

## Contents

1. OBJECTIVE.....	2
2. BACKGROUND .....	2
3. SCOPE.....	2
4. PROCEDURE/IMPLEMENTATION .....	2
<i>Lead Indicators</i> .....	2
<i>Lag Indicators</i> .....	2
5. Responsibilities.....	3
6. Definitions .....	3
7. Supporting Documents.....	3

## 1. OBJECTIVE

To provide Colleges / Schools / Portfolios information and guidance on Key Performance Indicators to be included in their annual Health Safety and Wellbeing (HSW) Plans.

## 2. BACKGROUND

## 3. SCOPE

This work instruction applies to all RMIT Staff, to ensure HSW Key Performance Indicators are clearly documented, understood and measured.

## 4. PROCEDURE/IMPLEMENTATION

Key Performance Indicators (KPIs) are a measurement tool that helps define and measure progress towards RMIT's Objectives & Targets as outlined in **HR - HSW-PR03 – HSW Objectives & Targets**.

Colleges / Schools / Portfolios are to be measured on their Performance Lead and Lag indicators as stipulated in their Annual Plan (**HR - HSW-PR03-TM01 – Planning and Performance Improvement Template**). Examples of lead and lag indicators are listed below. These lists are not exhaustive; please speak with a Senior Advisor, Health and Safety for further guidance.

### Lead Indicators

- Time taken to rectify hazards
- Percentage of hazards rectified in the committed timeframe
- Number of Workplace Inspections completed
- Percentage of Incidents / Hazards investigated
- Health, Safety Wellbeing Training / Induction delivered
- Current Health Safety & Wellbeing Commitment Published
- Closure of Corrective Actions and Non-Conformance Reports
- Number of Safe Work Method Statements / Risk Assessments completed / Reviewed
- Number of hazards reported

### Lag Indicators

- Serious potential Incidents
- Lost Time Injuries / LTIFR
- Medically Treated Injuries
- Workers Compensation Claims
- Number of Lost Days
- Hazard / Incident Reports not investigated or assessed
- Regulator Investigations
- PINs Issued
- Corrective Actions and Non-Conformances issued.

The main reasons for measuring HSW Performance are to minimise the occurrence of workplace injury / disease, by reducing the level of risk at RMIT and to provide informative feedback mechanisms.

## 5. Responsibilities

N/A – Responsibilities are stipulated in **HR - HSW-PR05 - HSW Responsibilities & Accountabilities**

## 6. Definitions

Defines any key terms and acronyms relating to the process where they apply.

<b>Term / acronym</b>	<b>Definition</b>
Lead Indicators	Proactive measures that RMIT undertake to assist in improving health safety and wellbeing objectives.
Lag Indicators	Events that have already occurred are measured as an indicator of safety performance.
KPI	Key Performance Indicator
HSW	Health Safety & Wellbeing
LTIFR	Lost Time Injury Frequency Rate
PIN	Provisional Improvement Notice

## 7. Supporting Documents

Lists the supporting and related Processes and Guidance Material, Legislative references, Australian and International Standards etc. that may be useful references for process users

- HR - HSW-PR03 - HSW Objectives & Targets
- HR - HSW-PR03-TM01 - Planning and Performance Improvement Template