

## Approved

Objective	Target (Measurable)	Person/s Responsible	Progress for OHS Committee Meeting 14 <sup>th</sup> March 2018 (Q1)	Progress for OHS Committee Meeting 13 <sup>th</sup> July 2018 (Q2)	Progress for OHS Committee Meeting 14 <sup>th</sup> September 2018 (Q3)	Progress for OHS Committee Meeting 16 <sup>th</sup> November 2018 (Q4)
1. Improved OHS leadership and culture	<ul style="list-style-type: none"> <li>&gt;95% Senior Management* have current OHS Roles and Responsibilities training</li> <li>Senior Management participate in at least 1 workplace inspection of their areas</li> <li>Management receive OHS reports from the OHS team every quarter</li> </ul>	<p>HoSs</p> <p>HoS / School Manager</p> <p>OHS Advisor</p>	<ul style="list-style-type: none"> <li>Issued with minutes 1st committee meeting</li> <li>TBC</li> <li>March quarter issued</li> </ul>	<ul style="list-style-type: none"> <li>See completion rates (<i>attachment 2</i>)</li> <li>Senior management completed during July</li> <li>June quarter issued</li> </ul>	<ul style="list-style-type: none"> <li>See completion rates (<i>attachment 2</i>) - <i>Achieved</i></li> <li>Senior Management to recomplete with OHS Advisor and upload to ERMS - Scheduled in October</li> <li>September quarter issued</li> </ul>	<ul style="list-style-type: none"> <li>See completion rates (<i>attachment 2</i>) - <i>Achieved</i></li> <li>Discussed with Senior Management – to be addressed in December</li> <li>December quarter to be issued</li> </ul>
2. Improve the delivery of high quality, consistent and practical OHS information, training and advice	<ul style="list-style-type: none"> <li>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"> <li>Ensure MSPS OHS web page is aligned with FMDHS and UoM OHS intranet sites and updated each quarter</li> </ul> </li> <li>Promotion of Appropriate Workplace Behaviour within FMDHS <ul style="list-style-type: none"> <li>&gt;80% Completion of online module across Precinct</li> </ul> </li> </ul>	<p>OHS Advisor / FMDHS Safety and Compliance Manager</p> <p>OHS Advisor / OHS Committee Members / Senior Management</p>	<ul style="list-style-type: none"> <li>Nil</li> <li>Not yet reflected in completion rates</li> </ul>	<ul style="list-style-type: none"> <li>Staff – updated June</li> <li>Student – updated March</li> <li>Not yet reflected in completion rates</li> </ul>	<ul style="list-style-type: none"> <li>Achieved – no change since July</li> <li>See completion rates (<i>attachment 2</i>) – <i>Not Achieved</i></li> </ul>	<ul style="list-style-type: none"> <li>Staff/student web page updated in October with communique in professional staff update email sent also</li> <li>See completion rates (<i>attachment 2</i>) – <i>Not Achieved</i></li> </ul>
3. Improved compliance with OHS legislation and effective implementation of the UoM OHS Management System within the School	<ul style="list-style-type: none"> <li>Zero WorkSafe Prohibition Notices issued for 2018</li> <li>Zero non-conformances at the close out of audits (Internal, External and WorkSafe – where applicable)</li> <li>School risk register reviewed</li> <li>Bi-annual workplace (OHS) inspections completed</li> <li>Training compliance requirements: <ul style="list-style-type: none"> <li>&gt;85% new staff/relocated staff/students receive local induction within 2 weeks after they have started using on HR113.</li> <li>&gt;90% overall OHS mandatory training achievement – provision of quarterly training updates to Head of School</li> </ul> </li> </ul>	<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"> <li>Achieved</li> <li>N/A</li> <li>TBC</li> <li>Commenced in March</li> <li>Not yet reflected in completion rates</li> <li>Issued with minutes if first committee meeting</li> </ul>	<ul style="list-style-type: none"> <li>Achieved</li> <li>N/A</li> <li>Updated in July – DRAFT in review by Committee</li> <li>Completed in March/April</li> <li>Not yet reflected in completion rates</li> <li>See completion rates (<i>attachment 2</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Achieved</li> <li>N/A</li> <li>Currently in review by other Academics – pending finalization</li> <li>Due in October/November</li> <li>See completion rates (<i>attachment 2</i>) - <i>Achieved</i></li> <li>See completion rates (<i>attachment 2</i>) – <i>Not Achieved</i></li> </ul>	<ul style="list-style-type: none"> <li>Achieved</li> <li>N/A</li> <li>Finalised</li> <li>See completion rates (<i>attachment 2</i>) - <i>Achieved</i></li> <li>See completion rates (<i>attachment 2</i>) – <i>Not Achieved</i></li> </ul>

<p><b>4. Reduced the occurrence or re-occurrence of workplace injuries and illnesses by improving the incident reporting awareness culture within the Faculty</b></p>	<ul style="list-style-type: none"> <li>• Provide awareness on the close out process within ERMS via an information session/email communique</li> <li>• 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.</li> </ul>	<p>OHS Advisor</p> <p>OHS Advisor / Assigned person</p>	<ul style="list-style-type: none"> <li>• TBC</li> <li>• TBC</li> </ul>	<ul style="list-style-type: none"> <li>• Committee agreed to implement via email communique</li> <li>• TBC</li> </ul>	<ul style="list-style-type: none"> <li>• Pending</li> <li>• See completion rates (<i>attachment 2</i>) - <i>Achieved</i></li> </ul>	<ul style="list-style-type: none"> <li>• Draft initiative to be considered for 2019</li> <li>• See completion rates (<i>attachment 2</i>) - <i>Achieved</i></li> </ul>
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\* Senior Management include: Dean, Head of School, Head of Department, Academic Leads, School Manager, Director/CEO, CRM, SOM