

#### Goals

By the end of each calendar year, we will know we are on track if we have...

1. Reduced the occurrence or re-occurrence of workplace injuries and illnesses.
2. Continually improved compliance with OHS legislation and effective implementation of the University's OHS Management System (OHSMS).
3. Improved OHS leadership and culture throughout the University.
4. Provided high quality consistent and practical OHS information and advice to the University community.

PRIORITY ACTIONS	ANNUAL MEASURES / KPI	2019 MEASURES / KPI
<b>1. Reduce occurrence or re-occurrence of workplace injuries and illnesses.</b>	<ol style="list-style-type: none"> <li>1. Zero Lost Time Injuries Frequency Rate (LTIFR) with an unacceptable tolerance of 1.55<sup>1</sup>.</li> <li>2. 5% reduction in injuries/illnesses resulting in five days or more of lost time.</li> <li>3. 5% reduction in musculoskeletal disorders injuries resulting in five days or more of lost time.</li> <li>4. 5% reduction in the injuries/illnesses resulting in 100 days or more of lost time.</li> <li>5. 5% increase in reported injuries/illness (to reduce under reporting or incidents).</li> </ol>	<ol style="list-style-type: none"> <li>1. Zero Lost Time Injuries Frequency Rate (LTIFR) with an unacceptable tolerance of the five-year LTIFR</li> <li>2. 25% reduction in injuries/illnesses resulting in five days or more of lost time.</li> <li>3. 25% reduction in musculoskeletal disorders injuries resulting in five days or more of lost time.</li> <li>4. 25% reduction in the injuries/illnesses resulting in 100 days or more of lost time.</li> <li>5. 25% increase in the reported injuries/illnesses (to reduce under reporting).</li> </ol>
a) Risk management outcomes for targeted hazards with specific projects.	<ul style="list-style-type: none"> <li>• Targeted hazards:               <ul style="list-style-type: none"> <li>– Plant and equipment</li> <li>– Manual task injuries (hazardous manual handling)</li> <li>– Working from home</li> <li>– Slips trips and falls</li> <li>– Working at heights</li> <li>– Contractor management</li> </ul> </li> <li>• Asbestos Management</li> <li>• Travel and off-campus risk</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of software or other system to collate hazard identification, risk assessment and risk control information.</li> <li>• Implementation of a dashboard reporting system for OHS risk management of targeted hazards.</li> </ul>
b) Increase awareness and promote incident reporting.	<ul style="list-style-type: none"> <li>• Implement targeted guidance material on reporting of:               <ul style="list-style-type: none"> <li>– Hazards</li> <li>– Dangerous Occurrences/Near misses</li> <li>– Injuries/illness</li> <li>– Safety systems failures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Implement a software system for reporting of:               <ul style="list-style-type: none"> <li>– Hazards</li> <li>– Dangerous Occurrences/Near misses</li> <li>– Injuries/illness</li> <li>– Safety systems failures</li> </ul> </li> </ul>

PRIORITY ACTIONS	ANNUAL MEASURES / KPI	2019 MEASURES / KPI
<b>2. Continually improve compliance with OHS legislation and effective implementation of the University's OHSMS.</b>	<ol style="list-style-type: none"> <li>1. Zero non-conformance findings in external audits.</li> <li>2. Zero WorkSafe Improvement Notices</li> <li>3. Zero WorkSafe Prohibition Notices</li> </ol>	<ol style="list-style-type: none"> <li>1. 50% reduction in non-conformance findings in external audits.</li> <li>2. 50% reduction in WorkSafe Improvement Notices</li> <li>3. 50% reduction in WorkSafe Prohibition Notices</li> </ol>
a) Improve contractor health and safety management systems.	<ul style="list-style-type: none"> <li>• Implement targeted guidance to support OHS contractor management procedure.</li> </ul>	<ul style="list-style-type: none"> <li>• 50% reduction in non-conformance findings in internal audit for criteria related to contractor management.</li> <li>• Implement software or other systems to support local management of contractors.</li> </ul>
b) Improve purchasing health and safety management.	<ul style="list-style-type: none"> <li>• Implement targeted guidance to support OHS contractor management procedure.</li> </ul>	<ul style="list-style-type: none"> <li>• 50% reduction in non-conformance findings in internal audit for criteria related to procurement.</li> </ul>
c) Improve chemical management compliance.	<ul style="list-style-type: none"> <li>• Re-implement (Material) Safety Data Sheet database.</li> <li>• Finalise installation of Parkville Dangerous Goods Manifest Infrastructure.</li> <li>• Review hazardous chemical waste processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Review Dangerous Good storage equipment.</li> </ul>
d) Legislative responsibilities review of OHS legislation relevant to University's operations.	<ul style="list-style-type: none"> <li>• Conduct annual review to identify and assess any variations OHS legislative compliance requirements.</li> <li>• Provide regular report on OHS legislative compliance to Risk Management Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• As per annual target.</li> </ul>
e) Decrease in the number of adverse outcomes resulting from WorkSafe visits.	<ul style="list-style-type: none"> <li>• Zero WorkSafe Improvement Notices</li> <li>• Zero WorkSafe Prohibition Notices</li> </ul>	<ul style="list-style-type: none"> <li>• 50% reduction in WorkSafe Improvement Notices</li> <li>• 50% reduction in WorkSafe Prohibition Notices</li> </ul>
<b>3. Improve OHS leadership and culture throughout the University.</b>	<ol style="list-style-type: none"> <li>1. Review and revise the OHS Roles and Responsibilities training for senior leaders.</li> <li>2. Implement revised program.</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor and report on senior leader OHS training completion rates.</li> <li>2. 90% completion within 6 months of senior leader OHS training needs identified.</li> </ol>
a) Engage with senior leaders within the University on OHS matters.	<ul style="list-style-type: none"> <li>• Provide OHS Roles and Responsibilities training and information for Council members and Board members of subsidiary companies.</li> <li>• Revise training needs analysis guidance for Faculty Executive Committee members.</li> <li>• Provide reports to senior leaders on OHS performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Collate data to enable monitoring and reporting of training completion rates for senior leaders OHS training.</li> </ul>
b) Maintain financial incentives for closing out of adverse OHSMS internal audit findings (non-conformances and requires corrections) to Budget Divisions.	<ul style="list-style-type: none"> <li>• Continue to implement financial incentives scheme for closing out adverse internal audit findings.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and revise financial incentives scheme to determine its effectiveness.</li> </ul>

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<b>4. Provide high quality consistent and practical OHS information and advice to the University community.</b>	1. Minimum of average score of 3.5/5 in OHS sections of quality performance surveys. 2. Zero non-conformances to University-wide systems criteria in external OHSMS audits i.e. OHS policies and procedures.	1. Review and revise methods of measuring this objective.
a) Develop the university-wide network of OHS professionals.	<ul style="list-style-type: none"> <li>• Review OHS support services in accordance with Business Improvement Program.</li> <li>• Implement changes resulting from Business Improvement Program.</li> <li>• Provide professional development and knowledge-sharing opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and revise methods of measuring this objective.</li> </ul>
b) Develop, implement and maintain a coordinated staff wellbeing program.	<ul style="list-style-type: none"> <li>• Survey and review existing wellbeing services to staff.</li> <li>• Identify services gaps that a wellbeing program could fill.</li> <li>• Consolidate services into a package of wellbeing programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and revise methods of measuring this objective.</li> </ul>