Health and Safety Targets, Measures and Plans Guideline

Guideline Owner: Director Human Resources Services Centre

Keywords: 1) Health and Safety Improvement 2) Planning 3) Targets

1. INTENT

The purpose of this guideline is to outline the process of establishing targets and measures for health and safety risks and continuous improvement opportunities and the development of improvement plans to assist in achieving these targets and measures.

The health and safety target, measure setting and improvement planning process supports the requirements of the University planning cycle.

2. ORGANISATIONAL SCOPE

All ECU workers

3. DEFINITIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>ECU</td>
<td>Edith Cowan University</td>
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<tr>
<td>Leading Measures</td>
<td>Measurable factors that indicate future development or direction of performance. E.g. Percentage of employee training completed versus expected</td>
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<tr>
<td>Lagging Measures</td>
<td>Measures that indicate facts about past events E.g. Past incident statistics such as Lost Time Injury rates</td>
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<tr>
<td>Measure</td>
<td>Ascertain the size, amount, or degree of (something) by using standard units</td>
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<tr>
<td>Risk</td>
<td>Potential events and consequences that will have an impact (positive or negative) on how the University achieves its strategic priorities.</td>
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<tr>
<td>Safety and Employment Relations</td>
<td>Refers to the Safety and Employment Relations team, previously Occupational Safety and Health, as part of the Human Resources Services Centre</td>
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| SMART Principles | • S: Specific  
 • M: Measurable  
 • A: Achievable  
 • R: Realistic  
 • T: Timely |
| Target | A specific statement detailing a desired accomplishment or outcome. It may be a specific metric or measurement of performance that indicates whether an objective is being achieved. |
| Worker | The person who carries out work in any capacity for ECU, including work as:  
 a. an employee; or  
 b. a contractor or subcontractor; or  
 c. an employee of a contractor or subcontractor; or  
 d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or  
 e. an apprentice or trainee; or  
 f. a student gaining work experience; or  
 g. a volunteer. |

4. GUIDELINES CONTENT

4.1 Developing University Work Health and Safety (WHS) Targets and Measures

University WHS targets and measures shall be developed annually for the forthcoming year in consultation with the University Health and Safety Committee (UHSC) and in accordance with the timeframes outlined in Appendix A– Health and Safety Targets, Measures and Plans Calendar. The targets and measures selected should support the health and safety performance indicators and commitments documented in the;

- ECU WHS Policy including prevention of injury and ill health, compliance with legal and other requirements and continual improvement
- ECU Performance Indicator Framework Themed Report - Resources Supporting Core Functions (Strategic Direction)
- ECU Annual Report targets as based upon the Public Sector Commissioner’s Circular 2009/11: Code of Practice: Occupational Safety and Health in the Western Australian Public Sector (Circular)
• Australian Higher Education Industrial Association (AHEIA) – University HR Benchmarking Program and Australian University Safety Association (AUSA) OHS Performance Indicators

The targets and measures should also be designed to provide continual improvement in health and safety performance, taking into consideration:

• Health and safety risks identified in School/Service Centre hazard risk registers (HRR) with a risk score of Substantial or above
• Previous performance – audit results, incidents and previous targets
• Information technology, financial, operational and business requirements and the views of relevant interested parties
• Activities required to maintain compliance with internal and external health and safety requirements (e.g. training requirements)
• Availability of resources – personnel, materials and technology.

The development of targets and measures should be based on the SMART principles. Where possible both leading and lagging measures should be considered when identifying the metrics for monitoring performance against the targets.

The University WHS Targets and Measures Template shall be used to document annual endorsed and approved University WHS targets and measures.

