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| **Name of organisational unit:** | Click here to enter organisational unit’s name. |
| **Date of action plan:** | Click here use drop-down and to enter a date. |
| **Due for review (quarterly)** | Click here use drop-down and to enter a date. |

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| All organisational units are required to implement the University Safety Management System and set goals to improve work health and safety (WHS) performance. This template is designed to assist local organisational units to meet the University’s safety planning requirements. **How to use the WHS Action Plan template**This WHS Action Plan template refers to each of the eight management standards and prompts action to facilitate compliance and improve WHS performance. 1. Use the check boxes to verify local implementation of the eight management standards
2. Use the notes section to record current status of implementation, set goals and planned actions
3. Use Table 2 to schedule and monitor the completion of planned actions

**Work Health & Safety Goals**As a part of the safety planning process all organisational units are required to use a risk based approach to identify and prioritise their “top 5” WHS hazards or hazardous tasks and plan actions to reduce the risk of injury or illness associated with those hazards or hazardous tasks. All safety planning must be developed with reference to the local WHS risk profile, the [University’s Safety Health & Wellbeing Strategic Plan](http://sydney.edu.au/whs/docs/Safety_health_wellbeing_strategic_plan_201416.pdf) and any recent WHS reports and recommendations. |

# Management standards

1. **Active & visible leadership**

1.1 [ ]  WHS is the standing first agenda item for all management and team meetings

1.2 [ ]  Senior managers regularly (at least monthly) engage with staff to demonstrate safety leadership, e.g. taking 5 min to have informal safety conversations

1.3 [ ]  Managers and supervisors are actively involved in the risk management process

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| **Notes** |

1. **Safety Planning**

2.1 [ ]  The “top 5” WHS hazards or hazardous tasks are identified and recorded (using Table 1). Consideration must be given to all operational activities

2.2 [ ]  The “top 5” are assessed and prioritised using the University’s risk matrix (appendix I), and suitable risk controls planned to eliminate or reduce risks

2.3 [ ]  Resources are allocated to address the priority WHS issues

2.4 [ ]  Actions are assigned to individuals and reasonable timeframes set for completion

2.5 [ ]  Progress towards the achievement of planned activities is regularly reported to senior managers

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| **Notes** |

Table 1 - Top 5 Hazards

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Hazards & hazardous tasks** | **Examples** | **Current risk controls** | **Risk Rating†** (with current controls only) | **Planned risk controls**(use Table 2 to record and monitor specific actions to enable implementation of these controls) |
| **I** |  |  |  |  |  |
| **II** |  |  |  |  |  |
| **III** |  |  |  |  |  |
| **IV** |  |  |  |  |  |
| **V** |  |  |  |  |  |

† use the risk matrix provided in the Appendix I

1. **Consultation & participation**

3.1 [ ]  Workers, including higher degree research (HDR) students, are given opportunity to express their views and contribute to decisions impacting their safety

3.2 [ ]  Managers are responsive to WHS issues raised by workers (incl. students), and provide feedback in a timely manner

3.3 [ ]  Where elected, the Health & Safety Representative for the workgroup must be invited to attend management meeting to contribute to the discussion on WHS management

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| **Notes** |

1. **Risk management**

4.1 [ ]  Risk management steps are applied to identify and assess hazards and hazardous tasks

4.2 [ ]  Attention is given to medium and high risk activities (appendix I) and at risk groups of people

4.3 [ ]  Attempts are made to eliminated hazards and hazardous tasks

4.4 [ ]  Where elimination is not possible, risk controls are allocated with reference to the hierarchy of controls

4.5 [ ]  ‘High’ risk and ‘Very High’ risk activities (refer to the University’s risk matrix, appendix I) are subject to documented risk assessments and safe work procedures (SWP)

4.6 [ ]  Implemented risk controls are monitored regularly (at least annually) to ensure they are effective

4.7 [ ]  Regular (at least quarterly) walk-through workplace inspections are carried out on all work areas

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| **Notes** |

1. **WHS training and instruction**

5.1 [ ]  New workers, including HDR students must complete the University online WHS induction within their first week at work

