



WHS **Action Plan**

1 July 2022 – 31 December 2024

1. | Introduction

This WHS Action Plan provides us with a roadmap for reducing injuries and improving wellbeing at ACU.

Workplace injuries and illnesses can have a significant impact on mental health, productivity, and our ability to participate in things that we love doing. They also have a ripple effect that can impact family members, partners, colleagues, and supervisors.

ACU is committed to taking action to reduce the risk of these incidents occurring. This plan outlines the actions we can take to make a difference. All staff and students have a role to play in reporting incidents, in riskware, and applying the lessons learned from past incidents to reduce the risk of a reoccurrence.

Wellbeing is one of the three identified priorities within the plan. We should all focus on our wellbeing and support others.

The plan includes specific objectives and targets for reducing harm and strengthening our WHS risk management practices by applying our Work Health and Safety Management System (WHSMS). Our WHSMS will be audited in 2022/2023. This will inform improvements to the safety of ACU campuses.

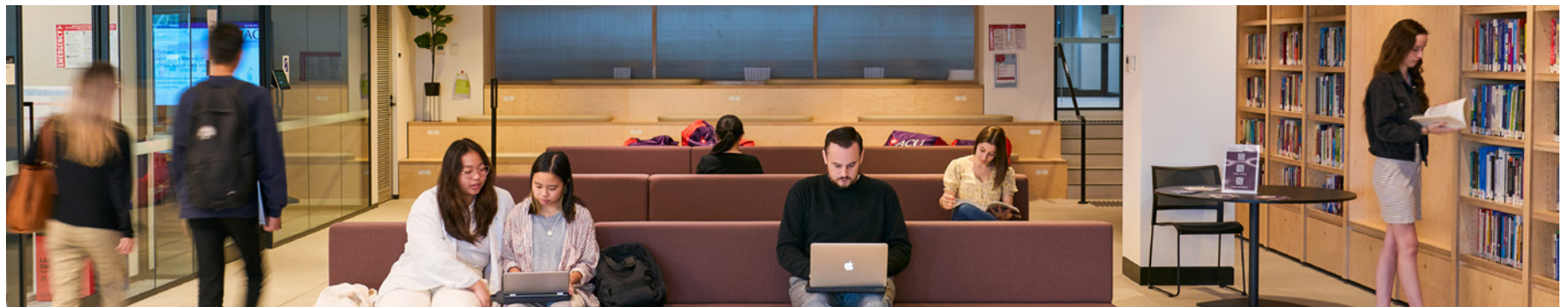
We can all contribute to the success of this WHS Action Plan by participating in conversations and consultations about safe systems of work and safety and wellbeing issues that affect us, our colleagues, and students.

Your engagement with the plan is pivotal to its success.



