

NOTE: Highlighted items represent proposed additional

Objective	Target (Measurable)	Person/s Responsible	Progress for OHS Committee Meeting 14 th March 2018 (Q1)	Progress for OHS Committee Meeting 6 th July 2018 (Q2)	Progress for OHS Committee Meeting 14 th September 2018 (Q3)	Progress for OHS Committee Meeting 14 th December 2018 (Q4)	
1. Improved OHS leadership and culture	<ul style="list-style-type: none"> • >95% Senior Management* have current OHS Roles and Responsibilities training <li style="background-color: yellow;">• >85% Senior Management participate in at least 1 workplace inspection of their areas • Management receive OHS reports from the OHS team every quarter 	<ul style="list-style-type: none"> HoSs HoS / School Manager OHS Advisor 	<ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	
2. Improve the delivery of high quality, consistent and practical OHS information, training and advice	<ul style="list-style-type: none"> • Consolidation of OHS information on the FMDHS Intranet aligned with the new faculty OHS structure and the need of local areas. <ul style="list-style-type: none"> ○ Ensure MSPS OHS web page is aligned with FMDHS and UoM OHS intranet sites • Promotion of Appropriate Workplace Behaviour within FMDHS <ul style="list-style-type: none"> ○ Provide regular reminder to staff to complete Appropriate Workplace Behaviour Training 	<ul style="list-style-type: none"> OHS Advisor / FMDHS Safety and Compliance Manager OHS Advisor / OHS Committee Members / Senior Management 	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
3. Improved compliance with OHS legislation and effective implementation of the UoM OHS Management System within the School	<ul style="list-style-type: none"> • Zero WorkSafe Prohibition Notices issued for 2018 • Zero non-conformances at the close out of audits (Internal, External and WorkSafe – where applicable) <li style="background-color: yellow;">• Precinct risk registers are reviewed to include their relevant hazards and control measures (as per review date or as required) <li style="background-color: yellow;">• Bi-annual workplace (OHS) inspections completed • Training compliance requirements: <ul style="list-style-type: none"> <li style="background-color: yellow;">○ >85% new staff/relocated staff/students receive local induction within 2 weeks after they have started using on HR113. ○ >90% overall OHS mandatory training achievement – provision of quarterly training updates to Head of School 	<ul style="list-style-type: none"> OHS Advisor OHS Advisor OHS Advisor OHS Advisor OHS Advisor All in Heidelberg Precinct/ /HoD/ Academic Leads/CRM 	<ul style="list-style-type: none"> • • • • • See completion rates • See completion rates 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

<p>4. Reduced the occurrence or re-occurrence of workplace injuries and illnesses by improving the incident reporting awareness culture within the Faculty</p>	<ul style="list-style-type: none"> (NEW) Provide awareness on the close out process within ERMS via an information session. 50% Reduction on incidents that are not opened or viewed in ERMS by the correct assigned person within 1 week after the incidents have been logged. 	<p>OHS Advisor</p> <p>OHS Advisor / Assigned person</p>	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
<p>5. (Additional NEW)</p> <ul style="list-style-type: none"> Communication? ??? 	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Note:

* Senior Management include: Dean, Head of School, Head of Department, Academic Leads, School Manager, Director/CEO, CRM, SOM

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