

Key performance targets (KPT)

For Health and Safety

The following KPTs must be added to your local area Performance Development Scheme for both professional and academic staff; these are from the [Work Health and Safety Plan 2016 - 2018](#):

Supervisors of staff

1. Completion of the UNSW Health, Safety and Environment for Supervisors course (within the last 5 years).
2. Set safety and environment KPTs for each of your staff.
3. Participate in at least three of the following health and safety activities:
 - Participate in workplace inspection
 - Meet with staff to discuss safety issues
 - Attend PDS meeting with their managers to review their safety and environment KPTs.
 - Set safety KPTs for their direct reports.
 - Review/approve risk management documents and safe work procedures.
4. If your staff or students report any incidents, it must be investigated and any identified corrective actions recorded in the online system within 7 days of the incident being reported.
5. Ensure new staff complete the Online HS006 UNSW General Health, Safety and Environment Induction.

Staff (with no supervisory role)

1. If new staff: Complete Health, Safety and Environment Awareness Training within 2 weeks of commencement.
2. If new staff: Complete HS006 Health, Safety and Environment Induction within 2 weeks of commencement.
3. Existing staff: Complete the Online HS006 UNSW General Health and Safety Induction.
4. All staff: If any incident happens it is reported in the online hazard and Incident reporting system in myUNSW within 1 working day of the occurrence.

Other additional KPTs that you may wish to add in either category:

- Completion of all mandatory Health, Safety and Environment training.
- Completion of HS114 Workstation Checklist.
- Conducts/participates in Health, Safety and Environment inspections for the work area.