2. Focus areas

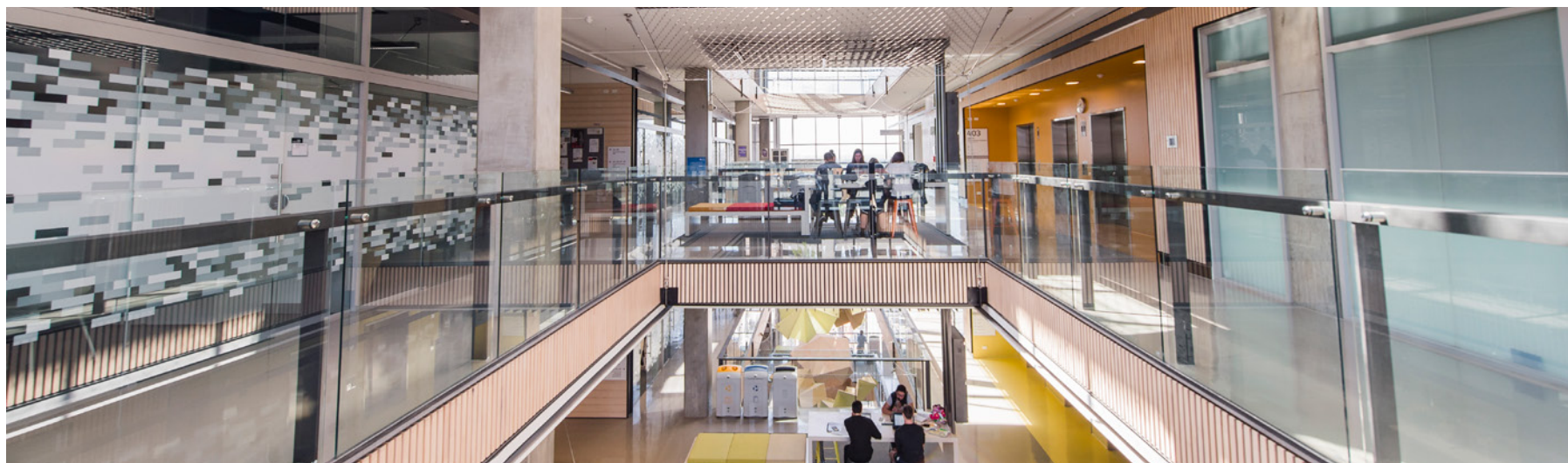
FOCUS AREA	WHY IS THIS A FOCUS?
Strengthening the wellbeing of staff and students	<ul style="list-style-type: none"> • ACU has made strong commitments to maintaining high levels of wellbeing. • Psychosocial injuries are typically harder to recover from and these illnesses can have a significant impact upon our colleagues, family, and partners. • ACU enables staff and students to realise their full potential by managing the risks of excessive levels of stress, including exposure to traumatic incidents and heavy workloads.
Reducing common injuries that are typically associated with manual handling, falls and performing repetitive tasks	<ul style="list-style-type: none"> • The majority of ACU's staff workers compensation claims are attributed to falls, manual handling and performing repetitive tasks. Students can also be impacted by these types of injuries, especially on placements. • We all have an important role in taking action and influencing others to reduce and eliminate the WHS risks to our safety and wellbeing. • 157 physical incidents that involved staff from 1 July 2017 and 30 June 2022 were associated with falls, manual handling and performing repetitive tasks.
Strengthening staff and student engagement with ACU's Work Health and Safety Management System (WHSMS)	<ul style="list-style-type: none"> • Our goals and targets will only be realised if we all contribute to our safe systems of work. • ACU is committed to making ongoing improvements to its WHSMS. • Staff and student engagement and participation in consultations informs ongoing improvements to our safe systems of work. • Ongoing improvements to the WHSMS will strengthen governance and compliance.



3. Objectives and targets

OBJECTIVE	TARGET
Support the wellbeing of staff and students	<ul style="list-style-type: none">• 50% of organisational units identify at least one psychosocial risk during the 2023 and 2024 calendar years and upload these to their CARM risk register.
Reduce common injuries that affect staff and students	<ul style="list-style-type: none">• Reduce the number of work-related staff injuries and illnesses during each of the 2022 and 2023 calendar years to 47, in comparison to 59 in 2019.• Reduce the number of staff musculoskeletal workers compensation claims by 15 per cent from 0.50 per 100 full-time equivalent staff (FTE) between 2017 and 2018, to 0.425 per 100 FTE during 2022 and 2023.
Strengthen staff and student engagement with our Work Health and Safety Management System (WHSMS)	<ul style="list-style-type: none">• 90% of organisational units to identify at least five community wellbeing risks (WHS) during 2023 and 2024.• At least 100 WHS risk assessments are submitted for review, each financial year, which commence from 2022 and 2023.

