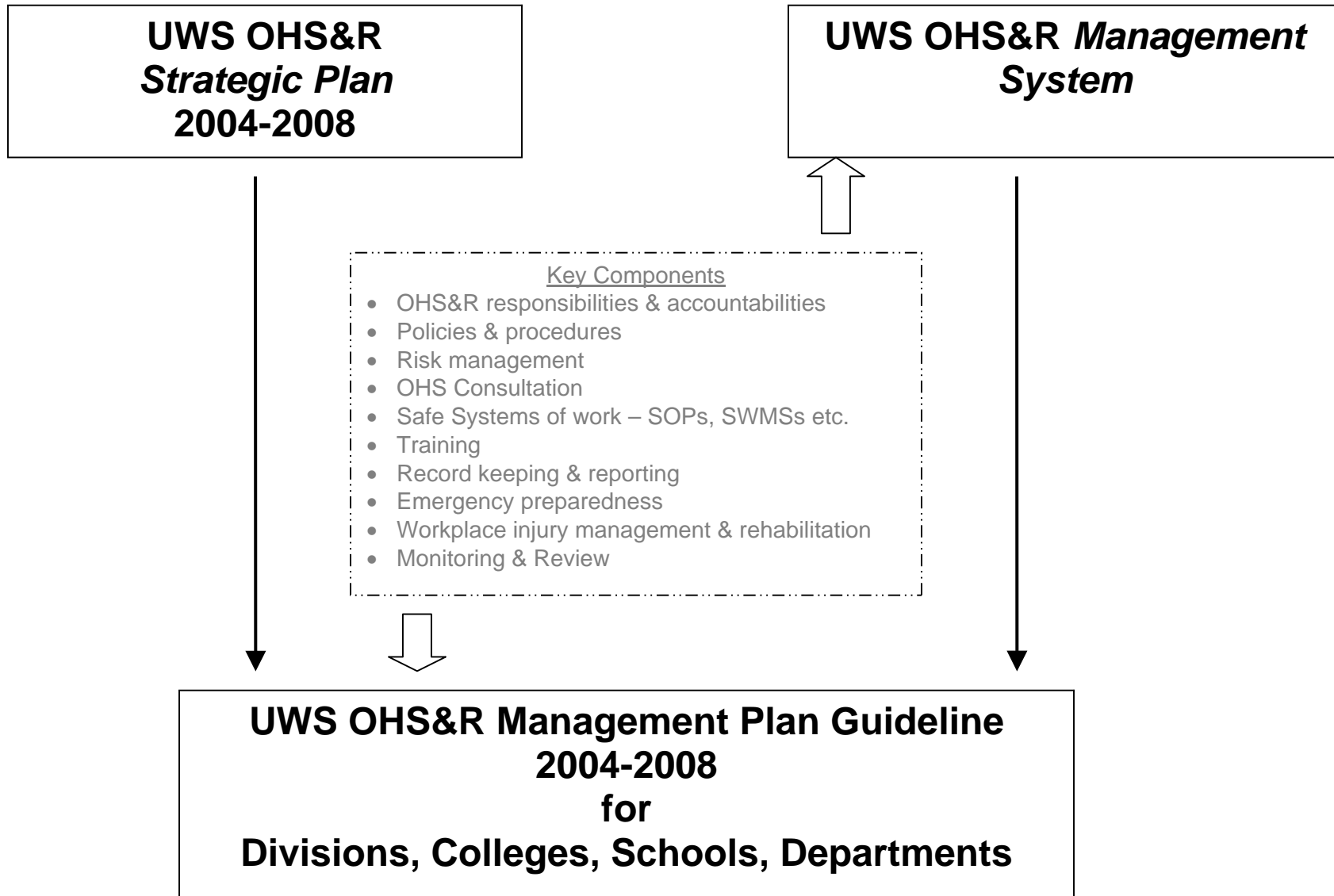
The guideline or template is to be used by Divisions, Colleges, Schools and Departments to provide structured focus for their OHS&R activities. It shows the:

- Actions required to achieve a priority.
- The output of the actions, i.e. what will have been achieved.
- The performance indicators of the achievement.
- Whose responsibility it is to undertake the actions.
- What part of the OHS&R Management System is relevant.

