

## Occupational Health Safety & Welfare (OHSW) Strategic Plan 2009 - 2011

### Policy Statement

The University is committed to providing and maintaining a safe and healthy environment for staff, students, contractors and visitors and to the continuous improvement of injury prevention programs with the goal of achieving the highest possible standards.

The University recognises that the health, safety and wellbeing of its people are integral to the success of the University's operations and therefore OHSW considerations have priority in teaching, learning, research and all support functions. This plan is developed in consultation with University OHSW&IM Committee members, employee representative groups and general staff.

The University, through its Senior Management Group, will promote and nurture an organisational culture that adopts health and safety as an integral component of its management philosophy. The OHSW Strategic plan is endorsed and authorised by the Senior Management Group as the official document for use by the University, in framing the safety system, with responsibilities cascaded down to Academic Divisions and Coordinating Portfolios in customised Local Action Plans.

### The five (5) OHSW objectives of the University of South Australia are:

1. Minimise OHSW risks with the aim of achieving zero harm to staff, students and any other person associated with University business;
2. Achieve legal compliance with the Occupational Health Safety & Welfare Act 1986 and associated Regulations, Dangerous Substances Act, Radiation Protection Control Act and Regulations, Codes of Practice, Australian/New Zealand Standards and WorkCover Self Insurer Performance Standards;
3. Work towards OHSW strategies becoming integrated into University business practice i.e. learning, teaching and research and associated support functions;
4. Minimise workers compensation costs through investment in injury prevention initiatives to reduce injury and illness experience;
5. Assist employees to achieve a healthy work life balance through the provision of a targeted wellness program and a counselling service.

All twenty (20) strategies within the University OHSW Strategic Plan are designed to meet the above five (5) objectives. This plan is to be utilised in Academic Divisions and Coordinating Portfolios with integration into business plans as the longer term goal. Compliance with all strategies is mandatory however, local action plans will be customised to focus on, and address, local priorities. The strong focus for 2009-2011 is hazard management, training and communication with employees. This will ensure that University risks are appropriately identified, assessed and controlled.

The Senior Management Group and their management teams will monitor and measure the implementation of the plans to ensure appropriate application within Divisions and Portfolios. Health and Safety professional staff will provide technical support and advice with guidance on the implementation and monitoring of plans.

## Executive Summary of Responsibilities

### **Senior Management Group Responsibilities include the following:**

1. Provide leadership and direction in the implementation of the plan and associated policy at a strategic level;
2. Provide visible encouragement and support to middle managers and supervisors responsible for implementing day to day activities to achieve the requirements of the plan;
3. Monitor progress in relation to the implementation of the plan and provide guidance in strategic level matters where major complexities occur;
4. Utilize the OHSW Strategic Plan in the development of Corporate Plan objectives;
5. Comply with health and safety requirements and lead others by example;
5. Recognise and celebrate OHSW excellence and success.

### **Line Manager and Supervisor Responsibilities include the following:**

1. Provide leadership and direction in the implementation of the local action plan and associated policy, applying local initiatives as appropriate;
2. Comply with health and safety requirements and lead others by example;
3. Facilitate communication and consultation with staff on OHSW matters and assist in the resolution of issues raised;
4. Ensure hazard management processes are applied to area of responsibility;
5. Ensure adequate resources are directed to address OHSW requirements and that employees responsible for actions are adequately skilled;
6. Ensure all staff are inducted, trained and aware of OHSW requirements specific to their work as well as in general terms;
7. Ensure that any incidents are reported and investigated in a timely manner;
8. Monitor, measure and provide direction at the local level on activity to achieve OHSW performance measures within the plan;
9. Maintain records as evidence of legal compliance and continuous improvement in accordance with University requirements;
10. Support University initiatives to ensure that our culture promotes a safe and healthy workplace with a sustainable balance between work and life.

### **All other Staff, Contractor, Student and Visitor Responsibilities include the following:**

1. Comply with safe work procedures and study practices as directed by the University;
2. Report hazards and incidents to a University staff member in a timely manner;
3. Contribute to discussions on health and safety matters where applicable.

## DEFINITIONS

For the purposes of this document, the following definitions are provided:

**Senior Management Group** – the Vice Chancellor and nine senior managers, four with responsibility for the University's Academic Divisions and five with responsibility for the University's Coordinating Portfolios.

