2009 OH&S Goals of the University

1. OH&S at the University is effectively resourced to implement the organisation’s Occupational Health and Safety Policy.
   Measure:
   • OH&S is included as a line item in annual financial budgets and is annually reviewed.

2. All workers at the University are aware of their OH&S responsibilities and have defined roles and accountabilities. Managers and supervisors have overall responsibility for the provision of a safe and healthy working environment and are accountable for ensuring the safety management system is working effectively within their work area.
   Measure:
   • Position descriptions and/or performance appraisals for all workers at the University shall be reviewed and modified where necessary to include all relevant OH&S responsibilities.

3. All University workers, students and contractors receive appropriate health and safety and task related training to perform their function in a safe manner.
   Measures:
   • All workers must complete compulsory On-line OH&S Induction.
   • All students engaged in laboratory work must complete compulsory student laboratory induction and complete the declaration form prior to starting laboratory work.
   • All contractors engaged in work at the University must complete the Property and Facilities On-line Contractor Induction program.

4. To implement a consultation process to ensure all staff and students are included in the decision making process impacting on workplace health and safety.
   Measures:
   • The OH&S Council meets 4 times per year.
   • Faculty and Institute OH&S committees shall be active, correctly represented and meet a minimum of 4 times per year.

5. To ensure information on OH&S issues is provided and understood by all relevant persons.
   Measure:
   • Number of website hits on OH&S Unit and local area websites.
   • Survey of staff on specific issues to target awareness.

6. To report and record in accordance with documented procedures and legislative requirements all workplace injuries, illnesses, incidents, and health and safety hazards, dangerous occurrences and systems failures.
   Measure:
   • 50% of all incident reports shall be signed off and actioned appropriately by the supervisors and managers/Head of School/Section/Institute within 4 weeks of the event, and 100% within 12 weeks. Target to be annually reviewed.
7. To document the University’s health and safety policy, plans and procedures in accordance with the requirements of the Workplace Health and Safety Act and Regulations.

Measure:
- All University OH&S Unit policies and procedures are reviewed every 3 years

8. The University OH&S Unit to maintain a website that provides ready access to relevant and up to date OH&S information.

Measure:
- All University OH&S Unit policies and procedures are authored and reviewed by competent persons every 3 years

9. To provide a Risk Management process which is consistent with the nature of workplace activities and scale of health and safety risks.

Measures:
- All risk assessments on the risk management database should be assessed and approved by the supervisor
- 10% of all active risk assessments on the database are audited

10. To provide a Hazard Identification process which is consistent with the nature of workplace activities and scale of health and safety risks.

Measure:
- The Workplace Assessment Checklist should be completed by all WHSO’s annually

11. A system is in place to identify and manage all emergency situations and crises that could affect the university staff, students and visitors.

Measures:
- All staff must complete compulsory On-line Fire Safety training or equivalent training at their facility
- Emergency evacuations occur in accordance with the Fire Safety Regulations and Crisis Management Strategy.
- Fire Wardens are appointed and trained in accordance with Fire Safety Regulations.