

## 1. Purpose & Scope

The Work Health and Safety Act 2011 require the Person in Control of a Business or Undertaking (PCBU's) to provide and maintain a safe workplace and safe systems of work. APMHA HealthCare Ltd. will achieve this & is committed to:

- Ensuring, as far as is reasonably practicable, the health and safety of all staff and visitors by integrating safe working practices into all areas of operations.
- The continuous improvement in injury prevention & injury management performance.
- Providing work-based rehabilitation and a return to work plan (co-ordinated by an appropriately trained rehabilitation officer), where reasonably practicable for all employees, whether or not an injury or illness suffered is work related, and

This policy applies to:

- All APMHA staff (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of APMHA (for example contractors, subcontractors, agents, consultants, and temporary staff), and
- All of APMHA workplaces and to other places where APMHA staff may be working or representing APMHA. For example, when visiting a customer, consumer or supplier (collectively referred to as "workplace").

## 2. Policy

APMHA is committed to providing a safe and healthy working environment for all staff, so far as reasonably practicable. This will be achieved by all staff working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

### 2.1 WHS System

The Work Health and Safety system relates to all aspects of health and safety including:

- WHS Policies and Procedures,
- defined WHS responsibilities,
- exercising due diligence,
- health and safety training and education,
- adopting a risk management approach to manage health and safety risks,
- consulting with employees on matters related to health and safety,
- emergency procedures and drills,
- workplace inspections,
- incident/ accident reporting, and
- management of injured employees.

### 2.2 WHS Objectives

The Work Health and Safety system relates to all aspects of health and safety as follows:

- to provide a safe and healthy work environment for all APMHA staff and workplaces,

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- to provide safe and healthy methods of work,
- to provide programs of health and safety activities and procedures which are continually updated and effectively carried out,
- to identify and eliminate or reduce hazards and risks to health and safety,
- to continually monitor and improve work health and safety,
- to provide education and training resources, and
- to comply with all relevant laws, rules, standards and codes of practice.

## 2.3 WHS Monitoring and Reporting

### Emergency evacuation

Exercises are conducted quarterly and recorded on the Fire and Evacuation Drill Record Form on Folio. Any issues arising from these exercises are reported to the General Manager Operations (GMO)

### WHS inspections

Inspections are conducted quarterly and recorded on the Workplace Inspection Checklist on Folio. Any issues arising from these inspections are reported to the GMO

### Workplace injuries

Injuries are recorded on the Incident Reports Form in Folio, which will notify the GMO.

### Responding to WHS issues

Any issues arising from the activities above are logged in Folio for action using either:

1. **Incident Report Form:** for issues and corrective actions requiring a quick response (less than 4 weeks). The General Manager Operations reviews these forms before adding to the Incident Register
2. **Internal Change Request Form:** for longer term corrective actions and improvements. The General Manager Operations reviews these forms before adding to the Continuous Improvement Register

### Review of WHS system

APMHA reviews the WHS system annually to ensure any changes in legislation, activities, services and products are implemented accordingly. When this occurs, all staff are updated and are required to comply with all annual changes.

## 2.4 Role of the Health and Safety Representative

APMHA appoints two Health and Safety Representatives for the workplace.

The role of the Health and Safety Representative is to:

- Complete a thorough workplace inspection quarterly.
- Speak to any WHS related matters at employee meetings.
- Advise employees on correct workstation set up.
- Promote hazard and incident identification.
- Actively seek to resolve or minimise any risks or hazards in the workplace.
- Identify any issues with the GMO
- Provide a monthly summary to the GMO, who will then update the Board

APMHA staff who work off-site, need to ensure that they also conform with the policy and procedures outlined below including, completion of the workstation assessment, reporting of any hazards or incidents and access to a first aid kit. Should staff have any concerns, these issues should be raised with the Health

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and Safety Representative and if required, the concern will then be escalated to General Manager Business Operations. The Board will then review these concerns and if required will make recommendations for corrective action.

## 2.4.1 Workplace Inspections

The workplace inspection needs to be completed on the designated template and submitted to the Board for review. Depending on the nature of any identified hazards, the Health and Safety Representative may be requested by the Board to actively resolve the issue, otherwise the GMO will organise for specialist assistance.

## 2.4.2 Workstation Assessments

The Health and Safety Representative will organise a time with any new staff, to discuss or assess the persons workstation to ensure that they are comfortable in their working environment. Current employees may also request to have their workstation set up reviewed if they experience any pain or discomfort.

