| Elements and Objectives | Targets | Key Priorities | Key Performance Measures (KPMs) | Responsible Area and Positions | Complete by quarter | Key Strategies / Initiatives | Quarterly Progress Monitoring (QPM) University WHS Committee | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1 | Q2 | Q3 | Q4 |
| **Safety and Wellbeing Plan 2024 – 2026[[1]](#footnote-1) Key Areas: Systems and Capability** | | | | | | | | | | |
| **Element 1: Comprehensive Risk Management and Training Excellence** | | | | | | | | | | |
| This element promotes a proactive safety culture by combining risk management with tiered training. Supervisors or delegated experts, supported by WHS Managers and Officers, will conduct Tier 2 and Tier 3 training, offering localised and practical WHS education. The goal is to improve hazard awareness, ensure WHS compliance, and reduce workplace incidents.  Please refer to the [WHSMS Handbook](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook) to expand your knowledge of the comprehensive Risk Management and training. | **Training Completion:** All staff complete Tier 1 (University WHS Induction) training within the first week of employment or as reasonably practicable.  **Supervisors or delegated experts deliver** Tier 2 (Local WHS Induction) as soon as practicable within 1 week after they start and conduct a walk-through in the School/Service Division where they usually work.  Tier 3 induction (High-Risk Area Training) is ***required*** ***before*** a worker (including staff, volunteers, visitors), HDR student, or any other person begins conducting activities in the high-risk area.  **Risk Assessment Compliance:** Complete all static risk assessments in high-priority areas, including hazardous chemicals, plants, and equipment. | Develop supervisor-led Tier 2 and Tier 3 training to provide tailored, practical instruction based on workplace-specific risks.  Enhance the role of WHS Managers and Officers to support and educate local teams on risk management and training requirements.  Implement robust risk management practices by focusing on high-risk areas such as laboratories, workshops, and radiation facilities.  Please refer to the [WHSMS Handbook](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook) to expand your knowledge of the comprehensive Risk Management and training. | **Training Completion Rates:** Monitor and ensure timely completion of all mandatory WHS training tiers for staff and supervisors.  **Risk Assessment Accessibility:** Confirm that all risk assessments are completed, reviewed, and readily available to staff.  **Incident Reporting and Reduction**: Measure the frequency and resolution of reported incidents, focusing on areas with high-risk activities. | **ALL Portfolios, Colleges and Service Divisions: Handle local implementation, including inductions and hazard management.**  **Officersof a PCBU1**  **All staff in management or leadership positions.**  **S&W Team: Provide guidance, templates, and resources.** | Q4 | **Tiered Training Delivery:**   * + Tier 1: University-wide induction delivered via an online platform (Pulse).   + Tier 2: Local WHS Induction conducted by supervisors or delegated experts, focusing on school/division-specific risks and controls.   + Tier 3: Supervisors or delegated experts deliver high-risk area training for activities in high-risk environments.   **Enhanced Support for Supervisors:**   * + Provide supervisors or delegated experts with materials, templates, and guidance from WHS managers, officers, and WHSMS.   + Schedule regular check-ins between supervisors and WHS staff to address challenges and refine training delivery across ANU.   **Comprehensive Risk Assessment Management:**   * + Ensure risk assessments for all activities are up-to-date and available in the School/Service Division WHS folder structure.   **Supervision and Monitoring:**   * + Conduct reviews of supervisor-led training effectiveness during performance development discussions.   + Schedule site inspections to ensure compliance with risk management protocols and training effectiveness.   This element will enhance workplace safety, foster a culture of accountability, and ensure compliance with WHS regulations by embedding a practical, supervisor-led training framework supported by WHS professionals. |  |  |  |  |
| *Officersof a PCBU1:Under the Work Health and Safety (WHS) Act, officers are individuals in a position of influence or decision-making within an organisation, such as company directors or senior executive officers of a PCBU are responsible for ensuring workplace health and safety by staying informed about relevant hazards and risks, allocating necessary resources, establishing effective safety procedures, monitoring compliance with WHS laws, and promoting open communication with employees. They must actively oversee and support the organisation’s efforts to eliminate or minimise safety risks, ensuring a safe and compliant work environment for everyone involved.* | | | | | | | | | | |
