The Positive Safety Index (PSI) is an aggregated measure of safety performance against 10 separate measures, expressed as a single number.

The PSI has been designed to be relatively stable. Ideally it will gradually increase over time. Any significant changes in the index will prompt discussion and intervention.

What's the objective?
The components of the PSI are all measures of positive safety leadership. They specifically promote behaviours related to:
- Identification of safety & wellbeing issues
- Responsiveness to issues raised
- Engagement in safety training
- Leader led conversations about safety.

Why these behaviours?
Identifying issues
Our goal is to proactively identify and manage hazards more frequently than we need to reactively respond to incidents that have already occurred. Our most effective safety leaders encourage the proactive identification of situations and work arrangements that impact the safety and wellbeing of our people, regardless of how difficult the situation may be to resolve.

Responsiveness to issues raised
Being responsive to issues raised demonstrates a commitment to safety and wellbeing. Our managers and supervisors are expected to respond to incident and hazard reports within seven (7) days. This involves discussing the issue with the people involved and planning action.

Genuinely resolving an issue can take time, so managers are encouraged to set realistic timeframes for the completion of corrective action. Whether or not we are able to complete and close-out corrective actions by our own self imposed due-by dates is an indicator of our commitment to safety.

Engagement in safety training
Establishing a positive safety culture requires a shared understanding of what we are trying to achieve. The University’s online Work Health & Safety inductions for employees and research students, and face-to-face sessions for managers and supervisors are aimed at getting everyone on the same page.

Managers and supervisors are responsible for making sure that their staff and students complete the necessary training.

Leader led conversations
Our leaders have a significant influence on our safety culture. When they demonstrate a genuine interest in safety, they enable others to do the same.

Engaged leaders are genuinely interested in the work their people are involved in. University leaders and managers are required to regularly take time to observe work in progress and talk informally with workers who they may not normally engage with. These conversations may or may not identify safety or wellbeing issues, but when they do, they should be recorded and acted on.

The safety conversations module of RiskWare allows our leaders and managers to record these conversations if safety or wellbeing issues are raised, and manage any required follow-up action.

The number of safety conversations recorded in RiskWare contributes to the PSI. Conversations that result in action have greater influence.
Positive Safety Index (PSI)

How is it calculated?

<table>
<thead>
<tr>
<th>Ref</th>
<th>Measure</th>
<th>Calculation (previous 12 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Hazard reporting</td>
<td>( a = \text{Hazard reports} / \text{Incident reports} )</td>
</tr>
<tr>
<td>b.</td>
<td>Responsiveness of managers to hazards</td>
<td>( b = \text{Hazard reports responded to within 7 days} / \text{Hazard reports} )</td>
</tr>
<tr>
<td>c.</td>
<td>Closed out of actions by due date</td>
<td>( c = \text{Actions completed by due date} / \text{Actions} )</td>
</tr>
<tr>
<td>d.</td>
<td>Elimination of hazards</td>
<td>( d = \text{Hazards with an elimination control} / \text{Hazards} )</td>
</tr>
<tr>
<td>e.</td>
<td>Employees complete WHS induction</td>
<td>( e = \text{Employee completed WHS induction} / \text{Employees} )</td>
</tr>
<tr>
<td>f.</td>
<td>HDR students complete WHS induction</td>
<td>( f = \text{HDR students completed WHS induction} / \text{HDR students} )</td>
</tr>
<tr>
<td>g.</td>
<td>Managers complete WHS training</td>
<td>( g = \text{Managers completed WHS training} / \text{Managers} )</td>
</tr>
<tr>
<td>h.</td>
<td>Safety conversations recorded</td>
<td>( h = \text{Number safety conversations recorded in RiskWare} / \text{Managers} )</td>
</tr>
<tr>
<td>i.</td>
<td>Executive safety conversations recorded</td>
<td>( i = \text{Number safety conversation recorded in RiskWare by executive staff} / \text{Executive staff} )</td>
</tr>
<tr>
<td>j.</td>
<td>Safety conversations result in action</td>
<td>( j = \text{Safety conversations with action} / \text{Safety conversations} )</td>
</tr>
</tbody>
</table>

\[ \text{PSI} = \frac{a + b + c + d + e + f + g + h + i + j}{10} \]

How are we performing now?

We first calculated the PSI as 0.48 in December 2017. This is our current point of reference. It slowly increased to 0.56 in 12 months. (refer to figure on page 1). See http://sydney.edu.au/whs/policies/objectives_and_targets.shtml for an up-to-date calculation.

When is it calculated?

The PSI is calculated at the end of each calendar month, based on data for the previous 12 month period.

How will it be monitored?

The PSI is calculated and reported as a raw number and percentage change (month to month) for the University as a whole. It is currently monitored by the University Executive Work Health & Safety Committee and the Senate People and Culture Committee.

What can you do to make a difference?

We can all have a positive influence on the PSI, but our leaders and managers have the greatest potential to make a difference.

**Senior Leaders**

If you are a senior leader, you can enable safety by actively prompting and creating space for your people to consider safety as part of decision making processes and everyday activities.

- Promote the active identification of safety issues
- Discuss safety and wellbeing at management meetings
- Establish a safety plan for your area
- Seek status reports from line managers
- Go and observe work activities
- Have genuine conversations with workers who you don’t normally talk to
- Record your Safety Conversations in RiskWare
- Assign action to relevant managers.

**Managers and supervisors**

- Make sure that your staff and students have completed their online Work Health & Safety (WHS) Induction
- If you haven’t already done so, register to attend a session of WHS for Managers and Supervisors
- Make sure your team tell you if they are involved in an incident or identify a hazardous task or activity.
- Ensure that hazards and incidents are recorded in RiskWare
- Respond to hazards and incidents by completing a corrective action plan within seven (7) days of the report
- Monitor agreed actions to address safety issues and close them out by the self-imposed due-by dates
- Actively observe and talk to your team about their work. If safety or wellbeing issues are identified during these informal discussions, record it as a safety conversation.

**Workers (e.g. staff, research students, contractors)**

- Complete the University’s online WHS induction module (or redo it to refresh yourself).
- Report hazards and incidents to your supervisor
- Don’t be surprised if senior leaders in your area ask you how things are going, and don’t be afraid to be honest.