**Line Manager** – a Head of School, Director of Unit, Director of Research Institute, Director of Regional Engagement and Division Manager/Director responsible for a Division Office.

**Supervisor** – any staff member to whom other staff or Higher Degree by Research (HDR) students report.

**Workplace** – any Division, School, Unit, Research Institute, Research Centre or the Centre for Regional Engagement and includes any place (including any aircraft, ship or vehicle) where a staff member works and any place where a person goes for the purposes of undertaking University business. This also includes staff who work from a home based site and staff who are required to work offshore.

**Effectiveness Measure** – A selected indicator of how effectively a process is operating against objectives. These indicators can be quantitative or qualitative and the choice is dependent on the type of element they are used to measure.

## Strategies to Achieve Objectives

STRATEGY	RESPONSIBILITY	TIMEFRAME	LEGISLATIVE COMPLIANCE / OHSW PROCEDURAL REFERENCE
<p>1. <b>Senior Management Group foster a safe and healthy culture</b></p> <ul style="list-style-type: none"> <li>➤ University OHSW Strategic Plan 2009-2011 is developed in consultation with involved parties, and endorsed and supported by SMG to achieve the desired culture.</li> <li>➤ Key OHSW performance measures are included in line managers' performance management plans.</li> <li>➤ Excellence in OHSW performance is recognised and acknowledged.</li> </ul>	<p>Senior Management Group, OHSW&amp;IM Services in consultation with key stakeholders</p> <p>Senior Management Group, &amp; OHSW&amp;IM Services</p> <p>Senior Management Group, Divisions &amp; Portfolios, OHSW&amp;IM Services</p>	<p>July 2009</p> <p>July 2009</p> <p>Quarterly</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 - Duty of Employers.</li> <li>• OHSW Regs 1995, Div.1.2.1 - Employer responsibilities to employees in respect to OHSW.</li> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Standard 1. Commitment &amp; Policy;</li> </ul>
<p><b>1. Effectiveness Measure – Values that describe a safe and healthy culture are evident in the OHSW Policy, Corporate Plan and reflected in subordinate documents.</b></p>			
<p>2. <b>Senior Management require OHSW strategies to be incorporated into University business</b></p> <ul style="list-style-type: none"> <li>➤ Divisions and Portfolios have well developed action plans in place that are regularly monitored and measured.</li> <li>➤ Divisions and Portfolios have integrated OHSW strategies into business plans and activities by incorporating a hazard management approach i.e. <ul style="list-style-type: none"> <li>○ delivery of all teaching and learning programs takes place with full regard for the safety of students and staff, including instruction on safe work practices.</li> <li>○ research programs are designed and carried out with full regard for the safety of students and staff, making use where appropriate, of the ethics and compliance processes under the Australian Code for the Responsible Conduct of Research.</li> </ul> </li> </ul>	<p>Divisions &amp; Portfolios</p> <p>Divisions &amp; Portfolios</p>	<p>July 2009</p> <p>July 2009</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 - Duty of Employers.</li> <li>• OHSW Regs 1995, Div.1.2.1 - Employer responsibilities to employees in respect to OHSW.</li> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Standard 3 - Implementation.</li> <li>• Dangerous Substances Act, Radiation Protection Control Act &amp; Regulations.</li> <li>• Australian Code for the Responsible Conduct of Research - Responsibilities of institutions and researchers.</li> </ul>
<p><b>2. Effectiveness Measure – OHSW is integrated into core business activities creating continuous performance improvement in accordance with Corporate strategies.</b></p>			
<p>3. <b>Senior Management Monitor Progress Against Plans</b></p> <ul style="list-style-type: none"> <li>➤ Key result areas (KRA) for senior management. <ul style="list-style-type: none"> <li>○ Divisional &amp; Portfolio Local Action Plan compliance – 100%.</li> </ul> </li> <li>➤ Divisions and Portfolios monitor targets in compliance with performance measures (as a minimum) in Local Action Plans.</li> <li>➤ Regular reports are provided to SMG to enable monitoring of progress.</li> </ul>	<p>Divisions &amp; Portfolios</p> <p>Divisions &amp; Portfolios</p> <p>OHSW&amp;IM Services</p>	<p>Dec 2009</p> <p>Monthly/Quarterly</p> <p>Monthly</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 - Duty of Employers.</li> <li>• OHSW Regs 1995, Div.1.2.1- Employer responsibilities to employees in respect to OHSW.</li> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Part 2.1 - High level of performance is maintained.</li> </ul>

