

WHS Management System Planning Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures define the process for establishing, implementing and reviewing the University's Work Health and Safety Plan.

3. Definitions

Objective	Overall health, safety, return to work and claims management goal, quantifiable where practicable, derived from the University WHS Policy.
Target	A performance requirement, quantified where practicable, that arises from the health, safety, return to work and claims management objectives and that needs to be met to achieve those objectives.
Performance indicator	A qualitative or quantitative indicator of how effectively a process is operating against objectives.

4. University Work Health and Safety (WHS) Plan

- a. The strategic framework for the University WHS Plan is set out in broad terms in the Flinders University Strategic Plan.
- b. The University WHS Plan comprises:

- i. College/Portfolios WHS Planned Actions based on legislative requirements, Australian Standards and the University's WHS policies and procedures, and
 - ii. the WHS Operational Plan.
- c. The University WHS Plan will be amended as required to address:
 - i. changes in University activities and/or operations
 - ii. legislative changes, and/or
 - iii. the identification of any WHS or injury management issue or risk which needs to be addressed through inclusion in the plan.

5. College/Portfolio WHS Planned Actions

- a. Each College/Portfolio must establish, resource and implement an annual schedule of WHS Planned Actions as required by legislation, relevant Australian Standards and University WHS policies and procedures.
- b. Timing of planned actions must be determined on the basis of risk in a particular area, except where frequency of actions is specified by legislation, policy or procedures,
- c. College/Portfolio WHS Planned Actions are monitored quarterly via meetings of the College/Portfolio Health and Safety Committees and the University Health and Safety Committee.

6. WHS Operational Plan

- a. The WHS Operational Plan must take into consideration the University's:
 - i. health and safety legislative requirements;
 - ii. operational and business requirements and priorities;
 - iii. WHS and injury management audit results, including ReturntoWorkSA evaluation outcomes;
 - iv. emerging WHS or injury management issues; and
 - v. priorities based on risk assessment of
 - hazards, issues and WHS improvement opportunities identified by inspections, audits or other initiatives and activities identified by the Colleges/Portfolios or the University Health and Safety Committee, and
 - contributing causes of workplace injuries and near misses (using claims and incident report statistics).
- b. Where the WHS Operational Plan is to include actions that need to be taken up by other areas/units, the Associate Director, WHS must consult relevant staff in those areas/units when preparing the WHS Operational Plan.

6.1. Objectives, targets and performance indicators

The WHS Operational Plan includes objectives, targets and performance indicators which are based on organisational and legislative requirements, the WHS risk profile and previous work health, safety and injury management performance.

6.2. Monitoring progress

Progress towards objectives and targets must be monitored through:

- a. annual report to University Work Health & Safety Committee and Council by the Vice-President (Corporate Services); and
- b. regular review by the Associate Director, WHS.

7. Responsibilities

Vice-President (Corporate Services)	<ul style="list-style-type: none">a. Annually submit the University WHS Operational Plan to University Council for information.b. Report annually to University Council on progress against WHS objectives, targets and performance indicators as detailed in the WHS Operational Plan.c. Ensure that:<ul style="list-style-type: none">i. the operational planning process occurs according to scheduleii. Portfolio Heads and Vice-Presidents and Executive Deans of College provide quarterly reports to the University Health and Safety Committee on progress against planned actions, andiii. resources are provided to meet the planned actions.
University Health and Safety Committee	<ul style="list-style-type: none">d. Monitor progress with implementation of the University WHS Operational Plan and WHS Planned actions in the Colleges/ Portfolios.
Vice-Presidents and Executive Deans of College and Portfolio Heads	<ul style="list-style-type: none">e. ensure that WHS Planned Actions are established and implemented in their College/Portfoliof. provide resources to implement the WHS Planned Actions, andg. provide quarterly progress reports to the University Health and Safety Committee on progress against WHS Planned Actions.
Associate Director, WHS	<ul style="list-style-type: none">h. prepare the WHS Operational Plan, in consultation with the University Health and Safety Committee and other relevant stakeholdersi. compile the University-wide WHS Planned Actionsj. monitor implementation of the University WHS Operational Plan and report progress annually to the University Health and Safety Committee, andk. propose changes to current plans where required to address changes in activities, operations, legislation or where a new WHS or injury management issue is identified which requires inclusion in the plan.

8. WHS associated procedures

[Work Health and Safety Management System supporting procedures](#)

Work Health and Safety risk-specific procedures as listed in the [Policy Library](#).

9. Forms

[College/Portfolio Planned Actions template](#)

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* Unless otherwise indicated, this procedure will still apply beyond the review date.

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