


STANDARD OPERATIONAL POLICY AND PROCEDURES



TOPIC	Occupational Health and Safety – SOPP 72.09		
RESPONSIBILITY	Occupational Health and Safety Committee		
AUTHORISATION	Director Development and Improvement		
SIGNED		DATE	06/04/20
VERSION	2.3	LAST REVIEWED	March 2020
EFFECTIVE	September 2002	NEXT REVIEW	March 2023

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 (OH&S). 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 OH&S Regulations 2017
- 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 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, 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.
- 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.
- Dangerous goods and 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, consumers and residents have the right to participate in activities which may involve a degree of personal risk, but, no individual has the right to put other members, including employees, at risk.

3.2 Establishment of OHS Committee

See [Terms of Reference – 6.09](#)

3.4 Issue Resolution Procedures

Refer [OH&S Consultation and Issue Resolution - SOPP 72.18](#)

4. REFERENCES

Occupational Health and Safety Act 2004

Occupational Health and Safety Resource List

Occupational Health and Safety Standard Operating Procedures

OH&S Regulations 2017

Dangerous Goods Act 1985 – Version incorporating amendments as of 30 August 2006

National Safety and Quality Health Service Standards – Standard One

Aged Care Quality Standard 7 and 8

5. RELATED DOCUMENTS

[WorkCover – SOPP 41.02](#)

[OH&S Consultation and Issue Resolution - SOPP 72.18](#)

[Terms of Reference – 6.09](#)