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Work Health and Safety Plan

Ensuring our health, safety and wellbeing



We would like to acknowledge the Bedegal, Gadigal and Ngunnawal people who are the traditional custodians of the lands where each campus of UNSW is located (Kensington, City and Art & Design in Sydney and the Australian Defence Force Academy in Canberra).

This report is available online at wellbeing.unsw.edu.au

Work Health and Safety Plan



The UNSW Work Health and Safety Plan (2020–2023) is aligned with UNSW’s strategic priorities and themes as outlined in the UNSW 2025 Strategy.

This plan will assist UNSW in preventing work-related injury and occupation disease for UNSW workers, students and visitors, meet its duty of care as an employer and as a strategic enabler to operational effectiveness and sustainability; people and culture; and a world-class environment for our students, workers and visitors.

What do we mean by Work Health and Safety?

This Work Health and Safety Plan sets health and safety objectives for UNSW over the next five years. It is linked to the UNSW 2025 Strategy, as well as UNSW's Health and Safety Policy and Faculty/Division Strategic/Operational Plans.

This plan has been developed in line with the Work Health and Safety Legislation requirements, Australian/New Zealand Standards ISO 45001:2018, Occupational Health and Safety Management Systems and past health and safety performance.





UNSW's commitment to safety

Our objective is that no person will come to harm while working, studying or visiting UNSW. The University is committed to providing a safe work environment that promotes health and safety, is accessible, and contributes to the wellbeing of the UNSW community.

The following values form the basis of achieving UNSW Work Health and Safety Plan and Policy objectives:

- **We are committed to ensuring the health, safety and wellbeing of UNSW community.**
- **Everyone acknowledges and engages in their safety responsibility and duty.**
- **Injuries can be prevented. Where hazards can't be eliminated, they are controlled to provide a harm-free working and learning environment.**
- **We engage to manage our risks effectively through a well-established safety and wellbeing culture, robust enough to ensure that if something does fail it 'Fails Safe'.**
- **Communication and consultation are central to working together for a safer, healthier working and learning environment.**

Purpose

The purpose of UNSW's Work Health and Safety Plan is to:

- achieve systematic and sustainable improvement of health and safety for workers and visitors at UNSW
- respond to and meet our legal requirements
- give direction to achieve the UNSW Work Health and Safety Policy objectives
- outline clear responsibilities to all relevant functions and levels at UNSW
- demonstrate UNSW management's commitment to health, safety and wellbeing.

Scope

This document applies to all workers and visitors to any UNSW campus, or premises controlled by UNSW.

It also applies to UNSW staff and students who work at premises controlled by other persons conducting a business or undertaking unless other agreements are in place that cover safety duty and responsibilities.

UNSW Work Health and Safety Plan objectives

1. **Review, improve and implement UNSW health and safety management system** to align with WHS legislation, AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems and a behavioural model for health, safety and wellbeing.
2. **Improve UNSW's Health Safety and Wellbeing culture** through transition to a behavioural safety approach and five-step safety system.
3. **UNSW's health and safety systems have a measurable impact** in protecting UNSW community's health, safety and wellbeing.
4. **Review and improve road and pedestrian safety** across UNSW campuses.
5. **Incorporation of safety and wellbeing into design** at UNSW.
6. **Establish UNSW wide events management program.**
7. **Review UNSW's online contractor management safety management system** against 45001 requirements and complete Phase 3 roll-out to Faculties and Divisions.

Where required, individual strategies and programs will be developed to assist in meeting the objectives identified above. These individual strategies and programs will respond to legal requirements, set indicators, identify more detailed activities, timeframes, resourcing, accountability/responsibilities and outline relevant legislation, Australian Standards and industry codes of practice.

