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.

‘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: | 2024 |
| Date of most recent review: |  |

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| **Action 1. WHS Objective [5.3]: Organizational roles, responsibilities and authorities** | | | | | | | |
| Key Action/s | | | Person/s Responsible | Date Due | Progress Notes/ Issues/Evidence | 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. | |  |  |  |  | |
| **1.2** | School/Directorate Resource Managers in consultation with 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. investigations, meetings, workplace inspections). | |  |  |  |  | |
| **Action 2.** **WHS Objective [7.2]: Competence and 7.3 Awareness** | | | | | | | |
| **2.1** | Ensure all new staff complete the [WHS General Induction](https://skytrust.co/app/Inductions/Guest/IndexQR.asp?UID=E81D4E616BA145F98268F624E5A62448) and a staff access card has been issued, on commencement of employment. | |  | On Commencement |  |  | |
| **2.2** | Ensure all new workers (staff, [contractors](https://skytrust.co/app/Inductions/Guest/IndexQR.asp?UID=9EE2E765CE9F461A96298584D7EE2505), 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 |  |  | |
| **2.3** | Learnings from key hazards and industry safety information is shared with workers in business units / at School/Directorate meetings to support awareness and improvement | |  | As required |  |  | |
| **2.4** | Training needs are identified for health and safety needs relevant to the business area and budget established to ensure implementation. | |  | Annually | Document training priorities |  | |
| **Action 3. WHS Objective [5.4]: Consultation and participation of workers** | | | | | | | |
| Key Action/s | | | Person/s Responsible | Date Due | Progress Notes/Issues/Evidence | | Status |
| **3.1** | | Schools and Directorates have identified Health and Safety Representative (HSR) Nominees to represent the health and safety interests of their area and the [Work Group HSR](https://www.une.edu.au/safety/safety-reps) has been notified. |  | On Demand | Provide HSR nominee name for school/directorate | |  |
| **3.2** | | Head of Cost Centre receives and reviews minutes of meetings from the respective [Work Group HSR](https://www.une.edu.au/safety/safety-reps) for action and follow up as necessary. |  | Quarterly |  | |  |
| **3.3** | | 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 * Training requirements |  | Minimum quarterly and as required | Provide dates of meetings | |  |
| **Action 4.** **WHS Objective [7.4]: Communication** | | | | | | | |
| **4.1** | | Ensure WHS Notice Boards are up to date within the work area. Use content available on Safety Hub to ensure all roles and contacts are current for First Aiders, Floor Wardens and HSRs: [WHS Safety Noticeboard Content](http://www.une.edu.au/safety/whs-forms/whs-notice-board-forms) |  |  | WHS Notice Boards | |  |
| **4.2** | | HOS/D to send an email memo within their business units, to all staff stating who fulfils these roles. |  |  |  | |  |
| **4.3** | | HOS/D and senior management – to include WHS as an agenda item on their regular School/Directorate/Faculty meetings |  | Minimum bi-monthly | Provide TRIM reference number to agenda and minutes | |  |

| **Action 5. WHS Objective [10.2]: Incident, nonconformity and corrective actions** | | | | | |
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| Key Action/s | | Person/s Responsible | Date Due | Progress Notes/Issues/Evidence | Status |
| **5.1** | HOS/D to ensure all workers within their control are informed of the expectations relating to the process for reporting all [incident and hazard reporting](https://www.une.edu.au/safety/report-all-injuries-and-hazards). |  | As required and annually |  |  |
| **5.2** | Inspection findings and incident learnings within the School/Directorate to be tabled at relevant business unit meetings, and at the relevant Work Group meetings. |  | Quarterly |  |  |
| **5.3** | The progress of this Annual Plan to be tabled at relevant business unit meetings. |  | As per schedule | Provide TRIM container reference |  |
| **Action 6. WHS Objective [7.5]: Documented Information** | | | | | |
| **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 [9.1] Monitoring, measurement, analysis and performance evaluation – Equipment and Plant** | | | | | |
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| **7.1** | Schools and Directorates ensure that new plant/equipment is calibrated or verified as applicable and is used and maintained appropriate to the manufacturer instructions (standard and schedule). |  |  |  |  |
| **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. |  | As required |  |  |

