

Guidelines for Developing Annual OHS Plans

Background:

Faculties and Divisions are required to facilitate a process for the development and implementation of an annual Occupational Health and Safety Plan.

The aim of this process is to establish a planned approach to determine key focus areas based upon your area's risk profile and to develop strategies to deliver agreed outcomes to:

- Reduce risk;
- Improve health and wellbeing; and
- Meet requirements of the OHSMS.

The Planning Process

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

- Completion of the [OHSMS Management review](#) to identify gaps;
- Consultation with key stakeholders, e.g. Safety Officers, HSRs, Senior management; and
- Review and documented endorsement (in meeting minutes) of key focus areas by Faculty/Divisional OHS Committee.

The plan must:

- Include University wide strategic goals set by OH&S (these are determined by the OHS Manager);
- Include at least three additional key focus areas relevant to your Faculty/Division;
- Be documented using the OHS Plan template;
- Consider the resources, timeframes and responsibilities required to achieve the target outcomes; and
- Track quarterly progress.

Faculties/Divisions must:

- Provide a quarterly progress update to their OHS Consultant/Advisor one week prior to each MUOHSC meeting.

Note: The OHS Plan should be developed as an annual plan, however goals can be carried over to the following year. Reasons for delaying completion must be documented in the comments column of the OHS Plan template.