

## 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 by 10%
2. Continually improved compliance with OHS legislation and conformance to SafetyMAP by achieving conformance to SafetyMAP external certification and surveillance audits, and remaining free of WorkSafe Improvement or Prohibition Notices
3. Improved OHS leadership and culture throughout the University by 60% Senior Executive participation in Budget Division EHS Committees and 80% participation by Senior Executives in workplace inspections
4. Provided high quality consistent and practical OHS information and advice to the University community, as evidenced by improvements in EHS sections of quality performance surveys, and compliance with University-wide criteria in external SafetyMAP audits.

PRIORITY ACTIONS	MEASURES / KPI	OFFICERS RESPONSIBLE
<b>1. Objective: Reduce the occurrence or re-occurrence of workplace injuries and illnesses.</b>	<ul style="list-style-type: none"> <li>• 10% reduction in the number of Lost Time Injuries per calendar year</li> <li>• 10% reduction in the number of Claims per calendar year</li> </ul>	
a) Improve the risk management of high consequence operations including: <ul style="list-style-type: none"> <li>• Working in confined spaces and hazardous work areas</li> <li>• Working at heights</li> <li>• Interaction between vehicles and pedestrians</li> <li>• High risk plant (pressure vessels)</li> <li>• High risk plant (lifts)</li> <li>• Off campus activity (Australia)</li> <li>• Off campus activity (International)</li> <li>• Laboratory operations</li> </ul>	<ul style="list-style-type: none"> <li>• Identification, risk assessment and control of all high consequence operations at the University of Melbourne.</li> </ul>	Deans, Vice-Principals, Heads of School, Heads of Department, Directors and General Managers.
b) Improve risk management procedures	<ul style="list-style-type: none"> <li>• Development and implementation of risk management procedures which achieve SafetyMAP conformance.</li> </ul>	Deans, Vice-Principals, Heads of School, Heads of Department, Directors and General Managers.
c) Improve manual handling risk management.	<ul style="list-style-type: none"> <li>• Identification, risk assessment and control of all hazardous manual handling tasks at the University of Melbourne.</li> <li>• Decrease the number of muscular skeletal injuries.</li> </ul>	Deans, Vice-Principals, Heads of School, Heads of Department, Directors and General Managers.
d) Improve incident reporting and investigation procedures to identify root causes of incidents and monitoring of corrective actions.	<ul style="list-style-type: none"> <li>• Development and implementation of an Incident Reporting procedure to achieve SafetyMAP conformance.</li> </ul>	GM EHS
e) Increase awareness and promote incident reporting.	<ul style="list-style-type: none"> <li>• Increase the number of incidents reported in each calendar year by 10%.</li> </ul>	GM EHS, EHS Coordinators

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f) Improve psychosocial risk management.	<ul style="list-style-type: none"> <li>Development and implementation of programs for early identification and facilitation aimed at restoring relationships.</li> <li>Education and preventative program for psychological risk.</li> </ul>	GM EHS, VP HR, WorkCover Manager, Director Employee Relations
<b>2. Objective: Continually improve compliance with OHS legislation and conformance to SafetyMAP.</b>	<ul style="list-style-type: none"> <li>Zero non conformances to SafetyMAP Initial Level in external audits each calendar year.</li> <li>Zero WorkSafe Improvement or Prohibition Notices each calendar year.</li> </ul>	
a) Improve health and safety related maintenance and upgrading of University-maintained building infrastructure.	<ul style="list-style-type: none"> <li>Reduction in backlog maintenance identified by building condition audits.</li> </ul>	VP Property & Campus Services, GM Maintenance
b) Improve maintenance and upgrading of faculty (budget division) controlled infrastructure	<ul style="list-style-type: none"> <li>Conformance to SafetyMAP elements 3.10.8 and relevant standards for scheduled maintenance.</li> </ul>	Deans, Vice-Principals, Heads of School, Heads of Department, Directors, General Managers, Departmental and School Managers.
c) Improve contractor health and safety management systems.	<ul style="list-style-type: none"> <li>Development and implementation of a University-wide contractor management procedure.</li> <li>Increase in contractor inductions.</li> </ul>	Deans, Vice-Principals, Heads of School, Heads of Department, Directors, General Managers, Departmental and School Managers.
d) Improve purchasing health and safety management	<ul style="list-style-type: none"> <li>Development and implementation of a purchasing procedure that conforms to SafetyMAP Elements 3.10.19 &amp; 3.10.20.</li> </ul>	Deans, Vice-Principals, Heads of School, Heads of Department, Directors, General Managers, Departmental and School Managers.
e) Review and upgrade Dangerous Goods signage across each campus	<p>Complete 100% compliance of all DG signage at:</p> <ul style="list-style-type: none"> <li>Parkville</li> <li>Werribee</li> <li>Burnley</li> <li>South Bank</li> <li>Creswick</li> <li>UMEE</li> <li>Dookie</li> <li>MTC</li> </ul>	GM EHS
f) Improve SafetyMAP internal auditing program to include monitoring of corrective action plans and review of both non-conformance and requires correction findings	<ul style="list-style-type: none"> <li>Evidence of corrective action plans for all audits and a review of adverse audit findings.</li> </ul>	Director Internal Audit
g) Provide report summary of findings to Risk Management and Audit and Risk Committees.	<ul style="list-style-type: none"> <li>Evidence of reports to RMC and RAC.</li> </ul>	Director Internal Audit
h) Provide reports to OHSC and Risk Management Committee on WorkSafe activity at the University.	<ul style="list-style-type: none"> <li>Evidence of reports to RMC and OHSC.</li> </ul>	GM EHS
i) Decrease in the number of WorkSafe interventions	<ul style="list-style-type: none"> <li>Decrease in WorkSafe Improvement Notices and Prohibition Notices per visit.</li> </ul>	Deans, Vice-Principals, Heads of School, Heads of Department, Directors, General Managers, Departmental and School