The diagram over-page sets out the planning relationships between the Strategic Plan, the Management System and the

Management Plan in the context of the key components of an OHS&R Management System as set out in Australian Standard AS 4801 and AS 4804 and the requirements of WorkCover New South Wales.

OHS&R Planning Relationships



Strategic Goal 1

Priority: - Development of OHS competencies through training

Significantly improve knowledge about OHS and its legislative requirements of all who work in and are contracted to the University through the delivery of comprehensive training programmes.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> • Undertake OH&S briefing sessions for Senior Executive, and senior managers in Divisions, Colleges, Schools & Departments. • Undertake workplace specific OH&S training for managers and supervisors in Divisions, Colleges, Schools & Departments. • Develop and progressively implement an OHS induction programme for all employees in UWS, including contract employees. (See Strategic Goal 3 for OHS information concerning students. 	<ul style="list-style-type: none"> • OHS&R Training Policy & Procedure. • OHS&R Training Policy & Procedure. • OHS Employee Induction Policy & Procedures 	<ul style="list-style-type: none"> • Briefing sessions delivered. Significantly improved understanding of OHS responsibilities and accountabilities required by participants. • Understanding of specific legislative compliance requirements and individual responsibilities and accountabilities. • All new employees and contract employees understand and follow the University's OHS plans, policies and procedures. 	<ul style="list-style-type: none"> • Record of attendance of all required Senior Executive personnel and senior managers. • Improved attention to and compliance with OHS requirements. • Record of attendance of all participants. • Improved attention to and compliance with OHS requirements. • Record of attendance for every new employee and contract employee. • Improved attention to OHS requirements and compliance with these requirements. 	<ul style="list-style-type: none"> • UWS Board of Trustees, Heads of Divisions, Colleges, Schools, & Departments. in consultation with OHS&R Unit. • Heads of Divisions, Colleges, Schools & Departments in consultation with OHS&R Unit. • Key stakeholders in consultation with OHS&R Unit. 	<p>Targets have purposely NOT been set at this stage of development.</p>

Strategic Goal 1 Cont'd

Priority:- Effective contractor management

Implement systems and procedures for contractor management.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> • Develop OHS policies and procedures for contractor management. • Implement OHS policies and procedures for contractor management. 	<ul style="list-style-type: none"> • Contractor health and safety policy & procedures. • Contractor health and safety policy & procedures. 	<ul style="list-style-type: none"> • Contractor management OHS policies & procedures are developed & documented. • Contractor management OHS policies & procedures are implemented & followed across all UWS work sites. 	<ul style="list-style-type: none"> • Contractor documentation is in compliance with all legislative requirements and is aligned with UWS plans, policies & procedures. • Audit verifies 100% compliance with legislative requirements. 	<ul style="list-style-type: none"> • Heads of Divisions, Colleges, Schools, & Departments in consultation with Capital Works & Facilities, IT and the OHS&R Unit. • Heads of Divisions, Colleges, Schools, & Departments in consultation with Capital Works & Facilities, IT and the OHS&R Unit. 	

Strategic Goal 1 Cont'd

Priority:- OHS&R management plans

Develop and implement Division, College, School and Department OHS&R management plans consistent with UWS OHS&R strategic plan.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> Develop & implement an OHS&R management plan in consultation with stakeholders. 	<ul style="list-style-type: none"> UWS OHS&R Strategic Plan 2004-2008 and all UWS OHS&R policies and procedures. 	<ul style="list-style-type: none"> OHS&R management plans, based on the OHS&R Strategic Plan for UWS, is in place for each Division, College, School & Department. Resources allocated to meet the requirements of OHS&R Management Plan for each Division, College, School, & Department. 	<ul style="list-style-type: none"> Audits verify that written OHS&R management plans are in use throughout all university workplaces. 	<ul style="list-style-type: none"> Heads of Divisions, Colleges, Schools, & Departments in consultation with relevant stakeholders, the OHS&R Unit & OHS Committees. 	

