

WHS Action Plan

01 July 2020 - 30 June 2022

Actions that work areas should take to improve their risk management practices and apply our WHSMS

These actions will help ensure that the WHSMS is applied to the activities that organisational units manage and influence and contribute to reducing injuries and improving wellbeing.

ACTIONS	WHEN
IDENTIFYING AND MANAGING RISK	
Conduct a minimum of an annual review of the hazards associated WHS risks and treatments that are relevant to the working and learning spaces that each organisational unit manages or influences.	Quarter one, each year.
Assess hazards and associated WHS risks , including psychosocial and manual handling. 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 or riskware reports that expose gaps in risk management.	Whenever changes are proposed within working and learning areas.
A minimum of the top five WHS risks impacting upon each organisational unit should be placed on their risk registers (uploaded to CARM).	Quarter one, each year.
Log within riskware all incidents, injuries and near misses that impact upon staff, students, visitors, volunteers and contractors. These reports are reviewed for learnings/investigated and riskware action plans are completed by nominated supervisors within five working days.	Within one working day. Within five working days.
A minimum of six monthly WHS inspections of working and learning spaces are conducted and these annual schedules are submitted to WHS and wellbeing staff, via Service Central requests, for publication on the internet.	Low to Medium risk areas: Prior to 30 June/Prior to 20 December.

View the full WHS action plan: www.acu.edu.au/whsactionplan

ACTIONS	WHEN
Annual self-assessment form is completed by the relevant member of the executive, which verifies that the WHSMS has been implemented by each organisational unit.	Prior to 20 December each year.
Identify other improvement opportunities e.g. safety job analysis , completion of workstation ergonomic checklist etc.	Throughout the year.
Work areas collaborate with Properties and Facilities to minimise the hazards that are associated with renovations and new facilities.	During the design of new or renovated facilities.
Internal audit recommendations are implemented in a timely manner.	Whenever internal audits are conducted.
TRAINING AND COMPETENCY	
Staff, students and others receive face-to-face WHS inductions and refreshers .	New starters, including sessional staff, to receive these inductions within a week of commencement. Students receive inductions at the start of semesters.
Staff are encouraged to identify WHS development opportunities during annual performance reviews and planning processes.	Throughout the year and during these reviews.
Staff, students and others are engaged about the ACU Critical Incident Management Policy (CIMP) , including the In Case of an Emergency poster , and associated procedures/protocols within working and learning spaces. They also know how to access first aid and are encouraged to download SafeZone (to notify security whenever they are working alone on a campus and to access security and after hours first aid).	As required. Ongoing.
Records of WHS training are submitted via a Service Central request (so that they are uploaded on to staff records).	Whenever staff participate in training.
CONSULTING AND ENGAGING	
WHS is a standard agenda item during team meetings.	Whenever regular meetings are held.
WHS competencies are listed in new position descriptions and staff understand their roles and responsibilities .	Prior to recruiting new staff.
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 also developed for staff who are absent from work for an extended period, who have sustained injuries (away from work) or been impacted by personal events.	As required.
RECORDS AND DOCUMENT MANAGEMENT	
Staff are engaged about the WHSMS naming convention , and the benefits of maintaining comprehensive WHSMS records and documents, which are saved within authorised business systems. WHSMS Records Registers are also maintained and staff members access current WHSMS records and documents.	Ongoing.