Note: musculoskeletal injuries typically result from falls, manual handling and performing repetitive keyboard and other tasks



4. | Actions that will help us to realise our targets

4.1 Strengthening wellbeing

NUMBER	ACTIONS	RESPONSIBLE	WHEN
STAFF AND SUPERVISORS			
1.	Significant numbers of staff register for Mental Health Essentials course and other wellbeing courses	HR will continue to offer staff wellbeing courses.	Ongoing
2.	Discuss wellbeing issues, including workload, with colleagues and supervisors, and collaborate to find solutions.	All staff	Ongoing
3.	Provide support to staff and students who are impacted by traumatic incidents	<ul style="list-style-type: none"> Staff should contact HR about EAP trauma counselling. Staff and students should email insurance.finance@acu.edu.au for support to submit a student insurance claim about trauma. 	Ongoing
4.	Conduct WHS risk assessments for student placements, including community engagement	<ul style="list-style-type: none"> Relevant staff Placement staff Professional practice leads 	Ongoing
5.	Professional practice leads will share lessons from placement riskware incidents, including reports of being exposed to trauma and verbal abuse from clients, and collaborate with placement hosts to improve the safety of placements	<ul style="list-style-type: none"> HR will share incident data with professional practice leads Professional practice leads 	Every three months

NUMBER	ACTIONS	RESPONSIBLE	WHEN
MEMBERS OF THE EXECUTIVE			
6.	Introduce wellbeing improvements that address myVoice survey responses that expose gaps in wellbeing, including workload	Members of the Executive	From 1 September 2022
7.	Conduct WHS risk assessments about factors within work and learning environments that can lead to excessive stress	Members of the Executive	Whenever change plans are proposed
8.	Promote wellbeing within their organisational unit	Members of the Executive	Ongoing
9.	Place treated psychosocial hazards on CARM risk registers whenever they are reviewed	<ul style="list-style-type: none"> Members of the Executive and nominees WHS consultant will support these decision makers 	By March 31, each year
MEMBERS OF THE EXECUTIVE			
10.	WHS Consultant to support Members of the Executive and their nominees to identify, prevent and manage staff and student wellbeing issues	HR	Ongoing
11.	Make ongoing revisions to wellbeing matters , staff website	HR/MER	Ongoing
12.	Train a minimum of three first aiders in mental health first aid on each of the six main campuses	HR to influence staff to participate in this training	31 March 2023
13.	Review compliance and ensure that we meet our obligations to manage psychosocial hazards	HR	From 1 September 2022
14.	Develop and implement a proposal for a complementary psychosocial framework to facilitate improvements in wellbeing	HR	From 1 August 2022

4.2 Reducing injuries

NUMBER	ACTIONS	RESPONSIBLE	WHEN
STAFF MEMBERS AND SUPERVISORS			
15.	Report incidents in riskware and participate in the review of any reports that result from falls, performing repetitive tasks and manual handling	<ul style="list-style-type: none"> • Staff • Students 	Ongoing
16.	Collaborate to identify and resolve slip, trip and fall, and manual handling hazards	<ul style="list-style-type: none"> • Staff • Students 	Ongoing
17.	Engage with consultations about WHS risk assessments	Supervisors and relevant staff facilitate these consultations	Ongoing
18.	Nominate to conduct WHS inspections that reduce the number of trip and fall hazards within work and learning spaces.	<ul style="list-style-type: none"> • Staff • Nominated supervisors 	WHS inspections conducted at least every six months
19.	Register for incident investigation training to identify learnings from incidents, injuries, and illnesses	HR to place on Learning and Development Calendar	Quarter 3 - 4, 2022
MEMBERS OF THE EXECUTIVE			
20.	Discuss safety and wellbeing during team meetings, including discussions about resolving hazards	<ul style="list-style-type: none"> • Members of the Executive • Relevant supervisors 	Ongoing
21.	Share lessons from incidents across the work area (informing improvements in WHS risk management)	<ul style="list-style-type: none"> • Members of the Executive • Relevant supervisors 	Ongoing
22.	Review slip, trip and falls and manual handling hazards during regular reviews of risk registers (CARM)	<ul style="list-style-type: none"> • Members of the Executive and nominees • WHS Consultant to provide support 	By March 31 each year

