University Work Health and Safety Plan 2024

Australian National University

Elements and Objectives	Targets	Key Priorities	Key Performance Measures (KPMs)	Responsible Area and Positions	Complete by	Key Strategies / Initiatives	Quarterly Progress Monitoring (QPM) comments^^ by University WHS Committee			
							Q1 2024	Q2 2024	Q3 2024	Q4 2024
Element 1: Work Health and Safety Management System and Planning										
a) Effective implementation of the University's WHS Management System and ongoing compliance with WHS legislations, approved Codes of Practice and Australian Standards.	a) Implement 85% or greater (Green) of the system procedures through WHS Management System Handbook chapters.	Implement the subsequent WHS Management System Policy and Procedures, through: - Work health and Safety Policy (ANU_000432). - Work health and safety management system – Management review procedure (ANUP_015815). - Work health and safety planning, objectives, targets and programs (ANUP_015818). - Work health and safety responsibilities (ANUP_015820). - Work health and safety documentation management procedure (ANUP-015811).	Achieve 85% or greater implementation of published chapters by end of the calendar 2024. 100% of corrective actions raised to achieve Green.	**ALL AREAS** Accountable Positions All Leaders[1] Service Division Business Unit Chief People Officer and Deputy Chief People Officer, Safety and Wellbeing, Safety and Wellbeing Team University WHS Committee Person managing WHS at local area Local WHS Committee Chairs	Q4 2024	Safety and Wellbeing Stakeholder Engagement and Mentoring Programs. Traffic Light Status Report and Quarterly Due Diligence Report. Assign corrective actions to address if below 50% by Q4. University Work Health and Safety Committee[2].				
b) **NEW**: Safety & Wellbeing only. WHSMS Handbook remaining chapter's development to give guidance and essential standardised tools for local areas to implement the WHS Management System.	b) Draft and publish remaining WHSMSH chapters (to be determined Q1 2024)		Publish remaining chapters in line with the Safety and Wellbeing Strategic Plan.		Q4 2024					
c) **NEW**: Safety & Wellbeing only. Review and simplify the WHSMS handbook chapters to enable effective implementation across all areas of the University.	c) Review and simplify the WHSMS handbook chapters to enable effective implementation across all areas of the University.	Through the guidance of the following WHSMS Handbook Chapters: - Chapter 2.2 Local WHS Plan; - Chapter 3.1 Hazard Management; - Chapter 3.2 WHS Induction, Training and Supervision; - Chapter 3.3 WHS Local Training Plan - Chapter 3.5 Emergency Management - Chapter 3.6 Contractor Safety Management; - Chapter 3.13 Noise and Lighting Safety Management; - Chapter 3.15 Psychosocial Safety Management.	Review current Management System Chapters in line with the Safety and Wellbeing Strategic Plan .		Q4 2024					
Element 2: Work Health and Safety Training and Supervision (Leadership involvement)										
a) Improve completion rates of assigned WHS-related training as per Local WHS Training Plan.	a) Achieve 100% on training completion	Implement the subsequent WHS Management System Policy and Procedures.	Achieve 100% completion of the listed WHS training.	**ALL AREAS** Accountable Positions	Q4 2024	Safety and Wellbeing				

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1 Leaders – Vice Chancellor, Chief Operating Officer. Deans, Associate Directors, Directors, Service Division Directors, , General Managers, and School Managers.

2 University WHS Committee actively monitor the progress of the objective and provide strategic direction to intervene early.

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Approved by: Chief Operating Officer for University WHS Committee
Release Date 05 Jan 2024
This process is uncontrolled after printing.

