



## NMHS POLICY

### Occupational Safety and Health

<b>Scope (Staff):</b>	All staff of North Metropolitan Health Service
<b>Scope (Area):</b>	All areas of North Metropolitan Health Service

#### 1. Aim

North Metropolitan Health Service (NMHS) is committed to the provision of a safe environment for all staff, patients, and visitors, within NMHS, in accordance with the [Occupational Safety and Health Act 1984](#) (the Act).

#### 2. Background

NMHS takes a proactive approach to Occupational Safety and Health (OSH), establishing clear goals and strategies to implement and monitor systems, procedures/practices and preventative programs.

#### 3. Risk

Compliance with this policy will potentially mitigate the risk of injury or harm to NMHS staff, patients and visitors and assist in promoting health and wellbeing. In addition, adhering to this policy will potentially mitigate risk for the organisation and its accountable officers being exposed to the industrial, legislative and reputational impacts of not appropriately managing legislative obligations under the Act and [Occupational Safety and Health Regulations 1996](#).

#### 4. Principles

In accordance with the Act, NMHS as the employer, shall provide and maintain a working environment in which the staff are not exposed to hazards so far as is practicable, including:

- providing and maintaining a safe workplace and systems of work
- consulting with staff and their representatives, regarding issues affecting their safety and health
- establishing OSH Committees with Executive Sponsor identified and chaired by senior management
- providing information, training, instruction and supervision to new and existing staff to enable them to work safely
- establishing a system for identifying, reporting and investigating incidents and hazards.

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NMHS staff are required to maintain currency of mandatory training in relation to OSH - please refer to the [NMHS Mandatory Training Policy](#).

## 5. Roles and Responsibilities

### NMHS Chief Executive and Executive Directors

The NMHS Chief Executive provides leadership on safety and is ultimately accountable for the occupational safety and health of all NMHS staff, patients and visitors

### Managers/Supervisors

Managers/supervisors have responsibility for:

- providing leadership on safety and health
- identifying hazards in the work area, investigating incidents and implementing systems to control identified risks
- conducting or supervising regular workplace hazard inspections
- implementing and maintaining safe work practices
- monitoring and evaluating safety in the workplace and hazard management including training needs and ensuring and implementing continuous improvement strategies
- consulting with all staff including elected safety and health representatives on matters related to safety and health in the workplace
- ensuring that any contractors and agency/labour hire staff assigned in their department are aware of and comply with relevant NMHS policies and procedures
- supporting and caring for the well-being of staff.

### Staff

Staff have responsibility for:

- taking reasonable care to ensure their own safety and health and that of others affected by their work/actions
- reporting hazards and incidents (refer to Incident/Hazard Reporting and Investigation Policy SPE36)
- using protective clothing and equipment (refer to OSH Personal Protective Equipment (PPE) Policy SPE 34)
- complying with risk controls in accordance with information provided and cooperating with the NMHS on safety and health issues
- following reasonable instructions to work/act safely
- participating in consultative processes
- supporting and caring for their colleagues/others.

### Occupational Safety and Health (OSH) Department

OSH staff have responsibility for:

- providing leadership on safety and health and monitoring compliance with legislative requirements



- reporting notifiable incidents to the Regulator
- providing expert advice on hazard and incident management including investigating significant incidents and supporting Managers to implement systems to control identified risks
- Coordinating regular workplace hazard inspections
- Providing advice and consulting on safe work practices
- monitoring and evaluating safety in the workplace and hazard management including training needs and ensuring and implementing continuous improvement strategies
- consulting and guiding all staff including elected safety and health representatives on matters related to safety and health in the workplace
- Assisting Managers to support and care for the well-being of staff.

## 6. Compliance Monitoring

The NMHS Chief Executive and each NMHS site or service Executive Director are responsible for compliance with this policy by ensuring that all staff are aware of the requirements of this policy.

In accordance with Public Sector Standards, the NMHS will audit and review OSH Management Systems periodically.

Failure of NMHS staff to comply with this policy may result in disciplinary action as per the [Department of Health Mandatory Policy MP 0127/20 Discipline Policy](#).

