To assist Directors and Heads of Schools plan and manage WHS obligations, this template has been developed to provide clarity for tasks required to meet UNE WHS objectives. Objectives are based on standards for Occupational (Workplace) Health and Safety Management systems.

An explanation of objectives in full is available here: <http://www.une.edu.au/safety/whs-forms/risk-management-forms/2017-whs-annual-plan-objectives-in-full>

‘Status’ column legend: C = Complete, WIP = Work in progress, NS = Not started, NA = Not applicable

‘Person Responsible’ column legend:

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| **Work Health and Safety Annual Plan Details** |
| School/Directorate name: |  |
| Head of School/Directorate: |  |
| Annual WHS plan for year:  | 2023 |
| Date of most recent review: |   |

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| **Action 1. WHS Objective [4.4.1.2]: Structure and Responsibility – Responsibility and Accountability**  |
| Key Action/s | Person/s Responsible | Date Due | Progress Notes/Issues | Status |
| **1.1** | Heads of Schools/Directorates/senior management to include the ‘[WHS P002 Organisational WHS Responsibilities Protocol](http://policies.une.edu.au/view.current.php?id=00338)‘ at one of their School/Directorate meetings, and to circulate within their business unit/s. |   | 30 Nov |   |  |
| **1.2** | School/Directorate Resource Managers in consultation WHS, to ensure that where persons have been identified with WHS roles (e.g. first aiders, wardens and Health and Safety Representatives) that;* their WHS duties and training is included as part of the workers KPIs (PPDR - personal performance and development review), and
* they have completed the required training, and
* they are provided with adequate time to attend to their WHS duties when required (e.g. incidents, meetings, workplace inspections).
 |  | 30 Nov |  |  |
| **Action 2.** **WHS Objective [4.4.2]: Training and Competency**  |
| **2.1** | Ensure all new staff complete the [UNE induction & RtC Induction](https://skytrust.co/app/Inductions/Guest/IndexQR.asp?UID=E81D4E616BA145F98268F624E5A62448) on commencement of employment. |  | On Commencement |  |  |
| **2.2** | Ensure all new workers (staff, contractors, students and workers) working on UNE controlled property are inducted to their immediate work environment using [WHS F039 Site Specific Induction Checklist](https://www.une.edu.au/safety/unesafe-learning) |  | On commencement, as required.  |  |  |

| **Action 3. WHS Objective [4.4.3.1]: Consultation, Communication and Reporting – Consultation**  |
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| Key Action/s | Person/s Responsible | Date Due | Progress Notes/Issues  | Status |
| **3.1** | Workers are given the opportunity to nominate for a Health & Safety Representative position within the relevant workgroup, and to elect their preferred HSR.Supervisors have identified HSR Nominees for each department within their Work Group |  | Every 3 years |  |  |
| **3.2** | HSRs to be given the opportunity to meet regularly with relevant HOS/D or senior management of relevant Schools/Directorates to discuss safety issues within that business unit i.e.* Purchase of new equipment, renovations etc
* Incidents and corrective actions
* Inspection reports and corrective actions
 |  | Minimum quarterly and as required |  |  |
| **Action 4.** **WHS Objective [4.4.3.2]: Consultation, Communication and Reporting – Communication**  |
| **4.1** | Ensure WHS Notice Boards have been established in conspicuous places so all staff are able to view content. Use content available on Safety Hub: <http://www.une.edu.au/safety/whs-forms/whs-notice-board-forms>  |  | 30 Nov |  |  |
| **4.2** | Details of First Aiders, Floor Wardens and HSRs to be posted on safety noticeboards. HOS/D to send an email memo within their business units, to all staff stating who fulfils these roles. |  | 30 Nov |  |  |
| **4.3** | HOS/D and senior management – to include WHS as an agenda item on their regular School/Directorate/Faculty meetings. |  | Minimum Monthly, bi-monthly  |  |  |

