



WORKPLACE HEALTH AND SAFETY POLICY

Policy Number: 8.1

Pages: 6

Compliance with this Policy Directive is **Mandatory**

Policy Type	Core Policy Document
Purpose of the Policy	<p>The purpose of this policy is to ensure staff members and volunteers are aware of their responsibilities as employees/volunteers of Care Assess and under associated legislation are committed to ensuring the health and well-being of staff, volunteers, contractors, clients / consumers and visitors.</p> <p>Care Assess considers its responsibility for Workplace Health and Safety to be the equal of other key service goals. It is our policy to conduct our activities in such a way that protects the health and safety of all employees, volunteers, clients and visitors at the place of work and to actively encourage safe work practices.</p> <p>All members of Care Assess have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.</p>
Definitions	<p>Workplace Health and Safety Workplace Health and Safety (WHS) is the discipline concerned with protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from work activities¹.</p> <p>Health means physical and psychological health ².</p> <p>Health and safety representative A worker who has been elected by a work group to represent them on health and safety issues ².</p> <p>Reasonably practicable – Means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:</p> <ol style="list-style-type: none"> a. the likelihood of the hazard or the risk concerned occurring b. the degree of harm that might result from the hazard or the risk c. what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk d. the availability and suitability of ways to eliminate or minimise the risk e. After assessing the extent of the risk and the available ways of eliminating or

	<p>minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk 2.</p> <p>Workplace – A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work including a vehicle, vessel, aircraft or other mobile structure.</p> <p>Worker A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as –</p> <ul style="list-style-type: none"> • an employee; or • a contractor or subcontractor; or • an employee of a contractor or subcontractor; or • an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or • an outworker; or • an apprentice or trainee; or • a student gaining work experience; or • a volunteer; or • a person of a prescribed class 3.
<p>Key Principles</p>	<p>This policy:</p> <ul style="list-style-type: none"> • Shows the commitment of Care Assess management and workers to health and safety in the workplace. • Aims to remove or reduce risks to the health, safety and welfare of all workers, contractors, sub-contractors and visitors to this workplace, and anyone else who may be affected by our business operations. • Aims to ensure all work activities are done safely. • Care Assess as a Veterans Home Care (VHC) service provider organisation is responsible for the WHS of their personnel, ensuring that all work is carried out within the parameters if appropriate legislation – Workplace Health and Safety, Veterans Home Care Standards. Similarly, sub-contractors are responsible for the safety of the personnel they employ 4.
<p>Policy</p>	<p>Care Assess is firmly committed to enabling all work activities to be carried out safely, and with all possible measures taken to remove or reduce risks to the health any safety and welfare of its employees (workers), contractors and sub-contractors, authorised visitors and anyone else who may be affected by our service and operations. Care Assess will:</p> <ul style="list-style-type: none"> • Undertake risk management activities to adequately manage risks to persons

in the work environment, including review of changes to work methods and practices;

- Comply with all relevant WHS legislation standards, and other requirements to which Care Assess subscribes, VHC Guidelines, Home Care Package Guidelines and HACCC Guidelines;
- Ensure that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures;
- Maintain safe systems of work in the work premises and the work environment, including systems to adequately manage emergency response;
- Provide adequate facilities to protect the welfare of all employees;
- Provide appropriate WH&S training to all employees and volunteer workers;
- Provide information and supervision for all staff enabling them to work in a safe and healthy manner;
- Consult with all employees and contractors to enhance the effectiveness of the WH&S Management System;
- Provide adequate resources to facilitate the fulfilment of the Care Assess' WH&S responsibilities;
- Regularly review and evaluate Health and Safety Management systems, including audits and workplace inspections;
- Establish measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness.

Responsibilities

Management is responsible for providing and maintaining:

- A safe working environment
- Safe systems of work
- Plant and substances in safe condition
- Facilities for the welfare of all workers
- Any information, training and supervision needed to make sure that all workers are safe from injury and risks to their health
- Consultation with workers on all matters relating to health and safety

Care Assess is a VHC assessment agency and is therefore expected to provide an orientation program for new and existing personal as well as continuing education or professional development opportunities for all personal including WH&S professional development (Section 6 -6.2 -3 VHC Guidelines 2012)

Workers (employees) are responsible for:

- Ensuring their own personal health and safety, and that of others in the workplace
- Complying with any reasonable directions such as;
 - Safe work procedures
 - Wearing personal protective equipment
- Report all incidents/ accidents and hazards identified in the workplace immediately to Care Assess.

