



# UNSW Medicine

## Health and safety strategic plan

2013 - 2018

Never Stand Still

Medicine

UNSW Medicine's objectives have been developed in line with the B2B UNSW Strategic Intent and the UNSW Work Health and Safety Plan.

B2B Blueprint to Beyond UNSW Strategic Intent:

- Guiding principles: In pursuing our aspiration, we value and will embed safety in what we do.
- Capabilities: Improve underlying leadership and operational capabilities by achieving best practice in safety.
- Resources: Maximise the availability of resources and the assignment of resources to priority areas by managing reputational, financial and operational risks effectively.

UNSW Work Health and Safety Plan 2013 – 2015 Objectives:

- Improve systems for managing UNSW'S top 5 high risk hazards / activities
- Reduce lost time injury frequency rate (LTIFR) to 2.5 by 2015
- Implement, review and improve UNSW's Health and Safety Management System

UNSW Medicine Health and Safety Priorities 2013 – 2018:

- A. To ensure continued compliance with the UNSW's safety management system
- B. To increase awareness of health and safety
- C. To continue to reduce injury frequency rates
- D. To support, monitor and implement health and safety projects associated with the UNSW Work Health and Safety Plan (currently 2013 – 2015) and successor plans.

## LOCAL AREA IMPLEMENTATION

Priority	Goal	Local area action	Measurable	Responsibility	Action time
<b>A. To ensure continued compliance with the UNSW's safety management system</b>	Implement UNSW SafeSys online management tool	<ul style="list-style-type: none"> <li>Encourage and promote use of SafeSys in each school / Centre</li> <li>Identify a Safe-Sys administrator for each school / Centre</li> </ul>	Use of SafeSys by all Schools / Units	Level 2 HS committee & Head of School / Centre	System roll out complete January 2015
	Complete Self Audit Tool (SAT)	<ul style="list-style-type: none"> <li>Each School / Centre to complete the SAT</li> </ul>	At least 80% score for each area.	Head of School / Centre	December 2013 and annually thereafter
	Carry out Taskforce Inspections focusing on keys risks in UNSW Medicine	<ul style="list-style-type: none"> <li>Cooperate with Taskforce inspectors and action all corrective actions resulting from the Taskforce Inspection</li> </ul>	100% close off rate on corrective actions	Head of School & Lowy WHS Coordinator	December 2018
	An effective health surveillance programme for UNSW Medicine workers	<ul style="list-style-type: none"> <li>Identify all workers who require health surveillance</li> <li>Ensure that new starters are undergoing pre-employment health surveillance in accordance with HR requirements</li> <li>Ensure ongoing health surveillance for identified staff e.g. audiometric testing every 2 years</li> </ul>	Health surveillance records for all identified workers	Head of School / Centre	December 2014
<b>B. To increase awareness of health and safety</b>	Attendance of workers at mandatory health and safety training and awareness of responsibilities	<ul style="list-style-type: none"> <li>Monitor completion of online HS Awareness training and online Ergonomics training.</li> <li>Ensure health and safety responsibilities have been communicated</li> </ul>	100% completion of online training by new hires.  HS658 matrix completed for each area	Head of School / Centre & Level 3 HS committees	December 2018

Priority	Goal	Local area action	Measurable	Responsibility	Action time
	Undergraduate students have an increased awareness of health and safety	<ul style="list-style-type: none"> <li>Ensure health and safety is built into undergraduate teaching programmes and assessments</li> </ul>	All practical classes include a health and safety assessment	Medicine undergraduate coordinator	December 2016
<b>C. To continue to reduce injury frequency rates</b>	UNSW to reduce current LTIFR	<ul style="list-style-type: none"> <li>Level 3 committees to identify and address local area trends</li> <li>Promote the use of single-use scalpels</li> <li>Promote the use of scalpel blade removers</li> <li>Promote the use of gel cutting tips in place of sharps</li> <li>Promote the use of blunt drawing up needles</li> <li>Sharps handling training programme</li> <li>Ensure appropriate manual handling aids (e.g. trolleys) are provided and used</li> <li>Ensure all staff complete online ergonomics training</li> <li>Promote the use of trial ergonomic equipment</li> </ul>	Reduction of Medicine LTIRF from 4.07 to 2.5.  and  10% overall reduction in the top four reported incidents (1. Sharps 2. Slips/trips/falls 3. Manual handling 4. Ergonomic)	Head of School / Centre & Level 3 HS committees	December 2015
<b>D. To support, monitor and implement the UNSW Work Health and Safety Plan 2013 – 2015</b>	Implement online Hazardous Materials system	<ul style="list-style-type: none"> <li>Hazardous materials system champion in each school / Centre where hazardous chemicals are used extensively.</li> <li>Champion to attend project meetings and report progress to their representative area and the Executive Team.</li> <li>Schools / Centre to adopt and use the UNSW hazardous materials system when directed by the Health and Safety Unit</li> </ul>	Use of hazardous materials system by all relevant schools / centres	Head of School / Centre	December 2015
	Improve safety in working in remote locations and	<ul style="list-style-type: none"> <li>Identify remote work and fieldwork by Faculty workers</li> </ul>	Risk management	Head of School / Centre	December 2015

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	fieldwork	<ul style="list-style-type: none"> <li>Ensure all hazards associated with remote work and fieldwork is managed in accordance with UNSW procedures</li> </ul>	documentation available		
	Review of workshop safety and high risk plant	<ul style="list-style-type: none"> <li>Identify all areas with workshops and implement project plan</li> <li>Review safety management of high risk plant to ensure compliance with the UNSW Plant and Equipment Procedure</li> </ul>	Risk management documentation available	Head of School / Centre	December 2014
	Improve the contractor management system	<ul style="list-style-type: none"> <li>Ensure that all contractors / service providers engaged directly by Medicine or an individual school / Centre are managed in accordance with the UNSW Contractor Management Procedure</li> </ul>	Contractor induction and evaluation records available for all locally and Faculty engaged contractors	Head of School / Centre	December 2015
	Improve traffic/pedestrian safety – BHAB program (Botany, High, Anzac, Barker)	<ul style="list-style-type: none"> <li>Botany Street and Barker Street occupants to be involved in and co-operate with BHAB project plan</li> <li>Level 3 committees to champion project initiatives</li> <li>Medicine workers to co-operate with traffic and pedestrian safety programmes</li> </ul>	Reduction in the number of traffic/pedestrian incidents across the university	Head of School / Centre & Level 3 HS committees	December 2015