Introduction
This plan sets health and safety objectives for UNSW for 2016-2018 based on UNSW’s Health and Safety Policy and in support of the UNSW 2025 Strategy and associated Faculty and Division Operational Plans.

This plan is consistent with work health and safety legislation, SafeWork NSW self-insurance requirements and has been informed by knowledge and analysis of past health and safety performance.

Background
UNSW is committed to providing a world-class campus environment. This means UNSW will develop our physical campus facilities to meet student and staff needs, create a vibrant community of activity and that are safe, accessible, promote health, safety and wellbeing, and are environmentally sustainable.

Our health and safety policy objective is that no person will come to harm while working, studying or visiting UNSW.

The values that form the basis for UNSW to achieve its health and safety policy objective include:

- A commitment to support the good health, safety and wellbeing of everyone that works and visits UNSW.
- Everyone has a responsibility for safety; their own and that of others.
- Injuries can be prevented and an incident-free learning and work environment is actively pursued.
- Communication and consultation are central to have a safer, healthier workplace.

Purpose of the Health and Safety Plan
This plan serves several purposes including:

- To achieve systematic and sustainable improvements of health and safety outcomes for workers and visitors at UNSW
- Give direction to achieve the UNSW Health and Safety Policy objective
- Outline clear responsibilities to all relevant functions and levels at UNSW
- Respond to and meet our legal requirements
- Demonstrate UNSW management’s commitment to health and safety.

Scope
This plan applies to all workers and visitors to any UNSW campus. It also applies to UNSW staff and students working at premises controlled by UNSW persons conducting a business or undertaking.

Objectives

1. That UNSW’s health and safety management system meets with the requirements of the work health and safety legislation, the SafeWork NSW Self-Insurer requirements and the internationally recognised safety standard AS/NZS 4801.
2. That UNSW senior management visibly demonstrates their leadership in health and safety matters.
3. That UNSW managers and supervisors visibly demonstrate their commitment to health and safety management and the implementation of UNSW’s health and safety management systems.
4. That UNSW workers have appropriate knowledge and skills to contribute to the continuous improvement of UNSW’s health, safety and wellbeing outcomes.
5. Improve the reporting culture as part of building an overall positive health and safety culture.
6. Ensure that health and safety systems have a measurable impact in protecting UNSW workers health and wellbeing.
7. UNSW has an online contractor management safety in place that meets the requirements of SafeWork NSW Self-Insurer and work health and safety legislation.
8. UNSW has improved road and pedestrian safety for UNSW staff, students and the community visiting UNSW.
9. UNSW’s health and safety management system training program is enhanced by the implementation of an online solution that improves usability, reduces paperwork, saves time and improves record keeping. Implement, review and improve UNSW’s health and safety management system with a focus on the training requirements.

Where required individual projects will be developed to assist in meeting the objectives identified above. These individual projects will respond to legal requirements, set KPTs, identify more detailed activities, timeframes, resourcing, responsibilities and outline relevant legislation, Australian Standards and industry codes of practice.

**Responsibilities and Priorities**
The President and Vice-Chancellor is responsible for ensuring that the Health and Safety Strategic objectives and targets outlined in this Health and Safety Plan are appropriately resourced and met.

Deans and Divisional Heads are required to assist the President and Vice-Chancellor in meeting their responsibilities by incorporating the health and safety targets into their Faculty and Division operational plans.

Responsibilities for each objective and target are outlined in Table 1.

**Consultation**
This Health and Safety Plan has been distributed for consultation in accordance with UNSW’s Governance process and UNSW’s HS339 Health and Safety Consultation Guideline.

**Monitoring and Review**
The implementation of this Health and Safety Plan will be regularly reviewed and monitored via quarterly and annual reports to UNSW’s Level 1 Health Safety and Environment Committee.

