



Implementation Plan	Responsibility	Target Date	Tools / Links
1. COMMITMENT			
1.1 OHS Strategic Framework			
1.1.1 Incorporate the OHS objectives from the UNSW OHS Strategic Framework into Division and Work Unit Plans.			OHS Strategic Framework
1.3 OHS Responsibility, Authority and Accountability			
1.3.1 Identify and provide the financial and physical resources to enable the Division to effectively implement the OHSMS			
1.3.2 Communicate the OHS responsibilities, authority and accountabilities for senior management in the Division			OHS Responsibility Procedure
1.3.3 Establish a process such that managers in the Division are held accountable for OHS.			
2. PLANNING			
2.2 Design Control			
2.2.1 Establish and implement procedures such that OHS requirements are incorporated during design and construction of new buildings, equipment, refurbishment projects or processes.			Guidelines for Management of OHS (Construction)
2.2.2 Require that all building and refurbishment work is coordinated by UNSW Facilities Management.			
2.2.3 Ensure that competent persons verify that all designs and modifications meet OHS requirements.			
2.2.4 Incorporate audit/inspection activities to check that OHS requirements are being met by contractors during design and build phases			
2.3 Purchasing and Acquisition			
2.3.1 Using competent personnel, identify, evaluate and incorporate the health and safety specifications for suppliers of goods and services into all purchasing specifications.			OHS Purchasing Guideline
2.3.2 Ensure that all suppliers of goods and services have been assessed for their ability to meet UNSW OHS specifications.			Supplier Checklist
2.3.3 Ensure that the health and safety performance of contractors and suppliers is monitored to ensure continued adherence to OHS specifications.			
2.3.4 Ensure that OHS requirements are included in the UNSW Accounting Manual			
2.3.5 Ensure that current purchasing processes are evaluated against UNSW requirements and make changes as appropriate.			

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3. CONSULTATION			
3.1 Consultation Structure and Processes			
3.1.1 Ensure the Division's OHS consultation structure complies with the UNSW OHS Consultation Procedure			OHS Consultation Procedure
3.2 Other Consultation Mechanisms			
3.2.1 Require that OHS is a standing agenda item at all Division and Work Unit meetings.			
4. IMPLEMENTATION			
Ensure the OHSMS is implemented in all Work Units within the Division			Local OHSMS Implementation Plan
5. MEASUREMENT			
5.3 OHS Auditing			
5.3.1 Participate in the scheduled OHSMS audits.			
5.3.2 Implement corrective actions for all non conformances identified in an OHS audit.			
5.4 Monitoring UNSW Strategic Framework			
5.4.1 Monitor the progress of implementation of the Division and Work Unit plans with regular reporting on OHS objectives.			
6. REVIEW			
6.2 OHS Management Systems Review			
6.2.1 Review UNSW OHS Statistics (incidents/accidents, costs etc) and update systems of work accordingly.			