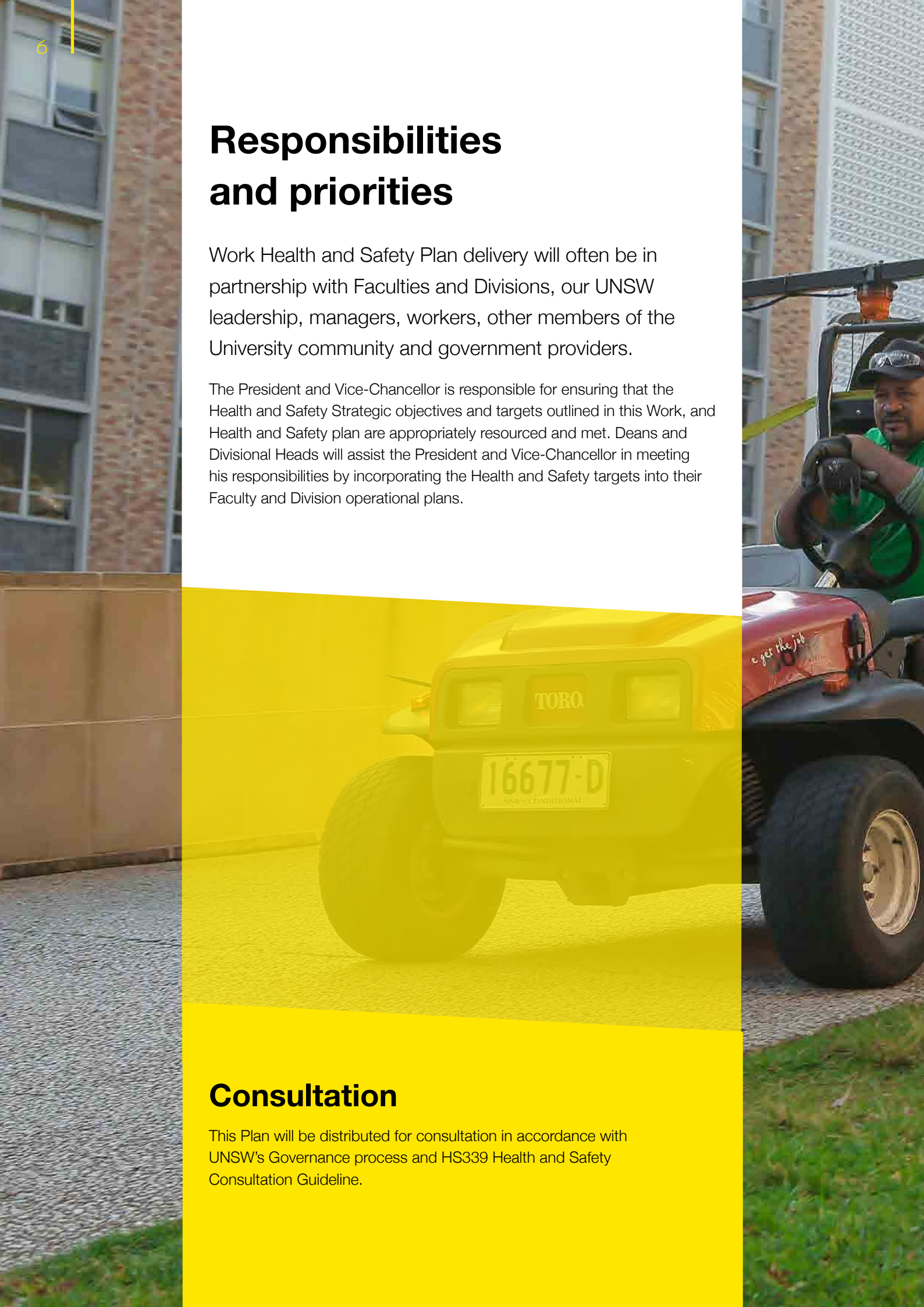
Responsibilities and priorities

Work Health and Safety Plan delivery will often be in partnership with Faculties and Divisions, our UNSW leadership, managers, workers, other members of the University community and government providers.

