

## Operational H&S Committee - Goals and Objectives 2022/2023

**Date: March 2024**

Steps required	Current status	Baseline	Target	Actions required by Committee	Date of update and by whom
<b>Objective 1: All managers and supervisors to have completed H&amp;S ISO45001 responsibilities training session by November 2023.</b>					
1. Arrange training and record attendance.	Training packages available, training to be scheduled and bookings made (Client Services).	30% baseline (audit)	80% training attendance records for management		<ul style="list-style-type: none"> <li>• Training materials finalised – pilot with Ops, then role out across divisions.</li> <li>• Deans/Directors training and Managers/HOD training.</li> <li>• Other training packages in development (critical risk groups, supervisors, etc.)</li> </ul>
2. Review attendance % against definitive list and provide updates at each committee meeting.		30% baseline (audit)		To remind departments/divisions of H&S training for Managers' programme.	<b>Total of 127 managers/supervisors trained YTD ISO45001</b>

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<b>Objective 2: Encourage near-miss reporting</b>					
1. Identification of hazards/risks to prevent injury. Campaign throughout University, launch of Vault app. Comparison of near-miss reporting via Vault.		12 – 14% of total reported vault events are near miss (previous 5 years).	15% increase in non-injury reports c/- 2021/2020.	<ul style="list-style-type: none"> <li>Comms plan</li> <li>App launch</li> <li>Data reporting and analysis</li> </ul>	Report provided. Total 38% reported events for 2023 near misses, 33% for 2022. (13% for 2021)

<b>Objective 3: Manual handling and early reporting</b>					
1. Manual handling and pain and discomfort – early reporting for risk assessment and pre-injury management. Raising awareness of manual handling risk assessments.	Ad hoc training, not recorded	Previous data Vault and Occ Health. Training records	Target of 50 manual handling assessments. 30% increase of early pain and discomfort reporting. Manual handling training (target 100 attendees of risk areas).	Comms/raise awareness of manual handling risks and early reporting pain and discomfort. Training programme in target areas (kitchens, PSD, ITS).	Manual handling risk assessment tool developed, and training provided.

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<b>Objective 4: Implementation of ISO45001 Plant and Equipment guide and risk assessments</b>					
1. ISO45001 Plant and equipment guide rolled out as a part of the ISO training requirements.	No specific training provided or guidance,	Minimal risk assessments or documentation – some departments are well managed in Vault for plant and equipment.	Departments with high-risk plant and equipment have attended training. Risk assessments completed for high-risk equipment.	Comms/raise awareness	Risk assessment tool completed. Discussed with Procurement – insert step at ordering to identify equipment/plant/substances.
2. To be discussed with the Equipment Committee Chair – implement high risk equipment as a part of the equipment purchasing/ approval process.	No specific risk assessment at time of equipment consideration		Implementation of risk assessments at time of equipment purchase/consideration.	Awareness	Completed.