
The University of Queensland is committed to achieving the highest attainable level of occupational health and safety for its employees, students and other persons throughout all areas of its activities. UQ has endorsed the following goals for all of its organisational units for the 3 year period 2015-2017.

1. OHS at the University is effectively resourced to implement the organisation’s OHS Policies and Procedures.

   Measures:
   - There is appropriate access to OHS staff for the provision of OHS advice to management and workers.
   - As part of the annual budget approval process, sufficient funding is allocated in the local budget to meet OHS requirements.
   - OHS resources are sufficient to implement effective safety systems.

2. All workers at the University are aware of their OHS 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 OHS responsibilities and accountabilities (as per Policy 2.10.04).
   - All Managers and Supervisors have attended the Staff Development training course “OHS for Supervisors and Managers” OR “OHS for Senior Managers” training, as applicable to their position.

3. All University workers, volunteers, 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 General Workplace Safety training module.
   - All new workers receive a local site specific general induction within their workgroup.
   - All new workers complete a ‘Training Needs Analysis’ with their Manager/Supervisor.
   - All laboratory workers have successfully completed the online UQ Laboratory Safety training module.
   - All new laboratory workers attend a local site specific laboratory induction.
   - Records of OHS inductions and training are maintained for auditing purposes.
   - All contractors engaged to work at the University have been appropriately inducted.

4. Consultation arrangements are in place to ensure University workers are included in the decision making process impacting on workplace health and safety.

   Measures:
   - Faculty, Institute and Key Division OHS Committees are active, chaired by the appropriate Senior Manager, correctly represented and meet a minimum of 4 times per year.
   - Minutes from the Faculty, Institute and Key Division OHS Committees are forwarded to the OHS Division, and published on the UQ OHS website.

5. To ensure information on OHS issues is provided and understood by all relevant persons.

   Measure:
   - Workers are advised of the OHS website during local inductions. The UQ ‘New Worker OHS Induction Checklist’ is completed as verification that relevant OHS issues have been discussed.
• Online safety training and induction modules contain competency assessments, with a minimum pass mark requirement. Successful completion is verified by the workers Manager/Supervisor.
• Organisational units have appropriate and effective communication mechanisms in place (e.g. a dedicated OHS notice board or intranet site).
• Minutes from the Faculty, Institute and Key Division OHS Committees are disseminated locally to the workers they represent.

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 Work Health and Safety Act and Regulations.

Measure:
• OHS Policies, Procedures and Guidelines are reviewed at least every 3 years, and in accordance with legislative changes.
• Faculty, Institute and Key Division OHS Committees have developed a ‘Health and Safety Management Plan’, and it is reviewed annually.

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

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

9. To provide a risk management process that is proportionate 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.
• The UQ OHS Workplace Assessment Checklist is completed annually by local Safety Managers/Coordinators.
• A ‘Corrective Action Plan’ is developed from audit findings to resolve identified hazards.
• Results from OHS audits and inspections are discussed at the relevant local OHS committee.

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

Measures:
• All workers must complete compulsory online Annual Fire Safety training annually, or equivalent training at their facility.
• Building and Floor Wardens are appointed and trained in accordance with UQ requirements.
• Emergency practice evacuations occur in accordance with UQ requirements.
• Building occupants are provided with written feedback following practice evacuation events.

Definitions:
‘Worker’ => all UQ Staff and RHD Students, including academics, lecturers, tutors, researchers, sabbatical/visiting staff, casual staff, vacation scholars, volunteers and students on work experience (as interpreted from the Work Health and Safety Act 2011).
‘Active Risk Assessments’ => Risk assessments that apply to work tasks that have commenced. Does not include risk assessments under development (prior to tasks commencing) or archived risk assessments (tasks no longer being undertaken).