

# Work Health and Safety Management Plan Procedure

**December 2023 - This document is expired. It is replaced by the [WHS Procedure - Inspections, Plans, Audits and Reviews](#).**

## Section 1 - Purpose

(1) The purpose of the Work Health and Safety (WHS) Management Plan Procedure is to:

- a. ensure all Faculties/Divisions/Offices are able to translate their 'duty of care' under the WHS legislation into the management of risk;
- b. identify and prioritise realistic goals for each area;
- c. determine budgetary needs for short and long term WHS goals;
- d. provide a written commitment to all staff to improve WHS performance;
- e. provide a focus for current and future areas or issues for improvement;
- f. encourage active participation from all staff and to allocate responsibility and accountability to all involved;
- g. provide for legislative awareness and compliance; and
- h. gain clear insight into the WHS performance of the schools/units.

### Scope

(2) This document applies to all faculties, divisions, offices and organisational units of Charles Sturt University (the University) and its controlled entities.

## Section 2 - Glossary

(3) For the purpose of this procedure:

- a. Faculty/Division/Office Executive means - the person who is responsible for the overall management of the faculty/division/office e.g. Executive Dean (Exec Dean), Executive Director (ED), Deputy Vice-Chancellor (DVC), Vice-Chancellor (V-C).

## Section 3 - Policy

(4) Refer to the [Work Health and Safety Policy](#).

## Section 4 - Procedures

# **Part A - Responsibilities**

## **Faculty/Division/Office Executive**

(5) Faculty/Division/Office Executive are responsible for annually reviewing:

- a. WHS Management Plans (see Part B below); and
- b. Annual WHS Reviews (see Part C below).

## **Head of School (HOS)/Head of Unit**

(6) Head of School (HOS)/Head of Unit is responsible for:

- a. Work health and safety planning (see Part B below); and
- b. Annual WHS Review (see Part C below).

## **WHS Unit**

(7) The WHS Unit is responsible for:

- a. providing the following information to schools/units:
  - i. incident data;
  - ii. workers' compensation claims data; and
  - iii. number of hazards and near misses reported.
- b. reviewing all WHS Management Plans and Annual WHS Reviews; and
- c. providing advice on this procedure.

# **Part B - Work health and safety planning**

(8) Produce an annual WHS Management Plan by the start of September each year. The timing of these plans allows those items with financial costs to be incorporated into budget submissions for the following year(s).

(9) Detail all planned WHS activities and targets for the current financial period, in the WHS Management Plan. Longer term planning can also be incorporated where management of safety needs to be staged over a number of years.

(10) Include information in the WHS Management Plan relating to:

- a. the provision of WHS information;
- b. the need for instruction;
- c. the need for generic, specialist or on-the-job WHS training in the coming year;
- d. objectives and targets to minimise risks from hazards, identified through:
  - i. observations;
  - ii. workplace inspections;
  - iii. hazard reports;
  - iv. incident investigations;
  - v. consultation of changes to facilities or processes; and
  - vi. reports of non-compliance with legislation, policies or standards.
- e. the planning and programming of risk assessments and risk control measures, including the production of administrative controls such as operating procedures (where required);

- f. emergency and contingency planning development or improvement;
- g. achievable goals for the period which focus attention on essential items that require attention;
- h. action due dates and responsible person; and
- i. items that have been rolled over from previous plans.

(11) Communicate a copy of the WHS Management Plan to all workers.

(12) Review the WHS Management Plan twice a year. These reviews can be at a time that is workable for the school/unit.

(13) Keep records of WHS Management Plans in the University's record management system for 5 years.

(14) Send a copy of the School/Unit WHS Management Plan, each year, to the Faculty/Division/Office Executive for budget and WHS discussions. Once these discussions are completed, the School/Unit WHS Management Plan should be amended.

(15) Send a copy of the WHS Management Plan to the WHS Unit for review and advice.

NOTE: Faculties/divisions/offices do not need to consolidate all School/Unit WHS Management Plans. They must complete their own plan for their staff and activities e.g. Vice-Chancellor's Office or Faculty Operations WHS Management Plan.  
Small divisions may create a Division WHS Management Plan.

## Part C - Annual WHS review

(16) Use Appendix B - Annual WHS Review to review WHS performance against the WHS key performance indicators (see Part D below).

(17) Send a copy of the School/Unit Annual WHS Review, each year, to the Faculty/Division/Office Executive for WHS performance discussions.

(18) Send a copy of the Annual WHS Review to the WHS Unit for review.

NOTE: Faculties/divisions/offices do not need to consolidate all School/Unit Annual WHS Reviews. They must complete their own Annual WHS Review for their staff and activities e.g. Vice-Chancellor's Office or Faculty Operations Annual WHS Review.  
Small divisions may create a Division Annual WHS Review, if they have a Division WHS Management Plan.

## Part D - WHS key performance indicators

(19) Negative WHS performance indicators consisting of accident/incident data and workers' compensation claims information will be provided to schools/units by the WHS Unit.

(20) Positive WHS key performance indicators:

| Measure               | WHS lead indicator   |
|-----------------------|--|
| WHS Management Plan   | Annual WHS Management Plan developed in September each year.                           |
| Workplace Inspections | Every workplace completes all inspections each year (1 for low risk, 2 for high risk). |

| Measure  | WHS lead indicator  |
|--|---|
| Workplace Inspections(Executive Participation) | Senior managers participate in at least 2 inspections of their workplaces each year.  |
| WHS Action Plan                                | 80% of local WHS action plan items completed within set/agreed time frames.   |
| Annual WHS Review                              | Annual WHS Review completed and sent to Faculty/Division/Office Executive and WHS Unit in September each year.  |
| WHS Induction                                  | 100% of staff and managers complete their WHS induction within 4 weeks of commencement.   |
| WHS Training                                   | 100% of staff complete their agreed WHS training requirements within set timeframes (as per WHS Management Plan).                                       |
| WHS Consultation                               | Evidence that WHS items are discussed with workers or their representatives at least 4 times per year (toolbox talk or WHS Committee agenda item etc.). |
| Site Emergency Plan (SEP)                      | SEP is reviewed annually - by September each year.  |
| Emergency Evacuation                           | At least one (1) trial evacuation is completed in each building each year.  |
| Fire Wardens Trained                           | All positions filled and nominees trained.  |
| Reporting Culture                              | Number of hazards and near misses reported is greater than the number of injuries recorded.   |

## Section 5 - Guidelines

(21) Nil.

## Status and Details

|                           |  |
|---------------------------|--|
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