STRATEGY	RESPONSIBILITY	TIMEFRAME	LEGISLATIVE COMPLIANCE / OHSW PROCEDURAL REFERENCE
<ul style="list-style-type: none"> <li>➤ University wide targets include:               <ul style="list-style-type: none"> <li>○ Incidence rate – 0</li> <li>○ Lost time injury frequency rate – 0</li> <li>○ University wellness program implemented</li> <li>○ Improved performance standards are included in local action plans.</li> </ul> </li> </ul>	OHSW&IM Services	December 2009	<ul style="list-style-type: none"> <li>• <a href="#">University Corporate Plan 09-11</a>, 4.1. - People and Services – KPI Targets.</li> </ul>
<b>3. Effectiveness Measure – Hierarchical reporting mechanisms exist for monitoring and reporting of OHSW performance across the University.</b>			
<p><b>4. Compliance with OHSW &amp; related legislation</b></p> <ul style="list-style-type: none"> <li>➤ All managers, staff, students, contractors, volunteers and visitors will comply with OHSW legislation as communicated by the University.</li> <li>➤ Guidance information explaining legal requirements is broadly available through OHSW system documentation available on the University web site and through training programs.</li> <li>➤ Specialist advice relating to OHSW and facilities management matters will be provided by the University to Divisions and Portfolios.</li> <li>➤ The Divisions and Portfolios will assist with, and participate in, internal audits and external regulatory agency evaluations.</li> </ul>	<p>All concerned with University business</p> <p>OHSW&amp;IM Services</p> <p>OHSW&amp;IM Services, Divisional OHSW Coordinators, Facilities Management Unit</p> <p>Divisions &amp; Portfolios &amp; OHSW&amp;IM Services, Planning and Assurance Services.</p>	<p>2009</p> <p>Continuous</p> <p>As required</p> <p>In accordance with Internal audit requirements and WorkCover or other external regulatory agency schedules.</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 - Duty of Employers.</li> <li>• OHSW Regs 1995, Div.1.2.1 - Employer responsibilities to employees in respect to OHSW.</li> <li>• OHSW Regs 1995, Div.1.3.4 - Provision of OHSW information.</li> <li>• <a href="#">OHSW Policy, Statement &amp; Principles - 4</a>, - Compliance with OHSW legislative requirements, development &amp; implementation of policies, procedures and safe systems of work .</li> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Standard 2, Element 1 – System Strategies.</li> </ul>
<b>4. Effectiveness Measure – University OHSW procedures and associated documents are readily available on the University website and a review process is in place to meet legislative compliance.</b>			
<p><b>5. Adequate Resources are Allocated</b></p> <ul style="list-style-type: none"> <li>➤ Corporate, Divisions, Portfolios and support functions identify and document:               <ul style="list-style-type: none"> <li>○ expenditure requirements and allocation of sufficient financial resources;</li> <li>○ allocation of physical resources and</li> <li>○ allocation of human resources - where staff are skilled to perform OHSW activities with sufficient time allocated;</li> </ul>               in order to achieve OHSW strategic objectives.             </li> <li>➤ Ensure that resources allocated are available to allow activities to be implemented or progressed to minimise risk and that such resources are recorded in OHSW Local Action Plans.</li> </ul>	<p>Senior Management Group, Divisions &amp; Portfolios supported by OHSW&amp;IM Services</p> <p>Divisions &amp; Portfolios</p>	<p>July – Sep 2009</p> <p>August 2009</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 - Duty of Employers.</li> <li>• OHSW Regs 1995, Div.1.2.1 - Employer responsibilities to employees in respect to OHSW.</li> <li>• AS/NZS 4804:2001, 4.4.1.1 - Occupational Health &amp; Safety Management Systems, Resources.</li> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Standard 3, Element 1 - Resources.</li> <li>• <a href="#">OHSW Policy, Principles - 6</a>, - Adequate resources will be allocated.</li> </ul>
<b>5. Effectiveness Measure – OHSW resources are identified, allocated and documented to implement the strategic and local OHS plan within specified timeframes.</b>			
<p><b>6. Policy &amp; Supporting Procedures are developed, implemented &amp; reviewed</b></p> <ul style="list-style-type: none"> <li>➤ OHSW Policy, procedures, guidance notes are developed and reviewed in consultation with relevant parties.</li> </ul>	Divisions & Portfolios OHSW&IM Services, OHSW&IM Committee	Quarterly	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 - Duty of Employers.</li> <li>• OHSW Regs 1995, Div.1.2.1 - Employer responsibilities to</li> </ul>

