



POLICY	
Occupational Safety and Health	
Scope (Staff):	All employees
Scope (Area):	CAHS (PMH/PCH, CACH, CAMHS)

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Aim

To outline the commitment of the Child and Adolescent Health Service (CAHS) to the provision of a safe environment for all employees, patients and visitors.

Background

CAHS has a legislated obligation under the [WA Occupational Safety and Health Act 1984](#)¹ (*the Act*) to provide a safe place of work for its employees.

CAHS has published a [statement of commitment \(Appendix 1\)](#) to ensure that it meets these obligations and commits to providing a safe workplace to achieve required standards in safety and health for its employees, patients, contractors and visitors.

The *Act*, together with the [WA Occupational Safety and Health Regulations 1996](#)² provide the legislative context for occupational safety and health within Western Australian workplaces. The [Code of Practice on Occupational Safety and Health in the Western Australian Public Sector 2007](#)³ outlines further responsibilities on public sector employers to take specific actions to ensure compliance with the *Act* and the *Regulations*.

CAHS would like to acknowledge and thank the WA Country Health Service for the basis of this document.

Definitions

Employee: a person who is employed directly by CAHS through a contract of employment.

Contractor: a person who is engaged to provide a service to CAHS through a contract for services.

Line Manager / Supervisor: a person who has responsibility for management and supervision of employees.

Hazard: is a situation or thing that has the potential to harm a person. Hazards at work may include manual task, chemical, contact with object, slip trip fall, aggression patient, aggression visitor, confined space.

Risk: is the possibility of an unwanted event occurring measured in terms of possible consequences and likelihood of the event occurring.

Risk Control: is taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising them so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

Workplace: is a place where employees are, or are likely to be, during the course of their work. This includes attendance at off-site locations and travel in a government vehicle during the course of work.

Safety and Health Representative: is an employee who has been properly elected under Part IV Division 1 of the OSH Act to represent other employees in the interests of safety and health at the workplace for which they were elected.

Principles

- CAHS takes a proactive approach to occupational safety and health (OSH), establishing clear goals and strategies to implement and monitor systems, outline responsibilities and identify and implement preventative programs.

- CAHS provides OSH guidance through a system of working together, risk management, consultation and legal obligations as shown in [Appendix 2](#).
- CAHS ensures that our **Management Commitment** is demonstrated through our:
 - Statement of Commitment
 - OSH Policy
 - Safety leadership by Executive
 - Prioritisation of OSH tasks
 - Implementation of safety improvements
 - Measurement of safety performance
- CAHS ensures effective OSH **Planning** which includes:
 - Strategic priorities which incorporate safety objectives
 - Worksafe assessments
 - Emergency plans being in place
 - Safety being included in regional planning
 - Safety assessment being included in capital and minor works
 - Contractor safety being managed
 - Legal compliance obligations being identified.
- CAHS demonstrates effective **Consultation and Reporting** by ensuring:
 - OSH Committees are established
 - Safety and Health Representatives are elected
 - Consultation is undertaken on decisions affecting safety
 - Regular reporting to CAHS Executive
 - Worksafe improvement notice resolution occurs
 - Due diligence reports are prepared and communicated.
- CAHS ensures effective **Hazard Management** through:
 - hazard identification
 - workplace inspections
 - hazardous substance management
 - risk assessment and controls
 - hazard management process being reviewed
 - ensuring incidents are reported and investigated.
- CAHS ensures suitable and appropriate **Training and Supervision** through:
 - OSH for Managers Program

- OSH awareness for all staff in Corporate Induction
- Staff training is provided and assessed
- Training / supervision by staff with relevant skills
- Ensuring staff can use equipment safely.
- CAHS aims to continually improve through **Monitoring and Evaluation** including:
 - Management reporting / review
 - OSH performance in the Annual Report
 - Safety risk / lost time injury trends analysis
 - Worksafe Plan audits
 - Policy and training program annual review.

Roles and Responsibilities

CAHS Board

- Provide strategic direction to CAHS and oversee management of OSH risks.
- Ensure CAHS has safe systems of work.
- Monitor and evaluate OSH Management.
- Ensure and verify CAHS has available, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety.
- Ensure and verify CAHS has processes in place for communicating and considering information regarding OSH and responding to that information.
- Ensure and verify CAHS has, and implements, processes for complying with any duties and requirements under safety and health legislation.