The President and Vice-Chancellor and senior management will also review and monitor the performance of the University in meeting its health and safety objectives with regular reporting to the University Council and the Risk Committee of University Council.
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<tr>
<td>1.</td>
<td>UNSW has a safety management system in place that meets the requirements of SafeWork NSW Self-Insurer requirements, work health and safety legislation and AS/NZS 4801</td>
<td>a. UNSW Health and Safety to document and maintain a compliant health and safety management system (HSMS). b. UNSW Health and Safety to implement a Health and Safety Enhancement and Support Program with any work areas not meeting the score targets.</td>
<td>1. 100% of scheduled HSMS audits completed each year by third party assessor. 2. UNSW to achieve &gt;75% (pass) in the SafeWork NSW Self-Insurance Audit</td>
<td>Yearly Audit Cycle</td>
<td>Completed Audit reports as scheduled SafeWork NSW audit office correspondence.</td>
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<td>a. UNSW Health and Safety to document and maintain a compliant health and safety management system (HSMS). b. UNSW Health and Safety to implement a Health and Safety Enhancement and Support Program with any work areas not meeting the score targets.</td>
<td>c. All UNSW areas implementing the Health and Safety Management System and undertaking relevant reporting. All auditable work areas to submit the Self Audit Tool (SAT) and Annual Health and Safety Report.</td>
<td>4. 100% of work areas providing quantitative information on consultation; work health and safety resourcing; training; hazard, risk and incident management; and reporting. (A functioning Health and Safety Committee is the recommended means to manage the processes and recording for these).</td>
<td>Yearly As required</td>
<td>System report Audits, Self Audit Tool and other reporting mechanisms</td>
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<td>d. All work areas completing the Self Audit Tool or annual report are recommended to have a Health Safety and Environment Committee or adequate other forum for managing work health and safety matters - such as staff and management meetings with health and safety as a standing agenda item.</td>
<td>5. UNSW’s safety management system meets the requirements of work health and safety legislation. 6. UNSW’s safety management system meets the requirements of AS/NZS 4801.</td>
<td>2016 2017</td>
<td>Third party audit Third party audit</td>
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| 2   | UNSW Senior Management visibly demonstrate their leadership of health and safety matters | • UNSW Council, Executive Management and Senior Management complete the Health and Safety Due Diligence course.  
• Executive Management and Senior Management to lead and/or participate in scheduled work health and safety meetings and/or WHS activities.  
• Faculty and Divisional Strategic and/or operational plans have work health and safety relevant goals and targets based on risk.  
• Safety Key Performance Targets are established and reviewed for all levels of staff | 1. 100% of UNSW Council, Executive Management and Senior Management complete the Health and Safety Due Diligence course.  
2. 100% of Executive Management to lead and/or participate in at least two of the following health and safety activities each year:  
   • Workplace Inspection  
   • Health and Safety Management System Audit  
   • Review of a local area Health and Safety Risk Register  
   • Local/Faculty/UNSW Health Safety and Environment Committee Meeting.  
3. 100% of Senior Management to lead and/or participate in at least two of the following health and safety activities each year:  
   • Workplace Inspection  
   • Health and Safety Management System Audit  
   • Review of a local area Health and Safety Risk Register  
   • Attendance at Safety Committee Meeting.  
4. 100% of Faculty and Divisional Strategic and/or operational plans have work health and safety goals and targets set for 2016-2018.  
5. 100% of Managers and supervisors have health and safety KPTs set and reviewed as part of their Performance Development Scheme meetings or equivalent. | 2016 Annual report  
2016 Annual report  
2016 Annual report | System training report  
Health and Safety Annual Report  
Faculty/Division | President and Vice-Chancellor and UNSW Safety & Sustainability.  
President and Vice-Chancellor and UNSW Safety & Sustainability  
President and Vice-Chancellor and UNSW Safety & Sustainability  
President and Vice-Chancellor and UNSW Safety & Sustainability  
President and Vice-Chancellor and UNSW Safety & Sustainability |
<p>| 3   |            |        |         |             |         |                |