STRATEGY	RESPONSIBILITY	TIMEFRAME	LEGISLATIVE COMPLIANCE / OHSW PROCEDURAL REFERENCE
<ul style="list-style-type: none"> <li>➤ Policy, procedures and associated guidance documents are accessible to all areas of the University through OHSW&amp;IM Website.</li> </ul>	Divisions & Portfolios OHSW&IM Services	Continuous	employees in respect to OHSW. <ul style="list-style-type: none"> <li>• OHSW Regs 1995, Div.1.3.1 - Consultation.</li> <li>• OHSW Regs 1995, Div.1.3.4 - Provision of OHSW information.</li> <li>• <a href="#">OHSW Policy, Principles - 4</a> - Development &amp; implementation of policies, procedures and safe systems of work.</li> </ul>
<b>6. Effectiveness Measure – Review of Policy, procedures and guidance material is a standard agenda item at OHSW&amp;IM Committee meetings and final agreed versions are posted on the website.</b>			
<p><b>7. Critical emergency response, contingencies and appropriate treatment is provided in response to specific emergency conditions.</b></p> <ul style="list-style-type: none"> <li>➤ Emergency plans and procedures are implemented to ensure appropriate action is taken immediately in the event of an emergency, for example, fire, bomb threat, chemical spill etc.</li> <li>➤ An emergency control organisation (designated warden structure) is maintained for each campus in accordance with the University Evacuation Procedures.</li> <li>➤ Campus Response Teams are formulated to assess, manage and respond to emergency incidents.</li> <li>➤ Crisis management processes are implemented and contingency plans tested in accordance with the Crisis Management Framework in managing business continuity.</li> <li>➤ Contingency arrangements are identified and reviewed to ensure appropriate back-up of key personnel who have OHS responsibilities.</li> <li>➤ The University will provide emergency and appropriate first aid treatment, in accordance with guidance material on web site, for persons suffering illness or injury at work.</li> </ul>	Facilities Management Unit in consultation with Divisions & Portfolios & OHSW&IM Services.  Facilities Management Unit in consultation with Divisions & Portfolios  Facilities Management Unit  Senior Management Group, Divisions & Portfolios  Senior Management Group Divisions & Portfolios  Facilities Management Unit & Divisions & Portfolios, OHSW&IM Services	Quarterly  Continuous  As required  Testing annually in December  Quarterly  Treatment as required	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 - Duty of Employers.</li> <li>• OHSW Regs 1995, Div. 2.6 - Emergency Facilities &amp; Procedures.</li> <li>• <a href="#">Emergency Response Manual</a> - Emergency Management Procedures.</li> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Standard 1, Element 2 – Commitment &amp; Policy.</li> <li>• <a href="#">Strategic Crisis Management Manual</a>.</li> <li>• OHSW Regs 1995, Div. 2.11 - Occupational Health &amp; First Aid.</li> <li>• SA Approved Code of Practice - Occupational Health &amp; First Aid in the Workplace.</li> <li>• <a href="#">OHSW Procedure 26</a> - First Aid in the Workplace.</li> </ul>
<b>7. Effectiveness Measure – Records indicate emergency situations are managed in accordance with relevant procedures minimising any adverse consequences to people, assets, the environment and the University's reputation caused by any event or situation.</b>			
<p><b>8. All hazards are identified and controlled according to the level of risk and hierarchy of controls.</b></p> <ul style="list-style-type: none"> <li>➤ Workplace hazards are identified, assessed, controlled and reviewed, using the University Hazard Management Procedure.</li> <li>➤ All OHSW considerations, including legislative requirements, are made prior to the purchase, hire, lease, design or manufacture of plant, equipment or substances.</li> </ul>	Divisions & Portfolios  Divisions & Portfolios	Monitor monthly according to risk level  Planning phase	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 - Duty of Employers.</li> <li>• OHSW Regs 1995, Div. 1.2.1 - Employer responsibilities to employees in respect to OHSW.</li> <li>• OHSW Regs 1995, Div.1.3.2 - Hazard identification and risk assessment.</li> <li>• OHSW Regs 1995, Div.1.3.3 - Control of risk.</li> </ul>

