

Health and Safety Guidelines: HSG 3.1

Objectives, Targets, Plans and Performance Measures



1. Purpose

This document outlines the process for developing and implementing workplace health and safety objectives, targets and plans for the University.

2. Scope

This document applies to the Executive Committee, Managers and Supervisors, the Health and Safety Team, and Workers.

3. Definitions

In the context of the Health and Safety Management System Framework:

- (a) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.
- (b) **First Aid Treatment** means a single treatment and subsequent observation of minor injuries such as scratches, cuts, burns, splinters, and strains.
- (c) **Hazard** means a situation in the workplace that has the potential to harm the health and safety of Workers or to damage buildings, plant or equipment.
- (d) **Health and Safety Management Plan** means a documented plan setting out workplace health and safety objectives and targets at a unit level, and the means by which those objectives and targets will be achieved through the allocation of resources and timeframes.
- (e) **Health and Safety Strategic Plan** means the University's documented plan setting out workplace health and safety objectives and targets at the organisational level.
- (f) **Incident** means a hazard that results in illness or injury to a Worker.
- (g) **Lost Time Injury** or **LTI** means an incident resulting in a fatality, permanent disability or time lost from work of one day/shift or more subsequent to the day in which the incident occurred.

- (h) **Leaders/Supervisors** means any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
- (i) **Total Recordable Injury or TRI** means a work-related incident that results in injury or illness that requires medical treatment beyond the scope of the initial first aid treatment but does not result in time lost.
- (j) **Near Miss** means an unplanned Incident which did not result in an injury or illness to a Worker but had the potential to cause harm.
- (k) **Regulatory requirements** means the legal obligations imposed upon the University, its officers and employees, and other Workers under:
 - the [Work Health and Safety Act 2011 \(NSW\)](#); and
 - the [Work Health and Safety Regulation 2011 \(NSW\)](#).

4. Guidelines

4.1 Setting objectives in Health and Safety Management Plans

The Health and Safety Planning Template in Attachment 1 can be used to set objectives in Health and Safety Management Plans and considers the following points:

- (a) Injury and Incident statistics including Lost Time Injuries, Total Recordable Injuries, First Aid Treatments, Incidents or Near Misses, and workers compensation data;
- (b) Actions from internal and external safety inspections and audit reports;
- (c) Workplace health and safety training records, e.g. who has been trained and when, who should be trained, who needs to attend a refresher course;
- (d) Regulatory requirements and consideration of changes that may require action;
- (e) Changes to projects, processes or materials that may require revision to existing workplace health and safety procedures and documentation;
- (f) Control of hazards and risks and whether additional risk controls are required;
- (g) Changes to the University that may impact the resources available to

implement and monitor the Health and Safety Management System;

- (h) The effectiveness of the processes in place to promote Worker consultation and involvement with health and safety matters; and
- (i) Alignment to the Health and Safety Strategic Plan.

4.2 Developing Health and Safety Management Plans

The planning process for Health and Safety Management Plans should ensure that objectives are SMART i.e. specific, measurable, achievable, realistic and timely, taking into consideration what actions are required, who will be responsible, resources required and reasonable time frames for achievement.

4.3 Performance Measures

- (a) In addition to the overall performance measures selected for the University, Leaders can select workplace health and safety performance measures specific to their areas of responsibility which will be meaningful for their current situation and encourage ownership through consultation with their Health and Safety Committee.
- (b) In addition to traditional workplace health and safety performance measures such as Lost Time Injuries, Total Recordable Injuries and workers' compensation costs, thought should be given to selecting lead indicators or performance based on activities that help to promote good safety management. For example:
 - (i) Number of workplace safety inspections conducted;
 - (ii) Number of inductions completed;
 - (iii) Number of Leaders, Supervisors and Workers who have attended health and safety training; and
 - (iv) Number of Near Miss or Hazard reports made.

4.4 Performance Review

- (a) Leaders and Supervisors should monitor progress with meeting their Health and Safety Management Plan objectives and review performance against selected measures periodically throughout the year e.g. quarterly as a minimum. This can be done during regular Faculty, School or Division meetings.

- (b) Progress with meeting the Health and Safety Strategic Plan will be monitored by the Health and Safety Team and reported quarterly to the Executive Committee.

5. References

[UON Health and Safety Management System Framework](#)

[UON HSG 2.2 Roles and Responsibilities](#)

6. Attachments

H&S Planning Template

Attachment 1: Health and Safety Planning Template

Faculty/Division:				School/Unit:		
Developed By:				Approved By:		
H&S Committee Consultation:				Period – from/to:		
No:	Objective	Actions	Measurable Outcomes	Responsible Person	Target Date	Completion Date