There will be three key focus areas that underpin activities identified to realise the Health and Safety Strategic Management Plan 2021-2025.

This plan will be reviewed on an annual basis to ensure that the objectives and programs of work continue to align with the overall University of Melbourne (UoM) vision and strategic objectives.

This plan sets the direction for achieving sustainable improvement to the way health and safety is managed within the university. A two phased approach will be implemented to support working towards achieving this goal:

- The UoM Health and Safety Management Plan, which sets the overall direction, incorporates university goals, legislative requirements and priority areas for focus during the plan period.

- The Local Action Plans, which reflect UoM Health and Safety Management Plan priorities and provide details of planned actions in the local faculty or area.

GOALS

The Health and Safety team will measure and report on UoM safety performance using key performance indicators that align with the three key focus areas in the Health and Safety Management Plan.

Key focus areas are as follows:

Goals	Objectives
1. Safety System Improvement	Safety processes are streamlined to enhance the end-user experience.
2. Safety Leadership and Engagement	Improve health and safety leadership and culture throughout the University community
3. Injury Reduction	Reduce the occurrence or re-occurrence of workplace injuries and illnesses

The primary strategic outcomes will focus on the high-level annual output indicators.

1. Safety System Improvement • *Safety processes are streamlined to enhance the end-user experience.*		
Strategic Outcomes	**Approach**	**Key Performance Indicators**
a) Decrease in the number of adverse outcomes resulting from safety regulator intervention.	i. Continue to work cooperatively with health and safety regulators.	• Zero WorkSafe Prohibition Notices (year on year). • Zero WorkSafe Improvement Notices (year on year). • Zero prosecutions from safety regulators.
b) Maintain the UoM safety management system to meet the contemporary health and safety legislation / standards.	i. Systematic review of safety systems and implementation of improvement in line with current safety knowledge & practice. ii. Audit and review for ongoing compliance and retention of accreditation. iii. Identify our relevant regulatory obligation and monitor compliance.	• UoM to successfully complete the WorkSafe Self-Insurance Audit. • 100% Completion of external & internal surveillance audits. • Review and respond to top three non-conformance trends to address causal factors. • Compliance register is current and up to date. • 90% of planned and programmed workplace inspections completed.

2. Safety Leadership and Engagement
- *Improved and sustain Health and Safety leadership and culture throughout the University community.*

Strategic Outcomes	Approach	Key Performance Indicators
a) Managers and Supervisors visibly demonstrate their commitment to health and safety and implementation of UoM Safety Management System.	i. All Managers and Supervisors undertake work health and safety training for managers and supervisors. ii. Review of local safety management system compliance. iii. Sample safety survey's include specific questions pertaining to safety leadership.	• 100% of identified managers and supervisors completed the Health and Safety Responsibilities training (TrainME)[1]. • Internal audit results reflect successful implementation of the managements system requirements. • Safety surveys are conducted and feedback relating to improvements is distributed.
b) UoM personnel have appropriate knowledge and skills to contribute to the continuous improvement of UoM's safety and health.	i. All auto enrolled new employees complete the health and safety training.	• 100% of enrolled new employees complete the online UoM Health and Safety training [2]. • 100% of fixed term and continuing employees have completed the online UoM Health and Safety training[3].
c) Provide high-quality consistent and practical health and safety information and advice to the University community.	i. Health and safety service requests are addressed in a timely manner with a positive outcome.	• Net promotor score (NPS) of 8 or greater to indicate the quality health and safety services. • Zero non-conformances to University-wide systems criteria in external Health and Safety Management System (HSMS) audits.
d) A total health framework to focus on strategies to support employee physical and mental health.	i. A communication strategy is developed, and framework implemented. Measures are used to determine uptake and effectiveness, with focus on strategies to support physical and mental health. Evidence – based research is referenced to inform measures.	• Develop a plan to integrate existing programs and identify new programs to support physical and mental health.
e) Optimize consultation and elected employee Health & Safety Representatives (HSRs) engagement to University community.	i. A engage plan for the community of elected employee HSRs is developed and implemented ii. Consultative arrangements are utilised to improve the safety management system	• Implemented actions for HSR engagement plan • Records of improvements to safety management system following health and safety consultation.

---

[1] A small acceptable tolerance may be required to allow for a small number of employees who are unable to complete the training for valid reasons e.g. extended leave.

[2] Within first four weeks of commencement.

[3] A small acceptable tolerance may be required to allow for a small number of employees who are unable to complete the training for valid reasons e.g. extended leave.

3.	**Injury Reduction**		
	• *Elimination of work-related injuries and illnesses (as far as reasonably practicable).*		
Strategic Outcomes		**Approach**	**Key Performance Indicators**
a)	Confidence is improved in the incident reporting system.	i. Monitor, track and report trends in incident, hazard quarterly to UoM management and community.	• LTI frequency rate (per one million hours worked) – Target 0 (risk tolerance 1.4). • 5% increase in reported hazards and non-injury incidents[4] (to reduce under reporting). • Days lost due to reported injuries – Target 10 days or less. • Number of worker's compensation claims – Target 5% reduction. • Number of lost time injury claims (LTI) – Target 5% reduction. • Work-related fatalities – Target 0.
b)	Targeted interventions are in place to assist drive down work-related injuries.	i. Quarterly trend analysis in relation to the top three incident / hazard trends.	• Review and respond to top three non-conformance trends to address causal factors.
c)	Improve the reporting of injuries and return to work outcomes.	i. Extension of incident / injury management knowledge and capability. The provision of education or information sessions to people managers / business partners.	• All claims have a relevant incident report submitted. • 100% of identified personnel attend the designated return to work education or information sessions. • 100% of Return to Work Plans developed, implemented for compensable injuries where there is an absence from work.

---

[4] Change compared to previous calendar year.