STRATEGY	RESPONSIBILITY	TIMEFRAME	LEGISLATIVE COMPLIANCE / OHSW PROCEDURAL REFERENCE
<ul style="list-style-type: none"> <li>➤ Hazard management strategies are applied to activities incorporating experiential learning for students, research and associated support functions.</li> </ul>	Divisions & Portfolios	Continuous	<ul style="list-style-type: none"> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Standard 2 – Element 1, Standard 3, Element 8.</li> <li>• <a href="#">OHSW Procedure 27</a>. - Hazard Management.</li> <li>• <a href="#">OHSW Procedure 39</a>. - Purchasing and OHSW.</li> </ul>
<b>8. Effectiveness Measure – Selected control measures are reviewed to ensure risk is eliminated or mitigated.</b>			
<p><b>9. Workplaces are monitored to identify hazards and appropriate controls are implemented.</b></p> <ul style="list-style-type: none"> <li>➤ Workplace inspections are scheduled and conducted in accordance with the level of risk and corrective action is taken to address any identified hazards.</li> <li>➤ Required inspection and testing procedures are conducted by the relevant, competent person(s) and measures are in place to ensure any identified non-conformances are corrected (ie.plant/electrical equipment).</li> </ul>	<p>Divisions &amp; Portfolios</p> <p>Divisions &amp; Portfolios, Facilities Management Unit</p>	<p>In accordance with local schedule.</p> <p>In accordance with regulated schedule.</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19.3 (h) - Duty of Employers.</li> <li>• OHSW Regs 1995, Part 2; Part 3 - General workplace; Plant.</li> <li>• AS/NZS 3760 - In-Service Safety Inspection &amp; Testing of Electrical Equipment.</li> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Standard 3 – Element 9: Implementation – workplace monitoring.</li> <li>• <a href="#">OHSW Procedure 54</a>. - Workplace Inspection</li> </ul>
<b>9. Effectiveness Measure – A systematic workplace inspection process identifies and controls hazards</b>			
<p><b>10. Staff Development &amp; Performance Management</b></p> <ul style="list-style-type: none"> <li>➤ OHSW responsibilities are outlined in positions descriptions for all employees.</li> <li>➤ OHSW responsibilities/actions are included in performance plans and evaluated through the Staff Development &amp; Performance Management process.</li> </ul>	<p>Divisions &amp; Portfolios, Human Resources Unit</p> <p>Divisions &amp; Portfolios, Human Resources Unit</p>	<p>Annually</p> <p>As scheduled</p>	<ul style="list-style-type: none"> <li>• AS/NZS 4804:2001, 4.4.1.2 - Occupational Health &amp; Safety Management Systems, Responsibility &amp; Accountability.</li> <li>• AS/NZS 4804:2001, 4.4.4 - Corrective &amp; Preventative Action.</li> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Standard 1-5: Commitment &amp; Policy, Planning, Implementation.</li> <li>• <a href="#">New Horizons</a> – People – Performance Management.</li> <li>• <a href="#">Performance Management</a> - OHSW requirements – individual responsibilities and training needs.</li> </ul>
<b>10. Effectiveness Measure – Clear statements of OHSW are included in all position descriptions and a process implemented for measuring individual OHSW performance.</b>			
<p><b>11. Buildings comply with relevant legislation. Risks to the health and safety of contractors and others at University premises are eliminated or minimised.</b></p> <ul style="list-style-type: none"> <li>➤ New and refurbished buildings are designed, constructed, modified and maintained in compliance with relevant legislation.</li> </ul>	Facilities Management Unit	Continuous	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19.1 (b) - Duty of Employers – Provision of adequate facilities.</li> <li>• OHSW Regs 1995, Div. 2.2 - General Workplace – Amenities.</li> </ul>

