

Occupational Health & Safety Plan 2006

Objectives	Responsibility	Actions	Target in 2006	Indicator
1. <u>REDUCE WORKPLACE INJURIES</u>				
<ul style="list-style-type: none"> • Increase reporting of hazards 	Safety Officers/ Staff	Safety Officer to provide information to staff re: <ul style="list-style-type: none"> • types of hazards and incidents to report; and • local reporting procedure 	Increase hazard reporting by 30%	Number of hazards reported
<ul style="list-style-type: none"> • Increase number of staff attending ergonomic/workstation training 	Supervisors/Staff/ OHSE Consultant/ Safety officers	<ul style="list-style-type: none"> • Identify staff at risk of ergonomic injury • Organise attendance at group or individual training sessions with OHSE consultant 	50% of all staff to have attended an ergonomic training session or workstation assessment	Number of staff attending ergonomic training / workstation assessment
<ul style="list-style-type: none"> • Participate in OHSE 'Move Smart' campaign 	Supervisors/ Safety Officers	<ul style="list-style-type: none"> • Identify staff at risk of injury moving equipment/furniture • Distribute 'Move Smart' package to identified staff 	A reduction in the number of manual handling injuries for staff who move equipment/furniture	Number of manual handling injuries
<ul style="list-style-type: none"> • Encourage staff to participate in health promotion programs 	Safety Officers/ Head of unit/ Supervisors/ Heads of Budgetary units	<ul style="list-style-type: none"> • Advertise OHSE health promotion program to staff via safety notice board, email, etc • Include information re OHSE health promotion in agendas of meetings • Encourage staff to attend health promotion programs 	20% of staff to attend a health promotion program Encourage sponsorship	Number of staff who have attended health promotion programs

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<ul style="list-style-type: none"> Increase participation of staff conducting workplace inspections 	Safety Officers/ Head of unit/ Supervisors/ OHSE Consultant	<ul style="list-style-type: none"> Departments/Units to commit to an inspection plan Training of staff 	Conduct 2 inspections per year Train line management staff in workplace safety inspection practices	Number of inspections completed, and number of trained staff
2. <u>CONTINUOUSLY IMPROVE COMPLIANCE WITH RELEVANT OHS LEGISLATION</u>				
<ul style="list-style-type: none"> Increase number of new staff completing on-line Monash safety induction program 	Resources and HR managers/ Safety Officers/ Supervisors	<ul style="list-style-type: none"> Identify new staff Inform supervisors Provide computer access to on-line induction program 	100% of new staff to complete Monash safety induction program (on-line) within 2 days of commencement	Number of new staff to complete induction program
<ul style="list-style-type: none"> Encourage all current staff, honours and postgraduate students to complete on-line Monash safety induction program 	Head of unit/ Safety officers/ Staff/ Postgraduate students	<ul style="list-style-type: none"> Inform supervisors Provide computer access to on-line induction program 	30% of all existing staff, honours and postgraduate students to complete safety induction program (on-line)	Number of staff, honours and postgraduate students to complete induction program
<ul style="list-style-type: none"> Complete self audit tool to analyse OHS compliance of unit with university policy 	Head of unit/ Compliance officer/ Safety Officers	<ul style="list-style-type: none"> Complete self-audit tool 	<ul style="list-style-type: none"> Self-audit tool completed Deficiencies in OHS management identified Action plan developed to address identified deficiencies 	<ul style="list-style-type: none"> Completed self-audit tool List of identified deficiencies in OHS management Action plan

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<ul style="list-style-type: none"> Increase participation of the university's managers and supervisors in OHS professional development and training 	Head of unit/ Supervisors/ Safety Officers	<ul style="list-style-type: none"> Identify managers and supervisors who have not attended OHS training Advertise OHSE and Staff Development Unit OHS training courses Schedule staff to attend appropriate OHS training 	30% of all supervisors/managers to have attended: <ul style="list-style-type: none"> Introduction to OHS, or Essential OHS for supervisors/managers in the last 3 years	Number of supervisors/,managers attending OHS training
<ul style="list-style-type: none"> Implement new consultation requirements required by the new Victorian OHS Act 2004 	Head of unit/ Safety Officers/ Health & safety representatives/ Zone OHS&E committee members/ Staff	<ul style="list-style-type: none"> Provide comment on consultation procedures during development Obtain final copy of procedures Develop local consultation procedures at zone and unit level to ensure compliance 	<ul style="list-style-type: none"> Local consultation procedures developed, distributed and implemented 	<ul style="list-style-type: none"> Procedures displayed on safety notice board Agendas for zone OHS&E committee meetings distributed Minutes of meetings Risk assessments signed off by health & safety representative
3. <u>PREPARE THE UNIVERSITY FOR CERTIFICATION TO AS4801 OHS MANAGEMENT SYSTEMS</u>				
<ul style="list-style-type: none"> Participate in internal/external OHS audits if scheduled for unit. 	Head of unit/ Safety Officers/ Health & safety representatives/ Staff	<ul style="list-style-type: none"> Coordinate audit with OHSE staff Provide information as requested Implement audit recommendations 	Completion of scheduled OHS audits	<ul style="list-style-type: none"> Completed audit reports Action plans to address audit recommendations

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<ul style="list-style-type: none"> • Include OHS in faculty/divisional risk registers 	Head of unit/ Resources managers/ Safety Officers	<ul style="list-style-type: none"> • Add OHS risks to risk register if necessary 	All OHS risks included in faculty/divisional risk registers	OHS risks included in faculty/divisional risk register
<ul style="list-style-type: none"> • Ensure that all staff with OHS responsibilities have attended recommended training and can demonstrate a clear understanding of their OHS roles and responsibilities 	Head of unit/ Safety officer/ Special role safety officers/ Supervisors	<ul style="list-style-type: none"> • Identify staff with OHS roles and responsibilities (see <i>OHS management at Monash University</i>) • Identify recommended training for each OHS role (see <i>OHS Training at Monash University</i>) • Encourage staff to attend recommended training 	<ul style="list-style-type: none"> • 80%of staff with OHS responsibilities appropriately trained • OHS staff undertaking their duties competently 	<ul style="list-style-type: none"> • Number of staff trained
4. <u>OHS REPORTING AND REVIEW</u>				
<ul style="list-style-type: none"> • Implement an annual planning, review and reporting cycle. 	Head of unit/ Resources managers/ Safety Officers	<ul style="list-style-type: none"> • Develop and implement a faculty/divisional OHS plan for 2006 • Review and revise 2006 plan for 2007 • Report OHS achievements to staff and students of unit and to faculty/divisional management 	<ul style="list-style-type: none"> • Faculty/divisional OHS plan in place in 2006 • Review of 2006 OHS plan to develop 2007 OHS plan • 2006 OHS improvements reported to unit and management 	<ul style="list-style-type: none"> • OHS plan • OHS review meeting • OHS report