NUMBER	ACTIONS	RESPONSIBLE	WHEN
HUMAN RESOURCES DIRECTORATE			
23.	Support faculties to report and apply lessons from placement, including community engagement and riskware incidents.	HR	Ongoing
24.	Distribute a minimum of three Safety Alerts each year to inform staff and supervisors about lessons from injuries	HR	Ongoing
25.	Publish WHS risk assessment template for manual handling injuries	HR to publish on WHS SharePoint site	Quarter 1, 2023
26.	WHS Consultant will offer support to organisational units to support them in identifying and managing common WHS risks	HR	Ongoing
27.	Distribute guidance to members of the Executive about reducing the WHS risks that can lead to injuries (focusing on repetitive tasks, manual handling and fall hazards)	HR	Ongoing
28.	Publish WHS Inspection Checklist for events (includes guidance about reducing fall and manual handling hazards)	HR	30 September 2022

4.3 Strengthening engagement with our WHSMS

NUMBER	ACTIONS	RESPONSIBLE	WHEN
STAFF AND SUPERVISORS			
29.	Submit reports of complex hazards via riskware (after discussing with their supervisor)	Staff	Ongoing
30.	Complete ergonomic checklists for remote and campus workstations	Staff	Ongoing
31.	Apply safe systems of work	<ul style="list-style-type: none"> Staff Supervisors to strengthen awareness 	<ul style="list-style-type: none"> Ongoing; and Whenever new safe systems of work are proposed
32.	Volunteer for WHS roles such as First Aid Officer, Health and Safety Representative (HSR), Floor Warden and Member of local WHS committee	Staff/Supervisors	Ongoing
33.	Familiarise ourselves with the local WHS committee and Health and Safety Representative	Staff	Ongoing

NUMBER	ACTIONS	RESPONSIBLE	WHEN
STAFF AND SUPERVISORS			
34.	Lead or contribute to consultations about WHS risk assessments	Staff/Supervisors	Ongoing
35.	Engage with relevant Health and Safety Representatives to consider significant WHS issues that impact upon a workgroup	Staff	Ongoing
36.	Attend a training course, coordinated by ACU, which will engage our Officers with practical ways to comply with their legal obligations	Staff	Ongoing
37.	Identify, review, and manage their most significant WHS risks	<ul style="list-style-type: none"> • Staff • Supervisors to strengthen awareness 	<ul style="list-style-type: none"> • Ongoing; and • Whenever new safe systems of work are proposed
38.	Upload a minimum of the top five community wellbeing (WHS) risks to CARM (risk register)	Staff/Supervisors	Ongoing
39.	Advocate for safe systems of work	Staff	Ongoing
40.	Prepare for the audit of the WHSMS (WHSMS Self-Assessment Checklist will be published)	Staff/Supervisors	Ongoing
HUMAN RESOURCES DIRECTORATE			
41.	Review WHS online induction to ensure that sufficient guidance is provided about WHS consultation arrangements	HR	By 30 March 2023
42.	Recruit three Health and Safety Representatives (HSR) on the six major campuses	HR, in collaboration with Faculty Managers and other stakeholders	By 30 June 2023
43.	Recruit two academic staff will participate in each campus WHS committee	HR, in collaboration with Faculty Managers and other stakeholders	1 August 2022 – 31 March 2023
44.	Strengthen the alignment of the WHSMS with stakeholders' expectations	WHS Management Committee /HR	Ongoing
45.	Update the communication and consultation sections of the staff WHS web page to ensure that it is more accessible	HR	December 2022
46.	Conduct WHSMS audit to review the framework and identification and management or WHS risk. This audit will inform improvements to the framework.	<ul style="list-style-type: none"> • HR • OPSM • Audit and Risk Committee 	By 31 March 2023

NUMBER	ACTIONS	RESPONSIBLE	WHEN
HUMAN RESOURCES DIRECTORATE			
47.	Develop an annual WHSMS Communication and Consultation Plan to facilitate staff and student engagement with WHS	HR/MER	By the end of each financial year
48.	Publish WHSMS Self-Assessment Checklist	Organisational units to complete the checklist prior to audits	By 31 March 2023 and ongoing
49.	Introduce a broader scope of corrective action reporting	HR/Members of the Executive	30 September 2022
50.	Continue to support organisational units to facilitate two-way consultations with contractors about hazards	HR	Ongoing





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