

Guideline Title: Work Health and Safety Targets, Measures and Plans Guideline

Guideline Owner: Chief Safety Officer

Keywords: Work Health and Safety, Targets, Measures, Improvement, Plan

This guideline supports the University to operationalise the *Work Health and Safety Policy [PL139]* and must be complied with.

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Guideline Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

The purpose of this guideline is to outline the process for:

- establishing targets and measures for Work Health and Safety (WHS) risks and continuous improvement opportunities
- the development of improvement plans to assist in achieving these targets and measures and
- Officers to establish actions plan to exercise Due Diligence.

2. ORGANISATIONAL SCOPE

This guideline applies to all Workers of, or engaged by ECU. University Workers also engaged by or performing roles for other University related entities should take reasonable steps to ensure that WHS performance measures are developed and monitored as part of the establishment and ongoing operations of the relevant entity.

3. DEFINITIONS

The [University Glossary](#), the [WHS Definitions Register](#) and the following definitions apply to this procedure:

Term:	Definition:
Due Diligence	The Work Health and Safety Act 2020 (WA) imposes a specific duty on officers of corporations and unincorporated bodies, to exercise due diligence to ensure that it meets its work health and safety obligations. The duty requires officers to be proactive in ensuring that the corporation, unincorporated body complies with its duty.

	The specific requirements are detailed in s27(5) of the Work Health and Safety Act 2020 (WA).
Lead Measures	Measurable factors that indicate future development or direction of performance. e.g. Percentage of employee training completed versus expected
Lag Measures	Measures that indicate facts about past incidents e.g. Past incident statistics such as Lost Time Injury rates
SMART Principles	A well-established tool commonly used to plan and achieve goals. To make goals clear and achievable each goal should be: <ul style="list-style-type: none"> • S: Specific • M: Measurable • A: Achievable • R: Realistic • T: Timely

4. GUIDELINE CONTENT

ECU Officer Due Diligence

- 4.1. ECU Officers are accountable for exercising Due Diligence and taking positive actions to provide a safe and healthy workplace and learning environment. These accountabilities and responsibilities are outlined in the [WHS Resources, Accountabilities and Responsibilities Guideline](#).
- 4.2. Officers should complete a personal [Due Diligence Checklist and Action Plan](#) on an annual basis identifying the actions they will undertake to ensure they have met Due Diligence obligations. Additional information is available on the [Due Diligence for Officers Sharepoint page](#).

WHS Performance Monitoring

University-wide

- 4.3. The Chief Safety Officer is accountable for developing, in consultation with the University WHS Committee (UWHSC), University Executive (UE) and the Quality Audit Risk Committee (QARC), mechanisms for the monitoring of WHS performance that are aligned with the WHS performance indicators and commitments documented in relevant policies, plans and other documentation including;
 - ECU Strategic Plan
 - ECU People and Culture Plan
 - ECU WHS Policy
 - ECU Work Health Safety and Wellbeing Plan

- ECU Annual Report Targets as based upon the [Department of Energy, Mines Industry Regulation and Safety Annual reporting requirements for public sector health, safety and injury management performance](#).
- The Australian Higher Education Industrial Association (AHEIA) – University HR Benchmarking Program and Australian University Safety Association (AUSA) OHS Performance Indicators

- 4.4. The Targets and Measures should be based on SMART principles, include both Lead and Lag indicators and be designed to provide continual improvement in WHS performance, taking into consideration:
- WHS hazards and risks identified in the ECU WHS Hazard Risk Register
 - Previous WHS performance – audit results, incidents, hazards and the outcome against previous Targets
 - Activities required to maintain compliance with WHS legislation and the University's internal requirements.

Schools and Centres

- 4.5. The Chief Safety Officer is accountable for developing, in consultation with Local WHS Committees, Targets and Measures designed to support the achievement of the University level Targets and Measures and continually improve local School and Centre WHS performance.
- 4.6. The People and Culture WHS and Wellbeing team will provide local WHS Committee Chairs and Executive Officers with quarterly WHS Dashboards to enable monitoring of their performance against these Targets and Measures.
- 4.7. ECU Officers, supported by the Local WHS Committee Chair and Executive Officer, are accountable for reviewing their School or Centre(s) WHS performance, utilising the quarterly WHS Dashboard, and taking steps to remedy performance where targets and measures are not met. These dashboards should also be shared and discussed at quarterly local WHS Committee meetings and Executive teams to ensure effective WHS performance.

WHS Performance Reporting

Internal

- 4.8. The People and Culture WHS and Wellbeing team shall report:
- To University Council (via QARC), University Executive and the UWHSC through quarterly WHS Dashboard report documenting the University's performance against Targets and Measures.
 - To the Risk Incident Management Committee on significant WHS incidents as required.
 - Requested WHS data to support Senior Staff management action and performance reviews as required.