While at work, our workers must:

- take reasonable care for their own health and safety
- take reasonable care that what they do, or what they do not do, does not adversely affect the health and safety of other people
- comply (so far as they are reasonably able to) with any reasonable instruction given by management
- co-operate with any reasonable policy or procedure for work health or safety that has been communicated to them
- not misuse or interfere with anything provided for work health and safety
- report all incidents and near misses immediately, no matter how trivial
- engage in consultation with management to identify, assess and control hazards and the effectiveness of such controls
- report all known or observed hazards to their supervisor or manager.

Contractors and sub-contractors are responsible for:

- Ensuring their own personal health and safety, and that of others in the workplace
- Complying with any reasonable directions such as;
 - Safe work procedures
 - Wearing personal protective equipment
 - Workers should only undertake tasks that are appropriate to their qualifications and / or knowledge and, where required, should be adequately supervised.
- Report all incidents/ accidents and hazards identified in the workplace immediately to Care Assess.

Review

Management will review this policy annually, in consultation with workers:

- to assess the effectiveness of the policy
- by reviewing our overall health and safety performance
- by monitoring the effectiveness of policies and procedures.

Dissemination

This policy (and related procedures) shall be displayed in all workplace/s.

All workers, contractors and others affected by our business or undertakings will be provided with a copy through their manager/supervisor.

New workers will be provided with a copy as part of their induction

Breach of this Policy

All workplace participants are required to comply with this Policy at all times. Breaches this Policy may lead to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with the Care Assess terminated or not renewed.

Policy Alert	<p>This policy applies to all business operations and functions, including those situations where employees are required to work off-site.</p> <p>Care Assess seeks the co-operation of all employees, customers and visitors.</p> <p>NOTE: Workplace Health and Safety covers many safety issues; the listed procedures and related documentation are a subset only of what Care Assess has in place in this area to serve as examples only.</p>
Scope	<p>This Policy applies to the Board of Directors of Care Assess, the Chief Executive Officer (CEO), and all employees, however is made available for the understanding agents and contractors (including temporary contractors) of Care Assess.</p> <p>Care Assess may at its sole discretion, on a case by case basis, alter the manner in which the process outlined in this Policy is conducted to ensure it suits best practice governance and management.</p>
References	<ol style="list-style-type: none"> 1. Consult Australia – Consult Australia Workplace Health and Safety Roundtable. 2013 <hr/> 2. Queensland Government Workplace health and Safety Definitions – 2013 3. Tasmanian Legislation : <u>WORK HEALTH AND SAFETY ACT 2012</u> Section 8 Tasmanian Legislation : <u>WORK HEALTH AND SAFETY ACT 2012</u> Section 7 4. Veterans Home Care Guidelines - December 2012 Section 6 P:61 5. Veterans Home Care Guidelines - December 2012 Section 6.
Community Common Care Standards EQulP 5 National Safety and Quality Health Services Standard	<p>Community Common care Standard 1 – Effective Management.</p> <p>1.2 Regulatory Compliance 1.6 Risk Management 1.7 Human Resource Management</p> <p>ACHS – Equip 5 Criterion 2.1.2 The integrated organisation wide risk management framework ensures that corporate and clinical risks are identified, minimised and managed</p> <p>Criterion 2.4.1 Better health and wellbeing is promoted by the organisation for consumers / patients, staff, carers and the wider community.</p> <p>3.2 THE ORGANISATION MAINTAINS A SAFE ENVIRONMENT FOR EMPLOYEES, CONSUMERS / PATIENTS AND VISITORS</p> <p><i>Criterion 3.2.1</i> Safety management systems ensure safety and wellbeing of consumers / patients, staff, visitors and contractors.</p>

Related Policies/ Procedures/ Documents	Related documents include, for example: <ul style="list-style-type: none">• Safety And Security Policy And Procedure• Incident Policy And Procedure• Health Information Policy• Emergency Evacuation Policy And Procedure• Electrical Safety Policy• First Aid Policy• Housekeeping Policy• Risk Management Policy And Procedure,• Contractor Management Procedure
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Status:
Date Implemented:
Version:
Endorsed by:

Date last review:
Date next review:

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