

OHSW Local Action Plan

Frequently Asked Questions

Question	Response
1. What should I include in the Resources Column?	<p>Include staff hours for the activities that you have indicated you will undertake during the year in the planning column. The reason for this is so we can do a comparison between the time OHSW tasks actually take and the time allocated in people's position descriptions. This will help us to understand if we have sufficient resources to meet our legislative obligations.</p> <p>Cost of any items purchased can also be shown here.</p> <p>The identification of whether resources are adequate or not is a WorkCover requirement.</p> <p>In addition this column helps to identify best practice where we can share ideas if one local area is more efficient at completing a task than another.</p>
2. If my local area has an alternative method to achieve the strategy can we alter the actions suggested in the first column?	<p>Yes. The suggested actions are guides but if you have a better way to achieve the strategy and you include evidence of how you achieved it in the 4th column you will be provided feedback on effectiveness at the end of the year.</p> <p>Note, if you change a suggested action you will also need to change the corresponding performance measure.</p>
3. What is the purpose of the performance measure?	<p>The performance measure is your metric to be able to determine whether the planned action has been performed. The measure reminds you of the evidence you should be linking to in the 4th column.</p> <p>Note effectiveness measures are built into the strategic plan to assess whether the strategies are appropriate.</p>
4. The responsibility column indicates that the line manager is responsible for everything, is that correct?	<p>Yes the line manager has ultimate responsibility for the plan. It is recommended that additional people's names or position title are added when the line manager delegates a task to someone else. For example a technical officer may be delegated hazard management at strategy 8. By including this information everyone who reads the plan knows who will undertake the requirements of strategy 8. In this example it is likely that others will participate too.</p>
5. Is anyone measured on this plan?	<p>Yes. Senior and executive level managers are measured on achieving 100% compliance with the local plan for their area of responsibility. This doesn't mean the plan has to be perfect but it should be customised to suit local need by the end of 2010. The annual review process by OHSW&IM Services will provide guidance on the quality of the planned actions and evidence of action taken with a view to continuous improvement.</p>
6. Is there any training to help me customise my plan?	<p>Yes, the 3 hour training is available by logging on to the OHSW Website Training page and booking into a course.</p>
7. How do I know if my plan is correct?	<p>At the end of each calendar year OHSW&IM Services will review your plan and the evidence of action taken, linked into the 4th column and provide you with feedback.</p>