

G.01 Work Health and Safety Policy

1.0 INTRODUCTION/BACKGROUND

The values and philosophy of Mercy Services require the protection from harm and the fostering of a safe and nurturing environment for staff, volunteers, clients and visitors. In addition, laws, including the NSW Work Health and Safety (WHS) Act 2011, direct employers and other Persons Conducting a Business or Undertaking (PCBU) to ensure affected people are safe in their workplace. The respective roles in relation to the WHS Act at Mercy Services are:

- PCBU *Mercy Services*
- Officers..... *Mercy Services Board and Management Team*
- Worker *Coordinators, other Mercy Services staff, Mercy Services volunteers and non-Mercy Services workers who are influenced or directed by Mercy Services; and those who enter a Mercy Services workplace*

2.0 SCOPE

This policy applies to all Mercy Services employees/volunteers; non-Mercy Services employees (e.g., contractors, visitors) who are influenced or directed by Mercy Services; and those who enter a Mercy Services workplace. This policy sets out the organisation's overall commitment to a safe environment. Further policies and procedures will be developed to detail requirements in specific situations.

3.0 POLICY STATEMENT

As far as is reasonably practicable Mercy Services will ensure:

- that the working environment is, and remains, free of risks to health and safety;
- that safe plant and structures are provided;
- that safe systems of work are provided and maintained;
- the safe use, handling and storage of plant, structures and substances;
- the provision of information, training, instruction or supervision that is necessary to protect all persons from risks to his/her health and safety arising from work carried out as part of the conduct of the business or undertaking;
- the provision of, and access to, adequate facilities for the welfare of workers carrying out work for the business or undertaking in the workplace; and
- the monitoring of the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

4.0 PROCEDURES

4.1 Consultation

Mercy Services Managers and Coordinators will consult with workers on WHS issues including regarding consultation arrangements. All reasonably practicable efforts will be made to ensure workers can:

- express their views;
- raise work health and safety issues;
- contribute to and have their views considered in the decision making process; and
- receive feedback on the outcome in a timely manner.

4.2 Specific Responsibilities

1. Board of Directors and Management Team

As Officers of the PCBU the Board and Management Team are obliged to act with due diligence. The table below outlines this:

Due diligence requirement	Means of compliance
WHS knowledge	✓ <i>Participate in workshops, read articles, etc on Board/Management WHS responsibilities</i>
Understand operations & risks	<ul style="list-style-type: none"> ✓ <i>Presentations, Annual Report description of each program</i> ✓ <i>Seeking information on the risks pertaining to programs</i> ✓ <i>Seeking information/costs on risk reduction options</i>
Resource risk reduction	<ul style="list-style-type: none"> ✓ <i>Ensure funding of reasonable risk reduction options</i> ✓ <i>Ensure WHS budget</i>
Informed on incidents & risks	<ul style="list-style-type: none"> ✓ <i>Take note of monthly reports of incidents and injuries</i> ✓ <i>Assess whether response to incidents and injuries is adequate</i>
Implement WHS processes	✓ <i>Ensure there are compliance and evaluation measures for WHS policies & procedures</i>
Verify WHS processes	✓ <i>Seek and address issues in February and August progress reports on WHS policies & procedures compliance and evaluation.</i>

2. Coordinators

Coordinators can fulfil their WHS obligations by:

- ✓ taking reasonable care for your own safety;
- ✓ taking reasonable care to ensure your acts or omissions do not adversely affect the health and safety of others;
- ✓ cooperating with Mercy Services policies, including the requirements to ensuring workers comply with policy;
- ✓ complying with reasonable instructions from management;
- ✓ sharing health and safety information with management/workers; and
- ✓ providing workers with reasonable consultation opportunities (as described above).

3. Other workers

Mercy Services employees/volunteers/students on placement; non-Mercy Services workers who are influenced or directed by Mercy Services can fulfil their WHS obligations by:

- ✓ taking reasonable care for their own safety;
- ✓ taking reasonable care to ensure their acts or omissions do not adversely affect the health and safety of other persons;
- ✓ complying with any reasonable instructions from Mercy Services; and
- ✓ cooperating with Mercy Services policy and adhering to requirements these policies place on them.

4. Visitors to Mercy Services workplaces

Visitors will be informed before they enter a Mercy Services controlled site that it is a condition of entry that they agree to provide the following assistance with safety in the building:

1. you will report to a staff member any equipment, activity or person you think might be unsafe;
2. you will not tamper with any safety equipment; and
3. you will follow the instructions of building wardens if the building needs to be evacuated.

4.3 Work Health and Safety Management System

Mercy Services WHS System will include the following five components:

1. consultation;
2. risk management;
3. policy and procedures;
4. training/supervision; and
5. safety system promotion, maintenance, and improvement.

Mercy Services will develop, monitor and continually update its WHS System in order to effectively implement this policy.

4.4 Display of Policy

Mercy Services commitment to a safe work place will be displayed on notice boards at each Mercy Services site.

4.5 Compliance

Compliance with this policy is being measured by:

- a) compliance with all WHS Policies.

