



**DNZ**

## HS02-01 Health and Safety Planning

Relating to Standard: HS02 Health and Safety Planning

December 2018

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# 1 Purpose

The purpose of this element is to outline DNZ procedure for Planning and Review of health and safety (H&S). H&S planning requires setting specific H&S objectives, along with the establishment and review of measurable targets. It is necessary to allocate resources in order to deliver the business objectives for all relevant divisions and functions within DNZ.

## 2 Scope

The H&S Management System (HSMS) for DNZ applies to all DNZ business divisions and departments where operation risk requires the development of a plan.

## 3 Procedure

### 3.1 Introduction

H&S planning is an integral part of the business planning process. The necessary H&S objectives, targets, programmes, resources, milestones and review are set out in the DNZ and Divisional plans. Planning assists DNZ with focusing its resources and efforts towards safe outcomes based on risk management.

H&S planning allows DNZ to:

- Determine H&S performance objectives and targets based on DNZ's H&S Strategy and Policy.
- Define the activities required to achieve objectives and targets. Activities should be a mixture of performance improvement and compliance.
- Ensure H&S objectives are aligned to personal performance plans and are measurable.
- Allocate appropriate resources to allow completion of the activities based on appropriate prioritisation, such as hazard and risk management.
- Communicate and consult with, and allow our people the opportunity to participate in the development of H&S systems and programmes.

Within DNZ there are different levels of H&S plans to meet the planning requirements of the organisation:

- DNZ Group H&S Plan.
- Personal performance plans – Individual H&S Objectives (where applicable).

Each level of planning must be aligned to the level above. The actions attached to the objectives may differ at the individual level to meet the objective; however common objectives will provide consistency to ensure that all levels within DNZ are working towards the same goal and targets.

### 3.2 Planning and Review Timeframe

Under this procedure, the DNZ Annual H&S Plan should have completed development and review, sign-off and board ratification no later than 30 June each year.

### 3.3 Development

Each H&S plan will have the following main components:

- Objectives – the goal of the Business including targets to achieve.
- Actions – the activities to be implemented to meet the objective.

- Responsibility – the person responsible for ensuring the action is completed within the required timeframe.
- Timeframe – the timeframe in which the action is to be implemented.
- Completion Date – the date in which the action was reviewed by the appropriate team and it was agreed that the action has been implemented as intended and is effective.

The following must be considered for H&S plan development:

- Objectives and actions within the DNZ H&S Strategy and overall business strategy.
- Specific technical and financial resources identified to achieve the plan outcomes.
- Changes to legal regulation or other requirements identified to undertake specific activities, perform work or operate equipment.
- The plan should be aligned to financial years and other major business planning cycles.
- The plan must be developed in consultation with people from different levels within the business, division or department.
- Significant hazard and risk reduction should be a major consideration within the plan.
- Actions to ensure compliance with the DNZ H&S Standards.
- Actions identified from the results of audits, reviews, events and emerging business issues with H&S impact.

### 3.4 Consultation & Plan Sign-Off

Consultation with staff representatives will occur as part of the development of the plan. This consultation should include gathering feedback and considering that feedback in relation to the plan and its contents.

Under the Health and Safety at Work Act 2015 officers of the company have an obligation to ensure planning considers allocation and capability of resources. To support their officers' obligations in this area, the DNZ Group Plan will be discussed before being signed-off by the Directors. The Group plan will represent key items of activity across DNZ.

### 3.5 Monitoring and Measuring

Monitoring of H&S plans by the H&S Team should occur quarterly over the course of the year of the life cycle of the plan (if project based). The Monitoring process will ensure progress towards meeting the objectives and targets is considered, and to ensure actions are being completed as per the timeframes indicated, and/or if plans need to be adjusted.

Where plans are not being adhered to, clear actions to support meeting the plan outcomes need to be developed and implemented and consideration given to allocation of resources to complete the activity.

Actions arising from meetings to monitor or review plans will be captured and tracked via board, management meeting minutes or similar.

### 3.6 Review

At the completion of the lifecycle of the plan, a formal review should be completed by the H&S Team that covers:

- Which actions and milestones have been met.
- Reasons for actions or milestones not being met.
- Review of effectiveness of the actions implemented for learning's.
- Actions to be transferred over to the next plan.
- New actions or milestones to be included into the next plan.

This review should occur at the management meeting relevant to the plan.

# 4 Responsibilities

## Director

- Ensure DNZ has an agreed H&S Plan each year that considers the allocation and capability of resources required to deliver the plan.
- Sign-off the plan.
- Ensure that DNZ and their annual H&S Plan is compliant with relevant H&S legislation.
- Ensure compliance with DNZ H&S Policies and Standards including allocation of resources and accountabilities across the organisation in order to meet this Standard.

## General Manager

- Ensure their Divisional plan is developed to meet the requirements of this Standard and is agreed on by their leadership team.
- Ensure that H&S planning processes are designed to align with the H&S Planning Standard.
- Provide the necessary resources for the delivery of the annual H&S plan.
- Ensure that Divisional H&S plans are consulted with H&S Representatives
- Ensure that H&S plans are compatible and integrated with DNZ business practices and H&S organisational processes.
- Ensure that H&S Plans are developed, reviewed, updated and approved each year.
- Provide evidentially based activity progress reports to the Director quarterly (to show compliance).

## Group Health and Safety

- Support the annual H&S plan development plan cycle.
- Responsible for ensuring consultation with DNZ H&S Governance Committee is completed
- Work with divisions to identify key areas of focus for H&S across DNZ and draft objectives and targets for these.
- Provide tools and supporting Divisional Managers with development of H&S Divisional Plans.
- Ensure divisional H&S Plans assess budget and resource requirements adequately.
- Report on the performance of Divisional H&S plans to the Director regularly.

## Managers

- Managers will provide input to the planning, review and reporting processes, and will communicate H&S plan details to stakeholders as required.

## Stuffs

- Support the development and roll-out of the annual H&S plan.

## 5 Other Information

- H&S Definitions (HS01-01-01).
- Full table of Procedures (HS01-01-02).
- H&S Planning Standard (HS02).

## 6 Document Control

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