2024 HSW Operational Management Plan

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| --- | --- | --- | --- |
| **Organisational Unit** |  | **Head of Section (HOS)** |  |
| **HSW Manager / WHS Coordinator** |  | **Review / approval date** |  |

## Background and context

### UQ’s Health, Safety and Wellness Strategy

The UQ HSW Strategic Plan (2022-2026) provides a framework for health and safety governance and supports the core strategic aims of the University.

#### Operational Planning

The heads of each organisational unit have responsibility for integrating the HSW strategic priorities into their local operations and management plans, and for reporting on the associated key performance indicators (KPIs) to collectively deliver the strategy.

#### Measuring success

The person responsible for reporting on project status and KPI compliance may not be responsible for completing the action. They have responsibility for managing the interdependency relationships to facilitate compliance and project success, and for providing the heads of organisational units with relevant information to assist them in meeting their HSW due diligence obligations.

##### Review Status

Red – Not started / Behind schedule Amber – In progress / On track Green – 100% Completed

# Enhancing Wellness and Community

### Objectives

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| --- | --- | --- | --- |
| An environment that encourages physical and psychological wellbeing and supports individuals to develop and thrive. | A collaborative approach to the delivery of health and wellbeing programs that maximises the benefits to our people. | A positive workplace culture that facilitates a sense of community through organisational engagement in health and wellbeing strategies. | A supportive workplace that provides our people with opportunities to adopt healthy lifestyle behaviours. |

### 2024 Projects

| Project | Actions | Timeframe | Reporting Responsibility | Project Status | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1 | Q2 | Q3 | Q4 | Commentary |
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### 2024 Key Performance Indicators (KPIs)

| Performance Indicator | Target | Source Data Reports | Reporting Responsibility | KPI Status | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** | **Commentary** |
| Local wellness initiatives coordinated and implemented quarterly by organisational units | 4 | Local Records |  |  |  |  |  |  |

# Empowering Culture and Capability

### Objectives

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| --- | --- | --- |
| Our leaders are accountable, inquisitive, consultative, and visible in HSW matters, fostering ongoing enhancement of UQs health and safety culture. | Workers are included in decision making and empowered to contribute to innovative health and safety solutions, reflecting our values as a university. | A supported and capable network of Work Health and Safety Coordinators ensure a consistent approach to the delivery of the HSW function across the University. |

### 2024 Projects

| Project | Actions | Timeframe | Reporting Responsibility | Project Status | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1 | Q2 | Q3 | Q4 | Commentary |
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### 2024 Key Performance Indicators (KPIs)

| Performance Indicator | Target | Source Data Reports | Reporting Responsibility | KPI Status | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** | **Commentary** |
| Quarterly safety walks conducted by heads of organisational units | 4 | Local Records |  |  |  |  |  |  |
| 95% of staff compliant with ‘UQ HSW Induction’ training | 95% | UQReportal |  |  |  |  |  |  |
| 95% of staff compliant with ‘Annual Fire Safety’ training | 95% | UQReportal |  |  |  |  |  |  |
| 95% of supervisors compliant with ‘Supervisor HSW Responsibilities’ training | 95% | UQReportal |  |  |  |  |  |  |

# Proactive Risk Management

### Strategic Objectives

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| --- | --- | --- |
| Comprehensive understanding of the UQ HSW risk position. | A workplace culture that proactively identifies and implements higher-order risk controls at all stages of the work lifecycle. | A proactive hazard and incident reporting culture. |

### 2024 Projects

| Project | Actions | Timeframe | Reporting Responsibility | Project Status | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1 | Q2 | Q3 | Q4 | Commentary |
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### 2024 Key Performance Indicators (KPIs)

| Performance Indicator | Target | Source Data Reports | Reporting Responsibility | KPI Status | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** | **Commentary** |
| HSW Risk Registers reviewed and submitted annually | August | Local Records |  |  |  |  |  |  |
| 95% of active Risk Assessments in UQSafe are in review date | 95% | UQSafe |  |  |  |  |  |  |
| 10% of active Risk Assessments in UQSafe are audited | 10% | UQSafe |  |  |  |  |  |  |
| 95% of incident and hazard reports in UQSafe are verified | 95% | UQSafe |  |  |  |  |  |  |
| 95% of action plans for reported incidents and hazards are created within 3 weeks | 95% | UQSafe |  |  |  |  |  |  |
| 95% of action plans for reported incidents and hazards are verified | 95% | UQSafe |  |  |  |  |  |  |

# Integrated Systems and Decision Making

### Strategic Objectives

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| HSW is an integrated part of strategy and considered as part of organisational planning and resourcing decisions. | HSW is embedded in University operations, and links with key functional processes. | Safety systems leverage enterprise-wide connectivity and efficiencies through integration with corporate platforms. | Digital systems and data are trusted and provide oversight and assurance on HSW for leaders and managers, driving agility and supporting risk-based decision making. |

### 2024 Projects

| Project | Actions | Timeframe | Reporting Responsibility | Project Status | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1 | Q2 | Q3 | Q4 | Commentary |
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### 2024 Key Performance Indicators (KPIs)

| Performance Indicator | Target | Source Data Reports | Reporting Responsibility | KPI Status | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** | **Commentary** |
| Quarterly HSW performance reports submitted to heads of organisational units and HSW Committees | 4 | Local Records |  |  |  |  |  |  |

# Innovating Beyond Compliance

### Strategic Objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| An enabling environment that rewards innovative health, safety, and wellness solutions. | Leaders strive for best practice, implementing risk reduction strategies beyond the minimum of regulatory compliance. | A proactive safety culture that aligns HSW objectives with UQs strategy and keeps ahead of regulatory change by embedding a values-based culture across the University. | A risk proportionate HSW audit and inspection program that is insightful, proactive, and future-focused. | An organisation that self-insures for workers compensation, to promote best outcomes for our staff and community. |

### 2024 Projects

| Project | Actions | Timeframe | Reporting Responsibility | Project Status | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1 | Q2 | Q3 | Q4 | Commentary |
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### 2024 Key Performance Indicators (KPIs)

| Performance Indicator | Target | Source Data Reports | Reporting Responsibility | KPI Status | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** | **Commentary** |
| 95% of scheduled HSW audits and inspections are completed by end-of-year | 95% | iAuditor |  |  |  |  |  |  |
| 95% of actions following HSW audits and inspections are completed within allocated timeframe | 95% | iAuditor |  |  |  |  |  |  |