

# OHS POLICY

## OUR COMMITMENT

The Hazardous Area Specialists Pty Ltd (HAZ) Occupational Health & Safety (OHS) and wellbeing policy reflects our commitment to a safety culture that extends beyond the once traditional view of physical injuries sustained from accidents in the occupational to the physical and psychological health and wellbeing of staff.

## POLICY OBJECTIVES

HAZ is committed to the provision of a safe and healthy work environment for all employees, volunteers, contractors and visitors through a commitment to action in line with relevant Occupational Health and Safety legislation, compliance codes and appropriate standards, by:

1. Providing an environment that promotes and supports the physical and psychological health and wellbeing of employees in the occupational in line with HAZ values of Unity, Respect, Integrity and Excellence and the HAZ Code of Conduct;
2. Maintaining a process of continuous improvement of the safety management framework, systems and processes ensuring safety practices are maintained;
3. Ensuring staff are appropriately trained and educated in the area of OHS in line with position accountability and responsibilities including individual obligations to personal safety;
4. Reflecting OHS expectations within position descriptions, performance development and planning processes;
5. Reporting on OHS performance targets at the organizational, divisional, and departmental levels;
6. Evaluate OHS performance through analysis of organisational data of best practice and benchmarking with industry peers;
7. Providing facilities, equipment, resources and services to enable employees to perform their role safely;
8. Regularly communicating with staff in relation to OHS initiatives and programs that support a occupational health and safety culture;
9. Ensuring OHS is an integral part of all HAZ systems and core operations

## COMMITMENT TO ACTION

The involvement of all employees at every level is required to achieve occupational health and safety objectives as follows.

### HAZ Management

- Oversee legal obligations and the effective implementation of the OHS framework, systems and processes relating to employee health and safety;
- Ensure OHS remains a strategic priority for the hospital in support of embedding a strong safety culture;
- Monitor the performance of OHS through key performance indicators and regular reporting;
- Ensure legal obligations and the effective implementation of the OHS framework, systems and processes relating to employee health and safety are met and maintained;



- Ensure OHS remains a strategic priority for the hospital in support of embedding a strong safety culture;
- Monitor the performance of OHS through key performance indicators and regular reporting;
- Ensure the effective OHS training and education of staff through the allocation of sufficient resourcing and operational funding to support related activity;
- Ensure OHS roles and responsibilities within HAZ are effectively communicated and maintained via positions descriptions, performance development and planning discussions and management forums;
- Ensure the physical and psychological health and wellbeing of staff is promoted and supported through participation in 'safety walk-arounds' and programs and initiatives designed to enhance employee wellbeing;
- Embed a culture whereby employees are encouraged to discuss health and safety issues and concerns in a transparent and open manner;
- Shall have a clear understanding of the key OHS issues pertaining to their divisions;
- Be safety leaders and HAZ core safety values;
- Actively support the planning and promote the implementation of health, safety and wellbeing enhancement initiatives;
- View health, safety and wellbeing as an integral part of daily business activities, and demonstrate this through their planning, communication and work practices.

## **Supervisors**

- Ensure effective implementation of occupational health and safety practices in line with the OHS framework, systems and processes, templates and checklists that support expectations and responsibilities of a line manager and the safety of the department/unit/ward;
- Ensure local procedures are in place for the systematic identification of occupational hazards and assessment of their level of risk as well as implementation of controls to manage risks;
- Lead departmental safety inspections and audits and investigate and report on all incidents, including near misses
- Ensure staff are returned to the occupational from a physical or psychological injury in line with the HAZ Early Intervention Program approach to return to work;
- Prioritise OHS requirements within the department/unit/ward to ensure a safety culture is being promoted at all times;
- Report on OHS performance in line with key performance indicators;
- Ensure sufficient forums for employees to raise and discuss occupational health and safety issues in a transparent and open manner;
- Encourage staff to take accountability for personal health and safety;
- Participate in OHS training and education and ensure OHS representatives are also enabled to participate in training obligations as required;
- Ensure the physical and psychological health and wellbeing of staff is promoted and supported through participation in 'safety walk-arounds' and programs and initiatives designed to enhance employee wellbeing;
- Establish and maintain the framework for the OHS system in their area of managerial responsibility



## Employees and volunteers

- Assume individual accountability for personal health and safety including psychological wellbeing;
- Undertake tasks in accordance with relevant standard operating procedures and/or work instructions;
- Participate in health and safety consultative forums and contribute ideas to improving the health and safety of the department/unit/ward/team;
- Where appropriate, participate in occupational health and safety training, programs and initiatives to embed a safety culture;
- Report all work health and safety breaches, hazards and incidents, including near misses, to the line manager and assist with actions to reduce and eliminate risks.
- Comply with this OHS Policy and associated Drug and Alcohol Policies and Fatigue Management Plans.

## Contractors

- Comply with all OHS requirements set out in HAZ contracts
- Work safely at all times to protect themselves and those working with them;
- Report all hazards and incidents, including near misses to the HAZ.
- Take reasonable care for their own health and safety and not place at risk the health or safety of others;
- Cooperate with others in relation to actions taken by the HAZ to comply with Occupational Health and Safety legislation
- Undertake tasks in accordance with relevant standard operating procedures or work instructions;
- Wear correct personal protective equipment specified in standard operating procedures or working instructions as required;
- Seek supervision and guidance from the relevant supervisor for all new or modified work procedures;
- Where required, participate in health and safety information, training and induction procedures;
- Implement relevant specific responsibilities described in the HAZ health and safety policies and procedures.

## COMMUNICATION

We are committed to the continual improvement of our environmental performance. Additionally, as part of our commitment to our environmental responsibilities, the HAZ OHS Policy will be communicated to all staff, contractors and suppliers, and is publicly available through the HAZ website or by request.

### Authorised by:

Justin Nally

General Manager

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