Strategic Goal 1 Cont'd

Priority:- Communication of the University's OHS&R Strategic Plan

Effective communication of the University's OHS&R Strategic Plan to the university community.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> The UWS OHS&R Strategic Plan to be communicated to all levels of staff throughout the University. 	<ul style="list-style-type: none"> UWS OHS&R Strategic Plan 2004-2008. 	<ul style="list-style-type: none"> An awareness of the importance of OHS&R in the university environment and the OHS&R responsibilities of particular groups of people. 	<ul style="list-style-type: none"> Increased discussion in Division, College, School & Department management meetings about the University's OHS&R requirements. OHS&R Strategic Plan on UWS Web. Increased discussion in Divisions, Colleges, Schools & Departments about the implications of OHS&R responsibilities and accountabilities. 	<ul style="list-style-type: none"> Heads of Divisions, Colleges, Schools, & Departments. OHS&R Unit. Heads of Divisions, Colleges, Schools, & Departments. 	

Strategic Goal 1 Cont'd

Priority: - All staff and contractors are accountable for the health and safety of themselves and others when working at UWS.

Developing and maintaining a culture of accountability for ensuring health, safety and welfare at UWS.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> • The requirements of OHS&R strategic & management plans for Divisions, Colleges, Schools and Departments are consistently applied. • OHS&R performance assessment criteria will reflect the accountability of all who work for the University. 	<ul style="list-style-type: none"> • Performance management criteria. 	<ul style="list-style-type: none"> • Systematic communication about and management of OHS&R within the University community. • Key managers and supervisors being assessed on the effectiveness of their management of OHS&R. 	<ul style="list-style-type: none"> • Effective OHS Consultation Committees, effective hazard identification, risk assessment and control, effective safe systems of work, improved reporting of incidents and accidents. • Effective and consistent application of the University's OHS&R Management System by each Division, College, School & Department. • Key OHS&R accountabilities are clearly demonstrated. 	<ul style="list-style-type: none"> • University Executive, Heads of Divisions, Colleges, Schools, & Departments. • University Executive, Heads of Divisions, Colleges, Schools, & Departments. 	

Strategic Goal 2

Priority: - Development of a university wide OHS&R Management System.

Research, design and develop an OHS&R Management System which provides a best practice infrastructure to address OHS&R in a systematic way throughout the University.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> • Development of appropriate OHS policies and procedures which meet all legislative requirements in consultation with relevant university stakeholders. • Development of an OHS Consultation model which meets legislative and university requirements. • Development of a hazard identification, risk assessment and control process which meets legislative and university requirements. 	<ul style="list-style-type: none"> • OHS&R Management System. • OHS Consultation Policy and Procedures. • Hazard Identification, Risk Assessment & Control Policy and Procedures. 	<ul style="list-style-type: none"> • A documented systematic approach to the management of OHS&R throughout the University. • An effective OHS consultation structure for use in Divisions, Colleges, Schools, & Departments and Entities throughout the University. • An effective hazard identification, risk assessment and control process for use in Divisions, Colleges, Schools, & Departments throughout the University. 	<ul style="list-style-type: none"> • Policies and procedures for the management of OHS&R are approved and communicated. • Method of consultation meets legislative compliance and the operational needs of the University. • The process for hazard identification, risk assessment and control meets university requirements. 	<ul style="list-style-type: none"> • Heads of Divisions, Colleges, Schools, & Departments in consultation with OHS&R Unit. • Heads of Divisions, Colleges, Schools, & Departments in consultation with OHS&R Unit and other relevant stakeholders. • Heads of Divisions, Colleges, Schools, & Departments in consultation with OHS&R Unit and other relevant stakeholders. 	

Strategic Goal 2 Cont'd

Priority: - Development of a university wide OHS&R Management System Cont'd.

Research, design and develop an OHS&R Management System which provides a best practice infrastructure to address OHS&R in a systematic way throughout the University.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> Development of appropriate Emergency Preparedness Plan for UWS. 	<ul style="list-style-type: none"> Emergency Preparedness Policy & Procedure. 	<ul style="list-style-type: none"> An effective method of responding to emergency situations throughout UWS. 	<ul style="list-style-type: none"> All Divisions, Colleges, Schools & Departments have a plan which meets the needs of their campuses and workplaces. 	<ul style="list-style-type: none"> OHS&R Unit in consultation with Heads of Divisions, Colleges, Schools & Departments. 	

