1. Purpose

This procedure describes the establishment, implementation and monitoring of a planning framework to support the principles outlined in the OHS Policy at the City of Greater Dandenong (CGD).

2. Scope

This procedure applies to all employees, contractors, and volunteers at CGD workplaces.

3. Definitions

OHS Strategic Objectives: Describe specific measurable health and safety aims an organisation establishes to work towards.

OHS Targets: describe measurable performance requirements that relate to the organisation's OHS objectives.

OHS Performance Indicators: measures used to monitor the achievement of OHS objectives and targets.

4. Responsibilities

For general OHS responsibilities refer to CGD OHS Responsibilities Procedure

CEO is responsible for endorsing and approval of the OHS Management Plan and reporting to the Council on the performance of the organisation in relation to the OHS Management Plan.

Managers are responsible for reviewing reports and implementation the OHS Management Plan in their area of responsibility.

Team Leader Risk & OHS is responsible for development of a draft OHS Management Plan for review by management and approval by the CEO, and preparing performance reports on the implementation of the OHS Management Plan.

5. Procedure

The successful implementation and operation of the CGD OHS Management System requires an effective planning process with well-defined and measurable outcomes. Planning shall address the key actions, resources and responsibilities for achieving CGD OHS strategic objectives and targets.

5.1 OHS Objectives and Targets

The OHS strategic objectives and targets to be incorporated in the OHS Management Plan must:

- be consistent with CGD's OHS Policy.
- detail measurable & realistic targets.
- improve OHS performance.
- adopt a continuous improvement approach.
- satisfy legal requirements, codes, standards and guidelines.

5.2 OHS Management Plan

The OHS Management Plan shall be developed, approved, implemented and reviewed on an annual cycle. The OHS Management Plan shall be developed taking into consideration but not limited to the following:

- OHS Management Review process and outcomes.
- OHS performance and strategic issues.
- inputs from relevant internal and external parties.
- changes in the operating environment.
- legislation, codes, standards and guidelines requirements.
- technological developments.

The OHS Management Plan details the specific actions, resources and timelines established to meet the CGD OHS strategic objectives. The OHS Management Plan shall be developed in consultation with relevant workgroups, including the management team. The CEO shall formally approve the OHS Management Plan and report progress on implementation to the Audit Committee and the Executive Management Team each quarter.

5.3 Performance Review

The OHS Management Plan shall be regularly monitored and reviewed on an annual basis. The Team Leader Risk & OHS will prepare a quarterly report on the status of implementation of the OHS Management Plan and present the report at management meetings and/or other appropriate staff forums.

Any changes/amendments to the OHS Management Plan shall be updated prior to the next review meeting by the relevant Manager. Changes may include resources, person responsible, timeframes etc. There may also be changes to the OHS Management Plan due to changes to activities, services and operating conditions. These changes/amendments shall be documented in meeting minutes and communicated to relevant staff.

OHS performance for the organisation shall be reported in the CGD annual report with respect to key objectives, targets and indicators.

5.4 Internal audits

Following the OHS internal audit procedure a schedule of audits will be developed by the Team Leader Risk & OHS which will also form part of the on-going monitoring of the OHS Management Plan.

6. References

Occupational Health and Safety Act 2004

AS/NZS 4801 Occupational Health and Safety Management Systems- Specification with Guidance for Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

National self-insurer OHS management system audit tool (NAT), version 3 – criteria 2.2.1 – 2.2.3, 2.3.1 – 2.3.3

7. Related Documents

CGD OHS Policy

CGD OHS Management Plan

CGD OHS Management System Review Procedure (TBA)

CGD OHS Internal Audit Procedure (TBA)

CGD OHS Responsibilities Procedure

CGD OHS Consultation, Communication and Issue Resolution Procedure

8. Document History

Version Number	Issue Date	Description of Change
0.1		1st Draft from MAV / JLT
0.2	12.07.2018	Accepted by OHS Policy Sub-Committee
0.3	06.08.2018	14 Day Employee Consultation
1.0	Aug 2018	Approval by OHS Oversight Committee