

**MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES
OHSE OBJECTIVES AND TARGETS 2014**

By the end of 2014, we will know we are on track if we have :

PRIORITY ACTIONS	MEASURES / KPI's	OFFICER RESPONSIBLE
1. Improved OHS leadership and culture		
<ul style="list-style-type: none"> Senior Executives have participated in at least one relevant workplace inspection (includes: HoS, department Manager) 	Senior Execs participate in at least 1 workplace Inspection	Simon Hall senior staff
2. Improved risk management system:		
Risk Registers and preparation of adequate control measures (focussing on : <ul style="list-style-type: none"> manual handling slips trips falls Hazardous substances Contractor management 	<ul style="list-style-type: none"> Workplace inspections : Actions- closed-out Risk Assessments reviewed Workstation Checklists completed: –Actions closed out Chemical Inventories current All contractors Inducted ,recorded 	OHSE Officer , supervisors OHSE Committee
3. Maintained certification to National Self-Insurer Certification (NAT):		
<ul style="list-style-type: none"> Zero Non-Conformances to NAT Internal and External Audits at closing out of audits. Next audit 11th June 2014, Redmond Barry 	Achieved Zero Non Conformances 's at last audit : Clinic 2013	
<ul style="list-style-type: none"> Cyclic Events checklist 	<ul style="list-style-type: none"> Complete as scheduled timelines Reviewed each OHSE Committee mtg. Ongoing	OHSE Officer / OHS Committee
4. Consultation		
<ul style="list-style-type: none"> Staff and students are consulted and provided with opportunities for feedback 	<ul style="list-style-type: none"> Executive and School meetings include OHSE on Agenda Staff meetings OHSE 	Simon Hall OHSE Officer

	<ul style="list-style-type: none"> - OHS Committee includes Student rep. - Intranet – OHSE Committee minutes - Email announcements - Monthly Newsletter - OHSE staff have access to Shared Drive <p>ongoing</p>	
5. Inductions		
<ul style="list-style-type: none"> • Contractor • Student Ensure students are aware of their OHS obligations • Staff 	<ul style="list-style-type: none"> • Contractor inductions – validated • Student Orientation Attendance Record • Staff inductions completions 	OHSE Officer, Coordinators, Supervisors
6. Incidents		
<ul style="list-style-type: none"> • Incident Reports monthly 	<ul style="list-style-type: none"> - Review Incident Reports , Close-out actions completed. Agenda item, OHSE Committee 	OHSE Officer, OHSE Manager, Supervisors
7. Training OHSE Mandatory Supervisor. General staff.		
<p>Staff</p> <ul style="list-style-type: none"> • Current staff to complete in time for PDF , scheduled . Includes Transitional PDF's. 	<p>Staff Target: 85% completions by end of 2014.</p> <p>Progress “summary” reported at OHS Committee.</p>	Supervisors , OHSE Officer
8. Audit Report – Corrective Actions , CLINIC Audit 16th July 2013		
<ul style="list-style-type: none"> • Training gaps • Emergency preparedness –First Aid; CPR expired training 	<p>100% Senior management mandatory “Risk Management “and “Incident Investigations “ - training / refreshers</p>	<ul style="list-style-type: none"> • Relevant senior staff members to complete training • Sue scheduled First Aid Refresh Completed • Sonia refresh CPR- Completed