

“The University promotes a proactive health and safety management philosophy based on effective communication and consultation, the systematic identification, assessment and control of hazards and the encouragement of innovation”

- Professor Margaret Gardner AO, President and Vice-Chancellor

OHS Planning – Guidance Material

Faculties and Divisions should now be thinking of commencing the OHS planning process for the year. The process is designed to determine key focus areas and to develop strategies to deliver agreed outcomes to reduce risk in your faculty/division, and improve health and wellbeing at work.

The aim of this process is to establish a rational and planned approach to developing and implementing safety programs within your area. The OH&S Team will provide guidance and support to you during this process and will aid you to achieve your goals.

OHS plans are also an avenue to provide an opportunity for Faculties/Divisions to work collaboratively and share resources by identifying similar focus areas or strategies.

In addition, the planning process may identify an innovative idea/proposal which could be considered as a Monash University wide focus and roll-out.

Cyclic events (such as trial emergency evacuations, workplace inspections etc.) are included in a separate document (tab). This document is to be discussed with your OHS Consultant/Advisor regularly to ensure completion. The document must be endorsed by the Dean/Director for the area together with the OHS Consultant/advisor as a commitment to ensure that cyclic events will be completed.

The plan should include:

- At least three key focus areas
- Achievable outcome descriptors (what does success look like)
- Strategies to achieve these outcomes (with steps required at each stage)
- Resources required
- Timeframes for each step and responsibility
- How each step will be measured, where appropriate

It is intended that the process for developing the plan will involve:

- Faculty/Division workshop- identification of higher risk tasks, work areas and/or high priority topics
- Meeting held with OH&S Team to:
 - Gain understanding of OH&S Team perspective of OHS performance and focus areas to consider
 - Discuss workshop findings
 - Agree on key focus areas, outcomes and overall timeframes
 - Arrive at strategic approaches
 - Develop, agree and sign-off on plan

The meeting with the OH&S Team must include persons authorised to make decisions with regard to the plan and should also include a representative sample of the workshop members.

Key stakeholders who should participate in the workshop can include:

- Senior Leaders
- Health and Safety Representatives
- Safety Officers
- Building Warden
- Other members of the OHS Committee

Workshop and OH&S Team meeting

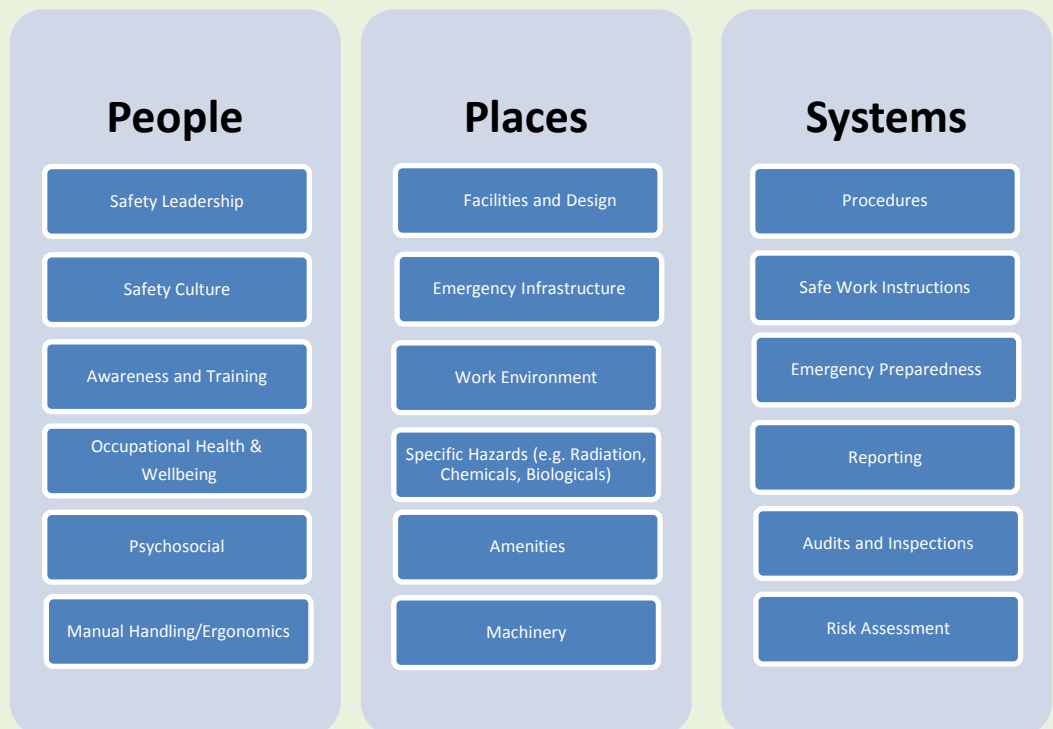
Factors for consideration include:

- Anecdotal feedback
- Injury/incident statistics and detail
- Risk register
- Audit findings
- Previous OHS Plans
- OHS Committee Minutes/Actions
- OHS Site Inspection Reports
- Emerging issues

Focus areas can be:

- Topic related (e.g. dangerous goods storage, manual handling, Health and Wellbeing)
- Task or systems related (particular work activities or systems of work)
- Work environment related
- Cultural

Examples:



When prioritising the key focus areas, it is expected that those areas that will have the **most significant impact in reducing risk to staff and students** and **strategies that focus on achieving sustainable outcomes**, will be given the highest consideration.