WHSMP04: Planning, Objectives and Targets

Section 1 - Purpose and Scope

(1) The purpose of this procedure is to ensure the setting of objectives, targets and improvement programs for the Workplace Health and Safety Management System (WHSMS) at Southern Cross University (SCU) is appropriately managed and controlled.

(2) The purpose of this procedure is to ensure Southern Cross University's management, employees, contractors, students, visitors, and others are aware of how the setting WHS targets, measures and improvement plans supports the continual improvement of WHS performance and requirements of the University planning cycle.

(3) The scope of the procedure includes:

   a. Setting WHS objectives and specific measurable targets
   b. Setting corporate and work unit level WHS programs to achieve the objectives and targets
   c. Monitoring and reporting on the WHS objectives, targets and programs. All employees, students and others including both independent contractors and contractors under SCU control are to be made aware of and follow this procedure.

(4) This Procedure applies to all SCU Work Units and sites. The procedure aligns with WHS legislation in the relevant jurisdictions SCU operates in.

Section 2 - Definitions

Annual WHS Report	A comprehensive document compiled and published yearly, detailing the WHS performance, incidents, actions taken, and improvements implemented over the past year. It serves to review the effectiveness of WHS strategies, identify trends, and plan future safety initiatives.
WHS programs	Annual improvement programs or initiatives as part of the overall WHS strategy are designed to address an area of deficiency in the WHSMS. WHS programs are the specific actions of a WHS Plan that an organisation identifies to improve targets and key performance indicators (KPIs).
Targets	Detailed performance requirements that arise from the WHS objectives need to be set and met to achieve these objectives. Targets should be: • Specific – a clear numeric figure • Measurable – quantifiable • Assignable – specify who will do it • Realistic – state what results can realistically be achieved, given available resources • Time-related – specify when the result(s) can be achieved
Objectives	Specific results that a person or system aims to achieve within a timeframe and with available resources. Some examples of objectives include minimising expenses or reducing injuries.
Workplace	Place under the control of the organisation where a person needs to be or to go for work purposes

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Section 3 - General Principles

Targets, Measures and Improvement Plan

(5) The strategic framework for the WHS Plan is set out in broad terms in the SCU Strategic Plan.

(6) The WHS Plan comprises:

    a. Planned Actions based on legislative requirements, Australian Standards and the University's WHS policies and procedures, and

    b. Work Unit WHS Plans

(7) The WHS Plan will be amended as required to address:

    a. Changes in University strategy, activities and/or operations

    b. Legislative changes, and/or

    c. The identification of any WHS or injury management issue or risk that needs to be addressed through inclusion in the plan.

Work Unit WHS Planned Actions

(8) Each Work Unit, with the support of WHS should establish, resource and implement an annual schedule of WHS Planned Actions.

(9) The timing of planned actions must be determined based on risk in a particular area, except where the frequency of actions is specified by legislation, policy or procedures. Work Unit WHS Planned Actions will be included in the WHS monthly and quarterly reports.

Monitoring

(10) Progress towards objectives and targets must be monitored through:

    a. Reports to University Work Health & Safety Committee, Council and Vice Chancellor's Group (VCG); and

    b. regular review by the WHS Manager.

(11) The agreed and endorsed University and Work Unit WHS Targets, Measures and improvement plans should be maintained as a record and be stored online.

Section 4 - Roles and Responsibilities

(12) Refer to the [WHSMP13: Responsibility and Accountability Statement](#)

Section 5 - Records of Documentation

(13) All relevant documentation will be recorded and kept in accordance with WHS Legislation and other legislative obligations, including:

    a. Consultation records

    b. Training and competency records

Section 6 - Revision and approval history

(14) This procedure will be reviewed as per nominated review dates or because of other events, such as:

    a. Internal and external audit outcomes.

    b. Legislative changes.

    c. Outcomes from management reviews.

    d. Incidents.

Section 7 - References

Work Health and Safety Act (in the applicable jurisdiction that SCU operates)
Work Health and Safety Regulation (in the applicable jurisdiction that SCU operates)

Section 8 - Related Documents

WHSMP04 - FOR - 02 - WHS Objectives and Targets
WHSMP04 – FOR – 02: SCU WHS Plan Template
WHSMP13: Responsibility and Accountability Statement

Status and Details

Status	Current
Effective Date	9th December 2024
Review Date	9th December 2027
Approval Authority	Vice President (People and Culture)
Approval Date	9th December 2024
Expiry Date	Not Applicable
Responsible Executive	Kim Franks Vice President (People and Culture)
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