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		Managers.
j) Review and improve emergency response management.	<ul style="list-style-type: none"> <li>Evidence of evacuation drills in all occupied buildings</li> <li>Evidence of regular meetings with BECs and Floor Wardens.</li> </ul>	GM EHS, GM Campus Operations
k) Legislative Responsibilities audit of OHS Legislation relevant to University's operations.	<ul style="list-style-type: none"> <li>HS Acts and Regulations with Management Responsibilities identified.</li> </ul>	GM EHS, Director Internal Audit
<b>3. Objective: Improve OHS leadership and culture throughout the University</b>	<ul style="list-style-type: none"> <li>60% Senior Executive participation in Budget Division EHS Committees (where eligible)</li> <li>80% participation by Senior Executives in workplace inspections</li> </ul>	
a) Introduce financial incentives for closing out of adverse SafetyMAP internal audit findings (non-conformances and requires corrections) to Budget Divisions.	<ul style="list-style-type: none"> <li>Develop and implement financial incentives scheme for closing out adverse internal audit findings.</li> </ul>	Director University Planning, Planning & Budget Committee
b) Undertake a safety leadership/cultural change program with external consultants – with the aim of Deans and VPs developing individual plans for the relative Budget Division.	<ul style="list-style-type: none"> <li>Evidence of plans.</li> <li>Implementation of plans at development stage.</li> <li>Evidence of safety leadership workshop process.</li> <li>Interviews completed with selected senior executives and others.</li> </ul>	Vice-Chancellor, Deputy Vice-Chancellors, Deans, Vice-Principals, GM EHS.
c) Executive participation in workplace inspections throughout the year.	<ul style="list-style-type: none"> <li>Total of 25 workplace inspections attended/conducted by senior executives (VC, DVC, Deans and VPs) per calendar year.</li> </ul>	Vice-Chancellor, Deputy Vice-Chancellors, Deans, Vice-Principals, GM EHS.
d) Training and support for executives.	<ul style="list-style-type: none"> <li>All senior executives to complete EHS roles and responsibilities training within 6 months of commencement of employment</li> </ul>	Vice-Chancellor, Deputy Vice-Chancellors, Deans, Vice-Principals, GM EHS.
<b>4. Objective: Provide high quality consistent and practical OHS information and advice to the University community</b>	<ul style="list-style-type: none"> <li>Improvements in EHS sections of quality performance surveys</li> <li>Zero non-conformance to University-wide criteria in external SafetyMAP audits</li> </ul>	
a) Revise and improve EHS manual, tools and guidance materials used to implement the OHS Management system.	<ul style="list-style-type: none"> <li>100% completion of the EHS manual, tools, guidance material in accordance with the EHS Manual Review Plan.</li> </ul>	GM EHS
b) Provide templates and examples of critical documents required for the implementation of the OHSMS.	<ul style="list-style-type: none"> <li>100% completion of proved templates and examples of critical documents in accordance with EHS Manual Review Plan.</li> </ul>	GM EHS
c) Establish a University-wide network of OHS professionals in high risk faculties/budget divisions.	<ul style="list-style-type: none"> <li>Evidence of the roles being created and occupied.</li> </ul>	GM EHS
d) Establish a network of implementers (Safety Officers) of the OHSMS across the University.	<ul style="list-style-type: none"> <li>Evidence by the existence of the network the network in operation.</li> </ul>	GM EHS
e) Provide access to more frequent incident statistical	<ul style="list-style-type: none"> <li>Faculties and departments accessing their own incident data out of Themis using</li> </ul>	GM EHS

PRIORITY ACTIONS	MEASURES / KPI	OFFICERS RESPONSIBLE
data reports to faculties and departments.	Discoverer Reports.	