www.helpinghand.org.au

Policy Statement

The Board and the Executive of Helping Hand Aged Care recognize that people are the organisation's most valuable resource in achieving its mission and providing safe care to our consumers. The Board and Executive recognizes its duty of care towards any person carrying out work within the organisation or under its control and will demonstrate commitment, leadership and accountability to prevent workplace injury and provide a safe and healthy workplace by:

∕ Ensuring the zero harm, zero injury approach is embedded into the organization's culture.

∕ Adopting a planned and systematic approach and providing resources to address the major hazards, with the aim of eliminating all unwanted work-related hazards and injuries, or if not practical to do so, minimise the risks. This includes using internal and external expertise for work, health and safety activities when required.

∕ Ensuring continuous improvement of the work, health and safety system by regularly reviewing and evaluating this policy and its implementation through analysis of hazard, incident and claims data, risk assessments, internal and external audit outcomes, and stakeholder feedback.

∕ Ensuring work, health and safety is considered in all decision making.

∕ Ensuring this policy and supporting work, health and safety procedures are integrated or aligned with systems for Risk Management, Quality Management, Human Resources Management, Procurement and Contractor Management and available on the Intranet.

∕ Ensuring roles, responsibilities and accountabilities are detailed within supporting work, health and safety procedures.

∕ Ensuring this policy and supporting procedures (including Safe Operating Procedures) are implemented and that all managers, supervisors and workers are provided with information, instruction, and training about the requirements, their roles, responsibilities and accountabilities.

∕ Ensuring the safe use, handling and storage of equipment, structures and chemicals.

∕ Ensuring that workers receive adequate supervision and access to facilities for their welfare at work.

∕ Ensuring that relevant legislation, regulatory requirements and guidelines are met.

∕ Maintaining effective processes for engaging with workers and their representatives including active consultation and cooperation when proposing or making changes to the workplace, work practices, procedures or resolving health, safety issues.

∕ Maintaining effective processes for communicating relevant work, health and safety information throughout the organization.

∕ Providing a supportive work environment for people with disabilities which take account of specific workplace needs.

Reason

Supports the safety and well-being of staff, volunteers, students, agency staff, work experience, contractors and sub contractors. Maintains compliance with SA Work, Health and Safety Act, 2012; (SA) Work , Health and Safety Regulations, 2012 (SA), associated Codes of Practice; relevant Australian Standards, Disability Discrimination Act 1992 and Code of Conduct for Self Insured Employers and associated guidelines.

Responsible people

The Board and the Executive are responsible for good governance and management for work, health and safety. The executive are the nominated officers under the Work, Health and Safety legislation.

All staff, volunteers, students, work experience, visitors, agency staff, contractors and sub contractors have a responsibility to contribute to safety, work safely and not place others at risk.

Status

Version no.	Approved by	Approval date	Last reviewed
5	Board	February 2014	May 2015