

1. Purpose

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 its employees, contractors 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
- APMHA HealthCare Ltd. reserves the right to vary, replace or terminate this policy from time to time.

2. Scope

This policy applies to:

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

3. Policy

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

3.1 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.

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3.2 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 our employees, contractors and other persons,
- 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.

3.3 WHS Monitoring and Reporting

Emergency evacuation

Exercises are conducted quarterly and recorded on the Fire and Evacuation Drill Record Form. Any issues arising from these exercises are reported to the General Manager Operations, who adds these to the Risk Register for consideration of the Board.

WHS inspections

Inspections are conducted quarterly and recorded on the Workplace Inspection Checklist. Any issues arising from these inspections are reported to the General Manager Operations, who adds these to the Risk Register for consideration of the Board.

Workplace injuries

Injuries are recorded on the Hazard and Incident Notification Form and reported to the General Manager Operations. The General Manager Operations monitors these injuries and escalates issues to the Risk Register for consideration of the Board, when appropriate and organisational action is required.

Review of WHS system

APMHA HealthCare Ltd. reviews the WHS system annually to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this system from time to time and all staff are required to comply with those changes.

3.4 Role of the Health and Safety Representative

APMHA HealthCare Ltd. 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 Executive
- Raise and discuss any issues at the Board meetings.

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APMHA HealthCare Ltd. 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 these employees have any concerns they should raise issues with the Health and Safety Representative should any concerns or issues not be acknowledged and acted upon where appropriate.

The Health and Safety Representative will perform his/her duties under the direction of the Board and provide the Board with all documents discussed in this section for appropriate action, recording and filing.

3.4.1 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 General Manager Operations will organise for specialist assistance. An electronic copy of the Workplace Inspection Checklist is located in [Workplace Health and Safety > Forms and Templates](#) folder.

3.4.2 Workstation Assessments

If requested, the Health and Safety Representative will organise a time with any new employees, to assess their 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 HealthCare Ltd. staff who work offsite or from home, their manager will ensure that the work environment is conducive to safe and practical working conditions. As such, employees who regularly work from home may require a workstation assessment prior to the flexible working arrangements being approved. APMHA HealthCare Ltd. Staff who work offsite will need to complete their own workstation assessment, after receiving appropriate advice from the Health and Safety Representative, notify their manager if there are any issues and work collaboratively to ensure issues are identified and resolved promptly.

These assessments should be guided by the:

- Workplace Health and Safety Manual located in [Workplace Health and Safety > Policies, Procedures and Protocols](#) folder
- Ergonomics and Manual Handling Checklist: located at [Workplace Health and Safety > Forms and Templates](#) folder.

3.4.3 Hazard and Incident Notification Form

The Health and Safety Representative is responsible for promoting the hazard and incident identification form and encouraging all staff to complete the form if they identify a hazard or are involved in an incident. Identification is essential so that Managers are aware of potential risks in the workplace that will impact on the health and safety of employees; and can then take active steps to rectify the problem or minimise the risk so that other employees are not affected. All hazards and incidents need to be logged on the incident register which is maintained by the Health and Safety Representative.

An electronic copy of the Hazard and Incident Identification Form is located in [Workplace Health and Safety > Forms and Templates](#) folder.

3.5 Workplace injuries

All injuries that occur in the workplace will be reported to one of the designated First Aid Officers or a General Manager.

This enables treatment to be provided if required and enables APMHA HealthCare Ltd. 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.

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3.6 First Aid

APMHA HealthCare Ltd. will ensure that there is an employee trained as Senior First Aid Representatives at any given time and that resources are available to administer first aid.

3.6.1 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,
- 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.

3.6.2 First Aid supplies

The first aid supplies may be used as required by APMHA HealthCare Ltd. 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 HealthCare Ltd. staff should also fill out the Hazard and Injury Notification form if they are injured at work.

Misuse of the first aid supplies will be considered to be 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.

4. 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.

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5. Responsibilities

Employees

All Employees are required to comply with health and safety legislation and APMHA HealthCare Ltd.'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. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties.

General Managers

All General Managers are responsible and accountable for the safety of employees, contractors 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.

Contractors

All contractors engaged to perform work for APMHA HealthCare Ltd. are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of APMHA HealthCare Ltd. as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

6. References

Internal interdependencies

- Human Resources Management Policy
- Workplace Health and Safety Manual
- Hazard and Incident Notification Form
- Workplace Health and Safety Checklist
- Ergonomics and Manual Handling Checklist
- APMHA HealthCare Ltd. WHS contacts and emergency procedures
- Code of Conduct
- Risk register
- Quality Review Procedure

External interdependencies

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

7. Version control

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