STRATEGY	RESPONSIBILITY	TIMEFRAME	LEGISLATIVE COMPLIANCE / OHSW PROCEDURAL REFERENCE
<ul style="list-style-type: none"> <li>➤ OHSW is considered at the design and construction stage of new projects and key specialist stakeholders are consulted where necessary.</li> <li>➤ OHSW requirements are integrated into the contractor selection process.</li> <li>➤ University OHSW Policy, relevant procedures and related information is provided to contractors to ensure they have adequate information to meet OHSW requirements.</li> </ul>	<p>Facilities Management Unit</p> <p>Facilities Management Unit</p> <p>Divisions &amp; Portfolios, Facilities Management Unit</p>	<p>Design stage of new projects</p> <p>Selection phase</p> <p>Prior to commencement of work</p>	<ul style="list-style-type: none"> <li>• OHSW Regs 1995, Div.2.3 - General Workplace – Buildings and their Precincts.</li> <li>• Building Code of Australia.</li> <li>• <a href="#">OHSW Procedure 15</a> - Contractor Management.</li> <li>• <a href="#">OHSW Procedure 17</a> - Design and Construction of New and Refurbished Buildings.</li> <li>• <a href="#">Design and Construction Guidelines</a> – Facilities Management Unit</li> </ul>
<b>11. Effectiveness Measure – OHSW requirements are integrated into the business through the University’s Design and Construction Guidelines &amp; Contractor Induction and Management Procedures.</b>			
<p><b>12. OHSW consultation provides a genuine opportunity for relevant personnel to contribute effectively to any decision-making process to eliminate or effectively control any potential risks to health or safety.</b></p> <ul style="list-style-type: none"> <li>➤ Employees are consulted regarding: <ul style="list-style-type: none"> <li>○ introduction of new policies, procedures, work processes;</li> <li>○ change to a workplace/process</li> <li>○ change to a policy/procedure;</li> <li>○ organisational change;</li> </ul> <p>that may affect the health, safety or welfare of staff, students, contractors or visitors at their workplace.</p> </li> <li>➤ OHSW information is communicated and disseminated broadly.</li> <li>➤ A suitable forum is established and maintained as the vehicle for communication i.e. OHSW committees and working groups or alternatively OHSW is a regular agenda item for discussion at school, institute or unit staff meetings.</li> <li>➤ The University process for the election of health and safety representatives is implemented and representatives are involved in improving occupational health, safety welfare and injury management is encouraged by the University.</li> </ul>	<p>Divisions &amp; Portfolios, OHSW&amp;IM Committee</p> <p>Divisions &amp; Portfolios, OHSW&amp;IM Services</p> <p>Divisions &amp; Portfolios, OHSW&amp;IM Services, OHSW&amp;IM Committee</p> <p>Divisions &amp; Portfolios, OHSW&amp;IM Services</p>	<p>Prior to decision making</p> <p>As required</p> <p>Quarterly/monthly</p> <p>Continuous</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 - Duty of Employers.</li> <li>• OHSW Act 1986, Part 4 – Health &amp; Safety Representatives &amp; Committees</li> <li>• OHSW Regs 1995, Div. 1.3.1 - Responsibility of Employers – Consultation.</li> <li>• OHSW Regs 1995, Div.6.1 – Health &amp; Safety Representatives.</li> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Standards 1, 2 &amp; 3 – Commitment &amp; Policy, Planning &amp; Implementation.</li> <li>• <a href="#">OHSW Procedure 14</a> - OHSW Consultation.</li> </ul>
<b>12. Effectiveness Measure –Staff survey results indicate satisfaction with provision of information and the genuine opportunity to contribute to university strategies/actions with a view to continuous improvement in managing health and safety.</b>			
<p><b>13. A formal OHSW Issue resolution process exists to resolve issues in a timely manner.</b></p> <ul style="list-style-type: none"> <li>➤ A process is maintained, communicated and readily accessible through the University web site.</li> <li>➤ The process is applied to effectively resolve identified issues.</li> </ul>	<p>OHSW&amp;IM Services</p> <p>Divisions &amp; Portfolios,</p>	<p>Annually</p> <p>As required</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Pt 4, Div 4 - Resolution of Health, Safety or Welfare Issues.</li> <li>• OHSW Regs 1995, Div.1.3.1 - Responsibility of Employers – Consultation.</li> </ul>

