

**INTERNAL ONLY**  
**ISLHD POLICY**  
**COVER SHEET**



**Health**  
 Illawarra Shoalhaven  
 Local Health District

<b>NAME OF DOCUMENT</b>	Work Health and Safety Policy
<b>TYPE OF DOCUMENT</b>	Policy
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<b>EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR</b>	Executive Director Strategic Improvement Program
<b>AUTHOR</b>	Senior Manager, Workforce Health and Safety
<b>KEY TERMS</b>	WHS policy/statement, Safety Management System, Our Goals, Our Policy Objectives, Our Plan for Success, Commitment to Consultation, Workplace Health and Safety (WHS) Policy Development.
<b>FUNCTIONAL GROUP OR HUB</b>	District Wide
<b>NSQHS STANDARD</b>	Standard One
<b>SUMMARY</b>	To provide managers and their staff with guidance on the development and implementation of the Workplace Health and Safety (WHS) Policy.

**COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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## 1. POLICY STATEMENT

In accordance with the Work Health and Safety (WHS) Legislation 2011, the Illawarra Shoalhaven Local Health District (ISLHD) as the PCBU will, so far as is reasonably practicable, provide a safe and healthy working environment for workers as they are defined by the WHS Act 2011.

ISLHD is committed to providing a safe and healthy environment for its patients, clients and visitors, so far as is reasonably practical, by the ongoing review and implementation of the safety management system that has the support of key stakeholders, workers, and workgroups of the organisation.

## 2. AIMS

The WHS Policy Statement of Commitment is a public statement giving effect to ISLHD's commitment to work health and safety. The policy informs workers, suppliers, patients, visitors and other persons that WHS management is an integral part of all operations.

ISLHD WHS Policy and ISLHD Statement of Commitment includes the following elements:

- A focus on prevention based on risk management principles.
- A statement reinforcing commitment to improving the safety culture.
- A commitment to comply with relevant WHS legislation and with other requirements placed upon the organisation.
- Clearly defined responsibilities and accountabilities of officers, managers, workers and others for work health and safety.
- A commitment to effectively consult with workers through agreed consultative arrangements as a key strategy for eliminating or, if not reasonably practicable, minimising risks.
- A commitment that all safety incidents will be investigated and appropriate control measures will be implemented. This may include changes to safety systems or procedures, increasing safety controls, additional staff education regarding safe working procedures, or where there are serious, repeated, and/or wilful breaches of safe working procedures, disciplinary measures in accordance with relevant NSW Health policies.
- A commitment to engage in consultation, coordination and cooperation with other duty holders (e.g. businesses on a hospital campus or landlords of leased premises) as another key strategy for eliminating and minimising risks.
- A commitment to the implementation and continuous improvement of health and safety programs with the establishment of measureable (as far as is practicable) objectives and targets to eliminate work-related injury and illness.
- A system of review and monitoring of WHS issues at all levels, and in multiple ways, including audits and assessing the effectiveness of procedures and training.
- Commitment to the provision of appropriate training and resources.

### **Our Policy Objectives**

ISLHD has an obligation under the Work Health and Safety legislation to ensure, so far as is reasonably practicable, the health, safety, and well-being of workers and others entering ISLHD premises.

To achieve our goals we have implemented processes to ensure that:

- All foreseeable work related health and safety risks are systematically identified, assessed, eliminated or controlled, recorded and monitored on a continuous basis.
- Work related incidents are reported, recorded and investigated and corrective action taken to prevent a recurrence. This includes taking remedial action including revisions to processes or safe working procedures, further staff safety education, or disciplinary action where required.
- Managers and workers are provided with appropriate information, education, training and supervision to equip them with the skills and knowledge to conduct their work safely and execute their WHS responsibilities.
- WHS is considered in the recruitment, selection, placement and performance development of workers to enable them to undertake their work safely, and to expected standards.
- WHS risk management is integrated into our procurement processes so that contractors and suppliers of products and services are informed of and meet expected safety standards.
- WHS risk management is integrated into our service planning and premises design and refurbishment processes to ensure safety standards are specified and met.
- Potential emergencies and adverse events are identified, and effective response, management and recovery plans and procedures are put in place to protect people, property and services from harm.
- Prompt and appropriate management of injured workers is provided to ensure their safe and timely return to work.
- There is consultation, cooperation and coordination of activities with other duty holders (e.g. Health Support Services, NSW Ambulance, etc.).