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| 3   | Managers and Supervisors visibly demonstrate their commitment to health and safety management and implementation of UNSW Safety Management Systems | • All Managers and Supervisors undertake work health and safety training for managers and supervisors.  
• Safety Key Performance Targets are established and reviewed for all levels of staff.  
• All Managers and Supervisors to engage with their staff in health and safety management system activities. | 1. 100% of identified Managers and Supervisors completed the *Work Health and Safety for Managers and Supervisors* course.  
2. 100% of staff have Safety KPTs set and reviewed as part of their PDS meetings or equivalent.  
3. 100% of identified Managers and Supervisors have participated in at least three of the following health and safety activities yearly:  
  • Participate in Workplace Inspection  
  • Meet with staff to discuss safety issues.  
  • Attend Performance Development Scheme meeting with their manager to review their Safety KPTs.  
  • Set safety KPT’s for their direct reports.  
  • Review/approve risk management documents and safe work procedures. | 2016  
Annual and ongoing | 2016 | Senior Managers and UNSW Safety and Sustainability.  
2017 | Performance Development Scheme meetings, Health and Safety Annual Report, School/Unit | Managers and Supervisors  
2017 | Annual report School/Unit | Managers and Supervisors |
| 4   | UNSW personnel have appropriate knowledge and skills to contribute to the continuous improvement of UNSW’s safety and health | • UNSW Health and Safety Training Plan developed and reviewed annually.  
• All auto enrolled new employees complete the new starter WHS and Sustainability awareness training and local Health and Safety induction. | 1. Annually reviewed UNSW Health and Safety Training Plan  
2. 100% of enrolled new employees complete the *Online UNSW General Work, Health, Safety and Sustainability awareness training* within 2 weeks of commencement.  
3. 100% of auto enrolled new employees complete the *Online Health and Safety Induction* within 2 weeks of commencement.  
4. 80% of existing employees have completed the Online UNSW Health and Safety Induction. | Annually | UNSW Health and Safety Training Plan.  
2017 | NSS Training report. | UNSW Health and Safety  
2017 | NSS Training report. | Managers and Supervisors  
2016 | NSS Training report. | Managers and Supervisors, UNSW Safety and Sustainability |
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| 5.  | Improve the reporting culture as part of building an overall positive health and safety culture. | • Monitor, track and report trends in incident and hazard quarterly to UNSW management and community.  
• Annual UNSW Wellbeing, Safety and Sustainability event held in Safety Month. | 1. 100% of Faculty/Division HS quarterly reports sent to Management and distribution to relevant committees.  
2. 65% of all safety and health incidents are reported in the online Hazard and Incident Reporting System within 1 working day of the incident occurring.  
3. 65% of all safety and health incidents reported are investigated by the responsible person and any identified corrective actions recorded within the online system within 7 days of the incident being reported.  
4. UNSW Wellbeing Safety and Sustainability annual event. | Quarterly | Quarterly reports sent | UNSW Safety and Sustainability |
|     |           |        |         | 2016       | Health and Safety Annual Report | UNSW Employees |
|     |           |        |         | October 2016 | Event Occurrence | Managers and Supervisors |
| 6.  | Ensure that health and safety systems have a measurable impact in protecting UNSW workers health and wellbeing. | • Prevent Fatalities and Serious Injuries.  
• Reduce Injuries and Illness frequency.  
• Establish a UNSW Wellbeing Framework  
• Enhance Wellbeing Engagement  
• Annual UNSW Health, Safety, Wellbeing and Sustainability event held in Safety Month.  
• Prevent harassment of students and staff with a disability.  
• Prevent sexual harassment and assault of students and staff. | 1. Number of fatalities = Zero  
2. Lost time injury (LTI) incidence rate reduced by 20% from previous 3 year Target (LTI of 2.5 down to 2.0 in 2018).  
3. Workers’ Compensation Claim rate = UNSW < All Universities average from benchmark data (Australian High Education Industrial Association “AHEIA” - Workers Compensation Claim rate)  
4. UNSW Wellbeing Plan endorsed by UNSW Executive Team.  
5. “Disability Inclusion and Action Plan” (working title) endorsed by UNSW Executive Team  
Health and Safety Annual Report  
AHEIA Survey  
Approved Plan  
Approved Plan | UNSW Community  
UNSW Community  
UNSW Reporting  
UNSW Safety and Sustainability  
UNSW Safety and Sustainability |
|     |           |        |         | 2018       | Health and Safety Annual Report  
