1. OH&S at the University is effectively resourced to implement the organisation’s Occupational Health and Safety Policy.

**Measures:**
- OH&S is included as a line item in annual financial budgets.
- The OH&S budget is reviewed annually.
- OH&S resources are sufficient to implement effective safety systems.

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.

**Measures:**
- Position descriptions and performance appraisals for University workers include relevant OH&S responsibilities.
- HEW level 5-7 Supervisors of Professional Staff attend the training course “Occupational Health and Safety for Supervisors and Managers”.

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 the compulsory online OH&S Inductions.
- All laboratory workers must complete required laboratory inductions prior to commencing laboratory work.
- All contractors engaged in work at the University must complete either the P&F Induction Program, or the online OH&S Contractor Induction, as appropriate.

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 are 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 the OH&S Unit website (measuring increase in hits from 2009).
- Number of persons passing on-line training modules.

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:**
- 100% of all incident reports are signed off and actioned appropriately by the Head of Section/Faculty/Institute within 12 weeks of the event.
7. To document the Universities 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 policies and procedures are reviewed at least every 3 years, and in accordance with legislative changes.

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 at least every 3 years.

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

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

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

    **Measure:**
    - A workplace safety audit is completed annually by all WHSO’s.

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 online 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.