

Health and Safety

Type: Policy	HDSS Certification Standard
Issued by: The Board - Wairarapa DHB	Version: 2
Applicable to: All DHB Staff	Document Owner: Health, Safety and Preparedness Manager

Policy Statement

Wairarapa District Health Board (WrDHB) is responsible for and committed to providing and maintaining a safe and healthy working environment for staff, visitors and everyone using the DHB as a place of work and others who may be affected by our undertaking by complying with the legal obligations as outlined within the Health and Safety at Work Act (2015) and supporting approved Codes of Practice.

Purpose

The purpose of this policy is to set out the accountabilities and responsibilities with respect to the provision of a safe and healthy environment and to promote a positive health and safety culture and encourage ownership at every level of WrDHB. This supports WrDHBs health and safety vision: *We will all have a safe workplace.*

We believe that:

- staff are our greatest asset
- health and safety is integral to quality service provision
- our commitment to best practice health and safety management in the workplace will enhance the health and wellbeing of all people working for the DHB and in turn enable us to provide better patient care

We are committed to:

- ensuring no business objective takes priority over patient or worker health and safety
- protecting workers and other persons against harm to their health, safety, and welfare by eliminating or minimising risks arising from work
- providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues in relation to work health and safety
- encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices
- promoting compliance with the Act through effective management and auditing of our health and safety systems
- assisting workers, contractors and others to achieve a healthier and safer working environment; and
- providing a framework for continuous improvement and progressively higher standards of work health and safety

Document author: Health, Safety and Preparedness Coordinator		
Authorised by: The Board; Wairarapa District Health Board		
Issue Date: 26/06/18	Review date: 26/06/21	Date first issued: 2012
Document ID:		Page 1

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Scope

This policy applies to all staff directly employed by, and persons working within, WrDHB and others who may be affected by our undertaking.

Roles and Responsibilities

Person Conducting a Business or Undertaking (PCBU)

A PCBU must ensure, as far as reasonably practicable:

- the health and safety of workers who work for the PCBU, while the workers are at work in the business or undertaking
- the health and safety of workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carry out the work
- that other persons are not put at risk by the work of the business or undertaking (e.g. a visitor to the workplace, or members of the public who could be affected by a work activity)

The PCBU has a primary duty of care which is a broad overarching duty. It includes but is not limited to, so far as is reasonably practicable:

- providing and maintaining a work environment that is without risks to health and safety
- providing and maintaining safe plant and structures
- providing and maintaining safe systems of work
- ensuring the safe use, handling and storage of plant, structures and substances
- providing adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- providing any information, training, instruction, or supervision that is necessary to protect all people from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- monitoring the health of workers and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

PCBUs must also maintain any worker accommodation that is owned or managed by the PCBU and provided because other accommodation is not reasonably available. The accommodation must be maintained so the worker is not exposed to health and safety risks.

Officer

The officer must exercise due diligence to ensure that the PCBU complies with its health and safety duties.

Worker

All workers are obliged to:

- take reasonable care of their own health and safety,
- take reasonable care that what they do or don't do doesn't adversely affect the health and safety of others,
- cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.

Health and Safety Representatives (HSR)

All HSRs are obliged to:

- actively participate in the health and safety systems and encourage fellow employees to comply with all health and safety requirements,
- complete annual self-assessments of their designated areas with the manager,
- complete hazard registers of their designated areas annually or as required with the manager,
- complete a general workplace inspection check sheet of their designated area with the manager,
- in conjunction with the manager provide induction training for new employees into the area,
- review and update health and safety folders and notice boards on a monthly basis,
- contribute to health and safety agenda at team meetings,
- attend training, and
- comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.

Policy

To provide and maintain a safe and healthy environment and to promote a positive health and safety culture we will:

- take all reasonably practicable steps to eliminate or minimise the risk of harm to all people in the workplace
- actively encourage participation and consult with staff (including staff representatives such as Unions) throughout the DHBs on all matters impacting on staff and others health and safety
- maintain and continually improve our health, safety and environmental management systems
- measure, appraise and report on both lagging and leading performance indicators
- accurately report and investigate incidents in a timely manner and learn from these incidents to prevent recurrence
- ensure workers contractors, students and volunteers have the training, skills, knowledge and resources to maintain a healthy and safe workplace
- support the safe and early return to work of injured staff
- design, construct, operate and maintain our assets so that they safeguard people and property
- require our contractors to demonstrate the same commitment to achieving excellence in health and safety performance and comply with contractual and legislative obligations; and comply with relevant legislation, regulations, and codes of practice and industry standards.

Implementation and monitoring compliance

Health and safety practices within the DHB will be measured and monitored by:

- Internal annual audits e.g. work area observation audits annually
- Internal monitoring by individual departments of their hazard register
- Internal monitoring of serious hazards escalated to the risk register
- Internal survey e.g. annual health and safety management practices self-assessment
- Analysis of SQUARE incident report statistics
- External independent audit against AS/NZS 4804:2001, no longer than a period of every two years e.g. Workplace Safety Management Practices audit, Technical Advisory Service Audit and on-going DHB certification audit programmes

Definitions

Officer

An officer is a person who holds a senior leadership position and has the ability to significantly influence the management of a PCBU. Obligation will apply to the Chief Executive Officer and the members of the Board at WrDHB.

Worker

A worker is defined as a person who carries out work in any capacity for a PCBU, including work as an employee, a contractor or subcontractor, an employee of a contractor or subcontractor or an employee of a labour hire company who has been assigned to work for the PCBU, an outworker, an apprentice or trainee, a person gaining work experience or undertaking a work trial, a volunteer or a person of a prescribed class.

Health and Safety Representatives (HSR)

An HSR is a worker who has been elected by the members of their work group to represent them in health and safety matters. WrDHB chooses to have HSRs as they are a well-established way to support worker engagement and participation.

PCBU

A person conducting a business or undertaking (PCBU) may be an individual but in most cases (and for the DHB) is an organisation that carries out work. Because the DHB does not operate for profit it is therefore not considered a business but rather comes under the category of an undertaking. A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers and that other people are not put at risk by its work. This is called the 'primary duty of care.'

Primary Duty of Care

The PCBU must ensure, so far as is reasonably practicable, the health and safety of workers and that other people are not put at risk by its work. This is called the 'primary duty of care.'

Workplace

A place where work is carried out for a business or undertaking, and includes any place where a worker goes or is likely to be while at work. This includes a vehicle, vessel, aircraft, ship or other mobile structure. It includes any place a worker goes or is likely to be while at work.

Reasonably Practicable

That which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:

- the likelihood of the hazard or the risk concerned occurring;
- the degree of harm that might result from the hazard or risk;
- what the person concerned knows, or ought reasonably to know, about the hazard or risk; and ways of eliminating or minimising the risk;

- the availability and suitability of ways to eliminate or minimise the risk; and after assessing the extent of the risk and available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Assessment of costs must only be taken after the assessment of the risk and the ways to eliminate that risk. This means that costs will only take precedence over safety when the cost of taking a step is “grossly disproportionate” to the risk.

References

Health and Safety Guide: Good Governance for Directors (2016)

WrDHB Health and Policy Statement

Related Documents

WrDHB Health and Safety Policy Statement

Legislation

Health and Safety at Work Act 2015

Keywords for searching:

- Health
- Safety

Appendices

N/A

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Approval Authority Signature
Adri Isbister
Chief Executive

Wairarapa District Health Board

Name:
 Role:
 Signature:
 Date: 7/08/18