| **Action 5. WHS Objective [4.4.3.3]: Consultation, Communication and Reporting – Reporting** |
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| Key Action/s | Person/s Responsible | Due Date | Progress Notes/Issues  | Status  |
| **5.1** | HOS/D to ensure all workers within their control are informed of the expectations relating to the process for reporting all incidents, hazards and near misses in SkyTrust. |  | As required |  |  |
| **5.2** | Inspection findings and incident summaries within the School/Directorate to be tabled at relevant business unit meetings, and at the relevant Work Group meetings. |  | Bi-monthly |  |  |
| **5.3** | The progress of this Action Plan to be tabled at relevant business unit meetings. |  | As per schedule  |  |  |
| **Action 6. WHS Objective [4.4.4/5 & 4.5.3]: Documentation, Data Control and Records Management**  |
| **6.1** | Ensure that WHS documents are filed under the correct WHS container (as specified in all WHS documents).  |  | As required |  |  |

| **Action 7. WHS Objective [4.4.6]: Hazard Identification, Risk Assessment and Control of Risks – Equipment and Plant** |
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| **7.1** | In 2023, Schools and Directorates are to identify and initiate the development (or revision of existing) lists/databases of plant and equipment assets that could have an impact on people’s health and safety. Documents relating to new plant & equipment and stored in TRIM container A22/315/1 |  | During 2023 & as identified |  |  |
| **7.2** | Dangerous or unsafe equipment found during the above process is to be removed from use and made inactive (e.g. cut the electrical cord and discard plug). Contact EBE or WHS for instruction on disposal if the equipment will not be repaired.  |  | During 2023 & as identified |  |  |

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| **Action 8. WHS Objective [4.4.6]: Hazard Identification, Risk Assessment and Control of Risks – Hazardous Chemicals**  |
| Key Action/s | Person/s Responsible | Date Due | Progress Notes/Issues  | Status |
| **8.1** | The HOS/D has nominated a person/s to oversee the chemical inventories and storage locations within their business units |  | 30 Nov |  |  |
| **8.2** | The Schools/Directorates chemical inventory is updated at least annually and entered into ChemWatch  |  | 30 Nov |  |  |
| **8.3** | The person/s responsible for this chemical management are represented on the Hazardous Substance Reference Group  |  | 30 Nov |  |  |
| **8.4**  | The School/Directorate ensures that all persons within their area are aware of the requirements of the safe use, storage, labelling and transport of chemicals: * By disseminating the WHS Hazardous Chemicals procedures to all workers in their business units, and
* Ensuring the supervisors of new users train personnel in general chemical requirements upon induction, as well as specific chemical requirements related to their work.
 |  | 30 Nov As required |  |  |
| **8.5** | Chemical waste within the School/Directorate is disposed of appropriately – as per the Hazardous Chemicals Procedure. |  | As required |  |  |
| **8.6** | The School/Directorate has identified where work with relevant hazardous substances require appropriate permits, and has acquired these permits or is in the process of acquiring these permits *e.g. Radiation (EPA) licencing, GMO licencing, carcinogens, cytotoxics, scheduled drugs & poisons etc* |  | 30 Nov |  |  |
| **8.7** | Safety Data Sheets for all chemicals are available through ChemWatch, and if not, the SDS is acquired from the manufacturer and the ChemWatch administrator notified.  |  | 30 Nov |  |  |
| **Action 9.** **WHS Objective [4.4.6]: Hazard Identification, Risk Assessment and Control of Risks – Facilities with Hazards**  |
| Key Action/s | Person/s Responsible | Date Due | Progress Notes/ Issues | Status |
| **9.1** | Facilities containing hazards are restricted to authorised personnel*e.g. chemical, biological and radiation labs are restricted by swipe card access (or other) to only those persons who are competent and have received appropriate inductions and training.*  |  | 30 Nov |  |  |
| **9.2** | Facilities are appropriately signed and/ or placarded according to the hazards and chemical quantities within e.g. biohazard, GMO, quarantine, radiation, specific chemical risks etc. |  | 30 Nov |  |  |
| **9.3** | Facilities containing hazards conform to the appropriate Code of Practice and Australian Standard e.g. 2982 and 2243 series.Any repurposing of facilities/rooms for ‘wet labs’ (e.g. chemical/biological research) is to meet these requirements prior to the repurposing, including consultation with EBE and WHS. |  | As required |  |  |

