

Health and Safety Plan

2016 - 2018

Never Stand Still

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.

Work Health and Safety Plan 2016 – 2018

| No. | Objective | Action | Targets | Target Date | Measure | Responsibility |
|-----|--|--|---|---|---|---|
| 1. | 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 | <p>a. UNSW Health and Safety to document and maintain a compliant health and safety management system (HSMS).</p> <p>b. UNSW Health and Safety to implement a Health and Safety Enhancement and Support Program with any work areas not meeting the score targets.</p> <p>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.</p> <p>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].</p> | <p>1. 100% of scheduled HSMS audits completed each year by third party assessor.</p> <p>2. UNSW to achieve >75% (pass) in the SafeWork NSW Self-Insurance Audit</p> <p>3. 100% of auditable areas submission of Self Audit Tool reports.</p> <p>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).</p> <p>5. UNSW's safety management system meets the requirements of work health and safety legislation.</p> <p>6. UNSW's safety management system meets the requirements of AS/NZS 4801.</p> | <p>Yearly</p> <p>Audit Cycle</p> <p>Yearly</p> <p>As required</p> <p>2016</p> <p>2017</p> | <p>Completed Audit reports as scheduled</p> <p>SafeWork NSW audit office correspondence.</p> <p>System report</p> <p>Audits, Self Audit Tool and other reporting mechanisms</p> <p>Third party audit</p> <p>Third party audit</p> | <p>UNSW Health and safety.</p> <p>UNSW Audit areas, UNSW Health and safety</p> <p>Faculty or Division and Heads of School / Divisional Departments</p> <p>Faculty or Division and Heads of School / Divisional Departments</p> <p>UNSW Audit Office</p> <p>UNSW Health and safety</p> |

| No. | Objective | Action | Targets | Target Date | Measure | Responsibility |
|-----|--|---|---|---|---|--|
| 2 | UNSW Senior Management visibly demonstrate their leadership of health and safety matters | <ul style="list-style-type: none"> UNSW Council, Executive Management¹ and Senior Management² complete the <i>Health and Safety Due Diligence</i> 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 | <ol style="list-style-type: none"> 100% of UNSW Council, Executive Management and Senior Management complete the <i>Health and Safety Due Diligence</i> course 100% of Executive Management to lead and/or participate in at least two of the following health and safety activities each year: <ul style="list-style-type: none"> 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. 100% of Senior Management to lead and/or participate in at least two of the following health and safety activities each year: <ul style="list-style-type: none"> Workplace Inspection Health and Safety Management System Audit Review of a local area Health and Safety Risk Register Attendance at Safety Committee Meeting. 100% of Faculty and Divisional Strategic and/or operational plans have work health and safety goals and targets set for 2016-2018. 100% of Managers and supervisors have health and safety KPTs set and reviewed as part of their Performance Development Scheme meetings or equivalent. | <p>2016 Annual report</p> <p>2016 Annual report</p> <p>2016 Annual report</p> <p>2016 Annual report</p> <p>Annual PDS ongoing</p> | <p>System training report</p> <p>Health and Safety Annual Report Faculty/Division</p> <p>Health and Safety Annual Report School/Unit</p> <p>Health and Safety Annual Report Faculty/Division</p> <p>Annual report School/Unit</p> | <p>President and Vice-Chancellor and UNSW Safety & Sustainability.</p> <p>President and Vice-Chancellor and UNSW Safety & Sustainability.</p> <p>President and Vice-Chancellor and UNSW Safety & Sustainability</p> <p>President and Vice-Chancellor and UNSW Safety & Sustainability</p> <p>Senior Managers</p> |

| No. | Objective | Action | Targets | Target Date | Measured | Responsibility |
|-----|--|---|---|--|---|--|
| 3 | Managers and Supervisors visibly demonstrate their commitment to health and safety management and implementation of UNSW Safety Management Systems | <ul style="list-style-type: none"> All Managers and Supervisors³ 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. | <ol style="list-style-type: none"> 100% of identified Managers and Supervisors completed the <i>Work Health and Safety for Managers and Supervisors course</i>. 100% of staff have Safety KPTs set and reviewed as part of their PDS meetings or equivalent 100% of identified Managers and Supervisors have participated in at least three of the following health and safety activities yearly: <ul style="list-style-type: none"> 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 2017 | Annual report School/Unit Performance Development Scheme meetings, Health and Safety Annual Report, School/Unit Annual report School/Unit | Senior Managers and UNSW Safety and Sustainability. Managers and Supervisors Managers and Supervisors |
| 4 | UNSW personnel have appropriate knowledge and skills to contribute to the continuous improvement of UNSW's safety and health | <ul style="list-style-type: none"> 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. | <ol style="list-style-type: none"> Annually reviewed UNSW Health and Safety Training Plan 100% of enrolled new employees complete <i>the Online UNSW General Work, Health, Safety and Sustainability awareness training</i> within 2 weeks of commencement. 100% of auto enrolled new employees complete <i>the online Health and Safety Induction</i> within 2 weeks of commencement. 80% of existing employees have completed the Online UNSW Health and Safety Induction. | Annually 2017 2017 2016 | UNSW Health and Safety Training Plan. NSS Training report. NSS Training report. NSS Training report. | UNSW Health and Safety Managers and Supervisors Managers and Supervisors Managers and Supervisors, UNSW Safety and Sustainability |

