**How the Activity Plan works**:

At the start of the year each FIOA selects programs they are going to run during the year. Against each program they put a point target. Each FIOA’s program will be evaluated on:

* their point score (the higher the score, the more active their HWS program), and
* the percent completion rate (actual points / target points)

Last Version Update: 10 January 2018

### Workplace Inspection Schedule

**List safety inspections planned/carried out over the Plan period**

**Area (inspections): Offices (2), Workshops (6), Laboratories (3), Plant rooms (2), Warehousing (4) Chemical stores (3)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Campus, Building, Location** | **Responsible Manager/ Supervisor** | **Next Date**  **(\*)** | **Date 1 Completed** | **Date 2 Completed** | **Date 3 Completed** | **Date 4 Completed** | **Date 5 Completed** |
|  |  |  |  |  |  |  |  |
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(\*) date of next scheduled audit

### Required Programs

| **Activity Area** | |  | **Q1** | **Q2** | **Q3** | **Q4** |
| --- | --- | --- | --- | --- | --- | --- |
| **Workplace Inspections** | | **Required (maximum 100 points)** |  |  |  |  |
| Actions | Percentage of inspections completed (point per percent) | |  |  |  |  |
| **OHS Training** | | **Required (maximum 100 points)** |  |  |  |  |
| Actions | Percentage of managers completing OHS Manager and Supervisor training in last three years (point per percent): | |  |  |  |  |
| **Training and Induction** | | **Required (maximum 100 points)** |  |  |  |  |
| Actions | Percent of new staff participating in local induction (1 point per percent) | |  |  |  |  |
| **OHS Risk Management** | | **Required (maximum 50 points)** |  |  |  |  |
| Actions | OHS Risk Register signed by unit head (20 points)  OHS Risk Register discussed and reviewed by management team (30 points) | |  |  |  |  |
| **Electrical safety** | | **Required (maximum 40 points)** |  |  |  |  |
| Actions | Has electrical tagging and testing been carried out across all areas (40 points) | |  |  |  |  |
| **Consultation** | | **Required (maximum 30 points)** |  |  |  |  |
| Actions | Annual call for nominations for vacant DWG representatives (10 points by email, 20 points at team meeting)  Reminder of incident reporting at team briefing: at least annually (10 points) | |  |  |  |  |
| **“One Big HWS Initiative”** | | **Required (maximum 100 points)** |  |  |  |  |
| Actions | For Health and Wellbeing initiatives, percent of staff participating (point per percent)  For OHS initiatives, 50 points for each step reduction in risk: High > Medium > Low | |  |  |  |  |
| **OHS Audit Program** | | **Required (maximum 50 points)** |  |  |  |  |
| Action | Q4 : Percent of High/Medium risk actions open (0 % = 50, 1-5% = 40, 6-10% = 30 points) | |  |  |  |  |
| Total | | |  |  |  |  |

### Optional Programs (all areas)

| **Activity Area** | |  | **Q1** | **Q2** | **Q3** | **Q4** |
| --- | --- | --- | --- | --- | --- | --- |
| **OHS Risk Management** | | Manage OHS Risks and meet legal requirements (maximum 100 points) |  |  |  |  |
| Actions | Provide supervisors and managers risk management training (point per percent) | |  |  |  |  |
| **Consultation** | | To consult with and involve staff in OHS matters (maximum 100 points) |  |  |  |  |
| Actions | Managers meet with staff to consult on an OHS matter: meeting must be documented (5 points)  Each meeting of the FIOA OHS / HWS Committee attended by the FIOA manager or a management team member (20 points)  OR where there is no FIOA OHS Committee, attendance by at least one OHS Representatives at Campus OHS Committees (20 points)  If all DWG positions are filled, sending out a reminder about consultation (10 points) | |  |  |  |  |
| **Manual Handling** | | To reduce the risk of injury associated with hazardous manual handling (maximum 100 points) |  |  |  |  |
| Actions | To carry out risk assessments on all hazardous manual handling tasks (20 points per assessment) | |  |  |  |  |
| **Ergonomics** | | To reduce the risk of injury associated with computer use (maximum 100 points) |  |  |  |  |
| Actions | Carry out a campaign promoting safe ergonomic practice (40 points)  Provide workstation setup information to all new staff (10 points)  Standing workstations available to staff (hot desks): (1 per 20 staff = 40 points, 1 per 40 staff = 20 points) | |  |  |  |  |
| **Managing psychological stressors** | | To reduce the health risks of workplace stress, workplace conflict and inappropriate behaviours (maximum 200 points) |  |  |  |  |
| Actions | Provide information and reminders to supervisors and managers on supportive management (20 points)  Provide training to supervisors and managers on managing psychological stress, supportive management or similar (point per percent)  Provide training to staff on psychological health: for example, resilience training, mindfulness, stress management, time management (point per percent) | |  |  |  |  |
| **Managing mental health** | | To effectively support and manage staff with mental health issues (maximum 60 points) |  |  |  |  |
| Actions | Carry out a training needs analysis around need for mental health first aid training (20 points)  Provide access to mental health first aid training (40 points) | |  |  |  |  |
| **Emergency Management** | | To effectively prepare for workplace emergencies (maximum 100 points) |  |  |  |  |
| Actions | Percent of buildings evacuated (points = percent / 5)  Ensure wardens have current received training (1 point per percent of wardens) | |  |  |  |  |
| **Health and wellbeing** | | To promote staff health and wellbeing (maximum 160 points) |  |  |  |  |
| Actions | Provide a physical activity program (1 point per percent of staff participating)  Provide healthy food options at all events and catered meetings (40 points)  Provide flu vaccination program (20 points) | |  |  |  |  |
| **Smoking** | | To promote University’s Smoke-free Policy (maximum 60 points) |  |  |  |  |
| Actions | Provide information to students in induction programs and materials about the University’s Smoke-free policy (20 points)  Facilitate access by students and staff to QUIT programs (40 points) | |  |  |  |  |
| Total | | |  |  |  |  |

### Optional Programs (high risk areas)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity Area** | |  | **Q1** | **Q2** | **Q3** | **Q4** |
| **Dangerous Goods** | | To meet statutory obligations to safely manage their storage  (applies only where FIOA has more than 20 kg/litres of DG) |  |  |  |  |
| Actions | Provide copy of manifest to HWS every 6 months (40 points) | |  |  |  |  |
| **Research Work** | | To meet statutory risk assessment obligations |  |  |  |  |
| Actions | Research risk management program developed (40 points)  Risk assessments are carried out on all research work (1 point per percent new projects)  Research active staff are provided risk assessment training (1 point per percent researchers) | |  |  |  |  |
| **Plant** | | To meet statutory obligations for machinery/equipment (other than personal computers and office equipment) |  |  |  |  |
| Actions | A hazardous plant risk register exists and is current (40 points)  Current risk assessments for all hazardous plant (1 point per percent)  Safe Operating Procedures exist for each piece of hazardous equipment (1 point per percent) | |  |  |  |  |
| **Contractor Management** | | To meet statutory obligations |  |  |  |  |
| Actions | All contractors are inducted before entering the workplace (1 point per percent)  There is an adequate internal process to manage contractors whilst onsite (30 points) | |  |  |  |  |
| Total | | |  |  |  |  |