AHEIA Survey | UNSW Community  
UNSW Safety and Sustainability |
<p>|     |           |        |         | October 2016 | Approved Plan | UNSW Safety and Sustainability |
|     |           |        |         | October 2016 | Education campaign launched | UNSW Equity, Diversity and Inclusion Board |</p>
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<td>7.</td>
<td>Implement, review and improve UNSW’s Health and Safety Management System with a focus on the training requirements.</td>
<td>• Identify a suitable electronic solution to improve usability and functionality including but not limited to reduce paperwork, save time and improve record keeping.</td>
<td>1. Working Party identifies needs; reviews current market product’s identified solution for funding. 2. Funding application submitted and approved by UNSW executing/IT system funding process. 3. IT system procured and high risk/need areas identified and system implemented. 4. Full implementation across UNSW</td>
<td>May 2016  September 2016  December 2016  December 2017</td>
<td>Needs Document Developed  Funding approved  IT system phase 1 rolled out  IT system phase 2 rolled out</td>
<td>Working Party  Working Party, UNSW Executive  Working Party and UNSW IT  Working Party and UNSW IT</td>
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<td>8.</td>
<td>UNSW has an Online contractor management safety management system in place that meets the requirements of: Safe Work NSW Self-Insurer, WHS Legislation</td>
<td>• Contractor Management Working Party identifies system needs and review existing market products.  • Funding is sought to purchase and maintain an online contractor management system that meets our needs and legal requirements.  • There is a staged roll out of the Contractor Management system based on risk and need.</td>
<td>1. Working Party identifies needs; reviews current market product’s identified best solution for funding request. 2. Funding application submitted and approved by UNSW executing/IT system funding process. 3. IT system procured and high risk/need areas identified and system implemented. 4. Full implementation across UNSW</td>
<td>March 2016  September 2016  December 2016  December 2017</td>
<td>Needs Document Developed  Funding approved  IT system phase 1 rolled out  IT system phase 2 rolled out</td>
<td>Contractor Management Working Party  Contractor Management Working Party, UNSW Executive  Contractor Management Working Party and UNSW IT  Contractor Management Working Party and UNSW IT</td>
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<td>9.</td>
<td>UNSW has improved road and pedestrian safety for UNSW staff, students and the community visiting UNSW</td>
<td>• Schedule of works developed from the UNSW Traffic and Pedestrian Management Plan to address identified hazardous areas</td>
<td>1. Schedule of Works developed and presented to the Level 1 HSE Committee for endorsement 2. All issues identified on Schedule of Works for 2016 completed in 2016 3. All issues identified on Schedule of Works for 2017 completed in 2017 4. All issues identified on Schedule of Works for 2018 completed.</td>
<td>Q2 meeting 2016  End 2016  End 2017  End 2018</td>
<td>Endorsed Schedule of Works  Schedule of Works  Schedule of Works  Schedule of Works</td>
<td>Facilities Management  Facilities Management  Facilities Management  Facilities Management</td>
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| 10. | Hazardous Materials and Dangerous Goods (HMDG) SciQuest-ERM System upgrades and maintenance | • Next version of software ready to be set up in test environment – awaiting IT Stay in Business project approval  
• Test next version and ensure issues rectified before rollout  
• Explore resource to ensure ongoing review and maintenance of the system and to coordinate future upgrades and training of new users  
• MERP application for SciQuest integration with Finance and Procurement. | 1. IT Stay in Business Project approval | Q2 2016 | IT approval Process improvements | UNSW IT  
UNSW IT, UNSW Health and Safety  
UNSW Senior management |
|     |           |        | 2. Testing of next version of SciQuest completed | Q3 2016 | Commitment of resources to project | |
|     |           |        | 3. Resource allocated to maintain SciQuest system | Q3 2016 | | |
|     |           |        | 4. MERP application submitted to integrate Finance and Procurement into SciQuest | Q3 2016 | MERP application submitted | UNSW Health and Safety |

1 Executive Managers include: President and Vice-Chancellor and University Executive Team  
2 Senior Managers include: Deans and Divisional Vice-Presidents  
3 Managers and Supervisors include all employees who have direct reports or supervisory responsibilities or Academic staff supervising laboratory/workshop/fieldwork based PhD, Masters or Honours students.