| **Safety and Wellbeing Plan 2024 – 2026[[2]](#footnote-2) Key Area: People** | | | | | | | | | | |
| **Element 2: Psychosocial Hazards & Risks** | | | | | | | | | | |
| This element aims to create a psychologically safe culture in which work design principles are applied to prevent injury and systematically identify and manage psychosocial hazards.  By fostering a positive and inclusive culture, the university seeks to protect employee wellbeing and align with WHS obligations under the *Work Health and Safety Act 2011,* Regulations 55A to 55D of the *Work Health and Safety Regulations 2011*; and the [WHS (Managing Psychosocial Hazards at Work) Code](https://www.legislation.gov.au/F2024L01380/latest/text) of Practice 2024.  Please refer to the [WHSMS Handbook](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook/chapter-315-psychosocial-risk-management), Chapter 3.15 to expand your knowledge of Psychosocial Risk Management. | All supervisors and managers complete training in psychosocial risk management (once developed).  Increase the number of completed psychosocial risk assessments conducted, consulted and reviewed in all work areas annually.  Increase early reporting of psychosocial hazards, including the timely and effective response to hazards identified. | Identify and assess psychosocial hazards and develop targeted interventions.  Establish monitoring and feedback mechanisms to assess progress in addressing psychosocial hazards.  Promote training for managers and staff on psychosocial risk management.  Develop and maintain a psychologically safe culture through leadership capability and actively creating the right climate, mindsets, and behaviours within teams.  Offer tools and resources to increase understanding of work design principles that impact psychosocial hazards.  Please refer to the [WHSMS Handbook](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook/chapter-315-psychosocial-risk-management), Chapter 3.15 to expand your knowledge of Psychosocial Risk Management. | **Consultation and Implementation:** Number of psychosocial risk assessments, consultation sessions, workshops, workplace observations conducted to identify and control psychosocial hazards.  **Early reporting of Psychosocial Hazards and Incidents**: Monitor quarterly frequency and outcomes of reported psychosocial incidents.  **Survey Feedback Improvement**: Track bi-annual increases in employee satisfaction scores related to workplace support and culture.  **Training Completion:** Number of supervisors and managers who complete psychosocial risk management training. | **ALL Portfolios, Colleges and Service Divisions: Handle local implementation, including inductions and hazard management. ,**  **Officersof a PCBU1**  **All staff in management or leadership positions.**  **S&W Team: Provide guidance, templates, and resources.** | Q4 | **Incident and Hazard Reporting**:   * + Promote the Figtree reporting tool to ensure staff can proactively raise issues. Provide a mechanism for confidential reporting.   + Encourage supervisors to act quickly when indicators of psychosocial hazards or incidents are observed or reported.   **Monitoring and Continuous Improvement**:   * + Review the effectiveness of training programs, risk assessments, and control measures regularly.   + Conduct bi-annual trend analysis of incidents, staff turnover, and personal leave rates to identify systemic issues.   **Training and Education**:   * + Deliver psychosocial risk management training for supervisors and staff.   + Conducted mental health first aid training for first aid officers and targeted work roles.   **Resource Allocation**:   * + Ensure sufficient funding and time for psychosocial hazard management initiatives, including training and control implementation.   **Support Services**:   * Provide access to support services, including Employee Assistance Programs (EAP), Staff Respect Consultant, and the Injury Management Team.   By adopting this practical, proactive approach, the university will enhance workplace safety, reduce psychosocial risks, and foster a supportive, inclusive organisational culture​. |  |  |  |  |
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| **Safety and Wellbeing Plan 2024 – 2026[[3]](#footnote-3) Key Area: People** | | | | | | | | | | |
| **Element 3: Health Monitoring and Injury Prevention** | | | | | | | | | | |