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| No. | Objective | Action | Targets | Target Date | Measure | Responsibility |
|-----|---|---|---|---|--|---|
| 5. | Improve the reporting culture as part of building an overall positive health and safety culture. | <ul style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 100% of Faculty/Division HS quarterly reports sent to Management and distribution to relevant committees. 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. 65% of all safety and health incidents reported are investigated by the <i>responsible person</i> and any identified corrective actions recorded within the online system within 7 days of the incident being reported. UNSW Wellbeing Safety and Sustainability annual event. | <p>Quarterly</p> <p>2016</p> <p>2016</p> <p>October 2016</p> | <p>Quarterly reports sent</p> <p>Health and Safety Annual Report</p> <p>Health and Safety Annual Report</p> <p>Event Occurrence</p> | <p>UNSW Safety and Sustainability</p> <p>UNSW Employees</p> <p>Managers and Supervisors</p> <p>UNSW Safety and Sustainability</p> |
| 6. | Ensure that health and safety systems have a measurable impact in protecting UNSW workers health and wellbeing. | <ul style="list-style-type: none"> 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. | <ol style="list-style-type: none"> Number of fatalities = Zero Lost time injury (LTI) incidence rate reduced by 20% from previous 3 year Target (LTI of 2.5 down to 2.0 in 2018). Workers' Compensation Claim rate = UNSW < All Universities average from benchmark data (Australian High Education Industrial Association "AHEIA" - Workers Compensation Claim rate) UNSW Wellbeing Plan endorsed by UNSW Executive Team. "Disability Inclusion and Action Plan" (working title) endorsed by UNSW Executive Team <i>Respect.Now.Always</i> education campaign launched. | <p>Annually</p> <p>2018</p> <p>Annually</p> <p>2016</p> <p>October 2016</p> <p>October 2016</p> | <p>Health and Safety Annual Report</p> <p>Health and Safety Annual Report</p> <p>AHEIA Survey</p> <p>Approved Plan</p> <p>Approved Plan</p> <p>Education campaign launched</p> | <p>UNSW Community</p> <p>UNSW Community</p> <p>UNSW Safety and Sustainability</p> <p>UNSW Reporting</p> <p>UNSW Safety and Sustainability</p> <p>UNSW Safety and Sustainability</p> <p>UNSW Equity, Diversity and Inclusion Board</p> <p>UNSW Equity, Diversity and Inclusion Board</p> |

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| 7. | Implement, review and improve UNSW's Health and Safety Management System with a focus on the training requirements. | <ul style="list-style-type: none"> Identify a suitable electronic solution to improve usability and functionality including but not limited to reduce paperwork, save time and improve record keeping. | <ol style="list-style-type: none"> Working Party identifies needs; reviews current market product's identified solution for funding. Funding application submitted and approved by UNSW executing/IT system funding process. IT system procured and high risk/need areas identified and system implemented. Full implementation across UNSW | <p>May 2016</p> <p>September 2016</p> <p>December 2016</p> <p>December 2017</p> | <p>Needs Document Developed</p> <p>Funding approved</p> <p>IT system phase 1 rolled out</p> <p>IT system phase 2 rolled out</p> | <p>Working Party</p> <p>Working Party, UNSW Executive</p> <p>Working Party and UNSW IT</p> <p>Working Party and UNSW IT</p> |
| 8. | UNSW has an Online contractor management safety management system in place that meets the requirements of: Safe Work NSW Self-Insurer, WHS Legislation | <ul style="list-style-type: none"> 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. | <ol style="list-style-type: none"> Working Party identifies needs; reviews current market product's identified best solution for funding request. Funding application submitted and approved by UNSW executing/IT system funding process. IT system procured and high risk/need areas identified and system implemented. Full implementation across UNSW | <p>March 2016</p> <p>September 2016</p> <p>December 2016</p> <p>December 2017</p> | <p>Needs Document Developed</p> <p>Funding approved</p> <p>IT system phase 1 rolled out</p> <p>IT system phase 2 rolled out</p> | <p>Contractor Management Working Party</p> <p>Contractor Management Working Party, UNSW Executive</p> <p>Contractor Management Working Party and UNSW IT</p> <p>Contractor Management Working Party and UNSW IT</p> |
| 9. | UNSW has improved road and pedestrian safety for UNSW staff, students and the community visiting UNSW | <ul style="list-style-type: none"> Schedule of works developed from the UNSW Traffic and Pedestrian Management Plan to address identified hazardous areas | <ol style="list-style-type: none"> Schedule of Works developed and presented to the Level 1 HSE Committee for endorsement All issues identified on Schedule of Works for 2016 completed in 2016 All issues identified on Schedule of Works for 2017 completed in 2017 All issues identified on Schedule of Works for 2018 completed. | <p>Q2 meeting 2016</p> <p>End 2016</p> <p>End 2017</p> <p>End 2018</p> | <p>Endorsed Schedule of Works</p> <p>Schedule of Works</p> <p>Schedule of Works</p> <p>Schedule of Works</p> | <p>Facilities Management</p> <p>Facilities Management</p> <p>Facilities Management</p> <p>Facilities Management</p> |

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| 10. | Hazardous Materials and Dangerous Goods (HMDG) SciQuest-ERM System upgrades and maintenance | <ul style="list-style-type: none"> 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. | <ol style="list-style-type: none"> IT Stay in Business Project approval Testing of next version of SciQuest completed Resource allocated to maintain SciQuest system MERP application submitted to integrate Finance and Procurement into SciQuest | <p>Q2 2016</p> <p>Q3 2016</p> <p>Q3 2016</p> <p>Q3 2016</p> | <p>IT approval</p> <p>Process improvements</p> <p>Commitment of resources to project</p> <p>MERP application submitted</p> | <p>UNSW IT</p> <p>UNSW IT, UNSW Health and Safety</p> <p>UNSW Senior management</p> <p>UNSW Health and Safety</p> |

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.