**Canberra Health Services**

**Policy**

**Work Health and Safety**

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| Policy Statement |

Canberra Health Services (CHS) is committed to the provision of a safe and healthy working environment for all staff, patients, volunteers, contractors, visitors, and others.

The approach of CHS to Work Health and Safety (WHS) is one of continuous improvement. This occurs by consistently reviewing our WHS processes with the aim to eliminate or minimise workplace injury or illness.

All CHS staff are to be familiar with the CHS Work Health Safety Management System (WHSMS), which can be accessed via the intranet:

[https://healthhub.act.gov.au/emergency-safety/work-health-safety/work-health-safety-management-system](https://healthhub.act.gov.au/emergency-safety/work-health-and-safety/work-health-and-safety-management-system).

CHS takes a balanced and risk-based approach to ensure that staff, patient, and visitor safety is maintained.

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| Purpose |

The purpose of this policy is to ensure that:

* CHS is compliant with current legislative requirements, relevant Australian Standards and Codes of Practice
* All CHS staff understand their WHS obligations and responsibilities
* There are clear governance arrangements, including accountabilities and responsibilities, in place for managing WHS.

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| Scope |

This policy applies to all workers in Canberra Health Services as defined in the *Work Health and Safety ACT 2011*, including employees, contractors, students, volunteers, suppliers and anyone conducting business at any CHS physical location. This policy should be read in conjunction with the CHS WHSMS.

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| Roles & Responsibilities |

 **Chief Executive Officer (CEO)**

As far as is reasonably practical, the CEO must exercise due diligence to ensure work environments are safe and healthy for workers, patients, volunteers and visitors, and that CHS complies with whole-of government policies on work health and safety. This includes taking reasonable steps to:

* Ensure CHS has appropriate resources and processes to eliminate or minimise WHS related incidents and risks
* Work proactively to resolve WHS issues and eliminate/mitigate risks in consultation with staff
* Ensure that work health and safety is part of the CHS internal audit committee’s terms of reference
* Maintain oversight of the CHS Peak WHS committee.

**Executives, Managers and Directors**

Executives, managers and directors have responsibility to exercise due diligence is assisting the CHS CEO with their obligations, including implementation of CHS policies, by ensuring, so far as is reasonably practical, that:

* Collaboration, consultation, cooperation and coordination of activities with other duty holders who share responsibilities for the same work health and safety matter
* Workers are aware of, and understand their responsibilities under this policy and the CHS WHSMS
* Workers and Health and Safety Representatives (HSRs) are consulted in relation to WHS matters
* Ensure that appropriate resources are in place to support this policy and the WHSMS
* Potential hazards and risks to work health and safety are identified, assessed and reported and measures are implemented to eliminate, control or manage those risks in accordance with workers.

**Managers/Supervisors**

* Implement this policy and the WHSMS in consultation with workers
* Ensure all workers have completed essential eduction as per the CHS policy and guideline
* Provide oversight of unit/area level WHS incidents and risk registers
* Work proactively to resolve WHS issues and identify and eliminate/mitigate risks in consultation with CHS staff.

**Workers**

All CHS workers have a responsibility to ensure that while at work they:

* Take reasonable care for their own health and safety
* Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
* Comply and cooperate with ACT Government and CHS policies and procedures relating to work health and safety
* Comply with any reasonable instruction given by CHS in exercising their compliance with the *Work Health and Safety Act 2011*
* Seek to prevent and report any work health and safety hazards, incidents and risks;
* Ensure they are familiar with the CHS WHSMS
* Complete essential education via Capabiliti.

## Work Health Safety Team

* Manage, implement and regularly review the CHS WHSMS.

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| Evaluation  |

**Outcome**

* All staff complete essential education including relevant WHS training
* Regular review of the WHSMS to ensure compliance with related legislation, regulations and standards
* Reduction or elimination of work-related illness and injury.

**Measures**

* Yearly audit of Capabiliti training records to view staff training status
* Compliance with related legislation, regulations and standards evidenced by WHS audits
* This policy is verified as being displayed on WHS noticeboards in all work areas during scheduled Divisional WHS inspections.

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| Related Policies, Procedures, Guidelines and Legislation |

**Policies**

* ACT Public Sector Workplace Health and Safety Policy Statement

**Procedures**

* CHS Work Health Safety Management System (WHSMS)

**Standards**

* AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use
* AS/NZS 4804:2001 Occupational Health and Safety Management Systems - General guidelines on principles, systems and supporting techniques
* AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines

**Legislation**

* *Work Health and Safety Act* 2011
* *Work Health and Safety Regulation* 2011
* *Public Sector Management Act* 1994
* *Human Rights Act 2004*
* *Charter of Healthcare Rights*

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| Definition of Terms (only use this section if needed, delete if not needed) |

**Worker** refers to:

* Employees of CHS;
* Contractors or sub-contractors;
* Students;
* Volunteers.

**Workplace** means a place where work is carried out, including any place where a worker goes, or is likely to be, while at work.

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| Search Terms |

*Work Health Safety, WHS, policy, safety, hazard, incident, management system.*

**Disclaimer**: *This document has been developed by Canberra Health Services specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and Canberra Health Services assumes no responsibility whatsoever.*

*Policy Team ONLY to complete the following:*

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| *Date Amended* | *Section Amended* | *Divisional Approval* | *Final Approval*  |
| *28/04/2021* | *Complete Review* | *Raelene Burke, EGM P&C* | *CHS Policy Committee*  |
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*This document supersedes the following:*

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| *Document Number* | *Document Name* |
| *CHS19/116* | *Work Health and Safety Management System* |
| *DGD18-005* | *Work Health and Safety Policy* |