


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	16/01/2023
VERSION	2.4	LAST REVIEWED	January 2023
EFFECTIVE	September 2002	NEXT REVIEW	January 2026

1. PURPOSE

East Grampians Health Service (EGHS) recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, consumers 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 and 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 consumers 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.
- Comply with the OH&S Regulations 2017
- 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 ISO 45001:2018.
- The health service is actively working to provide a safe and comfortable environment consistent with staff, consumer care needs.
- Management, staff and principal 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 consumer quality of life and 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 and Safety Committee is the mechanism by which the Board ensures a safe environment for all staff, consumers, volunteers, 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 the area and report to a 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 Consumers have the right to participate in activities which may involve a degree of personal risk, but, no individual has the right to put others, including employees, at risk.

3.2 Establishment of OHS Committee

See [Terms of Reference – 6.09](#)

3.3 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

Australian Commission on Safety and Quality in Health Care. National Safety and Quality Health Service Standards. 2nd ed- version 2. Sydney: ACSQHC; 2021, Standard 1

Australian Government Aged Care Quality and Safety Commission. Aged Care Quality Standards. Canberra: ACQSC; 2018, 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](#)

[Visitors and Volunteer Safety – SOPP 72.11](#)

[Safety – SOPP 72.13](#)