Developing Individual Key Performance Indicators for Health, Safety and Emergency Management

PURPOSE

These guidelines support the WPPR process to provide assistance on including health and safety key performance indicators into performance review processes at the University. The aim is to support existing performance management procedures by providing further information on health and safety performance indicators.

1. Performance Requirements

Health and safety performance requirements should be established at commencement of employment as part of the induction process. Employees should be advised of their health and safety responsibilities via the *Health and Safety Responsibilities* document and position descriptions.

As part of the induction process, health and safety performance indicators should be developed to allow future evaluation to occur. Individual health and safety performance indicators should reflect their contribution to achieving their work area's health and safety goals.

1.2   Reviewing Performance

The following table shows indicators which can be used for a review of individual health and safety performance.

1.2.1   Employees

Indicator	Measure
Assist in preparation of risk assessments	2 risk assessments conducted / reviewed
Report hazards	1 hazard reported via C.H.A.R.M
Attend HS training as directed (list in WPPR)	Planned training is completed – 100%

1.2.2   Managers/Supervisors

Indicator	Measure
HS policy is on display in prominent location	List locations
Safe work procedures have been implemented/reviewed	100%
Staff have completed induction process	100%
Evacuation Wardens are appointed and have completed training	100%
First aiders have been appointed and have attended training	100%
HS committee meetings have been held as planned	xxx held xxx planned
Risk Assessments have been conducted and reviewed	Set target xxx, completed vs planned

Preventative maintenance on equipment occurs as planned	Planned vs completed
Incident investigations are completed within xxx weeks	Completion times
Corrective Actions arising	Identified vs completed
Participate in at least one Workplace Inspection (WPI), record in C.H.A.R.M & identify 2 hazards	WPI x 1 has been completed; 2 hazards have been identified (C.H.A.R.M record)

1.2.3 DVC, VP & Executive Managers

Indicator	Measure
HS responsibilities are included in job descriptions for heads of schools/areas	100%
HS performance is reviewed for all heads of school/areas	100%
Faculty/Area HS committees have been established and held as per schedule	100% xxx planned vs actual
HS is incorporated into faculty, institute or area strategic plan	100%
Audit completed vs planned risk assessments	Audit is conducted ? quarterly
Budget has been allocated for health and safety	HS budget is completed
Corrective Actions arising are completed in timeframe	Identified vs completed in timeframe
Review reported maintenance items to determine if have been entered as a hazard where required	Hazard have been entered into C.H.A.R.M and SCC system – 100%
Injured workers have return to work plans in place	100%
Health and safety training is attended	Planned vs actual
Emergency procedures are effective – plans are in place, drills are held, wardens and first aiders are allocated and trained, equipment is maintained, risk assessments have been conducted	Emergency plan has been implemented Emergency procedures are located by each telephone (audit – 100%) Xx Evacuation drills have been held Evacuation wardens are allocated to each area 100% Evacuation wardens have attended training 100%
HS committee meetings have been held as planned	xxx held xxx planned
Risk Assessments have been conducted and reviewed	Set target xxx, completed vs planned
Preventative maintenance on equipment occurs as planned	Planned vs completed
Incident investigations are completed within set timeframes	Completion times planned vs actual days
Participate in at least one WPI & record in C.H.A.R.M & identify 2 hazards	WPI x 1 has been completed; 2 hazards have been identified (C.H.A.R.M record)

1.3. Identifying Training Needs

A formal training needs analysis should be conducted to identify health and safety training requirements for the work area.

The information below can be used as a guide for individual health and safety training requirements.

- Safety and Health Representative 5-day
- Induction Training
- Chemical safety
- First aid
- First aid refresher
- Risk assessment
- Incident investigation
- Injury management
- Equipment competency training
- Health and Safety for Supervisors and Managers

- Manual handling
- Spill response
- Ergonomic assessment
- Bullying & Harassment
- Fire extinguisher
- Fire warden
- Noise
- Vehicle safety
- Building warden

2. EXAMPLES

Below are some examples of objectives which could be placed into the Work Plan.

2.1 Objective 1

Participate in team meetings and activities

Indicators

Attend staff meetings and contribute to improvements
Participate in emergency evacuation drills and give feedback where required

2.2 Objective 2

Identify risks in my work area

Indicators

Develop a key task list for my role
Report hazards in my work area
Assist in conducting risk assessments for key tasks

2. EXEMPTIONS

This guideline may be applied to all areas within the University.

3. RELEVANT DOCUMENTS/LINKS

Health and Safety Management Standards
WPPR Instructions for Staff and Line Managers (May 2012)
Induction Guidelines

CONTACT DETAILS	
Contact	Health, Safety and Emergency Management Ph: (08) 9266 4900 healthandsafety@curtin.edu.au
Approval Authority	Director - Health, Safety and Emergency Management

REVISION HISTORY		
Revision #	Date	Amendment Description
Version 0	19/10/2012	Issued for use
Version 1	27/11/2014	Administration changes to name
Version 1.1	21/10/2016	Minor update –new online incident and hazard reporting system