| This element ensures a proactive approach to workplace health and safety by supporting regular health assessments, monitoring exposure to hazards (e.g., asbestos, noise, lighting, and manual tasks), and establishing targeted injury prevention programs.  The objective is to reduce workplace injuries and illnesses through early detection, effective control measures, and tailored injury prevention interventions.  Please refer to the [WHSMS Handbook](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook) to expand your knowledge of Manual Tasks and Ergonomics, Noise and Lighting, Incident and Hazard reporting, and investigation.  Refer to [ANUP: 000504](https://policies.anu.edu.au/ppl/document/ANUP_000504) for Health Monitoring. | Conduct specific tests for all employees exposed to hazardous environments (e.g., audiometric tests for noisy environments) as detailed in the WHS Handbook and ANU policy requirements.  Implement environmental assessments (e.g. noise, lighting, temperature) to ensure controls are in place to meet safety legislation and standards.  Ensure all staff complete workstation assessments during onboarding and address ergonomic needs within a week of commencing.  Proactively identify and report manual tasks and ergonomic hazards early and implement adequate controls to reduce the risk of injury. | Prioritise early detection and monitoring of health risks through regular checks, such as audiometric and workstation assessments.  Implement practical controls, including adjustments, to minimise exposure to noise, lighting hazards, and ergonomic risks.  Ensure supervisors and line managers are actively involved in identifying, reporting, and mitigating hazards.  Allocate sufficient resources for staff training, monitoring equipment, and mandatory testing for hazardous environments.  Rain, develop and support the Occupational Strain Liaison Officer network to assist with workstation assessments in all areas of the University.  Conduct health and wellbeing interventions to increase the knowledge and engagement of staff to improve their physical and psychological well-being. | **Health Monitoring Compliance**: Health checks were completed for 100% of workers exposed to hazards requiring health monitoring (e.g., lasers, noise, animal allergies).  **Control Implementation:** Timely execution and review of control measures identified in risk assessments.  **Risk Management Effectiveness:** Risk assessments are conducted for 100% of high-risk manual tasks.  Please refer to the [WHSMS Handbook](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook) to expand your knowledge of Manual Tasks and Ergonomics, Noise and Lighting, Incident and Hazard reporting, and investigation. | **ALL Portfolios, Colleges and Service Divisions: Handle local implementation, including inductions and hazard management. Officersof a PCBU1**  **All staff in management or leadership positions.**  **S&W Team: Provide guidance, templates, and resources.** | Q4 | **Proactive Hazard Management**   * Provide mandatory health monitoring testing as detailed in the WHS Handbook and ANU policy requirements. * Conduct a risk assessment for high-risk manual tasks. * Implement and review controls to reduce the risk level based on the hierarchy of controls. * Workstation assessment training for all new staff during onboarding * Maintain the Occupational Strain Liaison Officer network to assist with workstation assessments across the University. * Provide educational resources, such as online tools and applications (e.g., Work Rave, Timeout), to encourage regular postural breaks.   **Incident Reporting and Follow-Up:**   * Ensure all incidents and near misses are reported promptly via Figtree and investigated appropriately. * Review controls and adjust as necessary based on root cause analysis of incidents and feedback from affected staff.   **Resource Allocation and Support**   * Allocate resources for health monitoring, ergonomic equipment procurement, and health interventions to meet compliance and safety legislation.   By adopting this practical, systematic approach, the university will enhance health and safety outcomes, reduce injury risks, and ensure compliance with WHS requirements​. |  |  |  |  |

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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 concerns the plan's relevance, resourcing, workplace change, and other management and change issues.**

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

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| **^^ Legend** | |
|  | **The objective and current-year priority has been achieved. The 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 within the defined timeframe.** |
|  | **The objective and current year priorities are not tracking well but can be resolved by the University WHS Committee. The chair of the University WHS Committee must take corrective action.** |
|  | **Significant issues in meeting the plan. University Senior Management Group intervention is required.** |

1. <http://imagedepot.anu.edu.au/whs/SafetyPlan2024.pdf> [↑](#footnote-ref-1)
2. http://imagedepot.anu.edu.au/whs/SafetyPlan2024.pdf [↑](#footnote-ref-2)
3. http://imagedepot.anu.edu.au/whs/SafetyPlan2024.pdf [↑](#footnote-ref-3)