Strategic Goal 3

Priority: - Cooperation and compliance by students with the University's OHS&R requirements.

Promote student cooperation and compliance with the UWS OHS&R strategic goals and aims.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> • Develop appropriate OHS information for students. • Make OHS information available to students through hard copy and on-line versions, e.g. through student web, student advisory service, University Calendar. • Academics and technical staff provide basic safety awareness requirements to students at the beginning of each new course and prior to undertaking field work and work placement. 	<ul style="list-style-type: none"> • OHS Policy. • Student information which includes: <ul style="list-style-type: none"> *First Aid *Hazard and accident reporting *Emergency Preparedness. *Hazardous substances and dangerous goods. *Field work. Work placement. *Laboratory safety. *Farm safety. *Hazardous wastes. *Radiation safety. *Plant safety. *Hazard & risk assessment & control. 	<ul style="list-style-type: none"> • The availability of OHS information relevant to students. • Easy access by students of relevant OHS information. • Students know and demonstrate the appropriate OHS competencies necessary for them to undertake their study in a safe manner. • A safer environment for students when attending university and participating in University requirements and activities. • All student course outlines identify OHS accountabilities and responsibilities. 	<ul style="list-style-type: none"> • Comprehensive OHS information is communicated to students in a timely manner. • Demonstrated evidence of OHS training for students undertaken by academic and technical staff. • Students report hazards and injuries to their supervisor. 	<ul style="list-style-type: none"> • Divisions, Colleges, Schools, & Departments. 	

Strategic Goal 4

Priority: - A strong OHS&R culture throughout the University.

The University is seen to have a strong OHS&R culture by all who work at, visit and come in contact with it.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> • Communicate the University's health and safety culture to internal and external audiences. • The University's performance of OHS&R is published in the University's Annual Report. 	<ul style="list-style-type: none"> • All of OHS&R Management System 	<ul style="list-style-type: none"> • Increased awareness of the OHS initiatives and performance undertaken by the University. 	<ul style="list-style-type: none"> • Evidence of continuous improvement of the OHS culture of the University. 	<ul style="list-style-type: none"> • Vice Chancellor and Board of Trustees, Heads of Divisions, Colleges, Schools, & Departments. 	

Strategic Goal 5

Priority:- A systematic approach to managing OHS throughout the University community

Implement and promote ownership of all aspects of an OHS&R Management System throughout the university community.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> • Implement the OHS&R Management System. • Implement the UWS Hazard Identification, Risk Assessment and Control Policy and Procedure. 	<ul style="list-style-type: none"> • The OHS&R Management System. • Hazard Identification, Risk Assessment and Control Policy and Procedure. 	<ul style="list-style-type: none"> • Policies, procedures and guidelines of the OHS&R Management System are used to systematically manage OHS&R throughout the University. • A systematic approach to hazard identification, risk assessment and control throughout the University. 	<ul style="list-style-type: none"> • Evidence indicates that all Divisions are using and complying with the requirements of the University's OHS&R Management System. • Evidence that the Hazard Identification, Risk Assessment and Control Policy and Procedure is being carried out in consultation with staff. • Number and type of risk assessments successfully completed and control measures implemented versus number of risk assessments outstanding. 	<ul style="list-style-type: none"> • Heads of Divisions, Colleges, Schools, & Departments. • Heads of Divisions, Colleges, Schools, & Departments. 	

Strategic Goal 5 Cont'd

Priority:- A systematic approach to managing OHS throughout the University community.

