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1. PURPOSE
This document provides practical guidance on the implementation of the Faculty/Divisional OHS Plan. The Faculty/Divisional OHS Plan aims to meet the requirements of the Monash University Occupational Health and Safety Management System.

2. SCOPE
This tool applies to all Faculties/Divisions on Australian campuses of Monash University.

3. INTRODUCTION
The aim of the Monash University Faculty/Division OHS Plan is to incorporate OHS into Faculty/Divisional planning to enable continuous improvement by aligning these areas with the Monash University OHS Management System.

3.1 STRATEGIES
The four main strategies are by improvements in; OHS leadership, OHS risk management, OHS management and Health and Wellbeing.

3.2 OUTCOMES
The outcomes are specific elements under each strategy that describe what is hoped to be achieved.

3.3 TASKS
Tasks are key actions that are expected to be addressed by each Faculty/Division as a minimum towards achieving the desired outcomes. Areas do not need to depend solely on these tasks and may opt to determine agreed actions that are more appropriate for their area in achieving the Outcome of the plan.

4. PLAN IMPLEMENTATION PROCESS
A flowchart on the overall process for implementation of the OHS Faculty/Divisional plan is provided on page 4 (4.11).

4.1 DETERMINE PLANNING STRUCTURE
At the start of the planning process the Faculty/Division should determine if organisational units within their Faculty/Division should work on an OHS plan specific to their organisational unit, and feed-in progress to the Faculty/Division OHS plan. This determination should typically be undertaken at a Faculty/Division OHS committee.

A process should be established to ensure that progress against the organisational unit plan is sent to a Faculty/Division representative to compile the results for the purposes of reporting (see 4.8). The implementation of this process can be discussed with your OHS Consultant/Advisor.

4.2 INTERPRET UNIVERSITY GOALS
The Faculty/Division should read and interpret each Strategy, Outcome and Task outlined within the plan.

4.3 FACULTY/DIVISION AGREED ACTIONS
The Faculty/Division (and organisational units working to a specific area plan, see 4.1) should enter Agreed Actions against each Tasks outlined within the plan. The Agreed Actions may simply be the listed Task, or they can be a
different action that meets the Outcome. The number of Agreed Actions per Task is not predetermined and areas may choose to adopt further Agreed Actions as they deem appropriate.

4.4 RESPONSIBILITY
A person or group of people should be assigned for each Agreed Action.

4.5 AGREED TIMEFRAME
A time frame should be assigned for each Agreed Action for when the intended is to be completed. Each agreed timeframe should not extend beyond the year.

4.6 PROGRESS INDICATOR
Progress indicators should reflect specific measurable outcomes that indicate progress and ultimately completion of an Agreed Action. This might be the development and distribution of a procedure or simply the number of times an event has been run. Suggested indicators for each Task are provided in the template. Where an agreed action has been made that is substantially different to task, a suitable indicator will need to be determined.

4.7 SIGN OFF
The Faculty/Division OHS Plan must be signed off by the Dean or Divisional Director and the OHS Consultant/Advisor. For organisational units working to a specific area plans (see 4.1), these plans should be signed off by the relevant head of academic/administrative unit and, if required, the OHS Consultant/Advisor.

4.8 ORGANISATION UNIT QUARTERLY REVIEW AND PROGRESS REPORTING
Where applicable (see 4.1) it is the responsibility of the head of the academic/administrative unit to ensure that progress towards Agreed Actions on the organisation unit plan is occurring and that when necessary adjustments are made. Progress against the organisational unit plan should be sent to a Faculty/Division representative to compile the results for the purposes of reporting.
A template for compiling plan progress against the university outcomes is provided within the plan on the sheet labelled “Reporting against University” and will automatically calculate progress based on the averages of Agreed Action outlined against each task. Please see your Consultant/Advisor for assistance.

4.9 PROGRESS REVIEW
Progress against OHS plan must be reviewed at least quarterly by the Faculty/Division OHS committee and/or Dean or delegate by checking each progress indicator against the agreed timeframe and following up on Actions that are showing limited progress. Changes can be made to the plan if appropriate.

4.10 FACULTY/DIVISION QUARTERLY PROGRESS REPORTING
Progress against Faculty/Division Plan must be sent to Monash OHS within a few weeks of the end of the quarter. Progress against the Faculty/Divisional OHS Plan is reported to the Monash University OHS Committee and the Audit and Risk Committee of Council. Failure to submit progresses will be noted. This process can be discussed with your OHS Consultant/Advisor.
4.11 FLOWCHART FOR THE IMPLEMENTATION OF THE OHS FACULTY/DIVISIONAL PLAN

4.1 Identify organisational units within the Faculty/Division that should report individual progress.

4.2 Read and interpret each strategy, outcome and task within the Monash University Faculty/Divisional OHS plan.

4.3 Create specific actions for each task towards a given outcome.

4.4 Assign a responsible party, timeframe and suitable progress indicators.

4.5

4.6

4.7 The Plan is signed off by the Dean/Divisional Director.

4.8 Where applicable, organisational units provide quarterly progress reports to Faculty/Division representative to collate for the Faculty/Division Plan.

4.9 Progress against the Plan is reviewed at least quarterly to track progress against each agreed action and to identify any changes required.

4.10 Quarterly progress reported to Monash OHS and presented to Monash University OHS Committee and Audit and Risk Committee of Council.

Adjustment required

Restart process upon receiving the next university OHS plan.