

Document Status: Draft For Approval In Review Approved

Purpose

HNECC is committed to providing a safe work environment in accordance with relevant work, health and safety legislation and Australian Standards.

Scope

This policy relates to all staff, contractors, visitors and other non-employees of HNECC Ltd.

Policy Statement

The health and safety of staff, contractors, visitors and other non-employees to HNECC is important to HNECC.

It is HNECC policy that employees will be provided with a safe and healthy place to work and that work practices will not compromise the health or safety of others present in the workplace. Workplaces include motor vehicles used in conducting HNECC business.

To achieve this, HNECC will implement a risk management approach to managing health and safety and make every reasonably practicable effort to eliminate or minimise risks associated with the workplace and the work performed. This includes giving important consideration to health and safety matters in all organisational plans, projects, procedures, programs and other activities.

In conjunction with this policy, an integrated suite of policies and procedures form comprehensive WHS management. By approaching WHS in a systematic manner, HNECC is better able to fulfil its commitment to continually improve health and safety performance and prevent workplace injury and illness.

HNECC is committed to effective consultation and engagement with employees in relation to WHS matters. It is recognised that there are times that the organisation shares a primary duty of care with other duty holders in regard to our employees (e.g. contractors, building owners/managers, PCBUs for other sites) and therefore, the organisation is committed to consult, cooperate and coordinate with other duty holders, when reasonably practicable, to produce the required health and safety outcomes.

Roles and Responsibilities

Health and safety at work is both an individual and shared responsibility of all employees. The following is a summary of the areas of responsibility for specific positions within HNECC:

1. Board of Directors

The Board has Officer's duties under the Work Health & Safety Act 2011 (the Act). These duties include undertaking due diligence by taking reasonable steps to:

- Demonstrate an up to date knowledge of work health and safety matters

- Understand business operations and the associated hazards and risks
- Ensuring HNECC uses appropriate resources and processes to eliminate or minimise risks to health and safety

2. Chief Executive Officer ('CEO')

The CEO is an Officer and as such has Due Diligence responsibility. The CEO is responsible for::

- Keeping the Board informed about health and safety incidents and risks
- Development, implementation and review of the WHS policy and programs in consultation with employees
- Ensuring that adequate resources and support are provided for the successful implementation of health and safety programs and for the provision of training for management as required.
- Ensuring the provision of premises, systems of work and policies, procedures and programs and other resources that establish and maintain a safe working environment.

3. Executive Managers (Executive)

Executive Managers are deemed to be Officers and therefore have Due Diligence responsibilities. The Executive supports the CEO in the development, implementation and review of the WHS policies and programs to ensure that HNECC meets its WHS obligations.

The Executive is also responsible for ensuring Managers meet their WHS responsibilities and that they have adequate training, resources and support to meet their obligations.

4. Managers

Managers responsible for the day to day operations of their area have a key responsibility in ensuring the working environment is safe and without risks to health and safety, which includes:

- Ensuring the premises, systems of work and the working environment are safe and without risks to health to the extent of their control over the workplace;
- Ensuring any plant or substance is safe and without risks to health when properly used;
- Providing information, instruction, training and supervision to employees, contractors and visitors to carry out work safely;
- Providing adequate facilities to protect the welfare of all employees;
- Communicating and sharing WHS information with employees through agreed consultative mechanisms; and
- Ensuring relevant WHS Act and Regulations and codes of practice are observed and enforced.
- Effectively implementing the WHS Management System within their areas of responsibility e.g. for the executive manager this will be within their portfolio.
- Resolving WHS issues at a local level and eliminating/controlling hazards in areas under their control and seeking advice regarding WHS issues as required
- Communicating and consulting regularly on health and safety matters.

5. WHS Officer:

The HR Manager has delegated responsibility for WHS. The HR Manager has responsibility to:

- Develop, implement and evaluate the WHS Management System to ensure that HNECC is fully compliant with relevant legislation.
- Provide advice to management in relation to legislative and other requirements and developments
- Ensure that consultation processes are implemented in relation to all WHS issues
- Review WHS Management to ensure on-going effectiveness and compliance and recommend changes and/or improvements
- Report issues relating to WHS Management to the CEO, ensuring Officer's duties under the legislation are fulfilled.
- Ensure appropriate consultation, training, and risk management activities occur in accordance with the WHS policies and procedures.

6. Employees

All employees have a responsibility to:

- Take reasonable care of the health and safety of themselves and others in the workplace.
- Cooperate with HNECC in its efforts to comply with WHS requirements such as following procedures and participating in hazard identification and reporting.
- Use equipment properly in order to provide for the health and safety of people in the workplace.
- Support attempts to reduce risks, provide aid to injured employees, and raise WHS concerns without disrupting the workplace by creating health or safety fears.
- Cooperate with a reasonable request for assistance to prevent a risk to safety or health. All employees should encourage each other to create and maintain a safe working environment.
- Comply, so far as the employee is reasonably able, with any reasonable instruction that is given by management to ensure compliance with legislation.
- Cooperate with any reasonable policy or procedure relating to health or safety at the workplace.

Supporting Procedures

1. Work Health and Safety Program

HNECC is committed to promoting a culture of continuous improvement in work health, safety, and wellbeing. The key objective of WHS Management is to provide and maintain, as far as practicable, safe working environments, equipment and systems of work. HNECC's WHS Management, which is summarised below, comprises an integrated suite of policies, procedures and activities to prevent injuries and systematically identify and manage health and safety risks.