Chief Executive

- Provide commitment, support and dedication to the safety of all staff.
- Provide Executive leadership for occupational safety and health
- Accountable for the occupational safety and health of all CAHS employees.
- Support and facilitate a safety culture across CAHS and ensure OSH matters are recognised and addressed as essential and integral components in all health service activities and outputs.
- Ensure that safety and health reporting and analysis is included as a regular item on agendas for Executive meetings and forums.

Executive Directors

- Actively pursue opportunities to increase OSH performance within areas of responsibility.
- Ensure safety risks are identified, assessed and managed and that controls are documented.

- Oversee safety risk reporting to identify trends in safety risks at an organisational level.
- Oversee the OSH performance of line managers in their areas of responsibility.
- Ensure that safety and health reporting and analysis is included as a regular item on agendas for divisional meetings and forums
- Ensure that safety implications are assessed when making adjustments to the way that work is performed and that any significant changes are referred through consultative forums, e.g. Safety and Health Committees.
- Support line managers in implementing safety and health measures, and in resolving safety and health issues within their areas of responsibility.
- Ensure staff within their area of responsibility meet their OSH training requirements.

Line Manager/Supervisor

Line managers at all levels within CAHS are responsible for ensuring the safety, health and wellbeing of all employees under their control.

Line managers must ensure they are familiar with policies, procedures, processes and practices relating to OSH in CAHS.

These responsibilities include:

- Provide information, training and supervision to all employees.
- Implement and maintain safe work practices, environment and hazard management.
- Monitor and evaluate safety in the workplace as part of continuous improvement.
- Investigating the workplace and actively identifying workplace safety and health risks, assessing those risks, and applying risk controls
- Notifying the employee reporting the occupational safety and health risk of the outcome of the investigation and the action to be taken
- Ensuring that staff complete Mandatory Training programs designed to protect their health and safety e.g. Emergency Management, Manual Tasks, Aggression Management, Corporate Induction and Hand Hygiene and Infection Prevention
- Confirming that all employees have been provided with occupational safety and health induction and relevant training to enable them to undertake their work safely
- When not practicable to avoid hazards ensure personal protective clothing and equipment (PPE) is made available, maintained appropriately and employees are provided with directions on usage.
- Consult with employees and elected safety and health representatives on changes to the workplace.
- Maintain workplace under their control in a safe manner. This includes assessing health and safety risks associated with work performed and ensuring that staff are provided with adequate training, supervision, equipment and support to complete their duties safely

- Ensure that contractors, agency/labour hire staff are aware of and comply with relevant CAHS policies and procedures.
- Complete Workplace Hazard Inspection (WHI) biannually (July-Dec, Jan-Jun).
- Complete OSH investigations of hazards and incidents.
- Complete Mandatory OSH for Managers Training
- Advise staff of workers compensation claim paperwork requirements.

Employee

- Protect their safety and health and that of others at work by following instructions given for their safety and health
- Report all identified hazards and incidents in the workplace to their line manager.
- Follow all instructions and safe working procedures established to protect their safety and that of others
- Cooperate with CAHS on safety and health issues.
- Complete mandatory OSH Training and demonstrate in a work setting.
- Use protective clothing and equipment provided, or provided for, by the employee in the manner in which he or she has been properly instructed to use it

Contractors/Labour Hire

- Identify, assess, document and control potential OSH risks associated with the work they are contracted to undertake.
- Ensure all equipment used on site has been tested in accordance with statutory requirements, regulation, Australian Standard, guidance note or code of practice.
- Communicate with all relevant parties, prior to commencing work, where the work may adversely impact on the OSH of staff.
- Provide information, training and instruction to their employees.
- Provide and ensure safe or correct use of such PPE devices, signage and barricading that may be stipulated either by Act, regulation, Australian Standard, guidance note or code of practice.
- Have appropriate safe systems of work and insurance arrangements in place
- Comply with all CAHS OSH Policies and Procedures

Visitors and Volunteers

- Cooperate with OSH requirements and instructions and not wilfully interfere with any aspects of safety and health in the workplace.

OSH Representative

- Represent the OSH interests of employees in meetings with managers, supervisors, OSH and Worksafe Inspectors.

- Participate in the identification and reporting of hazards in the work of the people they represent.
- Participate in inspections (such as Workplace Hazard Inspections) of their workplace.
- Assist in hazard/incident investigations and recommendations.
- Work with managers to resolve safety issues.
- Refer unresolved matters to the OSH Committee

OSH Department

The OSH department includes the OSH Manager, OSH Consultants and Injury Management Consultant. The role of the department is to:

- Provide leadership and expert knowledge in the area of Occupational Safety and Health Legislation and Management across CAHS
- Facilitate review and reform of OSH systems and processes
- Provide assistance and advice on Management of hazards and OSH issues.
- Promote an understanding of OSH within CAHS through various training method mediums.
- Maintain policies, procedures and guidelines relating to OSH within CAHS
- Provide internal auditing and review of OSH practices and procedures.

