



Context and Purpose

The Action Planning and Performance Review Procedure outlines the University's approach to safety and wellbeing planning through setting of appropriate strategies, targets and performance indicators aimed to achieve the objectives of the [Health Safety & Injury Management \(HS&IM\) Policy \(C6.4\)](#), the strategic direction of the University and to promote continuous improvement. The development and implementation of annual local action plans provides for regular measurement and evaluation of performance against health and safety key priorities.

Responsibility

Individual responsibilities for Safety and Wellbeing are outlined in the HS&IM Policy and incorporated within position descriptions.

The Safety & Wellbeing Team have responsibility to:

- Provide ongoing support and guidance to local areas in implementing S&W Local Action Plans, priorities within the required timeframes.
- Provide a quarterly report to Council, the Enterprise Leadership Team (ELT) and the Audit, Finance and Risk Committee (AFRC) on the progress of implementing strategic plan priorities.
- Provide an annual report to the Senior Remuneration Committee (SRC) and the ELT on the performance of local action plan implementation.
- Submit a periodic report of performance to ReturntoWork SA (RTW-SA) in accordance with the Performance Standards for Self-Insurers.

Procedure

1. University Safety and Wellbeing Strategic Plans

- 1.1 The Safety & Wellbeing (S&W) Strategic Plan supports the University's key objectives contained within the life of the Plan, the HS&IM Policy and the core areas of teaching and research.
- 1.2 The S&W Strategic Plan (the Plan) sets the overall direction, considering university goals, legislative requirements, and priority areas for focus during the three (3) year plan period to achieve continuous improvement. The Plan is to be integrated into the business planning cycle where possible ensuring that the University's business objectives are effectively planned.
- 1.3 The Plan is developed in consultation with the University S&W Committee, key University stakeholders and approved by the ELT. The University S&W Committee will oversee implementation of the Plan.
- 1.4 Monitoring of progress against the Plan priorities will be undertaken by the S&W Team on a quarterly basis and performance against the plan reported through the S&W Quarterly Report. Any key issues and/or continuous improvement opportunities identified will be recommended, and if approved by ELT, necessary action taken.

2. Safety and Wellbeing Local Action Plans

- 2.1 The S&W Local Action Plan (LAP) underpins the S&W Strategic Plan and will be developed by the S&W Team in consultation with key University stakeholders, and Health and Safety Representatives (HSRs). The LAP priorities will be set based on the previous year's performance, identified opportunities for improvement, legislative change and/or University or Unit needs. The LAP will guide the management of key S&W priorities for all Academic, Research and Professional Units. The LAP, once

approved by the Executive Director: People Talent and Culture for implementation, must be endorsed by the Executive Dean/Director of Unit for implementation within their Unit of responsibility and periodically monitored for progress.

- 2.2 Guidance, support, and LAP monitoring will be provided to Units by the S&W Consultants. LAP action evidence must be maintained, at Unit level and made available to the S&W Consultant for assessment and monitoring. Regular feedback on performance will be provided to Units throughout the year, including any areas for focus to meet required timeframes. A mid-year report will be provided to Units on their LAP progress and actions required to ensure compliance is achieved. A summary of overall progress against the LAP will be reported to ELT in the S&W Quarterly Report (Quarters 2 and 4).
- 2.3 An end of year performance and compliance report will be provided to Units, including details of good performance and areas for improvement.

3. Internal Evaluation and Corrective Action

- 3.1 Corrective action may be required where a LAP review by the Safety & Wellbeing Team has identified non-conformances, opportunities for improvement or where significant gaps are noted. These corrective actions should be addressed through a local Unit's safety and wellbeing consultative arrangement (eg: S&W Management Group) and or alternatively addressed through direct action within the LAP to track and report on progress.

4. Review

- 4.1 A formal review of performance against achieving the overall S&W Strategic Plan objectives and targets is conducted in the final year, prior to the Plan's end date. The review is undertaken by a strategic focus group consisting of key representatives and subject matter experts invited from across the University.
- 4.2 The formal review considers an analysis of the following:
 - results from internal evaluation of implementing policies, procedures, and annual LAP requirements.
 - results from external evaluations (eg: RTW-SA).
 - corrective and preventative actions.
 - hazard management program review outcomes.
 - Internal and external audits.
 - extent that objectives & targets have been achieved, identifying successes, deficiencies, non-conformances, and opportunities for improvement.
 - continuing suitability of the system.
 - continuing suitability of the H&M Policy.
 - legislative changes.
 - incident trends and analysis.
 - concerns of relevant stakeholders & interested parties.
 - connection to other university processes.
 - reporting process to ELT, AFRC and the University S&W Committee.
 - contemporary evidence-based practice.
- 4.2 Observations, conclusions and recommendations from the review are documented for action and are used to inform updates to the policy, strategic priorities for the next planning period, changes in procedures and continuous improvement strategies.

5. Continuous Improvement

5.1 The concept of continuous improvement is evidenced in the Safety & Wellbeing management system. It is achieved by continually evaluating performance against the HS&IM Policy, objectives, and targets for the purpose of identifying opportunities for improvement. This process is ongoing as evidenced by the:

- S&W Legislative Compliance Report to Council, ELT & AFRC.
- S&W Strategic Plan
- S&W Local Action Plans
- Enhancement of existing or development of new programs.

6. Performance Measures

6.1 Strategic plans are monitored, and performance reported quarterly.

- Strategic plans are reviewed prior to the conclusion of the three-year planning period.
- LAP master template has been used by local areas to guide priority actions and ongoing activities.
- LAP progress is monitored quarterly and performance against KRA's reported annually.

Definitions

Continuous improvement	The process of enhancing the safety and injury management system to achieve overall improvement performance, in line with the strategic plans and policy
Key Performance Measures	are measures that demonstrate how effectively a process is operating against the set objectives. These measures can be quantitative or qualitative and the choice is dependent on the type of element they are used to measure, as appropriate to the University and/or the local work area
Local Action Plan (LAP)	is a formal document cascading down from the Safety & Wellbeing strategic plan. The plan outlines the health, safety and wellbeing activities of the local work area to achieve set objectives and targets. It includes key elements for attention and/or review along with the person who is responsible for action outcomes, the time frames intended for completion and key performance measures
Safety & Injury Management System	is part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, and resources for developing, implementing, achieving, reviewing, and maintaining the Health Safety & Injury Management (HS&IM) Policy and so managing the risks associated with the business of the organisation.
University Strategic Plans	include the Safety & Wellbeing and the Injury Management strategic plans that outline the University's future direction, short- and long-term goals, objectives, strategies, accountabilities, and resources which provide the structural framework in which the University aims to achieve and promote continuous improvement.

Further Assistance

Further advice on action planning and performance review, including supporting documents is available on the [Safety & Wellbeing](#) website or via contacting the [Safety & Wellbeing Team](#).

Related Documentation:

- [Health Safety and Injury Management Policy](#)
- [WHS Internal Audit Procedure](#)

Officer Responsible for Update and Review: Manager: Safety & Wellbeing

Approved by: Executive Director People, Talent and Culture

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