The President and Vice-Chancellor is responsible for ensuring that the Health and Safety Strategic objectives and targets outlined in this Work, and Health and Safety plan are appropriately resourced and met. Deans and Divisional Heads will assist the President and Vice-Chancellor in meeting his responsibilities by incorporating the Health and Safety targets into their Faculty and Division operational plans.

Consultation

This Plan will be distributed for consultation in accordance with UNSW's Governance process and HS339 Health and Safety Consultation Guideline.





Monitoring and review

UNSW's Level 1 Health, Safety and Environment Policy and Strategic Planning Committee will review the Work, Health and Safety Plan progress via quarterly and annual progress reports.

The President and Vice-Chancellor, along with UNSW management, will review the performance of the University in meeting the Health and Safety objectives and provide relevant reporting to the University Council.

UNSW Work Health and Safety Plan 2019 – 2023



Objective 1

Review, improve and implement UNSW health and safety management system to align with WHS legislation, AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems and a behavioural model for health, safety and wellbeing.



Strategies and programs	Program details	Health and Safety indicators	Reported via	Program owner
1.1 Health and Safety Management System (HSMS) Review	Update HSMS to include the requirements for AS/NZS ISO 45001 in consultation with the UNSW community.	All HSMS documents reviewed. Gap analysis of system against AS/NZS ISO 45001. Responsibilities clearly defined on roles and responsibilities. Roles and training delivered to responsible officers. Consultation and or feedback from Faculties/Divisions for system documents.	Level 1 HSE Committee	HR: Senior Manager, Health Safety and Wellbeing
1.2 Simplify the Health and Safety Management System to a five-step approach (Plan, Do, Check, Act, Review)	Review the safety management system and modify to a simplified 5 step approach.	Health and Safety Management System reviewed, sent for consultation, approved and released for use.	Director Safety and Wellbeing	HR: Senior Manager, Health Safety and Wellbeing
1.3 Health and Safety Management System Certification to AS/NZS ISO 45001	Work with UNSW to implement the AS/NZS ISO 45001 compliant health and safety management system.	UNSW to obtain internationally recognised certification of our health and safety management system against AS/NZS ISO 45001.	Dean or Divisional Manager	HR: Health Safety and Wellbeing Dean or Divisional Manager
1.4 Integrate behavioural safety into the health and safety management system	Update HSMS to include the requirements for behavioural based safety principles.	Managers and supervisors to demonstrate health, safety and wellbeing behaviours.	Level 1 HSE Committee	HR: Senior Manager, Health Safety and Wellbeing
1.5 Integrate Wellbeing into the health and safety management system	Identify synergies between the Wellbeing Strategy and Plan and the HSMS.	Development of programs including: <ul style="list-style-type: none"> • Mental health • Psychological safety • Healthily designed workplace • Ergonomic program 	Level 1 HSE Committee	HR: Director Health Safety and Wellbeing
1.6 Link the health and safety management system to the Environmental Sustainability Strategy	Identify synergies between environmental sustainability strategy and plan and the HSMS.	Programs Include: <ul style="list-style-type: none"> • Environmental compliance • Energy, water • Environmental reporting 	Level 1 HSE Committee	HR: Health Safety and Wellbeing EM Sustainability
1.7 Partnership with SafeWork NSW	Work with the health and safety regulator to undertake mutually beneficial projects and HSMS.	Student Placement – education materials for young workers. Integrate elements of young worker programs in our HSMS. Consultation on UNSW HSMS. SafeWork NSW support with mental health materials.	Director Safety and Wellbeing	Senior Manager, HR: Health Safety and Wellbeing

Objective 2

Improve UNSW's Health Safety and Wellbeing culture through transition to a behavioural safety approach and 5 step safety system.



