

### Introduction

The Occupational Health and Safety (OHS) annual plan has been developed to support the university's strategic directions in the management of OHS. The key result areas have been identified through a risk assessment approach in the areas of injury prevention and legislative compliance and a commitment to the quality "continuous improvement" cycle.

Key Result Area	Responsibility	Time frame
<b>1. REDUCE WORKPLACE INJURIES AND ILLNESSES</b>		
• Analyse injury data and develop targeted program(s) to address sprain & strain injuries	OHSE, ZOHSEC, faculties & divisions	Jan - March 2007
• Develop and implement an online hazard & incident reporting system	OHSE	December 2007
• Develop and implement a 'Drive Smart' program	OHSE, Road & Traffic Sub-committee	December 2007
• Develop and implement a communication program to improve the early detection of injuries and illnesses	OHSE, , Human Resources Division, ZOHSEC, faculties & divisions	October 2007
• Establish a risk assessment model for psychological injuries	OHSE, Community Services, Human Resources Division	December 2007
<b>2. IMPROVE RISK MANAGEMENT PROCESSES</b>		
• Implement an online risk assessment database across the university including the provision of generic risk assessment templates	OHSE, ZOHSEC, faculties & divisions	December 2007
• Fully implement the online material safety data sheet and safety manual system across the university	OHSE, ZOHSEC, faculties & divisions	December 2007
• Provide targeted risk management training information to research grant holders	OHSE, Research Office, faculties	October 2007
• Establish risk management performance measures	OHSE, ZOHSEC, faculties & divisions	December 2007
• Establish risk management principles for nanoparticles	OHSE, Nanoparticles working party, faculties	June 2007
• Investigate requirements for health surveillance in emerging research areas	OHSE, faculties & divisions	July 2007
<b>3. INCREASE HAZARD REPORTING / ELIMINATION OF HAZARDS</b>		
• Implement an on-line hazard reporting system	OHSE	July 2007
• Track and report on outstanding corrective actions for incidents and audits	OHSE, ZOHSEC, faculties & divisions	Jan – Dec 2007
<b>4. CONTINUOUSLY IMPROVE OHS MANAGEMENT</b>		
• Continue to align OHS management with organisational structure	OHSE, ZOHSEC, faculties & divisions	Jan - Dec 2007

## Monash University Occupational Health & Safety Plan 2007

Key Result Area	Responsibility	Time frame
<ul style="list-style-type: none"> <li>Progressively achieve AS 4801 OHS management system certification for the off-campus operations in Australia</li> </ul>	OHSE, OHSPC, faculties & divisions	Jan - Dec 2007
<ul style="list-style-type: none"> <li>Prepare the Malaysia and South African campuses for OHSAS 18001 OHS management system certification in 2009</li> </ul>	OHSE, OHSPC	Jan - Dec 2007
<ul style="list-style-type: none"> <li>Comply with Monash University policy development and review process</li> </ul>	OHSE, OHSPC	July 2007
<b>5. ENHANCE THE PROFILE AND PRACTICE OF HEALTH, SAFETY AND WELL BEING FOR THE UNIVERSITY COMMUNITY</b>		
<ul style="list-style-type: none"> <li>Increase participation of the university's managers and supervisors in OHS professional development and training.</li> </ul>	OHSE, ZOHSEC, faculties & divisions	Jan - Dec 2007
<ul style="list-style-type: none"> <li>Provide on-line OHS induction for managers/supervisors</li> </ul>	OHSE	December 2007
<ul style="list-style-type: none"> <li>Develop and support health and well being programs for the university community</li> </ul>	OHSE, Community services	Jan - Dec 2007
<ul style="list-style-type: none"> <li>Support mental health first aid training throughout the university</li> </ul>	OHSE, Community services, ZOHSEC, faculties & divisions	Jan - Dec 2007
<ul style="list-style-type: none"> <li>Develop and implement an OHS induction program for students</li> </ul>	OHSE, ZOHSEC, faculties & divisions	December 2007
<ul style="list-style-type: none"> <li>Monitor completion of OHS training undertaken by health and safety representatives and safety officers</li> </ul>	OHSE, ZOHSEC, faculties & divisions	Jan - Dec 2007
<b>6. OHS REPORTING &amp; REVIEW</b>		
<ul style="list-style-type: none"> <li>Produce and disseminate OHS scorecard reporting program for faculties and divisions</li> </ul>	OHSE	April 2007
<ul style="list-style-type: none"> <li>Conduct an OHS management review in faculties and divisions</li> </ul>	OHSE, faculties & divisions	Oct - Dec 2007