STRATEGY	RESPONSIBILITY	TIMEFRAME	LEGISLATIVE COMPLIANCE / OHSW PROCEDURAL REFERENCE
<p><b>13. Effectiveness Measure – University employees are aware of and utilise the OHSW Issue Resolution process to effectively resolve identified issues.</b></p>			
<p><b>14. All incidents are reported and analysed to prevent recurrence.</b></p> <ul style="list-style-type: none"> <li>➤ Incidents, including 'near hits', are reported in accordance with University procedures.</li> <li>➤ Incident trends are identified and analysed with appropriate risk mitigation strategies implemented.</li> </ul>	<p>Divisions &amp; Portfolios</p> <p>Divisions &amp; Portfolios, OHSW&amp;IM Services</p>	<p>Within 12 hours of incident.</p> <p>Monthly</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 (3) (b) - Keep records relating to work-related injuries.</li> <li>• OHSW Regs 1995, Div.1.3.7 (2) - Work-related injuries are reported.</li> <li>• OHSW Regs 1995, Div.6.6.2 - Notification of Certain Occurrences.</li> <li>• <a href="#">OHSW Procedure 29</a> - Incident Reporting &amp; Investigation.</li> </ul>
<p><b>14. Effectiveness Measure – Exceptions reports indicate compliance with incident reporting requirements. Comparison of incident trends indicates risk mitigation strategy is effective.</b></p>			
<p><b>15. All incidents are investigated and corrective action implemented to mitigate risk.</b></p> <ul style="list-style-type: none"> <li>➤ Incidents are investigated to determine incident causation and appropriate actions are taken to prevent a recurrence.</li> <li>➤ Investigations are conducted in accordance with University procedures.</li> </ul>	<p>Divisions &amp; Portfolios</p> <p>Divisions, Portfolios, OHSW&amp;IM Services</p>	<p>As soon as practical after incident.</p> <p>Continuous</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 - Duty of Employers.</li> <li>• OHSW Regs 1995, Div.1.2.1 - Employer responsibilities to employees in respect to OHSW.</li> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Standard 2 – Element 1, System Strategies.</li> <li>• <a href="#">OHSW Procedure 29</a> - Incident Reporting &amp; Investigation.</li> </ul>
<p><b>15. Effectiveness Measure – Investigation reports provide sufficient information to inform line managers of mitigation strategies to prevent recurrence of similar incident types.</b></p>			
<p><b>16. OHSW training requirements are identified and relevant programs made available to ensure the appropriate level of skill and knowledge to perform the work or function safely.</b></p> <ul style="list-style-type: none"> <li>➤ OHSW training needs are identified and programs/instructions are available to all staff and HDR students with records maintained.</li> <li>➤ Appropriate training and induction is provided in a timely manner to all employees, students, contractors to enable work to be carried out in a safe and healthy manner.</li> <li>➤ OHSW training programs are reviewed to ensure currency and accuracy based on legislative requirements and University direction for example; the teaching/research nexus will require academic staff to be familiar with safe practices in research environments.</li> </ul>	<p>Divisions &amp; Portfolios, OHSW&amp;IM Services</p> <p>Divisions &amp; Portfolios</p> <p>Divisions &amp; Portfolios, OHSW&amp;IM Services</p>	<p>Annually</p> <p>Within 3 months of commencement.</p> <p>Annually</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 (1) (c) - Duty of Employers – provision of training.</li> <li>• OHSW Act 1986, Sect.19 (3) (da) - Records relating to OHSW training.</li> <li>• OHSW Regs 1995, Div.1.3.4 - Information, instruction and training.</li> <li>• OHSW Regs 1995, Div.1.3.5 - Induction to new work.</li> <li>• <a href="#">OHSW Procedure 47</a> - Training Needs and Planning.</li> <li>• <a href="#">OHSW Procedure 30</a> - OHSW Induction.</li> </ul>