Strategies and programs	Program details	Health and safety indicators	Reported via	Program owner
2.1 Behavioural safety program	Develop behavioural safety program in consultation with the UNSW community, implement behavioural safety into the HSMS to reduce red tape, improve user experiences and clarify authority and responsibility for safety in the workplace.	Leadership demonstrating model behaviours. Managers demonstrating model behaviours.	Level 1 HSE Committee	HR: Health Safety and Wellbeing
2.2 Behavioural safety education program	Education program that covers all UNSW (i.e. leadership and management roles and others in the workplace).	Behavioural safety and other training materials developed and released.	Director Safety and Wellbeing	HR: Health Safety and Wellbeing
2.3 Review behavioural safety impact on safety culture	Engage with UNSW community to gauge the impact of behavioural safety.	Improved survey results (voice, uniform etc.).	Level 1 HSE Committee	HR: Health Safety and Wellbeing
2.4 Improve the reporting culture as part of building an overall positive health and safety culture	Program to encourage reporting, look to collaborate/integrate with Wellbeing.	Consistent timely reporting to Council, Risk Committee, Executive and other management levels.	Level 1 HSE Committee	HR: Health Safety and Wellbeing
2.5 Annual UNSW Health, Safety, Wellbeing event held in Safety Month	Wellbeing event in Safety Month and encourage good turnout.	Improve number of staff attending Safety and Wellbeing events.	Director Safety and Wellbeing	HR: Health Safety and Wellbeing
2.6 Prevent harassment of students and staff with a disability.	Collaborate/integrate with staff and student disability services to promote programs under Wellbeing and WHS.	Improved number survey results. Improved number incident reporting data.	Director Safety and Wellbeing	HR: Health Safety and Wellbeing Disability Unit Student Services
2.7 Prevent sexual harassment and assault of students and staff	As part of prevention strategy: Work with Security to promote personal Security and incident reporting. Work with Student Union and Residential Colleges to promote sexual harassment and assault, as well as reporting. As part of prevention strategy.	Improve number survey results. Improve number incident reporting data.	Director Safety and Wellbeing	HR: Health Safety and Wellbeing Arc Student Services UNSW Colleges

Objective 3

UNSW's health and safety systems have a measurable impact
in protecting UNSW community's health, safety and wellbeing.

Strategies and programs	Program details	Health and safety indicators	Reported via	Program owner
3.1 Prevent fatalities and serious Injuries.	UNSW Health and Safety management System and its implementation across UNSW, with a focus on high risk activities and high risk research. Contractor management focus.	0 fatalities recorded	Level 1 HSE Committee	All UNSW Workers
3.2 Reduce frequency of injuries and illnesses.	Program for early detection of ergonomic issues. Safety in Design program. Wellbeing program. Behavioural safety program.	Improved Lost Time Injury Frequency Rate (LTIFR) and All Claims Frequency Rate (AICFR). Target progression: <ul style="list-style-type: none"> • 2019 LTIFR Target of 2.0 • 2020 LTIFR Target of 1.9 • 2021 LTIFR Target of 1.9 • 2022 LTIFR Target of 1.8 • 2023 LTIFR Target of 1.8 Target: Reduction of LTIFR to 1.8 by 2023 (current: 1.8 as of Q1 2019).	Level 1 HSE Committee	HR: Health Safety and Wellbeing



Objective 4

Review and improve IT systems and current initiatives to improve system functionality, usability and reduce red tape.

