MEMORANDUM

TO: UQ OHS network

FROM: Jim Carmichael, Director Occupational Health and Safety Division

DATE: 30 September 2016

Re: Focus for Safe Work Month at UQ

UQ relies on the effective implementation of its occupational health and safety management system to ensure good OHS outcomes i.e. staff and students working in an environment without risk to their health and safety. The OHS management system requires on-going monitoring for its effectiveness and success. By keeping an eye on our lead indicators we will continue to improve the OHS management system, and drive improvement of UQ’s OHS performance. A number of these lead indicators are highlighted in the UQ OHS Goals approved by the Vice Chancellor’s Risk and Compliance Committee (VCRCC).

October is National Safe Work Month. The OHS Division will be focussing on a number of components of the system during October and the coming months and will be reporting on them to the VCRCC. I request that you endeavour to place a high degree of focus on the areas outlined in attachment 1 during the month of October to ensure the maintenance of a robust OHS management system.

These “bricks and mortar” components of the UQ OHS management system fall under the categories of:

1. Online training completions
2. Risk assessments
3. Workplace inspections
4. OHS incident report completions

Further information is provided in attachment 1 and some explanatory notes have also been included to provide detail where required.

We are falling behind in some of the indicators/measures compared to previous years. Safe Work Month presents a great opportunity to (re)focus some attention on these areas and to give these basic components of our OHS management system a re-boot.

At the beginning of the first week of November, and at the end of subsequent months, the OHS Division has been asked to report against these indicators/targets. The OHS Division will be able to draw down the required data for reporting with the exception of the “workplace inspections” data. OHS managers are asked to provide the data as per attachment 2 by cob Friday 4 November.

I would like to thank you in advance for your assistance and effort in this area. If you have any queries please contact Amanda Jones at the OHS Division on 3365 1819 or ohs@uq.edu.au
Online training completions

- General Workplace Safety Induction training completions \(^1\) target 95-100%
- Annual fire safety on-line training completions \(^2\) target 95-100%

Risk assessments

- [Current database] Active risk assessments (at a risk level of high or very high) audited for quality of controls \(^3\) target 95%

Workplace inspections

- Annual workplace inspections completed \(^4\) target 100%

OHS incident report completions

- OHS incident reports (pre-July 2016) – incident reports are signed off by the Head of Section/Faculty/Institute within 12 weeks of the event \(^5\) target 95-100%
- For the new OHS incident report system the performance measure is: 95-100% of action plans are completed by the supervisor within 4 weeks of the event. \(^6\) target 95-100%

Explanatory notes.

1. General Workplace Safety Induction training completions. Data source: UQ reportal. The completion rates for both fixed term and continuing staff, and casual staff will be reported separately. Both categories are below previous years’ performance and require attention. While it is acknowledged that there are challenges with the completion rates for casual staff, a concerted effort is required to raise the completion rates for this group. It is noted that some UQ organisational areas that occupy sites controlled by other entities may be requested to complete site-specific training. In this situation combined training records may be submitted. The OHS Division can provide further information if required.

2. Annual fire safety on-line training completions. As above.

3. Active risk assessments (where the risk level is high or very high) audited for quality of controls. Note that this is a new measure. Data source: Current UQ risk assessment database. “Audited for quality of controls” means:
   i) Risk assessment is approved by supervisor;
   ii) All relevant risks have been identified;
   iii) Higher order controls (as per the hierarchy of controls) have been identified and implemented where appropriate; and
   iv) Confirm the controls are being implemented.

   Current risk assessments with a high or very high risk may be the result of someone attempting to “copy” an existing risk assessment, but not completing the process before either sending for approval, or leaving it in the system. Many of these risk assessments could be archived and removed from circulation. If risk assessments appear not to have been completed (e.g. All risk rating factors are set at very high, or the title contains “copy of”), or the risk rating not considered prior to approval (the risk rating is inconsistent with the activities listed in the risk assessment), then the author should be contacted to confirm their requirement to remain active in the system.

4. Annual workplace inspections completed (expressed as a percentage of the total number of relevant workplaces in the area). Data source: Self-report from organisational units. In the main,
OHS Managers should oversee the confirmation of the completion of annual workplace inspections within their faculty or Institute. Where there is no dedicated OHS Manager e.g. central divisions, the WHSC should forward confirmation of the annual workplace inspections to the OHS Division at ohs@uq.edu.au

5. OHS incident reports (pre-July 2016) – incident reports are signed off by the Head of Section/Faculty/Institute within 12 weeks of the event. Data source: pre-July OHS incident database.

6. For the new OHS incident report system the performance measure is: 95-100% of action plans are completed by the supervisor within 4 weeks of the event. Note that this is a new measure for the post July 2016 UQSafe-Incident database. Data source: UQSafe-Incident database. This measure will be measured in future UQ OHS Goals reports rather than the previous measure.
To forward to:

UQ OHS Division at ohs@uq.edu.au by cob Friday 4 November.

Name of Faculty/Institute: _________________________________

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<th>Total no. of work areas to be inspected</th>
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Returned by (name of OHS manager): ______________________

Further information from Amanda Jones on 3365 1819.