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1. OBJECTIVE

The objective of this process is to describe the method for developing Health Safety and Wellbeing (HSW) objectives and targets across RMIT globally, and to ensure a consistent approach is undertaken in line with the RMIT Strategy.

2. BACKGROUND

3. SCOPE

This process applies to all RMIT Staff globally and provides guidance for the establishment of HSW objectives and targets at RMIT.

4. WHAT MUST GO RIGHT

The expected outcomes – known as ‘what must go right’ – will be that:

- Annual HSW Corporate Plans are developed, monitored and reviewed
- College / School / Portfolio HSW Plans are developed, monitored and reviewed

5. PROCEDURE/IMPLEMENTATION

Objectives are established to drive the management of significant issues and are broad statements which focus on longer term goals. The objectives need to demonstrate RMIT’s commitment to continual improvement, prevention and control of HSW across all campuses and activities. Particular objectives will be designed to ensure compliance with legal and other requirements. Refer to **HR - HSW-PR02 - Legal and Other Requirements**.

5.1. HSW Targets

HSW Targets are developed to meet each specific objective as outlined in 4.1. Targets could include statements such as reduce Objective ‘A’ by 10% within 6 months, or increase Objective ‘B’ by 20% within 12 months. When establishing targets, ensure they are SMART (Specific, Measurable, Achievable, Realistic and Timely).

5.2. Health Safety and Wellbeing Annual Plan

The Director, Health, Safety and Wellbeing shall co-ordinate the development and review of the HSW Annual Plan, aligned with the RMIT Plan and Scorecard. The HSW Annual Plan is developed by the HSW team and circulated to key stakeholders for comment.

This plan sets out the objectives and targets for RMIT’s activities, commitments and strategic priorities. **HR - HSW-PR03-WI01 - Key Performance Indicators** outlines examples of the KPIs to be included in the HSW Annual Plan.

5.3. College / School / Portfolio Plans

College / School / Portfolio HSW Plans will outline how they will achieve the objectives and targets outlined in the corporate HSW Plan. The plans will incorporate required actions, allocate responsibilities, estimate resources required, and set completion dates linked to the agreed objectives and targets.

College / School / Portfolio HSW Plans will be prepared annually and discussed at the relevant Health and Safety Committee. The plan will outline how the area will meet all relevant objectives and targets and consider College / School / Portfolio specific issues such as:

- High priority risks
- Previous incidents/accidents/injury trends
- New hazards
- Self-assessments
- Risk control plans
- Emergency procedures

HR - HSW-PR03-WI01 - Key Performance Indicators outlines examples of the KPI's to be included in the College / School / Portfolio HSW Plan.

HSW Plans will be regularly monitored and reviewed at the Health and Safety Committee Meetings, as a minimum. Outcomes of the review process will be documented in Health and Safety Committee or other appropriate management meeting minutes. Changes to HSW Plans will be updated prior to the next review meeting by the responsible leader, documented in meeting minutes and communicated to relevant personnel.

HR - HSW-PR03-TM01 - Planning and Performance Improvement Template provides the framework for the development of HSW Plans and should be used for documenting College / School / Portfolio HSW Plans.

6. Responsibilities

6.1. Director, Health, Safety and Wellbeing

Coordinate the development and regular review of the annual Corporate HSW Plan

6.2. Health Safety & Wellbeing Team

- Development of the annual Corporate HSW Plan
- Circulate the annual plan for review by key stakeholders within RMIT
- Provide support for leaders in the development, implementation and review of annual College/School/Portfolio/Department HSW Plans

6.3. College / School / Portfolio / Department

- Development of their respective HSW Plan
- Circulate and consult the plan with the Health and Safety Committee, if applicable.
- Circulate and consult the plan with key stakeholders within their area.

7. Definitions

Defines any key terms and acronyms relating to the process where they apply.

Term / acronym	Definition
HSW	Health Safety & Wellbeing
KPI	Key Performance Indicator

Objective	Established to drive the management of each significant issue, broad statements which focus on longer term goals.
Target	Developed to meet each specific objective

8. Supporting Documents

Lists the supporting and related Processes and Guidance Material, Legislative references, Australian and International Standards etc. that may be useful references for process users

- HR - HSW-PR02 - Legal and Other Requirements
- HR - HSW-PR03-TM01 - Planning and Performance Improvement Template
- HR - HSW-PR03-WI01 - Key Performance Indicators