

Policy

Upper Murray Health & Community Services (UMHCS) is committed to managing its operations to ensure the safety and wellbeing of its employees, clients, volunteers, contractors, visitors and the wider community in relation to day-to-day operations.

Policy Applies To

All UMHCS staff and volunteers

Purpose and Scope

UMHCS will achieve the commitment through the following principles and beliefs:

- Safety of employees, volunteers, clients, contractors and visitors takes precedence over operational outcomes.
- Employee commitment to working safely is a condition of all UMHCS employment
- All practicable steps are taken to identify, assess and control any known or potential risks to workers and visitors
- Investigate all incidents, accidents, injuries or near misses to identify their cause(s) and prevent them happening again
- Regular employee consultation in relation to matters affecting their health, safety and wellbeing
- Comply with our legal obligations, including notification of incidents to Work safe Victoria when required
- Assist our injured workers to remain at work or return to work at the earliest opportunity.
- Measurable plans and objectives will be managed by the UMHCS Work Health & Safety sub-Board Committee to ensure continued improvement, aimed at elimination of workplace injury and illness.
- Training and education will ensure safe work practises and healthy living.
- UMHCS will utilise its MEX (Maintenance Management System) to ensure periodic internal and external audits of safety systems and programs are undertaken.
- All employees and their families will have access to an employee Assistance Program

Accountabilities

Managers and Department Heads must take steps to provide for health, safety and welfare of the employees at work by:

- Ensuring the work premises and facilities and working environments are safe and without risks to health.
- Providing information, instruction, training and supervision necessary to ensure employees' health and safety.
- Leading continuous improvement in Occupational Health & safety; and
- Being aware of Code Brown and Emergency Procedures and Plans and responsibilities therein.

All employees are responsible for:

- Early reporting of any symptoms of an injury or disease related to the work we undertake
- Their own actions and for notifying their supervisor, co-workers, volunteers, clients, contractors and visitors of hazards in the workplace.
- Working cohesively as part of the team to enable compliance with procedures designed to ensure health & safety.

Key Aligned Documents

Work Health & Safety Procedure

Title: Work Health & Safety
Department: Agency Wide
Approved by: Board of Management



Key Legislation, Acts & Standards

- OICSA Standard Reference: 1.1, 1.2, 1.7
- NSQHS Reference: 1

References

- VHA Reference Manual, 1994
- OHS Act 2004
- Greater Murray Area Health Service, Employee Services Manual
- Snowy hydro Occupational Health & Safety Policy

Author / Contributors

Name	Position	Service / Program
Nicole Martin	Quality, Safety & Risk Manager	Agency Wide

Keywords

- UMHCS: Upper Murray Health & Community Services
- OH&S: Occupational Health & Safety



Description

UMHCS recognises its obligation to provide and maintain, so far as is practicable, a safe working environment for the safety health and welfare of its employees, volunteers, and independent contractors and their employees.

Patients/clients and visitors to our premises are invited to participate with our staff to ensure the highest standard of safety and accident prevention.

UMHCS Board of Management gives full support to the activities of its Work Health & Safety Committee in the role of facilitating the achievement and maintenance of a safe environment UMHCS is committed to preventing injury and illness and to providing a safe working environment in accordance with the Occupational Health and Safety Act, 2004.

Procedure Applies To

Staff, volunteers, patients/ clients and visitors of UMHCS

Purpose and Scope

- To make staff, volunteers, patients/ clients and visitors of UMHCS aware that safety is everyone's business.
- Unsafe conditions or acts should be reported immediately to Department Head.
- Strict attention should always be paid to the task performed.
- All injuries must be reported immediately.
- Ample rest and good health are a necessity.
- Persons with any type of infectious illness should not be permitted to work.

Procedure Standards

The Board of Management will;

- Oversee the governance responsibilities of ensuring effective OH&S systems are in place at UMHCS.
- Make resources available to the CEO/DON as required to ensure compliance with the OH&S Act 2004 and relevant Acts and Regulations which apply to the Health and Aged Care industries.