1.1 Encourage and support a safety culture:

- CEO and Board commitment and involvement
- Sound workplace risk management principles and practices when conducting our business

- Regular reports to the Board as part of the HNECC risk review and reporting process
- Inclusion of WHS in all levels of planning
- Identified positions incorporating WHS responsibilities
- Position descriptions incorporating WHS responsibilities
- Opportunities for meaningful consultation with employees and other stakeholders to allow input into health and safety decision-making. This includes being a standing agenda item at meetings.
- Regular consultation and communication via meetings, newsletters, emails
- WHS induction and sign-off
- Workplace health considerations incorporated into everyday activities of the business
- Policies that support WHS e.g. Employee Assistance Program, Code of Conduct
- Opportunities to enhance the physical and mental health of our people
- Adequate resources available to implement this policy.
- Regular review and improvement of WHS within HNECC.

1.2 Prevent Incidents

- Induction training incorporating site specific emergency procedures, facilities, first aid, how to report safety issues, consultation and role-specific safe working procedures.
- Emergency warden / fire training
- Safety audits / workplace inspections / ergonomic workstation assessments
- Specific procedures to manage the risks identified - including the establishment of standards of performance, measurable objectives and targets to track our success
- Zero tolerance to violence policy
- Hazard identification and reporting
- Maintenance schedules
- Contractor management

1.3 Incident management

- Emergency / disaster response plans
- Incident reporting, investigation and review
- Injury management and reporting
- Designated, trained Return-to-work coordinator
- Preferred injury management consultant arrangement
- Routine review of incident history as part of risk review process

2. WHS Consultation

2.1 With Employees

Consultation will take place about all work health and safety matters including:

- Undertaking risk management activities

- Proposing changes that may affect employees
- Making decisions about any work health and safety procedures
- The adequacy of facilities for the welfare of employees.

HNECC and the employees will continue to have discussions about how they would like to consult about WHS matters. In the interim it will be achieved through a number of methods including:

- WHS is a routine agenda item for team meetings
- Employees will be consulted about the identification and assessment of WHS risks during routine safety inspections, purchases of new equipment and furniture, renovations/relocations
- Employees will communicate directly with their manager about health and safety matters at work
- Employees will be consulted about the resolution of issues relating to health and safety
- Employees will be given the opportunity to have input into the development and review of policies and procedures about WHS matters.

2.2 Consultation with other Persons Conducting a Business or Undertaking (PCBUs)

Where HNECC has concurrent duties under the WHS Act with another PCBU, they will consult, cooperate and coordinate with each other and their employees, so far as is reasonably practicable.

2.3 Review of Consultation Arrangements

The WHS consultation arrangements will be monitored and reviewed on an ongoing basis to ensure that consultation with all employees is effective, and that all workplace health and safety issues are being addressed.

Employees may request a review of the consultation arrangements at any time.

Health and safety representatives (HSRs) can be elected to represent various work groups and investigate health and safety issues. A health and safety committee (HSC) can be established:

- If requested by the HSR, or
- If requested by five or more employees, or
- On the initiative of HNECC

The role of the HSC is to facilitate cooperation between HNECC and employees on health and safety matters as well as to develop work health and safety standards, rules and procedures.

References/Related Documents

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Employees Compensation Act 2012
- Workplace Injury Management and Employees Compensation Act 1998
- Work Cover NSW
- Enable HR WHS Policy

- New England Medicare Local WHS policy
- Hunter Medicare Local WHS policy
- Code of Practice for Work Health and Safety Consultation Cooperation and Coordination
- Codes of Practice for How to Manage Work Health and Safety Risks
- Code of Practice for *Managing the Work Environment and Facilities*

Definitions

- **HNECC:** Hunter New England Central Coast Primary Health Network. HNECC has responsibility as the Persons Conducting Business or Undertaking (PCBU) in accordance with the *Work Health and Safety Act 2011*.
- **Persons Conducting a Business or Undertaking (PCBU):** A PCBU, in accordance with NSW WorkCover, “focuses on the work arrangements and the relationships to carry out the work.” In addition to employers, a PCBU can be a corporation, an association, a partnership or sole trader.
- **Due Diligence:** Due diligence is the duty of the Officers to ensure that HNECC complies with its responsibilities under the work health and safety laws. It includes taking reasonable steps to:
 - acquire and keep current information on work health and safety matters
 - understand the nature and operations of the work and associated hazards and risks
 - ensure HNECC has, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety
 - ensure HNECC has appropriate processes to receive and consider information about incidents, hazards and risks, and to respond in a timely manner
 - ensure HNECC has, and implements, processes for complying with its duties and obligations (e.g. reports notifiable incidents, consults with employees, complies with notices, provides training and instruction)
- **Officer:** An Officer makes or participates in making decisions that affect the whole, or a substantial part, of a business (for example a Director or member of the Executive), and must manage the work health and safety (WHS) risks of the business or undertaking to the effect that the PCBU complies with its health and safety duties. The Officers for HNECC have been identified as including:
 - Board of Directors
 - Chief Executive Officer
 - Executive Managers (Corporate Services, Health Planning and Performance, Practice and System Support, Quality Commissioning and Improvement)
- **Employee:** Employees include employees and contractors who perform work for the PCBU. A employee also includes trainees, employees of labour hire companies and volunteers.

Document Control

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Revision History

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V0.1	Draft	Maureen Beckett	10/09/2015	Edited, reformatted, rebranded
V0.2	Draft	Kirby Wall	17/09/2015	Reviewed for exec comment
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