

Approved

Objective	Target (Measurable)	Person/s Responsible	Progress for OHS Committee Meeting 14 th March 2018 (Q1)	Progress for OHS Committee Meeting 13 th July 2018 (Q2)	Progress for OHS Committee Meeting 14 th September 2018 (Q3)	Progress for OHS Committee Meeting 16 th November 2018 (Q4)
1. Improved OHS leadership and culture	<ul style="list-style-type: none"> >95% Senior Management* have current OHS Roles and Responsibilities training Senior Management participate in at least 1 workplace inspection of their areas Management receive OHS reports from the OHS team every quarter 	<p>HoSs</p> <p>HoS / School Manager</p> <p>OHS Advisor</p>	<ul style="list-style-type: none"> Issued with minutes 1st committee meeting TBC March quarter issued 	<ul style="list-style-type: none"> See completion rates (<i>attachment 2</i>) Senior management completed during July June quarter issued 	<ul style="list-style-type: none"> See completion rates (<i>attachment 2</i>) - <i>Achieved</i> Senior Management to recomplete with OHS Advisor and upload to ERMS - Scheduled in October September quarter issued 	<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 and updated each quarter Promotion of Appropriate Workplace Behaviour within FMDHS <ul style="list-style-type: none"> >80% Completion of online module across Precinct 	<p>OHS Advisor / FMDHS Safety and Compliance Manager</p> <p>OHS Advisor / OHS Committee Members / Senior Management</p>	<ul style="list-style-type: none"> Nil Not yet reflected in completion rates 	<ul style="list-style-type: none"> Staff – updated June Student – updated March Not yet reflected in completion rates 	<ul style="list-style-type: none"> Achieved – no change since July See completion rates (<i>attachment 2</i>) – <i>Not Achieved</i> 	<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) School risk register reviewed Bi-annual workplace (OHS) inspections completed Training compliance requirements: <ul style="list-style-type: none"> >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 	<p>OHS Advisor</p> <p>OHS Advisor</p> <p>OHS Advisor</p> <p>OHS Advisor</p> <p>OHS Advisor</p> <p>Staff</p>	<ul style="list-style-type: none"> Achieved N/A TBC Commenced in March Not yet reflected in completion rates Issued with minutes if first committee meeting 	<ul style="list-style-type: none"> Achieved N/A Updated in July – DRAFT in review by Committee Completed in March/April Not yet reflected in completion rates See completion rates (<i>attachment 2</i>) 	<ul style="list-style-type: none"> Achieved N/A Currently in review by other Academics – pending finalization Due in October/November See completion rates (<i>attachment 2</i>) - <i>Achieved</i> See completion rates (<i>attachment 2</i>) – <i>Not Achieved</i> 	<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"> • Provide awareness on the close out process within ERMS via an information session/email communique • 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"> • TBC • TBC 	<ul style="list-style-type: none"> • Committee agreed to implement via email communique • TBC 	<ul style="list-style-type: none"> • Pending • See completion rates (<i>attachment 2</i>) - <i>Achieved</i> 	<ul style="list-style-type: none"> •
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* Senior Management include: Dean, Head of School, Head of Department, Academic Leads, School Manager, Director/CEO, CRM, SOM