Version: 1.0
Review Date: 01 May 2024

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							Q1 2024	Q2 2024	Q3 2024	Q4 2024
	(Chapter 3.2 and Chapter 3.3).	- Work health and Safety Policy (ANU_000432). - Work health and safety responsibilities procedure (ANUP_015820). - Work health and safety training (ANUP_015821). - Work health and safety legal and other requirements (ANUP_015814).		All Leaders Service Division Business Unit Chief People Officer and Deputy Chief People Officer, Safety and Wellbeing,		Stakeholder Engagement and Mentoring Programs Traffic Light Status Report and Quarterly Due Diligence Report Training completion actively monitored as a part of the Performance Development and Review Process programs University Work Health and Safety Committee.				
b) **NEW**: Senior leaders, managers and supervisors actively participate in training and supervision of their workers.	b) 100% leadership and management positions understand their WHS responsibilities, are involved in WHS decision making, and in WHS management system promotion and compliance.	Track Leaders' progress (via Due Diligence report) by the following: - Completion rate of Due Diligence Training; - Understand their responsibilities and actions required under WHS Management System; and - Discussion on WHS Management System requirements in Local WHS Committees.	Achieve 100% completion as identified under positions as mandatory training on Local Training Plan by Q4[3]. 100% Due diligence training completion rate. 60% Leaders[4] pass the Annual WHSMS Management Questionnaire.	Safety and Wellbeing Team University WHS Committee	Q4 2024					
c) **NEW**: Improve induction and training programs across the University by implementing digital WHS Workflow systems.	c) Improve induction and training program across the university by implementing digital WHS Workflow systems.			Person managing WHS at local area Local WHS Committee Chairs	Q2 2024					
Element 3: Risk and Hazard Management										
a) Ongoing implementation of risk management in all aspects of work health and safety at the University.	a) 100% on risk assessment completion across all hazard profiles (Chapter 3.1).	The following aspects of the business is to be identified and targeted as priorities on the percentage completion of static risk assessment: - Hazardous chemical activities; - Hazardous plant/equipment; - New plant having pre-purchase risk assessment; - Hazardous noise and light.	100% of local areas submit completed hazard registers by end Q1 2024.	**ALL AREAS** <u>Accountable Positions</u> All Leaders Service Division Business Unit Chief People Officer and Deputy Chief People Officer, Safety and Wellbeing,	Q1 2024	Safety and Wellbeing Stakeholder Engagement and Mentoring Programs Traffic Light Status Report and Quarterly Due Diligence Report Training completion actively monitored as a				
b) Develop a University wide risk register.	b) 100% of local areas have submitted up to date hazard registers to Safety and Wellbeing by Q1 2024.	Local areas to each provide hazard registers to Safety and Wellbeing.		Safety and Wellbeing Team						
	b) Develop University wide Risk Register (Safety & Wellbeing).	Ensure any activities with residual risk high or extreme are reviewed and receive appropriate sign off.	Development of University wide		Q4 2024					

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3 Self-reporting in Quarterly Due Diligence Report and validated by the Safety and Wellbeing Team.

4 Leaders' discuss WHSMS Handbook requirements at least 4 times a year in Local WHS Meetings.

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							Q1 2024	Q2 2024	Q3 2024	Q4 2024
			risk register by Q4 2024.	University WHS Committee		part of the Performance				
c) Refresh hazard management WHSMS Handbook chapter and procedure to promote proactive risk management.	c) Procedure and chapter consulted and published by Q2 2024.	Current process for risk management refreshed to encourage proactive risk management practices.	Published reviewed procedure and handbook chapter by end of Q2 2024.	Person managing WHS at local area Local WHS Committee Chairs	Q2 2024	Development and Review Process programs University Work Health and Safety Committee.				
	c) Local areas implemented 50% of Chapter 3.1 Hazard Management.	Local areas commence implementation of the changes in Q3 and Q4 2024.	All local areas to achieve 50% implementation of the new chapter by end of Q4 2024.		Q4 2024					
Element 4: Contractor Management										
a) **NEW: Safety & Wellbeing only:** Standardise contractor induction, develop and implement Chapter 3.6 Contractor Safety by collaborating with Facilities and Services.	a) Procedure and chapter consulted and published by Q2 2024.	Safety and Wellbeing to revise and publish Chapter 3.6 by Q2 2024, noting relevant WHSMSH Chapters to this objective. - Chapter 3.1 Hazard Management. - Chapter 3.6 Contractor Safety Management. - Chapter 3.16 Incident and Hazard Reporting. - Chapter 4.3 Incident Investigation.	Safety and Wellbeing to published revised Chapter 3.6 Contractor management by Q2 2024.	**ALL AREAS** Accountable Positions All Leaders Service Division Business Unit Chief People Officer and Deputy Chief People Officer, Safety and Wellbeing, Safety and Wellbeing Team University WHS Committee Person managing WHS at local area Facilities and Services.	Q2 2024	Safety and Wellbeing Stakeholder Engagement and Mentoring Programs Traffic Light Status Report and Quarterly Due Diligence Report Training completion actively monitored as a part of the Performance Development and Review Process programs University Work Health and Safety Committee.				
b) **NEW:** All local areas to assess and adopt revised WHSMSH Chapter 3.6 Contractor Management as part of WHS requirements.	b) Local areas commence implementation of the changes by Q3 2024.	Local areas to assess and implement revised Chapter 3.6 by Q2-Q3 2024.	Local areas to adopt revised Chapter 3.6 Contractor		Q3 2024					

