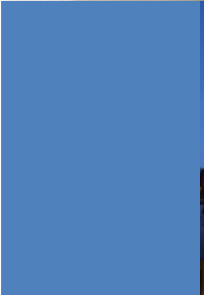




University of  
South Australia

2016-2018

# Safety & Wellbeing Strategic Plan



Human Resources Unit  
Safety and Wellbeing



## 1. Introduction

The Safety and Wellbeing Strategic Plan 2016-2018 supports the University of South Australia's strategic direction outlined within Horizon 2020, Crossing the Horizon Strategic Plan 2013-2018 and its core areas of teaching and research.

The Health Safety & Injury Management Policy outlines the university's commitment to providing a healthy and safe workplace and study environment for all staff, students, contractors, volunteers and visitors. The Policy also reflects the commitment to continuous system improvement and legal compliance. Health and safety risks associated with the university's activities include those associated with laboratories, workshops, teaching spaces, new infrastructure/building refurbishment, offshore travel, student placement, working in isolation, as well as workload and body stressing issues.

This plan sets the direction for achieving sustainable improvement to the way health and safety is managed within the university. There are two linked steps towards achieving this goal:

1. The Strategic Plan, which sets the overall direction, takes into account university goals, legislative requirements and priority areas for focus during the plan period
2. The Local Action Plans, which reflect strategic priorities and provide details of planned actions for divisions, schools, units, institutes and centres.

## 2. Priorities

There are five (5) key priorities within the plan, listed below. Further details are provided in Table 1 (Page 2).

1. Healthy and Safe By Design
2. Health and Safety Leadership & Capabilities
3. Wellbeing
4. Safety System Improvement
5. Legislative Compliance.

The five (5) priorities are based upon the results of internal audits (including Local Action Plan annual reviews), 2014 and 2017 external ReturntoWorkSA self-insurance evaluation, incident and injury analysis, consultation with key stakeholders, the University strategic direction and the Australian WHS Strategy 2012-2022. The priorities are endorsed by the University Health, Safety & Injury Management Committee and approved by the Senior Management Group (SMG).

Each strategic priority is underpinned by a subordinate program that contains information relating to legal obligations, specific actions, responsibilities, training where relevant, allocation of resources, targets and performance indicators, all developed in consultation with employees.

## 3. Responsibilities

### Senior Management Group:

- Approve the plan as a component of the safety management system framework
- Ensure the provision of the required resources (human and financial) to support its implementation
- Oversee progress of the plan.

### Divisions, School/Unit/Institute/Centre, Management Groups/Committees:

- Ensure health, safety and wellbeing is managed in accordance with the approved planning processes
- Develop and implement local action plans in consultation with employees, campus WHS consultant and others
- Ensure local plans reflect the strategic plan priorities where indicated.

### Campus WHS Consultants:

- Guide and support the implementation of strategic priorities incorporated within local action plans
- Monitor progress towards achieving the local action plan's requirements and provide ongoing customer feedback
- Provide expert advice as required.

### Safety & Wellbeing Unit:

- Develop subordinate programs to assist in meeting the strategic outcomes
- Monitor and report progress through the Safety & Wellbeing quarterly report to the University Health, Safety & Injury Management Committee, Council, the Senior Management Group and the Audit and Risk Management Committee.
- Review progress annually to ensure continued relevance and effectiveness
- Communicate any changes to staff in accordance with standard consultation and communication arrangements, subject to endorsement where applicable.