Executive Management Team will;

- Ensure effective systems are in place that ensures staff are aware of their responsibilities.
- Provide leadership and foster a culture of awareness and knowledge in relation to OH&S.
- Observe, implement and fulfil responsibilities under the Acts and Regulations which apply to the Health and Aged Care industries
- Ensure effective consultative structures are in place and will regularly consult with employees, volunteers, contractors, residents and clients regarding health and safety matters
- Regularly assess health and safety performance and available resources, maintain an efficient accident and incident reporting and recording system, and constantly review the safety program
- Maintain living environments, facilities and workplaces that are without health risks to employees, volunteers, contractors, clients, residents and visitors.
- Provide and maintain plant and systems of work that do not pose health risks
- Provide residents and clients with information regarding safe work practices for UMHCS employees, contractors and volunteers.
- Provide employees, volunteers and contractors with information, instruction, training and/or supervision needed for them to work safely.
- Ensure effective auditing systems are in place to measure key areas of OH & S
- Ensure that the health and safety of members of the public is not adversely affected by business activities.

Title: Work Health & Safety
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- Provide adequate resources and systems to effectively manage rehabilitation and return to work programs.
- Provide and maintain personal protective equipment
- Investigate all incidents

Work Health & Safety Committee Representatives Responsibilities

It is the responsibility of the staff members appointed as representative to the Work Health & Safety Committee to:

- Support and provide OH&S knowledge and legislative expertise.
- Monitor the implementation of UMHCS safety policies and programmes
- Recommend -method or procedural change required either as the result of an incident, sighted hazardous techniques or situations
- maintain safety promotion through motivation, explanation and example
- Conduct periodic inspections of equipment, buildings and procedures to detect faults
- Liaise with designated safety officer in regards to the Act, ordinances, amendments and modifications to the Work Health & Safety Committee guidelines.

This team is led by the Quality Safety Risk Officer and is required to work collaboratively with key stake-holders in relation to risk assessment, recommendations and solution generation.

Department Heads/ Managers will:

- Ensure that OH&S information is provided to staff and volunteers at staff/volunteer meetings and on staff noticeboards.
- Adopt the safety policy, programs and the maintenance of safety promotion
- comply with the establishment of and enforce safety regulations
- Complete accident/ incident forms as required
- Regular inspection Departmental equipment for safety and serviceability
- Ensure adequate training of staff members and volunteers with particular reference to new staff and volunteers or newly installed equipment
- The elimination through prompt action of unsafe conditions and practices
- Raise safety as a subject at Staff and Heads of Department meetings
- Provide the necessary motivation for staff members and volunteers to report hazards and methods of improving current procedures and techniques
- Ensure that all tasks allocated do not compromise safety guidelines
- Be accountable to the CEO/DON for the safety performance of the Department/ Service
- Carry out regular safety audits of their own department.

Employees, volunteers and contractors will

- Take reasonable care for their own safety and the safety of others
- Cooperate with any actions taken by UMHCS to comply with the OH&S Act 2004 and attendant regulations
- Not intentionally or recklessly interfere with or misuse anything provided at their place of work-
- Report hazards, injuries and incidents.
- Exercise personal responsibility in the execution of their own duties
- Inspect equipment before use and report any damage or breakage
- Ensure that all equipment is used only in the method for which it is intended, and is operated within UMHCS and/or manufacturer's guidelines
- Comply with recognised safe practices and instructions

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- Report all incidents/ accidents in the correct manner on the VHIMS (Victorian Health Incident Management System).
- Become familiar with the provisions of the Work Health and Safety Act and understand the responsibilities incurred by the Act
- Be accountable to the head of Department for safety performance in the conduct of duties and behaviour.

Fire Education/ Evacuation Emergency Procedures

All staff members and volunteers will be instructed in Fire and Emergency procedures, and their responsibilities under the Occupational Health and Safety Act of 2004. Fire training sessions are conducted on a regular basis, and Department Heads are to ensure that all staff attend annually.

Key Aligned Documents

Staff Training Mandatory & Professional Development Policy & Procedure

Key Legislation, Acts & Standards

- QICSA Standard Reference: 1.1, 1.2, 1.7
- NSQHS Reference: 1

References

- Guide to the OHS Act 2004- Worksafe Victoria
- OHS Act 2004

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