

Workplace Health and Safety

POLICY STATEMENT

National is committed to providing a safe workplace environment and ensuring the safety, health and wellbeing of all employees shall be a key underpinning factor supporting the provision of quality healthcare services.

PURPOSE

Ethical Obligations

It is desirable for employees of National to work in an environment that is conducive to their safety and health at work.

Legal Obligations

The law imposes duties upon both Nationals and employees concerning Workplace Health and Safety

Financial Obligations

The cost of workplace injuries both in insured losses and uninsured losses makes it absolutely imperative that steps be taken by all levels of management and employees, whether they are from National or the facility where work is being undertaken, to achieve the aims of the Workplace Health and Safety Policy. If an employee has any concerns in relation to their safety or the safety of others in the workplace, the employee is required to report them to National and the relevant broker and/or client, who will take all practicable steps to provide and maintain a safe work environment.

SCOPE

This policy applies to all employees of National

POLICY

National is responsible for all aspects of Workplace Health and Safety including:

- Compliance with appropriate legislation, codes of practice and *National* policy.
- Implementing National Workplace Health and Safety policy and procedures and insisting on safe and environmentally responsible work practices at all times.
- Providing and maintaining a safe work environment, including work conditions, practices and procedures for all employees
- Assisting in the identification and preparation of safe work procedures.
- Ensuring employees are not exposed to risks to their health and safety.
- Monitoring and reviewing compliance with procedures and working conditions on a continuing basis.

- Preparing and participating in Workplace Health and Safety meetings and Workplace Health and Safety programs.
- Ensuring the Workplace Health and Safety of each of employee.
- Ensuring employees are competent to carry out the tasks requested of them.
- Providing and maintaining adequate safety equipment.
- Assisting the investigation of near misses, hazards, accidents and injuries to ensure identification of hazards and correction of unsafe practices and methods.
- Reviewing and actioning Workplace Health and Safety reports and inspections and initiating rectification where necessary.
- Conducting the WHS Checklist on the client property upon set up of services.

Client is responsible for:

As the client's home is a workplace, clients must provide, as far as is reasonable, a safe working environment for workers coming into their home. Clients may be asked to:

- Secure their pets to avoid harm to the worker
- Allow reasonable modifications to be made to ensure the safety of workers e.g. move mats which may cause a fall
- Leave an outside light on for after-dark visits
- Not smoke while the worker is present
- Provide appropriate and safe equipment (if required)
- Treat workers with courtesy and respect (non-abusive and non-threatening).

Tobacco Products Regulation Act requirements Employers must ensure that workers are not exposed to smoke in the workplace, including client homes.

Employees are responsible for:

- Working safely and observing all Workplace Health and Safety instructions from National, and relevant policies, procedures and directions from the Facility.
- Using safety devices, manual handling equipment and personal protective equipment as directed by National and complying with relevant policies, procedures and directions from the Facility.
- Maintaining safety devices and personal protective equipment in an operational and hygienic condition at all times.
- Promptly reporting to National and the Facility any work accident, injury or Workplace Health and Safety concerns.

- Reporting to National and the facility any situation the employee believes is a work hazard or an unsafe practice.
- Not wilfully or recklessly interfering with, or misusing anything provided for Workplace Health and Safety at the workplace.
- Not wilfully placing at risk the Workplace Health and Safety of either themselves or any other person, at the workplace.

Standard Precautions

Standard precautions include:-

- Effective hand hygiene practices
- Maintenance of skin integrity
- The appropriate use of Personal Protective Equipment (PPE)
- Safe management of blood and body fluid spillages
- Safe use, disposal and management of sharps
- Appropriate cleaning/decontamination of equipment
- Maintaining a clean environment
- Safe waste management
- Safe handling and laundering of used linen.
- Maintaining social distancing where possible

Personal Protective Equipment

Personal Protective Equipment (PPE) refers to clothing, equipment, and/or substances which, when worn or used correctly, protect part or all of the body from foreseeable risks of injury or disease at work or in the workplace.

- Personal Protective Equipment (PPE) will be used when other control measures are not practicable, as determined by a risk assessment.
- Records detailing the PPE identified and chosen for a task and when workers were told about it must be kept on file.
- Employee representatives will be consulted in the selection and purchase of PPE.
- All staff will be trained regarding the use of PPE.
- All Personal Protective Equipment will be provided by the employer (except standard footwear) and should fit properly, be comfortable and easy to put on and take off. Notify the Work Health and Safety Representative of any concerns.
- All PPE will be selected in accordance with the identified need/s and comply with the Australian Standards.

Descriptions and examples of use of PPE:

Hand Protection (refer to the Australian Standards to determine the type of gloves required for the task):

- When likely to contact any bodily fluid/s;
- When handling contaminated/infected waste;
- When cleaning bathrooms/basins/toilets;
- When emptying waste/garbage bins;
- When handling chemicals;

- When handling hot pots/pans, etc. (use mitts or gauntlets);
- When hand-washing dishes;

Respirator Protection

(refer to the Australian Standards 1715 and 1716 to select the appropriate respiratory device/s):

When coming into contact with harmful dust, fumes, vapours, gasses.

- **Clothing** - *When at risk of contact with body fluids (e.g. disposable apron).*

REFERENCES

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

ACT Health Manual Handling Policy accessed from
<https://www.health.act.gov.au/sites/default/files/Manual%20Handling%20Policy.pdf> 6/5/2018

National Code of Practice August 2007 For the Prevention of Musculo-skeletal Disorders from Performing Manual Handling Tasks at Work accessed from
https://www.safeworkaustralia.gov.au/system/files/documents/1702/nationalcodeofpractice_preventionofmusculoskeletaldisordersfromperformingmanualtasksatwork_2007_.pdf 6/5/2018

Standards Australia AS/NZS ISO 31000:2009 Risk management – Principles and guidelines accessed from Risk management Australian/New Zealand Standard AS/NZS 4360: 1999 Standards Australia on 6 /5/2018

Work Health and Safety, (2011), A Practical Guide to Implementing Work Health and Safety in Cliental Aged Care, AGPS, Canberra.

World Health Organisation - <https://www.who.int/publications/i/item/9789241516945>
ACT Health - <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>