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 all University staff include relevant OH&S responsibilities and accountabilities (as per HUPP 2.10.4).
- All Managers and Supervisors of staff/students have attended the Staff Development 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 have successfully completed the online UQ Workplace Safety Induction module.
- All laboratory workers have successfully completed the online UQ Laboratory Safety Induction module.
- All new laboratory workers attend a local site specific laboratory induction.
- Records of OH&S inductions and training are maintained for auditing purposes.
- All contractors engaged in work at the University have completed either the P&F Induction Program, or the online OH&S Contractor Induction, as appropriate.

4. To implement a consultation process to ensure University workers are included in the decision making process impacting on workplace health and safety.

Measures:
- The OH&S Council meets 4 times per year, and is attended by representatives from required Facilities/Institutes/Divisions.
- Faculty and Institute OH&S committees are active, correctly represented and meet a minimum of 4 times per year (as per HUPP 2.10.1).
- OH&S Committees are chaired by Senior Management (Head of Section/Faculty/Institute, or suitable nominee).

5. To ensure information on OH&S issues is provided and understood by all relevant persons.

Measure:
- The OH&S Unit maintains an active website, which is utilised by University workers (e.g. Use is monitored relative to previous years. Staff/students are advised of the website location during inductions).
• Online safety training and induction modules contain competency assessments, with a minimum pass mark requirement. Successful completion is verified by the workers Manager/Supervisor.
• University buildings and/or organisational units have a dedicated OH&S notice board, as required.

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 University’s health and safety policy, plans and procedures in accordance with the requirements of the Workplace Health and Safety Act and Regulations.

Measure:
• OH&S Policies, Procedures and Guidelines are reviewed at least every 3 years, and in accordance with legislative changes.
• A ‘Health and Safety Management Plan’ has been developed and is reviewed annually.

8. The University ensures that OH&S documents are clearly identifiable, easily located and include their issue status.

Measure:
• All workers have access to required OH&S documents (e.g. via UQ and local websites, local network drives, dedicated OH&S notice boards etc).
• All OH&S documents include date and version number.

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.
• 20% 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.

Measures:
• An OH&S Workplace Assessment Checklist is completed annually by local WHSO’s.
• A ‘Corrective Action Plan’ is developed from audit findings to resolve identified hazards.

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

Measures:
• All workers must complete compulsory online Fire Safety training annually, or equivalent training at their facility.
• Fire Wardens are appointed and trained in accordance with UQ requirements.
• Emergency practice evacuations occur in accordance with UQ requirements.

Definitions:
‘Worker’ => all UQ Staff and RHD Students, including academics, lecturers, tutors, researchers, sabbatical/visiting staff, casual staff, vacation scholars, volunteers (as interpreted from the Workplace Health and Safety Act 1995).