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							Q1 2024	Q2 2024	Q3 2024	Q4 2024
			management by Q2-Q3 2024.							
Element 5: Injury Prevention										
a) Psychosocial Safety and hazards.	a) Reduced number of psychosocial incidents and injuries.	Psychosocial safety management and hazard identification part of the BAU. Local areas actively identify, assess and prevent psychosocial-related injuries. Senior leaders and managers taking active part in promoting psychosocial safety management in the workplace. Work design risk management programs that identify, assess, control and minimise psychosocial related injuries.	100% of programmed project activities are implemented and evaluated.	**ALL AREAS** Accountable Positions All Leaders Service Division Business Unit Chief People Officer and Deputy Chief People Officer, Safety and Wellbeing, Safety and Wellbeing Team University WHS Committee Person managing WHS at local area	Q4 2024	Quarterly monitoring of the progress of project activities by Manager, Injury, Prevention and Wellbeing. Key major progress updates reported to the University Work Health and Committee.				
b) Body stressing.	b) Reduced number of injuries as a result of body stressing.	Work design risk management programs that identify, assess, control and minimise body stress related injuries.								
c) Being hit by moving.	c) Reduce number of injuries related to being hit by a moving object.	Work design risk management programs that identify, assess, control and minimise injuries related to being hit by a moving object.								
Element 6: Health Monitoring										
a) Develop and review Health Monitoring procedures and guidance material.	a) Review Health Monitoring procedure. b) Develop guidance material and programs.	a) Review ANU Health Monitoring procedure (ANUP_000504). b) Develop Health Monitoring guidance material. c) Streamline ANU wide Health Monitoring Program.	Health Monitoring procedure and guidance material reviewed and develop by Q2 2024. Implementation and adoption by	**ALL AREAS** Accountable Positions All Leaders Service Division Business Unit	Q4 2024					

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							Q1 2024	Q2 2024	Q3 2024	Q4 2024
			local areas by Q4 2024.	Chief People Officer and Deputy Chief People Officer, Safety and Wellbeing, Safety and Wellbeing Team University WHS Committee Person managing WHS at local area						

Overall Key Performance Indicators (OKPIs)[5]	Targets	Progress			
		Q1 2024	Q2 2024	Q3 2024	Q4 2024
Lost Time Injury	0.00				
Lost Time Injury Frequency Rate (LTIFR) – Rolling 12 months	0.00				
Average Time Lost Rate (ATLR) (days) – Rolling 12 months	0.00				
Medically Treated Injuries (MTI)	N/A				
Medically Treated Injury Frequency Rate (MTIFR) – Rolling 12 months	2.5				
Total Recordable Injury (TRI)	N/A				
Return to work rate to pre-injury hours and / or duties	90%				
Internal WHS audits conducted as per schedule	100%				
External (licence) audit results	N/A				
Attendance at WHS committees	80%				
Licensee Key Performance Indicators (LKPI)	100%				

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[5] These OKPIs are strategically set for the University. They are for the objectives overall performance and are not for each individual objective. Data is YTD.

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1st University WHS Plan Review (2nd University WHS Committee)**	2nd University WHS Plan Review (4th University WHS Committee)** ^
Comments: Reviewed by University WHS Committee Chair: _____ Date: _____	Comments: Reviewed by University WHS Committee Chair: _____ Date: _____

** This review is about the relevance of the plan, resourcing, change in the workplace and other management and change issues.

^ During this review, the key priorities and key performance measures will also be set for the upcoming year

^^ Legend	
🟩	The objective and current year priority has been achieved. Key Performance Measure for the current year has been met against the priority.
🟩	The plan is on track and the objective and priorities will be completed by the defined timeframe
🟧	The objective and current year priorities are not tracking well but can be resolved by University WHS Committee. Corrective Action required from Chair, University WHS Committee
🟥	Major issues in meeting the plan. University Senior Management Group intervention required

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