UNIVERSITY SAFETY MANAGEMENT SYSTEM

COMMITMENT
HSIM Policy defining: goals, objectives & KPIs
Responsibilities & accountabilities
Resources
Supporting Policies, Procedures
Forms/Checklists, Guidelines

PLANNING
Establish & facilitate the implementation of a Safety & Wellbeing strategic plan and master template local action plan aimed to achieve the set objectives & targets
Action Planning & Performance Review
Consultation
Managing Risks in the Workplace
Laboratory Safety
Radiation Safety
Contractor Safety
Incident/Hazard Reporting & Investigation
WHS Training
Emergency Preparedness & Response
Legislative Compliance
Health & Wellbeing

IMPLEMENTATION
- Hazard Management -
  Design Control of plant & buildings
  Pre-purchase of goods & services
  Risk Register, Job Safety Analysis & Risk Assessment
  WHS Contractor Tender evaluation process, Induction, Site-observations
  Hazard/Incident Reporting & Investigation
  Research project safety authorisations/approvals
  Fieldwork/Driving/Placement health & safety
  Offshore Travel
  Office ergonomics / psychological health
  Emergency Control Organisation, Evacuation drills, First Aid, training
- Consultation & Communication -
  University Health & Safety Committee/Working Groups/School/Institute/Unit Boards, Radiation Safety, Bio-safety & Chemical Hazards committees, HSRs
- WHS Training -
  Induction, online modules, face-to-face sessions, competency based training
- Document Control & Record Management -
  - Wellbeing Initiatives -

MONITOR & MEASURE
Local level -
  Electrical Equipment Inspection, Testing, Tagging & Monitoring
  Workplace Inspections
  Health Surveillance
System level -
  Internal Evaluation & Corrective Actions Register
  Due Diligence Performance Reporting

REVIEW
Monitor goals, objectives & KPIs to ensure continuous improvement aimed at eliminating hazards and injury/illness.
Review system using data collected (outputs) to inform the development of next strategic plan goals and objectives

Inputs:
Business/Operational
Internal/External Evaluations
Hazard/Incident Trend Analysis
Legislative requirements
System gap analysis