There are legislative obligations in relation to this policy and non-compliance may result in penalties being applied. The legislative breaches and subsequent penalties related to this policy are covered under the Act *and the* [Occupational Safety and Health Regulations 1996](#).

## 7. Definitions

<b>Employee</b>	Under the Health Services Act 2016, an employee means a person employed by NMHS and includes the Chief Executive, health executives and persons employed in NMHS and persons seconded to NMHS.
<b>Employer</b>	A person who employs an employee under a contract of employment
<b>Hazard</b>	In relation to a person, means anything that may result in - a) injury to the person or b) harm to the health of the person.
<b>Risk</b>	The probability of injury or harm occurring and the severity of the consequences of that harm.
<b>Risk management</b>	The process by which hazards are identified, assessed and controlled in a consistent and systematic manner.

<b>Staff</b>	Under the <a href="#">Health Services Act 2016</a> , refers to an employee of the NMHS and a person engaged under a contract for services by the NMHS. For the purpose of this policy, this also includes agency staff, contractors, volunteers, students and persons on work placement/work experience/unremunerated clinical agreement (UCA).
<b>Workplace</b>	Means a place, including in a vehicle, building or other structure where staff are likely to be located in the course of their work

### Related internal policies, procedures and guidelines

[NMHS Policy SPE34 – OSH Personal Protective Equipment](#)

[NMHS Policy SPE36 – OSH Incident/Hazard Reporting and Investigation](#)

[NMHS SPE41 – OSH Contractor Safety Policy](#)

[NMHS HRM19 - Mandatory Training Policy](#)

### References (if required)

[Department of Health Mandatory Policy MP 0127/20 Discipline Policy](#)

[Health Services Act 2016](#)

[Occupational Safety and Health Act 1984](#)









[Occupational Safety and Health Regulations 1996](#)

### Useful resources (including related forms)

[AS/NZS 4801:2001 Occupational Health and Safety Management Systems](#)

[NMHS OSH intranet site](#)



Sponsor	Executive Director Business and Performance				
Contact	Occupational Safety and Health Director				
First Issued:	16/10/2017	Last Reviewed:	27/11/2020	Review Date:	28/11/2023
Approved:	Executive Director Business and Performance			Date:	15/12/2020
NSQHS Standards Applicable:	<input checked="" type="checkbox"/>  Std 1: Clinical Governance <input type="checkbox"/>  Std 2: Partnering with Consumers <input type="checkbox"/>  Std 3: Preventing and Controlling Healthcare Associated Infection <input type="checkbox"/>  Std 4: Medication Safety		<input type="checkbox"/>  Std 5: Comprehensive Care <input type="checkbox"/>  Std 6: Communicating for Safety <input type="checkbox"/>  Std 7: Blood Management <input type="checkbox"/>  Std 8: Recognising and Responding to Acute Deterioration		
National Standards for Mental Health Services	<input type="checkbox"/> Std 1: Rights and Responsibilities <input type="checkbox"/> Std 2: Safety <input type="checkbox"/> Std 3: Consumer and Carer Participation <input type="checkbox"/> Std 4: Diversity Responsibility <input type="checkbox"/> Std 5: Promotion and Prevention <input type="checkbox"/> Std 6: Consumers <input type="checkbox"/> Std 7: Carers <input type="checkbox"/> Std 8: Governance, leadership and management		<input type="checkbox"/> Std 9: Integration <input type="checkbox"/> Std 10: Delivery of Care <ul style="list-style-type: none"> <li><input type="checkbox"/> 10.1 Supporting Recovery</li> <li><input type="checkbox"/> 10.2 Access</li> <li><input type="checkbox"/> 10.3 Entry</li> <li><input type="checkbox"/> 10.4 Assessment and Review</li> <li><input type="checkbox"/> 10.5 Treatment and Support</li> <li><input type="checkbox"/> 10.6 Exit and Re-entry</li> </ul>		
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The health impact upon Aboriginal people have been considered, and where relevant incorporated and appropriately addressed in the development of this health initiative (IS25P0817).

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