External

- 4.9. The Chief Safety Officer is accountable for ensuring external WHS reporting timeframes and requirements, including performance against specific WHS targets and measures, are met. This includes:
- ECU Annual Report - requirements as outlined on the [Annual reporting of public sector health, safety and injury management performance and NSPAAM progress web page](#).
 - The Australian Higher Education Industrial Association (AHEIA) University HR Benchmarking Program - WHS Performance Indicators

WHS Improvement Plans

ECU-wide WHS Improvement Plan

- 4.10. The Chief Safety Officer is accountable for the annual development of the ECU WHS Improvement Plan, in consultation with the UWHSC, for the forthcoming year.
- 4.11. The ECU WHS Improvement plan shall include actions to:
- Support the achievement of the University Strategic Plan, People and Culture Plan and WHS and Wellbeing Plan;
 - Eliminate or reduce so far as is reasonably practicable hazards and risks identified on the ECU WHS Hazard Risk Register;
 - Address audit findings and recommendations; and
 - Continually improve the University's WHS Management System and WHS performance.
- 4.12. The University's WHS Improvement Plan shall be endorsed by the Chief Safety Officer, approved by the Senior Deputy Vice-Chancellor and made available on Work Health Safety and Wellbeing pages of the People and Culture webpage.

Local WHS Committee Improvement Plans

- 4.13. ECU Officers are accountable, and Local WHS Committee Chairs responsible for ensuring Local WHS improvement plans are developed by each local WHS committee on an annual basis in consultation with the Local WHS Committee and documented on the Local WHS Improvement Plan Template.
- 4.14. The Local WHS Committee improvement plans should include actions to:
- Support the achievement of the Local WHS Committee Targets and Measures;
 - Eliminate or reduce so far as is reasonably practicable hazards and risks identified on the School/Centre Hazard Risk Register; and
 - Address audit findings and recommendations.
- 4.15. Local Committee WHS improvement plans shall be endorsed by the local WHS Committee Chair, approved by the ECU Officer and adequate resources provided to enable the plan to be executed. The approved WHS Improvement plan should be communicated to the School/Centre personnel and published on the School/Centre web page.

- 4.16. The Local WHS Committee Chair is responsible for ensuring the progress against the School/Service Centre improvement plans is reviewed and evaluated by local WHS Committees on a quarterly basis. This activity should be included as a standard item on WHS committee agendas.
- 4.17. The results of the quarterly review of the WHS Improvement Plan must be documented on the WHS improvement plan template. The results of the targets review shall be documented in the WHS committee meeting minutes.

Radiation Biosafety/Biosecurity and Hazardous Substances Committee (RBHSC) Improvement Plan

- 4.18. The RBHSC Chair is accountable, and Senior WHS Advisor RBHS responsible, for the development of a Radiation Biosafety Hazardous Substances improvement plan in consultation with the members of the RBHSC.
- 4.19. The RBHSC improvement plan will assist to further mitigate identified RBHS hazards and risks relevant to ECU research, teaching and general operational activities. The RBHSC improvement plan will include:
 - Hazards and risks requiring mitigation or management; and
 - Activities required to maintain compliance with WHS and other legislation e.g. inspections, training.
- 4.20. The RBHSC improvement plan shall be submitted to the RBHSC Chair for approval prior to being submitted to the Senior Deputy Vice Chancellor and the Deputy Vice Chancellor (Research) for endorsement. The approved and endorsed RBHSC Improvement Plan shall be communicated to members of the RBHSC.
- 4.21. The RBHSC Chair is accountable, and Senior Health and Safety Advisor RBHS responsible for monitoring progress against the RBHSC improvement plan. Status reports of progress should be discussed at the RBHSC meetings as a standing agenda item, updated on the plan and recorded in the Committee minutes.
- 4.22. RBHSC members are responsible for communicating progress updates of the RBHSC improvement plan at their Local WHS Committee.

WHS Contractor Performance Monitoring

- 4.23. Contract Managers are responsible for ensuring WHS measures are incorporated in contracts and other agreements and are monitored as part of the contract management process. Refer to the [Contractor WHS Management Manual](#) for further information on monitoring Contractor safety performance.

Document Management

- 4.24. The agreed and endorsed University and Local WHS dashboards and improvement plans and RBHSC Improvement Plan should be maintained as a record and be stored in the University's records management system.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Guideline Owner the Chief Safety Officer has overall responsibility for the content of these guidelines.

The Chief Safety Officer is responsible for currency of information and provision of advice relating to these guidelines.

6. RELATED DOCUMENTS

Legislation

- *Work Health and Safety Act (WA) 2020*
- *Work Health and Safety (General) Regulations (WA) 2022*

Australian Standards

- AS/NZS 4804: Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques.
- AS 9001: Quality management systems;
- ISO 45001:2018 Occupational health and safety management systems - Requirements

Policies

- [Work Health and Safety Policy PL139](#)

Operational documents and resources

- [Contractor WHS Management Manual](#)
- [Due Diligence Checklist and Action Plan](#)
- [Due Diligence for Officers Sharepoint page.](#)
- ECU Work Health and Safety Improvement Plan
- [Local WHS Improvement Plan Template](#)
- [WHS Resources, Accountabilities and Responsibilities Guideline](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guideline Owner	Chief Safety Officer
-----------------	----------------------

All Enquiries Contact	Chief Safety Officer
Telephone:	08 6304 2302
Email address:	whs@ecu.edu.au

8. APPROVAL HISTORY

Guideline approved by:	Chief Safety Officer
Date guideline first approved:	May 2015
Date last modified:	November 2024
Revision history:	<p>Version 3.0 – updated for changes in dashboarding and reporting processes.</p> <p>Version 2.0 – updated for WHS legislation transition and to include ECU WHS Improvement plan. Updated Guideline template.</p> <p>Version 1.2 – minor updates to references</p> <p>Version 1.1 – updated to reflect change in organisational structure, removal of Faculties and calendar timeframe changes.</p>
Next revision due:	November 2027
HPCM file reference:	HSMS/25