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# 1 Purpose

This requirement describes the methodology for establishing, implementing and maintaining health and safety plans with objectives and targets for each relevant functional level within the University of Melbourne.

# 2 Scope

This requirement applies to all staff, students, contractors and other personnel at workplaces under the management or control of the University of Melbourne.

# 3 Definitions

**Health and safety management plan**

A document detailing actions to achieve established health and safety objectives and targets.

**Health and safety strategic plan**

A document detailing a strategy or series of strategies to achieve established health and safety objectives and targets.

**Objective**

Health and safety goal (quantifiable where practicable), arising from the health and safety policy, and set by the University or relevant functional area.

**Target**

A detailed performance requirement (quantifiable where practicable) that needs to be met for a health and safety objective to be achieved.

# 4 Requirements

## 4.1 University-wide health and safety strategic plan

The Vice-President (Administration and Finance ) and Chief Operating Officer is responsible for commissioning the University-wide health and safety strategic plan.

The health and safety strategic plan, must take into consideration the University’s:

* health and safety legal requirements;
* hazards, risks, safety management system failures; and
* operational and business requirements.

Where practicable, health and safety strategic plan objectives and targets must be:

* consistent with the University's health and safety policy;
* consistent with improving health and safety performance;
* consistent with a goal of continual improvement; and
* measurable.

The plan shall have set timeframes and allocate responsibilities.

The Director, Health & Safety will publish drafts of new or altered strategic plans on the health and safety website for consultation, and will notify OHS Committee (OHSC) members, health and safety management representatives, health and safety representatives (HSRs) when the draft is published.

The Director, Health & Safety will take feedback from consultation into account, and then submit the final draft for review and endorsement.

Following endorsement, the Director, Health & Safety will publish the new or reviewed health and safety strategic plan.

The Director, Health & Safety is responsible for monitoring progress against the objectives and targets of the plan and reporting on progress annually to the OHSC and the Risk Management Advisory Group.

## 4.2 Faculty/Division health and safety management plans

The Dean/Head of division must ensure that draft divisional health and safety management plans are developed using the divisional health and safety management plan form.

Plans must take into consideration the University’s:

* health and safety legal requirements;
* hazards, risks, safety management system failures; and
* operational and business requirements.

The Dean/Head of division must ensure that, where practicable, objectives and targets are:

* consistent with the University-wide health and safety strategic plan;
* consistent with the University's health and safety policy;
* consistent with improving health and safety performance;
* consistent with a goal of continual improvement; and
* measurable.

The plan shall have set timeframes and allocate responsibilities.

The Dean/Head of division must ensure that the draft divisional health and safety management plan is submitted to the division health and safety committee for consultation, and that the committee’s feedback is taken into consideration, before they approve the draft plan.

The Dean/Head of division must ensure that progress towards divisional health and safety objectives and targets and established health and safety management plans is monitored and reported to the divisional health and safety committee and the Associate Director, Health & Safety, at least annually.

## 4.3 Local health and safety objectives and targets

Where a local health and safety committee is established (see [Health & Safety: Consultation, representation and committee requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4694854/health-and-safety-consultation-representation-and-committee-requirements.pdf)), the Dean/Head of division must ensure that:

* local health and safety objectives and targets consistent with the divisional health and safety management plan are developed
* progress towards local health and safety objectives and targets is monitored and reported to the local health and safety committee.

Where a local health and safety committee is not established, the health and safety objectives and targets in the divisional health and safety management plan apply to the local area. The Dean/Head of division must ensure that local progress towards divisional health and safety objectives and targets is reported to the divisional health and safety committee.

# 5 References

[Health & Safety: Consultation, representation and committee requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4694854/health-and-safety-consultation-representation-and-committee-requirements.pdf)

[Health & Safety: Management system review and audit requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4587127/health-and-safety-management-system-review-and-audit-requirements.docx)

National Self-Insurer OHS Audit Tool v3

* AS/NZS ISO 45001: Requirements with guidance for use Occupational health and safety management systems - Requirements with guidance for use

# 6 Responsibilities

Vice-Principal (Administration and Finance) and Chief Operating Officer

Director, Health & Safety

Dean

Head of division

# 7 Associated documentation

## 7.1 Forms

[Health & Safety: Budget division health and safety plan](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/4712824/budget-division-health-and-safety-committee-terms-of-reference.docx)

[Health & Safety: Action plan](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4698680/health-and-safety-action-plan.docx)

## 7.2 Guidance

Nil