| **Action 10. WHS Objective [4.4.7]: Emergency Preparedness and Response** |
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| Key Action/s | Person Responsible | Date Due | Progress Notes/Issues | Status |
| **10.1** | Areas under the School/Directorate’s control should be adequately resourced with Emergency Wardens – staff within the business unit are to fulfil these positions. One warden and deputy warden is required per floor. The School/Directorate is to facilitate the filling of these positions and consider additional resourcing needs during flexible working arrangements. |  | 30 Nov |  |  |
| **10.2** | Floor wardens are clearly identified i.e. Floor/Area wardens yellow vest; Building wardens red vest (if the wardens do not have these, contact EBE). |  | 30 Nov |  |  |
| **10.3** | Complete analysis to ensure there are adequately trained first aid personnel according to the size, type and function of the work environment with consideration to flexible working arrangements e.g. * 1 per 50 occupants\* (low risk environment e.g. office)
* 1 per 25 occupants\* (higher risk environments e.g. workshops and chemistry labs).

Ensure the First Aiders are assigned responsibility for the local first aid kit.\**Detailed requirements: WHS P005 First Aid Management Protocol and WHS F046 First Aid Requirements Checklist.*  |  | 30 Nov |  |  |
| **10.4** | HOS/D to ensure the emergency wardens within their areas communicate the [PEEP](http://www.une.edu.au/safety/emergency-management) (WHS F053 Personal Emergency Evacuation Plan) requirements to workers within their area, and to help those personnel that may require the PEEP.  |  | 30 Nov |  |  |
| **10.5** | Where possible, consider transition of first aid kits to portable type. |  | 30 Nov |  |  |

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| **Action 11. WHS Objective [4.5.1.2]: Health Surveillance**  |
| **11.1** | Identify & assess work involving biologicals, animals, humans (and their products) that may require vaccinations and ensure these persons receive appropriate treatment *e.g. working with animals – Q-Fever, working bloods and body fluids – Hep B, noisy work – hearing tests.* |  | 30 Nov |  |  |
| **11.2** | Where there is any concern that persons working with hazardous chemicals or radioisotopes could or should require health monitoring, to notify whs@une.edu.au  |  | As required |  |  |

| **Action 12. WHS Objective [4.5.2]: Incident Investigation and Corrective Action**  |
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| Key Action/s | Person Responsible | Date Due | Progress Notes/Issues | Status |
| **12.1** | Incidents* Supervisors to ensure they follow-up on incidents on SkyTrust in a timely manner; and
* Consult corrective actions with the injured/affected party/ies and HSR/s
* HOS/D to review final standing of incidents as presented in the incident summary at meetings, and verify final actions/close-out to be minuted in these meetings.
 |  | As requiredat every meeting |  |  |

| **13. WHS Objective [4.5.4]: Health and Safety Management Systems Audit / Inspections**  |
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| **13.1** | Ensure that Workplace inspections using the [WHS F025 Workplace Inspection Checklist](http://www.une.edu.au/safety/whs-forms/risk-management-forms) – is conducted for all work environments at least annually. It is recommended that these be spaced throughout the year across business units under the School/Directorate control and stored in TRIM. |  | no later than 30 Nov |  |  |

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| ***Records Storage Instructions*** |
| *This completed form must be recorded in TRIM Container A16/4318 utilising a TRIM license in your School/Business Unit. Only the HR Team is able to* ***view*** *records in this container.*  |