4.2 Developing School/Service Centre WHS Targets, Measures and Improvement Plans

4.2.1 WHS Targets and Measures

School/Service Centre WHS targets and measures shall be developed by each local WHS Committee in consultation with the committee members and School/Centre Executive. These WHS targets and measures should be developed and documented on an annual basis for the forthcoming year in accordance with the timeframes outlined in Appendix A– Health and Safety Targets, Measures and Plans Calendar. The targets and measures selected should support the achievement of the University WHS targets and measures and be designed to provide continual improvement in health and safety performance, taking into consideration:

• Health and safety risks identified in the Hazard Risk Register (HRR) with a residual risk score of Moderate and above
• Previous performance – audit results, incidents and achievement against previous targets and measures
• Activities required to maintain compliance with internal and external health and safety requirements (e.g. training requirements)
• Information technology, financial, operational and business requirements and the views of relevant interested parties.
• Availability of resources – personnel, materials and technology
The development of targets and measures should be based on the SMART principles. Where possible both leading and lagging measures should be considered when identifying the metrics for monitoring performance against the targets.

The local WHS Targets and Measures Template shall be used to document annual endorsed and approved WHS targets and measures.

4.2.2 WHS Improvement Plans

School/Service Centre WHS improvement plans provide a mechanism for managing health and safety risk and driving improvements in health and safety performance. The plans are intended to align, prioritise, resource and achieve actions required to meet set targets and measures.

WHS improvement plans shall be developed by each local WHS committee on an annual basis in accordance with the timeframes outlined in Appendix A– Health and Safety Targets, Measures and Plans Calendar.

WHS improvement plans shall be developed to support the achievement of the University HS targets and further mitigate identified risks relevant to the School or Service Centre. WHS improvement plans should include, but are not limited to the following:

- The targets and measures the improvement plan is addressing
- The risk requiring mitigation or management
- Activities required to maintain compliance with Health and Safety legislation i.e. inspections, training
- Resources required (specialists, personnel, equipment and / or financial)
- Clear time-frames and milestones, including action completion and review dates
- Actions that incorporate deliverables that demonstrate successful completion of the plan
- Overall responsibility for the management and completion of the action
- Regular review of the status of the action
- A record of personnel who were involved in the development and review of the plan
- Approval signature of the Dean / Director(s) and WHS Committee Chair(s).

The development of WHS improvement plans should be based on the SMART principles. The WHS Improvement Plan Template shall be used to document endorsed and approved HS targets and measures.
4.3 Endorsing, Approving and Communicating WHS Targets, Measures and Improvement Plans

4.3.1 Endorsing, Approving and Communicating University WHS Targets and Measures

University WHS targets and measures shall be endorsed by the University Health and Safety Committee, and approved by the Vice-Chancellor. Endorsed and approved University WHS Targets and Measures shall be made available on the health and safety pages of the Human Resources Services Centre webpage.

4.3.2 Endorsing, Approving and Communicating local WHS Targets, Measures and Improvement Plans

Local WHS targets, measures and improvement plans shall be endorsed by the local WSHS Committee and approved by the Dean / Director(s) and WHS Committee Chair. Approved local WHS targets, measures and improvement plan/s shall be communicated to all School/Service Centre personnel and made available on the local School/Service centre webpage.

4.4 Recording WHS Targets, Measures and Improvement Plans

The agreed and endorsed WHS targets, measures and improvement plans should be maintained as a record and be stored in the University’s records management system.

4.5 Reviewing and Reporting University WHS Targets and Measures

The Safety and Employment Relations (SER) Team shall provide the following reports:

- A quarterly summary of the performance status against the University WHS targets and measures provided to the University Executive and Quality, Audit and Risk Committee (QARC)
- A quarterly report on University Performance Indicators provided to the Deans, Directors and local WHS Committee Chairs
- An annual report on Occupational Safety and Health targets as required for the ECU Performance Indicator Framework Themed Report
- A biannual summary of School and Service Centre WHS Due Diligence Reporting submissions provided to the University Health and Safety Committee (UHSC), QARC and University Executive as part of the relevant quarter’s QARC and University Executive reports.
- Annual University WHS target reporting to external agencies (e.g. ECU Annual Report, AHEIA)

4.6 Reviewing and Reporting School/Service Centre WHS Targets, Measures and Improvement Plans

Progress against the School/Service Centre WHS targets, measures and improvement plans should be reviewed and evaluated by local WHS committees on quarterly basis. This activity should be included as a standard item on WHS committee agendas. Any
change impacting the ability to achieve the approved targets, measures and WHS improvement plans, requires review and approval from the original approver(s).

