

Appendix A: WHS Section of Organisational Unit Plans

Each organisational unit is required to complete the WHS Section of their Organisational Unit Plan in Quarter 1, each year. The plan should be reviewed and monitored throughout the year and will be informed by the organisational unit's assessment of WHS risks (a minimum of the top 5 risks), WHS objectives and targets that are set by the University, and the mandatory requirements that are listed in this template. The mandatory requirements section will be updated whenever the WHS Action Plan is updated by the University.

The following requirements will be pre-populated into Organisational Plans

Requirements that are Informed by the WHS Action Plan ¹				
Required Actions	Responsible	When	Status/Actions Required (tick box, when complete)	
Log all incidents, injuries and near misses within riskware that impact upon our staff, students, visitors, volunteers and contractors.	All Staff and students Staff all report on behalf of visitors, volunteers and contractors	Within 1 working day	☐	
Reports logged, within riskware , are reviewed for learnings/investigated and riskware Action Plans are completed.	Nominated Supervisor of the impacted person	Within 5 working days	☐	
A minimum of six monthly WHS Inspections of working and learning spaces. Quarterly inspections of higher risk areas, such as laboratories .	<Insert Names of at two responsible staff, for each inspection>	Low to Medium risk areas: Prior to 30 June Prior to 20 December	☐	
Assess hazards and associated WHS risks and select appropriate treatments (referencing the Hierarchy of Controls) to manage the risks that are associated with new equipment, chemicals equipment or other changes to working and learning areas.	Nominated Supervisors and Managers	Prior to purchasing new equipment.	☐	
Conduct an annual review of the hazards, associated WHS risks and treatments that are relevant to the working and learning spaces that the organisational unit managers or influences.	Executive or Nominee	Prior to 28 February When these changes occur	☐	

¹ These requirements will be reviewed prior to the implementation of these plans.

Requirements that are Informed by the WHS Action Plan ¹				
Required Actions	Responsible	When	Status/Actions Required (tick box, when complete)	
A minimum of the Top Five WHS risks (impacting upon each organisational unit) is placed on organisational unit risk register.	Executive or Nominee	By March 31, each year.	☐	
Identify other improvement opportunities e.g. Safety Job Analysis, completion of workstation ergonomic checklist etc. (WHSMS Planning Procedure)	All staff	Throughout the year	☐	
Staff receive local WHS inductions and refreshers, which support them to respond in emergencies, access first aid, log riskware reports, participate in consultations about WHS issues, assess risks, contact WHS Committee Members and their workgroup's HSR, access WHS management system documents and apply local safe operating procedures, and follow the WHS Issue Resolution Pathway.	Nominated Supervisors and Managers	New starters, including sessional staff, to receive these inductions within a week of commencement.	☐	
Records of WHS Training are submitted via a Service Central request (so that they are uploaded on to staff records).	All Staff	Whenever staff participate in training	☐	
WHS Issues are considered when new equipment, chemicals and other items are purchased	Nominated Supervisors and Managers	Prior to purchase	☐	
WHS is a standard agenda item for team meetings	Nominated Supervisors and Managers	Whenever regular meetings are held	☐	
WHS competencies are listed in new Position Descriptions	Nominated Supervisors and Managers	Prior to recruiting new staff	☐	
Internal audit recommendations are implemented in a timely manner	Executive or Nominee	Whenever internal audits are conducted	☐	
Return to Work (RTW) Plans are developed, in collaboration with WHS staff, for staff that are injured while performing working and learning activities. RTW Plans are developed for staff who were absent from work for an extended period, who sustained injuries (away from work) or have been impacted by personal events.	Nominated Supervisors and Managers	As required	☐	
Emergency Management				

Requirements that are Informed by the WHS Action Plan ¹				
Required Actions	Responsible	When	Status/Actions Required (tick box, when complete)	
Staff are aware and know how to apply the ACU Critical Incident Management Policy (CIMP) and associated Procedures within working and learning areas	Executive or Nominee	As new components of the CIMP is released	☐	
Staff are aware of how to respond, in an emergency, in the event of a chemical emergency within laboratories	Executive or Nominee	On an ongoing basis	☐	