4.6 Evaluation

The performance indicators for the evaluation of this policy are:

- a) At least 90% WHS policy compliance measures
- b) At least 90% of Mercy Services staff giving a positive rating on how well Mercy Services is committed to safety.
- c) The Lost-time injury frequency rate is stable or falling.

5.0 REFERENCES

1. Current issues	None identified
2. Australian Standards	a) AS/NZS 4804: Occupational health and safety management systems — General guidelines on principles, systems and supporting techniques
3. Legislation	a) Work Health and Safety Act, 2011 (NSW) b) Work Health and Safety Regulations, 2011 (NSW) c) Anti Discrimination Act, 1977 (NSW)
4. Professional guidelines	a) None identified
5. Codes of Practice	a) Safe Work Australia (2011) Code Of Practice: How to Manage Work Health and Safety Risks http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/633/How_to_Manage_Work_Health_and_Safety_Risks.pdf b) Safe Work Australia (2011) Code Of Practice: Hazardous Manual Tasks http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/640/COP_Hazardous_Manual_Tasks.pdf c) Safe Work Australia (2011) Code Of Practice: Managing the Risk of Falls at Workplaces http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/632/Managing_the_risk_of_falls_at_Workplaces.pdf d) Safe Work Australia (2011) Code Of Practice: Labelling of Workplace Hazardous Chemicals http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/643/COP_Labelling_of_Workplace_Hazardous_Chemicals.pdf e) Safe Work Australia (2011) Code Of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/642/COP_Preparation_of_Safety_Data_Sheet_for_Hazardous_Chemicals.pdf f) Safe Work Australia (2011) Code Of Practice: Managing Noise and Preventing Hearing Loss at Work http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/627/Managing_Noise_and_Preventing_Hearing_Loss_at_Work.pdf g) Safe Work Australia (2011) Code Of Practice: Managing the Work Environment and Facilities http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/626/Managing_the_Work_Environment_and_Facilities.pdf h) Safe Work Australia (2011) Code Of Practice: Work Health and Safety Consultation, Cooperation and Coordination http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/624/Work_Health_and_Safety_Consultation_Cooperation_and_Coordination.pdf
6. Codes of Ethics	a) Australian Association of Social Workers Code of Ethics http://www.aasw.asn.au/document/item/1201 b) Australian Psychological Association Code of Ethics http://www.psychology.org.au/Assets/Files/Code_Ethics_2007.pdf c) The Nursing and Midwifery Board of Australia. Registration Requirements http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx

	d) Integrity in the Service of the Church https://www.catholic.org.au/media-centre/media-releases/cat_view/10-organisations/38-national-committee-for-professional-standards e) Mercy Services Code of Conduct
7. Evidence	a) CCH Hands On Guide: OHS Manager
8. Mercy Services Values	Justice, Respect, Care, Unity, Service

6.0 OTHER RELATED POLICIES AND PROCEDURES

All Policy and Procedures

7.0 RELATIONSHIP WITH STANDARDS

Aged Care Accreditation Standards	Home Care Standards	Disability Standards	EQulP Standards
1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 2.1, 2.2, 2.3, 2.4, 2.5, 3.2, 3.1, 3.3, 3.5,	2.5, 5.5, 6.1, 6.2, 6.3	1.5.1, 1.5.2, 1.5.4, 1.5.6, 2.1.2, 3.1.4, 3.1.5, 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5

8.0 DOCUMENT CHANGES RECORD

Dates of change	Section altered	Natures of changes made
04/11/2004	all	First record of policy creation
05/05/2008	Addition of Other Related Mercy Services Policies/Procedures; Relationship to standards and Policy Amendment Record.	Addition of these sections
01/04/2009	a) All section b) 1.0, 2.0, 5.0, c) 3.0 Policy d) Management’s responsibility e) 4.4 f) 7.0	a) Reformatted in new layout b) New sections c) Delete legislation as reason for policy – this is not only reason and legal requirement addressed in 1.0 d) Deleted as it is covered in the 4.2 e) Requirement to display commitment to OHS but not to display this Policy f) QIC Standards replaced with EQulP standards
30/06/2010	1.0, 2.0, 3.0, 4.0	Minor typographical errors
28/03/2011	7.0 Relationship to Standards	Updated Community Care Common Standards and EQulP5 Standards
06/02/2012	a) All sections b) 4.5 Compliance c) 4.6 Evaluation d) 5.0 References	a) Updated with how new WHS laws and Codes of Practice apply at Mercy Services b) New section c) New section d) Updated with new WHS laws and Codes of Practice
27/11/2012	All Sections	Organisation name updated
05/02/2014	7.0 Relationship to Standards	change name to Home Care Standards
06/08/2014	a) 4.6.c Evaluation b) 5.0 references c) 7.0 Relationship to Standards	a) Replace “workers compensation days” with “Lost-time injury frequency rate” b) Update Codes of Ethics c) Added Aged Care Accreditation Standards and Disability Standards

<i>Dates of change</i>	<i>Section altered</i>	<i>Natures of changes made</i>
04/03/2015	Policy reviewed and No sections altered	
03/02/2016	Policy reviewed without changes	
08/02/2017	Policy reviewed without changes	
Review due 08/02/2018		