### **Our Plan for Success**

- To ensure that ISLHD management successfully achieve the policy objectives, we will incorporate our policy objectives and performance targets into our corporate and business planning processes and identify and provide appropriate resources to achieve them.
- Establish documented processes to articulate how WHS and work injuries will be managed to achieve our WHS policy objectives.
- Delegate and implement a WHS and Injury Management (IM) training program to meet our training needs.

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- Monitor and measure WHS and IM performance through the use of regular audits, application of key performance indicators and analysis of data.
- Provide regular updates on ISLHD performance and progress towards achieving the policy objectives.
- Review the WHS and Injury Management performance results and incorporate improvement strategies into the planning process with the overall aim of improving prevention outcomes and benefits to ISLHD.

**Commitment to Consultation**

ISLHD recognises that the best way to achieve WHS policy goals and objectives is for managers and workers to work together. ISLHD is therefore committed to establishing and maintaining negotiated WHS Consultation arrangements that will allow managers and workers to consult on relevant decisions that have the potential to affect their health and safety, and by working together to promote workplace safety.

**Workplace Health and Safety (WHS) Policy Development**

- WHS Policy has been developed in consultation with workers and all relevant stakeholders.
- The WHS Policy and ISLHD Statement of Commitment shall be reviewed and signed by the Chief Executive where there is a significant change, such as organisational, policy or legislative changes; or at least every 2 years.
- Updating, authorising and promoting the WHS Policy and ISLHD Statement of Commitment where required after a review and at a minimum every 3 years.
- The WHS Policy and ISLHD Statement of Commitment shall be made available on the ISLHD Intranet and on display in public areas and on notice boards.

**3. TARGET AUDIENCE**

- All ISLHD Staff, Volunteers, students, Contractors, visitors and others

**4. RESPONSIBILITIES****Workers must:**

- Know and comply with the Safety Management System to ensure your own health and safety and the health and safety of all others in the workplace.
- Play an active role in the development, implementation, and review of the Safety Management System.
- Act as a safety role model for co-workers and new workers.
- Follow safe work procedures and demonstrate safe working behaviours at all times.
- Participate in safety training sessions.

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- Correct, or immediately report, any unsafe act or condition, including actual harm to self and others.
- Inform a supervisor of any physical or mental impairment that may affect his/her ability to work safely.
- Maintain 'good housekeeping' in the work area.
- Report all safety incidents resulting in injury and/or near misses to their supervisor, including completion of an IIMS entry

#### Line Managers must:

- Provide visible and active leadership on WHS matters, including prompt action to address WHS issues.
- Ensure safe work procedures are established based on an assessment of identified risk.
- Fully investigate all safety incidents, in consultation with Safety Advisors, and implement appropriate control measures, including revised processes or procedures, further education or disciplinary measures.
- Ensure staff have received WHS training relevant to their role.
- Actively communicate and promote the WHS Policy to workers, making sure they know about it, and understand its meaning and implications.
- Provide the current WHS Policy and ISLHD Statement of Commitment (and updates) to staff by displaying in the workplace, by email /intranet distribution and on the commencement of their appointment.

#### General Managers/Service Directors must:

- Ensure safety is embedded as part of “business as usual” activities, to ensure that safety is considered in decision making processes.
- Ensure visible and active leadership on WHS matters is provided, including prompt action to address WHS issues.
- Ensure managers fully investigate all safety incidents and implement appropriate control measures.

#### Chief Executive must:

- Authorise a local WHS policy/statement of commitment, promoting the document throughout the organisation and making it available to any interested parties, such as patients and contractors.
- Ensure the currency of the WHS policy/statement of commitment by periodic review.
- Develop measurable objectives and targets to meet the commitment outlined in the WHS policy and statement of commitment and to ensure continued improvement aimed at elimination of unsafe work practices, work-related injuries and illnesses.
- Support the implementation of control actions necessary to reduce safety incidents.

## 5. DEFINITIONS

**Policy** - A general statement of an organisation's commitment, responsibilities, and resources necessary to achieve a particular objective.

**Officers** – A director or person who makes decisions, or participates in the decision making of the business, or who has the capacity to significantly affect the businesses financial standing (e.g. senior management).

**PCBU** – Person Conducting a Business or Undertaking. A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships needed to carry out the work. In addition to employers, a PCBU can be a corporation, an association, or a partnership or sole trader.

**Reasonably practicable** – doing what is reasonably able to be done to ensure the health and safety of workers and others through the identification and consideration of everything that may be relevant to the hazard(s) and risk(s) and the means of eliminating or minimising the risk(s). When determining what is reasonably practicable, you should take into account:

- the likelihood of the hazard or risk occurring
- the degree of harm from the hazard or risk
- knowledge about ways of eliminating or minimising the hazard or risk
- the availability and suitability of ways to eliminate or minimise the risk

**Workers** – Any person who carries out work for ISLHD e.g. workers, trainees, students, contractors or subcontractors, outworker, apprentice, volunteer, worker of a labour hire company, and worker of a contractor/subcontractor.