OSH Committee

- Facilitate consultation and cooperation between employer and employee.
- Implement measures to ensure safety and health of employees.
- Keep informed of safety and health in workplace.
- Recommend to employer rules, procedures and programs relating to OSH.
- Consider and make recommendations on changes affecting workplace OSH.
- Address matters referred to the committee by an OSH Representative.
- Retains up-to-date information in a readily accessible place.
- Performs other functions which may be prescribed in Regulations or given to the committee, subject to its consent, by the employer.
- Determine operating procedures and rules in consultation with members and the OSH Department (Terms of Reference and Action Plans).

Evaluation

- CAHS evaluates OSH compliance against the [Worksafe Plan](#)
- Monitoring of compliance with this policy is to be performed by the OSH Manager who is to provide the Director Workforce Services with a report of key safety performance indicators annually.

Related internal policies, procedures and guidelines

[Refer Appendix 3](#): CAHS Occupational Safety and Health Policies for full list of current OSH Policies

References

1. [WA Occupational Safety and Health Act 1984](#)
2. [WA Occupational Safety and Health Regulations 1996](#)
3. [Code of Practice on Occupational Safety and Health in the Western Australian Public Sector 2007](#)

Useful resources (including related forms)

Australian Standards 1336 & 1337


[Code of Practice – How to manage Work Health and Safety Risks \(Safe Work Australia 2011\)](#)

[Code of Practice: Safe design of structures \(Safe Work Australia 2012\)](#)

[Code of Practice: Managing risks of plant in the workplace \(Safe Work Australia 2012\)](#)

[OSH \(CAHS Info hub\)](#)

This document can be made available in alternative formats on request for a person with a disability.

File Path:	W:\Safety & Quality\CAHS\Policy\POLICY MANAGEMENT - Area Health Service\CAHS Policy_Word\CAHS.OSH.OccupationalSafetyAndHealth.docx				
Document Owner:	Executive Director, Corporate Services				
Reviewer / Team:	Occupational Safety and Health Team				
Date First Issued:	September 2012	Last Reviewed:	February 2018	Review Date:	February 2019
Approved by:	Corporate Governance Committee			Date:	February 2018
Endorsed by:	Executive Director, Corporate Services			Date:	February 2018
Standards Applicable:	NSQHS Standards:  NSMHS: 2, 8				
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Appendix 1: CAHS Statement of Commitment



Government of Western Australia
Child and Adolescent Health Service



Our Commitment to Occupational Safety and Health

The Child and Adolescent Health Service (CAHS) is committed to ensuring the safety, health and well-being of employees, contractors, volunteers, students, patients, clients and visitors.

Our commitment to safety is consistent, and is implemented in a way that reflects the CAHS values of; Excellence, Equity, Compassion, Integrity and Respect.

The CAHS Executive is accountable for the occupational safety and health (OSH) of all CAHS employees, and in particular for providing leadership, support, direction and resources to ensure that CAHS complies with relevant occupational safety and health legislation.

Occupational safety and health is a team approach between management and employees. Everyone has a role to build a safe work environment.

To achieve this, CAHS will:

- promote a culture that integrates safety as a core activity into all aspects of work.
- ensure that managers and supervisory staff accept responsibility to provide and maintain safe systems of work including measurable OSH objectives and targets.
- inform all employees of their duty of care and empower them to take responsibility for the safety and health of themselves and others at work.
- provide instruction, supervision, training and ready access to information to all employees so as to enable safe work practices that minimise the risk to health.
- comply with OSH legislation, regulations and relevant Australian standards.
- communicate, consult and cooperate with employees and OSH representatives to ensure that all practicable measures are undertaken to improve OSH performance.
- establish measurable OSH objectives and targets to ensure continuous improvement in safety and health performance.
- undertake risk management activities to identify, eliminate or manage risks in the workplace.
- ensure plant, equipment and substances are safe and without risk to health when properly used.

