

University Occupational Health and Safety Guidance Notes

PREPARING A SAFETY, HEALTH AND WELLBEING ACTION PLAN

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1. PURPOSE

The University is required to establish occupational safety, health and wellbeing objectives at all levels of the organisation, to maintain and continually improve the occupational health and safety management system and related performance.

The purpose of this document is to provide areas with the information to enable them to develop, implement and review a suitable Safety, Health and Wellbeing Action Plan.

2. SCOPE

This document applies to all Departments, Faculties and Directorates within the University.

3. ABBREVIATIONS

DSC	Departmental Safety Coordinator
OHS	Occupational Health and Safety
HoD	Head of Department
SACSOH	Statutory Advisory Committee on Safety and Occupational Health
SMART	Specific, Measurable, Achievable, Relevant & Timely

4. ROLES AND RESPONSIBILITIES

The University [OHS Standard for Hazard Identification and Risk Management](#) document defines the organisational arrangements necessary to implement the Standard effectively.

Specific roles, responsibilities and duties in relation to preparing a Safety, Health and Wellbeing Action Plan are detailed below:

4.1 Executive Officers

Executive Officers are responsible for ensuring:

- the continual improvement of performance within their areas of responsibility;
- a Faculty/Directorate's Safety, Health and Wellbeing Action Plan is developed;
- the Safety, Health and Wellbeing Action Plan considers the safety, health and wellbeing risks along with key business risks.
- resources are made available to appropriately progress the actions as identified in the Safety, Health and Wellbeing Action Plan;
- the Safety, Health and Wellbeing Action Plan is reviewed, and submitted to SACSOH, at least annually.

4.2 Faculty/Directorate Health, Safety and Wellbeing Manager/Adviser (or equivalent)

The Directorate/Faculty Health, Safety and Wellbeing Manager/Adviser (or equivalent) is required to assist the Executive Officer by leading on the development of a Faculty/Directorate Safety, Health and Wellbeing Plan, incorporating information provided by departments in their Safety, Health and Wellbeing Risk Registers.

4.3 Heads of Department

Responsible for ensuring that continual improvement of performance within their areas of responsibility is achieved by the effective delivery of objectives established within individual Departmental Health and Safety and Wellbeing Plans.

The HoD is responsible for ensuring that:

- a Departmental Safety, Health and Wellbeing Action Plan is developed;
- the Safety, Health and Wellbeing Action Plan is aligned with the Faculty/Directorate Safety, Health and Wellbeing Action Plan.
- resources are made available to appropriately progress the actions as identified in the Departmental Safety, Health and Wellbeing Action Plan;
- the actions from the Safety, Health and Wellbeing Action Plan are reviewed at least annually to confirm that progress is being made towards completing the actions.
- The Safety, Health and Wellbeing Action Plan considers the safety, health and wellbeing risks along with key business risks.

4.4 Departmental Safety Coordinators

The Departmental Safety Coordinator is required:

- to assist the Head of Department with the development of a suitable Departmental Safety, Health and Wellbeing Action Plan, to address the most significant safety, health and wellbeing issues identified in the Department Safety, Health and Wellbeing Risk Register;
- to support the HoD in implementing the University's OHS Standards by implementing the Departmental Safety, Health and Wellbeing Action Plan and Departmental Health and Safety Arrangements;
- to ensure that the actions agreed are progressed and reported to the Departmental Health, Safety and Wellbeing Committee.

4.5 Faculty/Directorate Health, Safety and Wellbeing Committee

The Faculty/Directorate Health, Safety and Wellbeing Committee is responsible for:

- approving the Faculty/Directorate Safety, Health and Wellbeing Action Plan;
- reviewing the Safety, Health and Wellbeing Action Plan at least every 6 months to ensure that the actions remain relevant to the department.

4.6 Departmental Health, Safety and Wellbeing Committee

The Departmental Health, Safety and Wellbeing Committee are responsible for:

- approving the Departmental Safety, Health and Wellbeing Action Plan annually;
- ensuring that the Safety, Health and Wellbeing Action Plan is reviewed at least annually to ensure that the actions remain relevant to the department.

5. CREATING A SAFETY, HEALTH AND WELLBEING ACTION PLAN

A Safety, Health and Wellbeing Action Plan:

- is a document that Departments, Faculties or Directorates create, and which presents and prioritises the longer-term health and safety objectives of an area.
- aims to continually improve the areas health and safety management system, by:
 - utilising its resources efficiently,
 - assisting in improving compliance with health and safety legislation,
 - potentially introducing additional safety, health and wellbeing measures.
 - appropriately prepare for any reasonably foreseeable emergency situation

5.1 Safety, Health and Wellbeing Objectives

Objectives should be relevant to the Department, Faculty or Directorate in order to maintain and continually improve the OHS performance within the relevant area.

The objectives should:

- be consistent with the OHS Policy;
- consider the University's safety, health and wellbeing objectives;
- consider relevant requirements, including the areas greatest threats;
- include consultation with staff and any other identified key stakeholders;
- be measurable;
- be monitored;
- be reviewed and updated at appropriate intervals;
- be communicated appropriately.

5.2 Objective setting

When planning Safety, Health and Wellbeing objectives, the Department, Faculty, or Directorate should determine, and agree on:

- what the objectives should be;
- what resources are required;
- who will be responsible for each objective;
- actions assigned to person(s) responsible for objectives;
- the timeline for completion of actions;
- how the actions will be monitored.

Numerous sources of information are available to facilitate objective setting. These include:

- the Risk Register / Profile;
- risk assessments;
- reported incidents / accidents;
- gap analysis of the department;
- performance monitoring (including audits and safety inspections);
- hazard mapping exercises.

Objectives should be characterised by the following:

- **Specific** in terms of what needs to be achieved and how
- **Measurable** in terms of outcome (e.g. % change)
- **Achievable**, agreed and assigned to a delegated person
- **Relevant** and realistic objectives applicable to the area and those who work there
- **Timescales** for objectives are assigned and achievable

5.3 Assigning a responsible person

The Departmental, Faculty or Directorate Safety, Health and Wellbeing Committee must assign the responsibility of completing the agreed actions to a suitable person(s). The Committee must ensure that the person selected:

- is competent in the work being done;
- holds sufficient authority to ensure the task is completed;
- has the resources to implement the required actions.

5.4 Monitoring

The Safety, Health and Wellbeing Action Plan should be reviewed annually by the relevant Departmental, Faculty or Directorate Safety, Health and Wellbeing Committee, to ensure that objectives are being progressed and completed.

Responsible persons assigned actions must ensure that regular updates are provided to the Committee of progress made against objectives.

The Safety, Health and Wellbeing Action Plan must be reviewed annually, with the Safety, Health and Wellbeing Risk Register being reviewed at the same time to ensure an accurate record of risks is maintained.