Strategies and programs	Program details	Health and safety indicators	Reported via	Program owner
4.1 Integrate all health and safety IT systems into HR Divisional IT Plan and targeted operating model (TOM)	Update HR IT Plan to include UNSW Safety and Sustainability IT programs. Ensure all UNSW Safety and Sustainability IT programs are included in the Human Resources TOM.	System integrated with HR Divisional IT Plan and targeted operating model (TOM)	Vice President Human Resources	Director HR: Health Safety and Wellbeing
4.2 Work towards a new learning management system (LMS) for UNSW	Consult with users and relevant system owners to scope and source a new LMS for UNSW.	LMS Scoped, viability paper, Business case, funding granted	Vice President Human Resources	UNSW Culture & Development Director HR: Health Safety and Wellbeing
4.3 Long term solution for Safe-Sys	Complete business case for scoping money and interim approvals to source a replacement system for Safe-Sys.	Business case developed and submitted, products and platforms evaluated, funding granted	Vice President Human Resources	Director HR: Health Safety and Wellbeing. UNSW IT
4.4 Online hazardous waste forms	Develop online waste forms in collaboration with Estate Management.	Online waste system developed	Director Estate Management	Waste and Relocation Manager EM IT
4.5 Develop online laboratory waste training program	Develop online laboratory waste training in collaboration with stakeholders and Estate Management.	Online training program developed	Director Safety and Wellbeing	Senior Manager, HR: Health Safety and Wellbeing



Objective 5

Review and improve road and pedestrian safety across UNSW campuses.

Strategies and Programs	Program details	Health and Safety Indicators	Reported via	Program owner
5.1 EM Traffic Management Plan	Estate Management to review and update the UNSW traffic management plan	Documented review of pedestrian and traffic safety at each campus. Deficiencies identified and tracked.	Level 1 HSE Committee	Director Estate Management

Objective 6

Incorporation of safety and wellbeing into design at UNSW.



Strategies and programs	Program details	Indicators	Reported via	Program owner
4.1 Integrate all health and safety IT systems into HR Divisional IT Plan and targeted operating model (TOM).	Update HR IT Plan to include UNSW Safety and Sustainability IT programs. Ensure all UNSW Safety and Sustainability IT programs are included in the Human Resources TOM.	System integrated with HR Divisional IT Plan and targeted operating model (TOM)	Vice President Human Resources	Director HR: Health Safety and Wellbeing
4.2 Work towards a new learning management system (LMS) for UNSW.	Consult with users and relevant system owners to scope and source a new LMS for UNSW.	LMS scoped, viability paper, business case, funding granted	Vice President Human Resources	UNSW Culture & Development Director HR: Health Safety and Wellbeing

Objective 7

Establish UNSW-wide events management program.

Strategies and programs	Program details	Indicators	Reported via	Program owner
7.1 UNSW-wide event management	Review current event management activities at UNSW.	Documented review of events at UNSW.	Level 1 HSE Committee	Director HR: Health Safety and Wellbeing
7.2 Form committee to develop and identify issues related to event management	Partnership with Hospitality, Legal, Research, Estate Management, Faculties and Divisions to develop UNSW wide Events Management Guidance.	Committee established and review events documents. Suggested recommendations to management.	Director Safety and Wellbeing	Director HR: Health Safety and Wellbeing Senior Manager, HR: Health Safety and Wellbeing
7.3 Develop or Update UNSW-wide event management procedures	Review existing procedure and formulate a UNSW set of guidance material for managing events	UNSW-wide set of Event management documents developed.	Director Safety and Wellbeing	Director HR: Health Safety and Wellbeing Senior Manager, HR: Health Safety and Wellbeing

Objective 8

Review UNSW's online contractor management safety management system against 45001 requirements and complete phase 3 roll-out to Faculties and Divisions.

Strategies and programs	Program details	Indicators	Reported via	Program owner
8.1 Contractor management system update.	Update contractor management system to ensure it meets new 45001 and HSMS update	Contractor management system reviewed and updated	Level 1 HSE Committee	Director HR: Health Safety and Wellbeing Director Estate Management
8.2 Contractor management system phase 3 roll-out	Roll out contractor management system to all Faculties and Divisions.	Faculties and Divisions using online contractor management system where required.	Level 1 HSE Committee	Director HR: Health Safety and Wellbeing



Special thanks to

All our safety and wellbeing team and our volunteer health, safety and wellbeing representatives.

This report is available online at safety.unsw.edu.au

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