Implement and promote ownership of all aspects of an OHS&R Management System throughout the university community.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> • Implement the UWS approach to OHS Consultation. • Implement appropriate emergency preparedness plan for UWS. • Business plans provide for the safe design, construction, use and maintenance of premises. 	<ul style="list-style-type: none"> • OHS Consultation Policy and Procedure. • Emergency Preparedness Policy & Procedure. • Procedures for safe design, construction, use and maintenance of premises. 	<ul style="list-style-type: none"> • A systematic approach to OHS consultation throughout the University. • An effective method of responding to emergency situations throughout UWS. • Premises and facilities which are fully compliant with legislative requirements in all stages of design, construction, use and maintenance. 	<ul style="list-style-type: none"> • Evidence of OHS Consultation between management and staff. • A quick, decisive and consistent response to emergencies. • Devolved responsibility for emergency management down to local line management level. • Threat minimised to persons and property. • Evidence of compliance with legislative requirements. 	<ul style="list-style-type: none"> • Heads of Divisions, Colleges, Schools, & Departments. • Heads of Divisions, Colleges, Schools & Departments in consultation with OHS&R Unit. • Capital Works and Facilities. 	

Strategic Goal 5 Cont'd

Priority:- A systematic approach to managing OHS throughout the University community.

Implement and promote ownership of all aspects of an OHS&R Management System throughout the university community.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> • Business plans provide for the systematic approach to the safe design, manufacture, supply, hire, installation, use and disposal of plant. • Policy and procedures for safe disposal of hazardous substances, dangerous goods, biological and radiation waste. • Business plans provide for a process of monitoring and review of OHS&R Management. • Business plans provide for effective record keeping and reporting to ensure the continuous improvement of the OHS&R Management System. 	<ul style="list-style-type: none"> • Procedures for safe design, manufacture, supply, hire, installation, use and disposal of plant. • Procedures on disposal of hazardous substances, dangerous goods, biological and radiation waste. • OHS&R Management System. • OHS&R Management System. 	<ul style="list-style-type: none"> • Plant and equipment are fully compliant with legislative requirements in all stages of plant & equipment life cycle. • All hazardous substances, dangerous goods and biological and radiation waste are disposed in a manner which is timely and legislatively compliant. • Regular monitoring and review of OHS&R performance. • Accurate records are kept, maintained and reports written so that effective monitoring and review of OHS&R management takes place. 	<ul style="list-style-type: none"> • Evidence of compliance with legislative requirements. • Evidence of compliance with the UWS monitoring and review requirements. • Audits reflect that required records are kept and maintained. 	<ul style="list-style-type: none"> • Heads of Divisions, Colleges, Schools, & Departments in consultation with Capital Works and Facilities. • Heads of Divisions, Colleges, Schools, & Departments. • Heads of Divisions, Colleges, Schools, & Departments. 	

Strategic Goal 5 Cont'd

Priority:- Effective management of workplace injury and rehabilitation throughout the university community.

Implement systems and procedures for effective management of workplace injury and rehabilitation.

Actions (How you will achieve the priority)	Relevant UWS OHS&R Management System Policy/Procedures	Output (What you will have achieved)	Performance Indicators (Evidence of the achievement)	Responsibility (Who)	Targets (By When)
<ul style="list-style-type: none"> • Develop clear and effective workplace injury and rehabilitation policies and procedures, in consultation with stakeholders. • Process claims in a timely manner. • Return to work plans are in place, are managed and relevant stakeholders are actively involved, consulted and receive status reports. • Return to work plans are kept under regular review in consultation with Rehabilitation Coordinators and the insurer. • Regular reporting to stakeholders on status of claims takes place. 	<ul style="list-style-type: none"> • Workplace Injury Management and Rehabilitation Policy and related procedures. 	<ul style="list-style-type: none"> • Reduction in worker's compensation costs. • Early return to work of injured employees. • Return to work support mechanisms are utilised by injured employees. • A raised general awareness of injury management protocols. • Return to work meetings are conducted regularly are attended by all stakeholders. 	<ul style="list-style-type: none"> • Increased productivity. • Injured staff are returned to their pre injury duties in a timely manner. • Reduction in lost time. • Reduction in worker's compensation costs. • Early return to work of injured employees. • Return to work support mechanisms are utilised by injured employees. • A raised general awareness of injury management protocols. • Return to work meetings are conducted regularly are attended by all stakeholders. 	<ul style="list-style-type: none"> • OHS&R Unit in consultation with Divisions, Colleges, Schools, & Departments. 	