The following KPTs must be added to your local area Performance Development Scheme for both professional and academic staff; these are from the [Work Health and Safety Plan 2016 - 2018](#):

Supervisors of staff

1. Completion of the UNSW Health, Safety and Environment for Supervisors course (within

   Attend PDS meeting with their managers to review their safety and environment KPTs.
   Set safety KPTs for their direct reports.
   Review/approve risk management documents and safe work procedures.
4. If your staff or students report any incidents, it must be investigated and any identified corrective actions recorded in the online system within 7 days of the incident being reported.
5. Ensure new staff complete the Online HS006 UNSW General Health, Safety and Environment Indp8ddM(t)-4(i)5oin

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