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| **Action 8. WHS Objective [6.1.2]: Hazard identification and assessment of risks and opportunities – Hazardous Chemicals** | | | | | |
| Key Action/s | | Person/s Responsible | Date Due | Progress Notes/Issues/Evidence | Status |
| **8.1** | The HOS/D has nominated a person/s to oversee the chemical inventories and storage locations within their business units, and sufficient allocation of time to maintain the inventories. |  |  | Provide name/s |  |
| **8.2** | The Schools/Directorates chemical inventory is updated and current with regular adjustments entered into ChemWatch |  |  |  |  |
| **8.3** | The person/s responsible for this chemical management are represented on the Hazardous Substance Reference Group |  |  |  |  |
| **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. |  | As required |  |  |
| **8.5** | Chemical waste within the School/Directorate is disposed of appropriately. |  | 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* |  |  |  |  |
| **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. |  |  |  |  |
| **Action 9. WHS Objective [6.1.2]: Hazard identification and assessment of risks and opportunities – Facilities with Hazards** | | | | | |
| Key Action/s | | Person/s Responsible | Date Due | Progress Notes/Issues/Evidence | 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.* |  |  |  |  |
| **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. |  |  |  |  |
| **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 [8.2]: Emergency Preparedness and Response** | | | | | |
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| Key Action/s | | Person Responsible | Date Due | Progress Notes/Issues/Evidence | 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.  Floor and Building Wardens can be confirmed/amended on the Warden Registers located on the [Fire Safety](https://www.une.edu.au/about-une/university-structure/estate-and-built-environment/campus-services/fire-safety/evacuation-pre-planning) web page. |  |  | Provide name/s Floor Wardens, Building Wardens |  |
| **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). |  |  | Appropriate vests are available |  |
| **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*](https://policies.une.edu.au/document/view-current.php?id=371) *and* [*WHS F046 First Aid Requirements Checklist*](https://www.une.edu.au/safety/whs-forms/first-aid-forms)*.* |  |  | Name/s of First Aider |  |
| **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. |  |  | PEEP’s reviewed and stored TRIM A17/751 |  |
| **10.5** | Where possible, consider transition of first aid kits to portable type. |  |  |  |  |

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| **Action 11. WHS Objective [A.9.1]: Monitoring, measurement, analysis and performance evaluation** | | | | | |
| **11.1** | Identify & assess work involving biologicals, animals, humans (and their products) that may require vaccinations and ensure these persons receive appropriate screening and vaccinations.  *e.g. working with animals – Q-Fever, working with bloods and body fluids – Hep B.* |  |  |  |  |
| **11.2** | Where there is any concern that persons working with hazardous chemicals or radioisotopes have exposure requiring health monitoring, to notify [whs@une.edu.au](mailto:whs@une.edu.au) |  | As required |  |  |

| **Action 12. WHS Objective [10.2]: Incident, nonconformity and corrective action** | | | | | |
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| **12.1** | Incidents   * Supervisors to ensure they follow-up on incidents in the WHS Digital Safety Management System, in a timely manner; and * Consult corrective actions with the injured/affected party/ies and HSR/s |  | As required  at every meeting |  |  |
| **Action 13. WHS Objective [8.1]: Operational Planning and Control** | | | | | |
| **13.1** | Staff whose primary place of work is off campus (working remotely), or staff that work from home have completed a WHS [F031 Off Campus Workplace Inspection Checklist](https://www.une.edu.au/__data/assets/pdf_file/0010/509086/whs-f031-off-campus-workplace-assessment-checklist-Fillable.pdf) in the last 6 months |  |  | TRIMMED in A16/4159 |  |

| **Action 14. WHS Objective [9.2]: Internal Audit** | | | | | |
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| **14.1** | 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. |  |  | TRIMMED in A16/3850/8 |  |

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| ***Records Storage Instructions*** |
| *This completed form must be recorded in TRIM Record Number A16/4318/9 utilising a TRIM license in your School/Business Unit. Only the People and Culture Team is able to* ***view*** *records in this container.* |