Progress Key	
■	Not started 0%
■	In Progress
■	Complete 100%

**TABLE 1.**

Priorities	Strategic Outcomes	Key Performance Measures	Key Stakeholders	Progress Status		
				2016	2017	2018
<b>1. Healthy and Safe By Design</b> Hazards are eliminated or minimised at the design stage of projects.	1.1 Safety in Design (SiD) principles for new/refurbished facilities are applied in collaboration with WHS Consultants and relevant stakeholders, including those directly affected.	<ul style="list-style-type: none"> <li>Reduction in hazards and incidents reported relating to building design.</li> </ul>	Safety & Wellbeing, FMU			
	1.2 Hazard management principles are applied at the design and planning stage of projects, with emphasis on research.	<ul style="list-style-type: none"> <li>Project planning documentation incorporates hazard management principles.</li> </ul>	Safety & Wellbeing, RIS, technical expert groups/committees, direct supervisors.			
	1.3 Hazard management principles are applied at the design/re-design stage of jobs to mitigate risk of injury, long-term ill effects or recurrence of injury.	<ul style="list-style-type: none"> <li>Integration into position description design process.</li> </ul>	Safety & Wellbeing, HR.			
<b>2. Health and Safety Leadership &amp; Capabilities</b> Individuals have the work health and safety capabilities they require.	2.1 A framework to enhance WHS capabilities of our leaders (including senior managers and school/institute/unit/centre managers) is established and implemented.	<ul style="list-style-type: none"> <li>Framework established by end 2016</li> <li>Training program available in 2017.</li> </ul>	Safety & Wellbeing, HR.			
	2.2 Risk specific training relevant to the university environment is provided.	<ul style="list-style-type: none"> <li>Student placement module</li> <li>Laboratory safety modules</li> <li>WHS training content transferred to the Learnonline platform.</li> </ul>	Safety & Wellbeing, LTU, technical groups.			
	2.3 WHS & wellbeing induction and training for managerial staff are embedded into the Performance Development & Management (PDM) process and in management induction information.	<ul style="list-style-type: none"> <li>Targeted training for leaders is clarified.</li> <li>PDM documents reviewed and updated.</li> </ul>	Safety & Wellbeing, HR.			
<b>3. Wellbeing</b> Wellbeing is enhanced for the university community.	3.1 Wellbeing framework is communicated and implemented across the University.	<ul style="list-style-type: none"> <li>A communication strategy is developed and framework implemented.</li> </ul>	Safety & Wellbeing, Workforce Planning, SMG.			
	3.2 Measures are used to determine uptake and effectiveness, with focus on strategies to support physical and mental health.	<ul style="list-style-type: none"> <li>Evidence-based research informs measures</li> <li>Physical and mental wellbeing outcomes for staff are improved.</li> </ul>	Safety & Wellbeing, Workforce Planning, expert groups.			

Progress Key	
	Not started 0%
	In Progress
	Complete 100%

Priorities	Strategic Outcomes	Key Performance Measures	Key Stakeholders	Progress Status		
<b>4. Safety System Improvement</b> Risk management processes are streamlined to enhance the end-user experience.	4.1 Existing risk management processes are integrated into core business processes for early identification of foreseeable hazards to eliminate or mitigate risk.	<ul style="list-style-type: none"> <li>Registers and generic risk assessments for medium-high risk hazards are readily accessible to local areas.</li> <li>Wellnomics software program project is implemented in pilot locations based on risk.</li> </ul>	Safety & Wellbeing, technical and other expert groups.			
	4.2 A whole of life cycle approach is applied to plant and chemical management to minimise risk to health and safety in a cost effective manner.	<ul style="list-style-type: none"> <li>Chemical &amp; Plant management review outcomes and internal audit recommendations are implemented and reflected in system processes.</li> </ul>	Safety & Wellbeing, FMU, technical groups.			
	4.3 Risk management processes for student work placement (either in or out of curriculum) are applied consistently across the university to ensure their health and safety and compliance with WHS legislation.	<ul style="list-style-type: none"> <li>A consistent and tenable process is implemented.</li> </ul>	Safety & Wellbeing, LTU and other key stakeholders.			
	4.4 WHS professionals support local areas with planning and implementing health and safety activities.	<ul style="list-style-type: none"> <li>LAP compliance improved in comparison to previous years.</li> </ul>	Safety & Wellbeing, local areas.			
<b>5. Legislative Compliance</b> Continually improve compliance with WHS & other relevant regulatory requirements.	5.1 WHS policies, procedures and supporting tools reflect current legislative requirements.	<ul style="list-style-type: none"> <li>Document review occurs in line with the system requirements (Document Control &amp; Record Management – at least every 3yrs).</li> </ul>	Safety & Wellbeing			
	5.2 The WHS internal audit program monitors and measures legal compliance implementation and effectiveness.	<ul style="list-style-type: none"> <li>Corrective actions from internal audits address system and legal compliance deficiencies.</li> </ul>	Safety & Wellbeing			
	5.3 WHS audit corrective actions are monitored for completion within allocated timeframes.	<ul style="list-style-type: none"> <li>Records within Team Mate indicate audit actions have been completed in accordance with agreed timeframes.</li> </ul>	Safety & Wellbeing, Assurance Services			