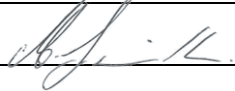


# STANDARD OPERATIONAL POLICY AND PROCEDURES



<b>TOPIC</b>	Occupational Health and Safety – SOPP 72.09		
<b>RESPONSIBILITY</b>	Occupational Health and Safety Committee		
<b>AUTHORISATION</b>	Director Development and Improvement		
<b>SIGNED</b>		<b>DATE</b>	12/05/14
<b>VERSION</b>	2.1	<b>LAST REVIEWED</b>	May 2014
<b>EFFECTIVE</b>	September 2002	<b>NEXT REVIEW</b>	May 2017

## 1. PURPOSE

East Grampians Health Service (EGHS) recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors.

EGHS is committed to pursue excellence in occupational health and safety. The health service is aware of the principles of the Occupational Health & Safety Act 2004 which imposes a duty on all employers to provide a working environment that is safe and without risks to health.

## 2. POLICY OUTCOMES

EGHS shall:

- implement effective OH&S management systems which are continuously reviewed against legislation, regulations and standards;
- provide safe plant and systems of work with written protocols and instructions to ensure compliance with legislative requirements and current industry standards;
- provide information, instruction, training and supervision to employees, contractors and customers to ensure their safety and provide support and assistance to employees;
- where practicable engineer out or eliminate at the source; risks to health and safety or welfare of employees and other persons at work;
- ensure the health and safety of the public is not placed at risk;
- encourage participation by all employees to share ownership and accountability for health and safety;
- hold managers accountable for providing a safe environment in which their teams work;
- encourage employees to follow health and safety policies and protocols and report all known or observed hazards to their immediate supervisor or manager;
- foster a mindset of continuous improvement in health and safety to eliminate injuries.
- EGHS will comply with the OHS Regulations 2007
- EGHS will follow the Accident Compensation Act 1985 – see [WorkCover – SOPP 41.02](#)



EGHS will demonstrate:

- That it has an Occupational Health and Safety Management System compliant with the AS/NZS 4801:2001
- The health service is actively working to provide a safe and comfortable environment consistent with staff, resident and patient care needs.
- Management, staff and principle contractors are actively working to provide an environment and safe systems of work that minimise fire, security and emergency risks.
- An effective infection control program is in place.
- Hospitality services are provided in a manner that enhances residents' quality of life, patient care and the staff's working environment.
- Management and staff maximise safety by monitoring and awareness of environment and appropriate work conditions.

The Occupational Health & Safety (OH&S) Committee is the mechanism by which the Board ensures a safe environment for all staff, residents, visitors and contractors.

### **3. PROTOCOLS**

#### **3.1 Governance Responsibilities**

3.1.1. The Board of management, through the Chief Executive accept the responsibilities conferred under the OH&S Act:

- OH&S responsibilities are included in all employee position statements.
- A safety officer is appointed to oversee all OH&S systems and structures.
- An OH&S coordinator has been appointed for Aged Care Services.
- A safe working environment is provided and maintained.
- Safe plant and systems of work are provided.
- Work hazards are assessed and controlled.
- Information and education are provided to staff to ensure health and safety.
- Substances are stored and handled safely.
- Adequate staff facilities are provided.
- Accurate records are maintained.
- Notifiable incidents are reported within the appointed time frame.
- There is a communication structure to consult with employees about OH&S.

3.1.2 Management responsibility for OH&S includes:

- Providing a role model for OH&S.
- Ensuring employees have the information, education, training and supervision to work safely.
- Consulting with employees and senior managers on proposed changes

- Identifying, assessing and controlling hazards.
- Maintaining a safe working environment.

3.1.3 Employee responsibility is defined by legislation and includes:

- Assisting in developing preventative strategies, policies and procedures.
- Assisting the OH&S Committee.
- Assisting in identifying, assessing and controlling hazards – including when risk/threat is immediate to protect and alert area and report to manager and OH&S representative.
- Assisting in workplace inspections, audits and incident investigation.
- Coordinating the collection, recording and analysis of OH&S data.
- Coordinating and attending training programs.

3.1.4 Patients, clients and residents have the right to participate in activities which may involve a degree of personal risk. As part of the Aged and Health Care Services community, no individual has the right to put other members, including employees, at risk.

### **3.2 Establishment of OH&S Committee**

See [Terms of Reference – 6.09](#)

### **3.4 Issue Resolution Procedures**

Refer [OHS Consultation and Issue Resolution - SOPP 72.18](#)

## **4. REFERENCES**

Occupational Health & Safety Act 2004

Occupational Health & Safety Resource List

Occupational Health & Safety Standard Operating Procedures

OHS Regulations 2007

Dangerous Goods Act 2005

National Safety and Quality Health Service Standards – Standard One

A/Care Standard 4.5