The results of the quarterly review of the WHS Improvement Plan must be documented on the WHS improvement plan template. The results of the targets review shall be documented on in the WHS committee meeting minutes. A report shall be provided to the SER team as part of Annual WHS Due Diligence reporting submissions.

Further information on Due Diligence reporting requirements is available on the health and safety pages of the Human Resources Services Centre webpage.

5. ACCOUNTABILITIES AND RESPONSIBILITIES
In relation to this Guideline, the following positions are responsible for;

Guideline Owner

The Guideline Owner, the Director Human Resources Service Centre, has overall responsibility for the content of this Guideline and its operation in ECU.

Deans and Directors

Deans and Directors have a strategic and operational responsibility to ensure that the requirements of this Guideline are implemented into their Business Units. This includes the provision of human and financial resources required for the development and ongoing management of all aspects of this Guideline.

Managers and Supervisors

Managers and Supervisors are responsible for ensuring that the requirements of this Guideline are implemented, monitored and reviewed.

Safety and Employment Relations Team

The Safety and Employment Relations Team is delegated the responsibility for implementing, reviewing and amending the Health and Safety Targets, Measures and Plans Guideline and supporting documentation as appropriate.

Workers

Workers are required to comply with the content of this Guideline and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS
The Guideline is supported by the following documents, available from the Health and Safety pages of the Human Resources Services Centre website:

- University WHS Targets and Measures Template
- Local WHS Targets and Measures Template
- Local WHS Improvement Plan Template
Other documents which are relevant to the operation of this Guideline are as follows and available from the Health and Safety pages of the HR Service Centre website:
- University Health and Safety Policy PL139(HR081)

Australian Standards available online via the Edith Cowan Library database:
- AS/NZS 4804: Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques.
- AS 4801: Occupational health and safety management systems;
- AS 9001: Quality management systems;
- OHSAS 18001:2007 Occupational health and safety management systems - Requirements
- OHSAS 18002:2000 Occupational health and safety management systems – Guidelines for the implementation of OHSAS18001

7. CONTACT INFORMATION

For queries relating to this document please contact:

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<thead>
<tr>
<th>Guideline Owner</th>
<th>Director Human Resources Services Centre</th>
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<tbody>
<tr>
<td>All Enquiries Contact:</td>
<td>Safety and Employment Relations Team</td>
</tr>
<tr>
<td>Telephone:</td>
<td>08 6304 2302</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:osh@ecu.edu.au">osh@ecu.edu.au</a></td>
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8. APPROVAL HISTORY

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<tr>
<th>Guideline Approved by:</th>
<th>Director Human Resources Services Centre</th>
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<tbody>
<tr>
<td>Date Guideline First Approved:</td>
<td>May 2015</td>
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<td>Date last modified:</td>
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<td>Version 1.1 – updated to reflect change in organisational structure, removal of Faculties and calendar timeframe changes.</td>
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<td>HPRM File Reference</td>
<td>SUB/68542</td>
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## Appendix A - HS Targets, Measures and Plans Calendar of Activities

| Quarter 1 (Jan – Mar) | Review and report on final University WHS targets and measures outcome  
Approve and communicate University and local WHS targets and measures and local WHS improvement plans. | ▪ Local WHS committees  
▪ Safety and Employment Relations team |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Quarter 2 (Apr– Jun)  | Review progress against University WHS targets and measures  
Review progress against local WHS Targets and WHS improvement plans | ▪ Safety and Employment Relations Team  
▪ Local WHS committees |
| Quarter 3 (Jul–Sept)  | Review progress against University WHS targets and measures  
Review progress against local WHS Targets and WHS improvement plans | ▪ Safety and Employment Relations Team  
▪ Local WHS committees |
| Quarter 4 (Oct – Dec) | Develop and consult on proposed University and local WHS targets and measures  
Review and report upon final outcome against local WHS targets and WHS improvement plans | ▪ Safety and Employment Relations Team  
▪ University Health and Safety Committee  
▪ Local WHS committees |