Dr Robyn Lawrence
Chief Executive
Child and Adolescent Health Service &
Perth Children's Hospital Commissioning

February 2018

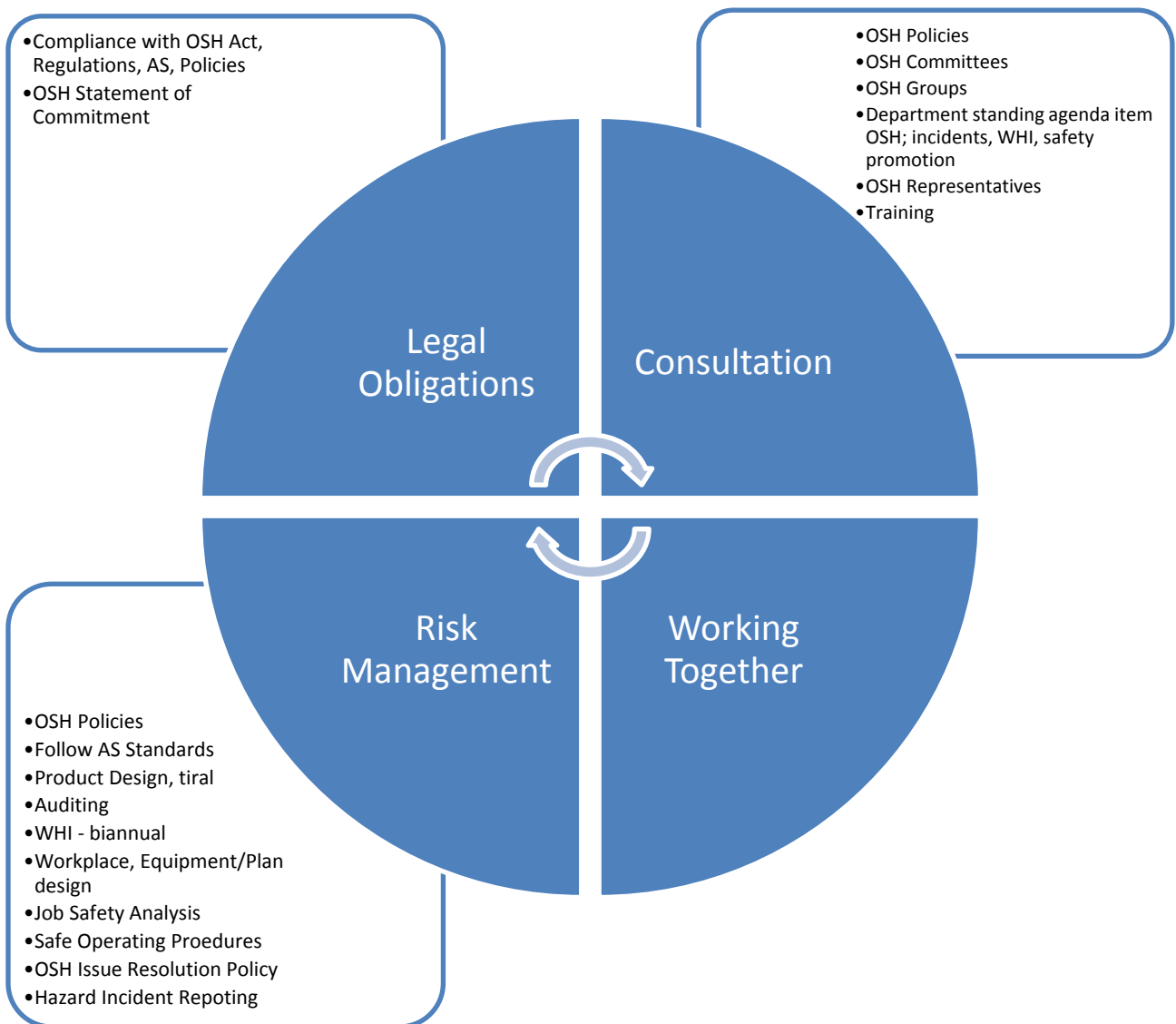
Child and Adolescent
Community Health

Child and Adolescent
Mental Health Service

Princess Margaret
Hospital



Appendix 2: Building a safe work environment for CAHS



Appendix 3: CAHS Occupational Safety and Health Policies

- [Aggressive, Offensive and Inappropriate Behaviour Management](#)
- [Contractor Safety](#)
- [Computer Workstation Safety](#)
- [Fatigue Management](#)
- [Incident Hazard Reporting](#)
- [Issue Resolution](#)
- [Manual Tasks](#)
- [Occupational Safety and Health](#)
- [Pre-Employment Health Assessment \(PEHA\)](#)
- [Pregnancy and Safe Work](#)
- [Personal Protective Clothing and Equipment \(PPE\)](#)
- [Aggressive, Offensive and Inappropriate Behaviour Management](#)
- [Workers Compensation and Injury Management](#)
- [Workplace Hazard Inspection](#)