## 6. DOCUMENTATION

- ISLHD Work Health and Safety Policy Statement

## 7. REFERENCES

- [PD2018\\_013 Work Health and Safety: Better Practice Procedures](#)
- [Work Health and Safety Act 2011 No 10](#)
- [Work Health and Safety Regulation 2017](#)

**8. REVISION & APPROVAL HISTORY**

Date	Revision No.	Author and Approval / Date
September 2015	0	<b>Author:</b> Safety and Well-being Manager SMS review and development.
		<b>Approval / Date:</b> Approved by Executive Management Committee April 2015
February 2017	1	<b>Author:</b> Safety Coordinator SMS review – continual improvement
		<b>Approval / Date:</b> Nil change to content – document changed from procedure to policy template.
October 2019	2	<b>Author:</b> Senior Manager, Workforce Health and Safety
		<b>Approval / Date:</b> Corporate Policy Recommendation Committee December 2019
		<b>Approval / Date:</b> Executive Director Strategic Improvement Programs December 2019

**9. APPENDIX 1 - Policy Statement of Commitment**

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**ISLHD WORK HEALTH AND SAFETY POLICY STATEMENT OF COMMITMENT**

**A safe and healthy workplace**

Illawarra Shoalhaven Local Health District (ISLHD) is committed to maintaining a safe and healthy working environment for workers and visitors to its facilities and services, in accordance with Work Health and Safety legislation, Codes of Practice and Australian Standards. Our workers are anyone who carries out work for ISLHD, including employees, volunteers, contractors (including agency staff and Visiting Practitioners), subcontractors, the employees of contractors and subcontractors, students, trainees and apprentices.

ISLHD will consult with workers and their representatives on health, safety and welfare matters to ensure that our work health and safety risk management is a continuous process that is of the highest standard. We will take all reasonable actions to prevent injury and illness from occurring.

ISLHD will also consult, co-operate and co-ordinate activities with other organisations, as far as possible, where there is a shared duty of care concerning the same workplace health and safety matter, for example where other businesses are located on a hospital campus.

Notifiable Incidents will be reported to SafeWork NSW in accordance with the law.

**Senior Management's responsibility**

The management team at ISLHD will take all reasonable steps to promote and maintain the workplace health, safety and welfare of workers, patients and visitors to public health facilities and services. This includes keeping under review work health and safety programs and strategies to prevent workplace injuries and illnesses and to continually improve the safety culture of ISLHD.

**Specific responsibilities**

**A. Managers and Supervisors will:**

- Take actions necessary to maintain a safe workplace, which is fundamental to effective workplace management, and report to more senior managers any work health and safety issues that cannot be resolved within their level of delegation.
- Act quickly on matters raised by Health and Safety Representatives, SafeWork NSW or other entry permit holders.
- Implement work health and safety policies, programs and procedures in their areas of control and reinforce safe workplace practices.
- Ensure that workers receive ongoing supervision and are trained in safe work practices and know how to use work health and safety reporting/recording systems e.g. to report incidents and near misses.
- Investigate all safety incidents and ensure that appropriate remedial actions are implemented.
- Ensure that workers are consulted on issues which affect their health and safety and that any concerns they may have are addressed promptly. Workers will be given a reasonable opportunity to express their views relating to a health and safety matter and have their views taken into account.

**B. Workers and Other Persons at the workplace e.g. visitors and patients have a duty to:**

- Take reasonable care for their own health and safety.
- Take reasonable care that their actions do not harm the health and safety of others.
- Follow safe working practices and any other reasonable instruction that is given to ensure health and safety in the workplace.

Also workers must adhere to any reasonable policy or procedure they have been made aware of.

**Work Health and Safety Program**

In order to implement the general provisions of this policy, a program of activities and procedures will be supported, continually updated and effectively carried out.

The program will relate to all aspects of work health and safety including, for example: provision of work health and safety equipment; safe work procedures; workplace inspections and evaluations; the reporting and recording of incidents; and provision of information/training to workers.

ISLHD will establish measurable objectives and targets to facilitate continual improvement of health and safety in the workplace and reduce work-related injury and illness.

CHIEF EXECUTIVE'S SIGNATURE ..... *Nayak* ..... DATE: 27/8/19