STRATEGY	RESPONSIBILITY	TIMEFRAME	LEGISLATIVE COMPLIANCE / OHSW PROCEDURAL REFERENCE
<ul style="list-style-type: none"> <li>➤ Employees in leadership or supervisory positions are provided with training and skill development to enable them to provide leadership in health and safety.</li> </ul>	Divisions & Portfolios, OHSW&IM Services	On starting leadership or supervisory role and every 3 years.	
<b>16. Effectiveness Measure – Training records and/or staff development and performance reviews reflect the outcome of the training needs analysis and provision of appropriate training in OHSW&amp;IM.</b>			
<p><b>17. Document control &amp; record management processes assist the University in meeting legislative requirements and maintaining its OHSW safety management system.</b></p> <ul style="list-style-type: none"> <li>➤ The University clearly identifies current authorised documents to ensure a consistent standard is met in all workplaces.</li> <li>➤ OHSW records are maintained in accordance with legislative requirements (including confidentiality), outlined in the University OHSW Procedure – Document Control &amp; Record Management.</li> </ul>	<p>OHSW&amp;IM Services</p> <p>Divisions &amp; Portfolios</p>	<p>Annually</p> <p>Continuous</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 (3) (b) - Keep records relating to work-related injuries.</li> <li>• OHSW Act 1986, Sect.19 (3) (da) - Records relating to OHSW training.</li> <li>• OHSW Regs 1995, Div.1.3.4 (2)(d) - Records of OHSW training must be kept.</li> <li>• OHSW Regs 1995, Div.2.4, 2.5, Div.3, Part 6 - Confined spaces, Electrical, Plant, Hazardous Substances, Administration.</li> <li>• Radiation Protection &amp; Control Regs 2000- Radiation licensing &amp; registration.</li> <li>• OHSW Regs 1995, Div.6.3 - Confidentiality of health records.</li> <li>• <a href="#">OHSW Procedure 18</a> - Document Control &amp; Record Management.</li> </ul>
<b>17. Effectiveness Measure – A consistent standard for document control and record management is applied across the University.</b>			
<p><b>18. OHSW performance is measured, monitored, evaluated &amp; reported to ensure the University OHSW Strategic Objectives are met.</b></p> <ul style="list-style-type: none"> <li>➤ Performance against OHSW Strategic &amp; Local Action Plans 2009-2011 are measured through regular monitoring and reporting to the Senior Management Group and Divisional / Portfolio Executive forums addressing progress on plans, corrective actions taken to address identified non- conformance/s.</li> <li>➤ Internal audits are conducted to measure compliance with performance measures within the OHSW Safety Management System. Corrective actions will be issued to address non-conformance.</li> <li>➤ An electronic OHSW information management system is implemented to streamline and standardise reporting and monitoring of OHSW activity across the University network.</li> </ul>	<p>Senior Management Group OHSW&amp;IM Services, Divisions / Portfolios</p> <p>Planning &amp; Assurance Services OHSW&amp;IM Services, Divisions &amp; Portfolios</p> <p>OHSW&amp;IM Services</p>	<p>Monthly - SMG Monthly/quarterly – Division/Portfolio Executives</p> <p>In accordance with PAS Schedule OHSW&amp;IM reviews annually in December</p> <p>March 2010</p>	<ul style="list-style-type: none"> <li>• OHSW Act 1986, Sect.19 - Duty of Employers.</li> <li>• OHSW Regs 1995, Div.1.2.1 - Employer Responsibilities to employees in respect to OHSW.</li> <li>• AS 4804:2001 - Occupational Health &amp; Safety Management Systems.</li> <li>• WorkCover Corporation Performance Standards for Self-Insurers, Standards 1 &amp; 5 - Commitment &amp; Policy; Planning &amp; Implementation; Measurement &amp; Evaluation; Review &amp; Improvement.</li> </ul>
<b>18. Effectiveness Measure – Senior Managers are provided with sufficient accurate information to achieve a clear understanding of University successes and deficiencies to provide for a change in direction as required.</b>			

STRATEGY	RESPONSIBILITY	TIMEFRAME	LEGISLATIVE COMPLIANCE / OHSW PROCEDURAL REFERENCE
<p><b>19. Health &amp; Welfare Initiatives</b></p> <ul style="list-style-type: none"> <li>➤ The University supports strategies that assist staff and HDR students to achieve a healthy balanced life.</li> <li>➤ The Employee Assistance Program (EAP) is provided, managed and promoted.</li> </ul>	<p>Divisions &amp; Portfolios</p> <p>OHSW&amp;IM Services</p>	<p>Continuous</p> <p>Continuous</p>	<ul style="list-style-type: none"> <li>• University of SA Corporate Plan 09-11, 4.1 - People &amp; Services – introducing a new University-wide wellness strategy.</li> <li>• OHSW Procedure 22 - Employee Assistance Program.</li> </ul>
<p><b>20. OHSW Recognition</b></p> <ul style="list-style-type: none"> <li>➤ The University recognises and acknowledges OHSW high performance identified through the annual evaluation of local action plans and Planning and Assurance Services audits, to acknowledge and encourage high standards with a view to sharing best practice initiatives.</li> </ul>	<p>OHSW&amp;IM Services</p>	<p>Annually in February</p>	<ul style="list-style-type: none"> <li>• <a href="#">New Horizons</a> - People - Recognition &amp; Reward for High Performance.</li> </ul>