5.2 [ ]  New workers (incl. students) receive specific local inductions prior to being given access to their workplace

5.3 [ ]  Staff who manage other staff (Supervisor), or supervise HDR students, complete *WHS for managers and supervisors* training course

5.4 [ ]  Supervisors regularly (at least annually) review the training needs of workers (incl. students) and assign other relevant WHS Training

5.5 [ ]  Workers (incl. students) are instructed on relevant SWPs and provided with ongoing supervision

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| **Notes** |

1. **Emergency management**

6.1 [ ]  Local emergency responders have been appointed (eg. emergency wardens and first aiders)

6.2 [ ]  Workers (incl. students) are provided with training and opportunities to practice emergency proceedures

6.3 [ ]  Details of local emergency responders are communicated to the working group (e.g. [signage](https://workspaces.usyd.edu.au/sites/shw/Documents/Implementation/Emergency%20Management/Building%20emergency%20procedures/emergencyContacts_wordTemplate.docx), on local web site)

6.4 [ ]  Workers (incl. students) are regularly (at least annually) reminded to review the [University’s Emergency planning guidelines](http://sydney.edu.au/whs/emergency)

6.5 [ ]  Emergency evacuation exercises are conducted regularly (at least annually)

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| **Notes** |

1. **Incident/hazard reporting and management**

7.1 [ ]  All workers (incl. students) know how to report an incident (including near misses) or hazard

7.2 [ ]  Incidents and hazards are immediately reported to supervisors and formally recorded in RiskWare within 24 hours

7.3 [ ]  Supervisors investigate incidents to identify root causes and plan corrective action

7.4 [ ]  Corrective action plans are submitted in RiskWare within 7 days of the initial report

7.5 [ ]  Corrective actions are completed within agreed timeframes and closed off in RiskWare

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| **Current Issues (quote RiskWare ID where relevant)** |
| **Notes** |

1. **Suppliers, contractors and purchasing controls**

8.1 [ ]  Hazards related to equipment and materials being purchased are considered

8.2 [ ]  Attempts are made to purchase the safest products and services

8.3 [ ]  Safety is a mandatory selection criterion during quote and tender evaluation processes

8.4 [ ]  Service contract specifications include safety performance requirements and performance indicators

8.5 [ ]  Service contractors are appropriately qualified

8.6 [ ]  Service contractors undergo local inductions including hazard awareness

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| **Notes**  |

Table 2 - Planned WHS Actions

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| --- | --- | --- | --- | --- | --- |
| **Cross reference**(checkbox or “top 5” number) | **Date****Raised** | **Agreed Actions**Clearly and concisely, state what need to be done. | **Owner(s)**Must be people not roles | **Target date of completion** | **Completed****Date** |
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# Document Control

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| **Acknowledgements** |  |
| **Related Documents**  |  |
| **Version**  | **Date released** | **Completed by** | **Custodian** | **Approved by** | **Notes** |
|  |  |  | Click here to enter Manager’s name. | Click here to enter Head’s name. |  |
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NB: This document must be reviewed at least quarterly.

**Appendix I – Risk Matrix**

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|  |  |  | **Potential Consequences** |
|   | L6 | L5 | L4 | L3 | L2 |
| Minor injuries or discomfort. No medical treatment or measureable physical effects. | Injuries or illness requiring medical treatment. Temporary impairment. | Injuries or illness requiring hospital admission.  | Injury or illness resulting in permanent impairment. | Fatality  |
| **Not Significant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Likelihood** | Expected to occur regularly under normal circumstances | **Almost Certain** | **Medium** | **High** | **Very High** | **Very High** | **Very High** |
| Expected to occur at some time | **Likely** | **Medium** | **High** | **High** | **Very High** | **Very High** |
| May occur at some time | **Possible** | **Low** | **Medium**  | **High** | **High** | **Very High** |
| Not likely to occur in normal circumstances | **Unlikely** | **Low** | **Low** | **Medium** | **Medium** | **High** |
| Could happen, but probably never will | **Rare** | **Low** | **Low** | **Low** | **Low** | **Medium** |