For APMHA staff who work offsite or from home, the Health and Safety Representative will provide a Workplace Health and Safety Manual with Ergonomics & Manual handling Checklist so that the staff member and their manager can ensure that the work environment is conducive to safe and practical working conditions. Staff who regularly work from home may require a workstation assessment prior to the flexible working arrangements being approved.

## 2.4.3 Logging Hazards and Incidents

Identification of workplace hazards and incidents is essential to ensure General Managers are aware of potential risks in the workplace and how they could impact the health and safety of all staff. It also allows the GMO to take active steps towards rectifying any problems and report as required to the Board for further recommendations. The Health and Safety Representative also plays a key role in this process as he/she is responsible for:

- promoting the online form (through folio) to staff who wish to log any workplace incidents and hazards
- encouraging all staff to read APMHA's Workplace Health and Safety Manual and complete the Ergonomics & Manual handling Checklist

All hazards and incidents need to be logged on Folio's Incident Report Form which is maintained by the Health and Safety Representative and monitored by the General Managers.

## 2.5 Workplace injuries

All injuries that occur in the workplace will be reported to one of the designated First Aid Officers or a General Managers. This enables treatment to be provided if required and enables APMHA to maintain a database of injuries that have occurred. This database would then assist in identifying hazards and managing workplace injuries and meet reporting obligations to various bodies.

## 2.6 First Aid

APMHA will ensure that there is always a staff member available that is trained in First Aid at any given time and that resources are available to administer first aid.

### 2.6.1 Role of the First Aid Officer

The First Aid Officer undertakes the initial treatment of people suffering injury and illness at work. To carry out this function a current First Aid Certificate is required.

Depending on the severity of illness/ injury, the First Aid Officer will:

- maintain a first aid kit,
- ensure first aid skills are maintained,

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- keep up to date contact numbers, names and information on what to do in an emergency prominently displayed in the office,
- undertake the initial treatment of injuries and illness occurring in the workplace,
- apply standard precautions for infection control,
- arrange prompt and appropriate referral to a General Practitioner or hospital emergency department as required; and provide information regarding the current situation and whether any first aid was administered,
- take charge and where necessary, direct others to assist until Emergency Services personnel arrive, and
- record details of first aid given or any incident as per incident reporting guidelines.

## 2.6.2 First Aid supplies

The first aid supplies may be used as required by APMHA staff in consultation with a designated First Aid Officer.

All illnesses and injuries should be reported to a First Aid Officer if they involve using the first aid supplies or the first aid room. APMHA staff should also fill out Folio's Incident Report Form if they are injured at work.

Misuse of the first aid supplies is a breach of this policy and may result in disciplinary action being taken against the workplace participant. If it is noticed that the first aid supplies are low, this should be reported to a designated first aid officer so an order can be placed and supplies re-stocked.

## 3. Definitions

### Person Carrying on a Business or Undertaking

Person Carrying on a Business or Undertaking means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.

### Health and Safety Representative

Person responsible for coordinating, identifying and promoting health and safety in the office.

### Workstation Ergonomics

A set of recommendations that if implemented and followed will reduce any discomfort while seated at your desk.

### Manual Handling

Any activity requiring the use of force to lift, lower, push, pull, carry or otherwise move, hold or restrain an object. It also applies to people carrying out repetitive work and long periods of work involving fixed or awkward postures.

## 4. Responsibilities

### APMHA Staff

Refers to APMHA staff, whether full-time, part-time or casual and all persons performing work at the direction of, or on behalf of APMHA, such as subcontractors, agents, consultants, and temporary staff. Staff are required to comply with health and safety legislation and APMHA's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons.

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## General Managers

All General Managers are responsible and accountable for the safety of all other staff and company property under their control so far as reasonably practicable. General Managers are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

## 5. References

### Internal interdependencies

- Human Resources Management Policy
- Workplace Health and Safety Manual & Ergonomics and Manual Handling Checklist
- APMHA WHS contacts and emergency procedures
- Code of Conduct

### External interdependencies

- Work Health and Safety Act 2011
- [NDIS Quality and Safeguarding Framework 2016](#)
- [National standards for mental health services 2010](#)
- [ISO 9001:2016 – quality management systems](#)

## 6. Version control

Version	Date	Owner (title)	Approver (title)	Nature of change
01	26/05/2018	D McGoldrick (GMO)	R Hayden (CEO)	N/A