



# Health and Safety Guideline

## HSG 1.4 Objectives, Targets, Plans and Performance Measures

### 1. Purpose

This document outlines the requirements for the development, implementation and monitoring of strategic and operational health, safety and wellbeing plans and associated targets and objectives.

### 2. Scope

This Guideline applies to all health, safety and wellbeing activities of staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

### 3. Guidelines

#### 3.1. The Wellbeing, Health and Safety Strategy and Charter

The [Wellbeing, Health and Safety Strategy](#) must align with the organisation's strategic plans including the [Looking Ahead Strategy](#) and integrate into broader business planning processes at all functional levels.

The [Health, Safety and Wellbeing Charter](#) reflects the commitment by the University to implement the Strategy.

An annual implementation plan will be developed by the Health, Safety and Wellbeing team to record the specific activities and programs of work. This plan will ensure realisation of the Strategy and reflect the current health and safety risks, opportunities and performance of the organisation. The Strategy and annual plans must consider but not be limited to:

- inclusion of strategic, tactical (facility level) and operational (activity level) objectives;

- resources available and required (financial, human, equipment, infrastructure) required to achieve the objectives;
- providing a safe system of work;
- programs to address values, behaviours and safety culture;
- risk profile and risk appetite of the University;
- business and other interested parties expectations and strategies;
- legislative and regulatory requirements;
- insurance requirements;
- audit results;
- health, safety and wellbeing performance data;
- training needs analysis;
- employee and Health and Safety Committee feedback; and
- new and emerging health and safety trends and issues.

The quarterly Health, Safety and Wellbeing report to Executive Committee should indicate the progress against Strategy objectives and implementation of the annual plan.

### **3.2. College and Business Area specific plans and objectives**

The [Health, Safety and Wellbeing Plan](#) is an action and activity plan template that can be used by a College, School or business area to set local objectives in health, safety and wellbeing.

An annual plan should be developed by the College or Business Area leaders in consultation with the workers via the Health and Safety Committee. The plan should be considered an active document that is reviewed on a six-monthly basis via the health and safety consultative and leadership arrangements, which may be amended or added to following an incident investigation or changes to activities, processes or services.

The plan should take into account but not be limited to:

- inclusion of strategic, tactical (facility level) and operational (activity level) objectives;
- providing a safe work environment and systems of work and caring about our people;
- injury and Incident statistics including Lost Time Injuries, Total Recordable Injuries, First Aid Treatments, Incidents or Near Misses, and workers compensation data;
- actions from internal and external safety assessments, inspections and audit reports;
- 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;
- regulatory requirements and consideration of changes that may require action;

- changes to projects, processes or materials that may require revision to existing workplace health and safety procedures and documentation;
- control of hazards and risks and whether additional risk controls are required;
- changes to the University that may impact the resources available to implement and monitor the Health and Safety Management System;
- the effectiveness of the processes in place to promote Worker consultation and involvement with health and safety matters; and
- alignment to the Wellbeing, Health and Safety Strategic Plan and initiatives.

The planning process should include 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.

In addition to traditional lag 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 behaviour indicators to promote safety culture change, including:

- workplace safety inspections conducted;
- timely development of corrective action plan in AIMS;
- inductions completed;
- Leaders, Supervisors and Workers who have attended health, safety and wellbeing training; and
- near miss or hazard reports submitted in AIMS.

### **3.3. Health, Safety and Wellbeing Resourcing**

College or Business Areas are to ensure financial and physical resources have been identified, allocated and are periodically reviewed to enable the effective implementation of the University's Health and Safety Management System and to meet compliance to regulatory requirements.

### **3.4. Performance and Development Plans**

Health, safety and wellbeing key performance indicators should be included in performance and development plans for all staff, specifically leaders and supervisors, as part of the University's [Performance Review and Development \(PRD\)](#) Process.

A comprehensive list of responsibilities for all levels of staff is included in Guideline [HSG 1.2: Roles and Responsibilities](#) for reference in developing performance indicators for a development or performance plan. Individual performance indicators should also be aligned to the relevant College or Division Health, Safety and Wellbeing Plan. Examples of general

health, safety and wellbeing targets and objectives are available in the PDP portal via the Goal Library.

### 3.5. Communication and monitoring progress

College and Business Area Health, Safety and Wellbeing Plans and objectives should be communicated to all workers, particularly those involved in the specific area. Progress towards achievement of objectives and targets should be monitored at least quarterly through the HS Committee and other leadership meetings as outlined in Guideline [HSG 2.1: Consultation and Communication](#).

## 4. Definitions

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

Executive Committee	Consisting of the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.
Health Safety and Wellbeing Strategic Plan	The University's documented plan setting out workplace health and safety objectives and targets at the organisational level.
Leader / Supervisor	Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
Performance Development Process (PDP)	Planning, review and reporting process to support workers and supervisors to manage staff performance and development in a timely and consistent way.
Position description	A document which describes the authority, accountabilities, required qualifications, and proficiency for an individual position.
Regulatory requirements	The legal obligations imposed upon the University, its officers and employees, and other Workers under the <i>Work Health and Safety Act 2011</i> (NSW) and the <i>Work Health and Safety Regulation 2017</i> (NSW).
Worker	Includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer. A person is a worker if the person carries out work in any capacity for the University or another person conducting a business or undertaking, including work as: (a) an employee, or (b) a contractor or subcontractor, or (c) an employee of a contractor or subcontractor, or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or (e) an outworker, or (f) an apprentice or trainee, or (g) a student gaining work experience, or (h) a volunteer, or (i) a person of a prescribed class.

## 5. Responsibilities

A comprehensive list of health, safety and wellbeing responsibilities is provided in Guideline [HSG 1.2: Roles and Responsibilities](#).

Specific responsibilities under this Guideline include:

### **Leaders and Supervisors**

- Liaise with University of Newcastle Human Resource Services for including key health, safety and wellbeing responsibilities and selection criteria in Position Descriptions;
- Liaise with University of Newcastle Human Resource Services for including key health, safety and wellbeing responsibilities for remunerated safety roles (includes fractional appointments); and
- Ensure that health, safety and wellbeing performance is included and monitored in worker performance discussions via the performance development process.

### **Human Resource Services**

- Provide advice to leaders and supervisors for the inclusion of health, safety and wellbeing requirements into position descriptions.

### **Health, Safety and Wellbeing Team**

- Provide advice to leaders and supervisors on suitable health, safety and wellbeing performance or development goals for workers.

## 6. References & Related Documents

The following documentation is referenced in, or applicable to this Guideline:

[University of Newcastle Wellbeing, Health and Safety Strategy](#)

[University of Newcastle Looking Ahead Strategy](#)

[University of Newcastle Health, Safety and Wellbeing Charter](#)

[HSG 1.2: Roles and Responsibilities](#)

[HSG 2.1: Consultation and Communication](#)

[Health Safety and Wellbeing Plan Template \(PLN-EL01.03\)](#)

## 7. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
1, 2, 3	October 2016	Manager Health and Safety	-	Original version with latest amendment HSG 3.1 Objectives, Targets, Plans and Performance Measures
4	July 2023	CPCO	All	1. Renumbered from HSG 3.1 to HSG 1.4 2. Updated all content in all sections 3. Added new/renamed Related Documents 4. Added Amendment History 5. Amended document control header and footer

## 8. Appendices

Nil