

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

<b>NAME OF DOCUMENT</b>	Work Health, Safety and Wellbeing Policy / Statement of Commitment
<b>TYPE OF DOCUMENT</b>	Procedure
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<b>LEVEL OF EVIDENCE</b>	National Safety and Quality Health Service Standards: Standard 1- Clinical Governance ISO 45001:2018 – Element 5.1 Leadership and Commitment; 5.2 WHS Policy NSW Health WHS Better Practice Procedures – Section 4.1 WHS Policy/Statement of Commitment by Chief Executive Workers Compensation Legislation; WHS Act and Regulations
<b>REVIEW DATE</b>	November 2023
<b>FORMER REFERENCE(S)</b>	SESLHDPR/271
<b>EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR</b>	Director People and Culture
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<b>KEY TERMS</b>	WHS Statement of Commitment, Our Commitment; CE Statement of Commitment; WHS Policy; Statement of Commitment
<b>SUMMARY</b>	WHS Policy/Statement of commitment to work health, safety and wellbeing. It informs workers, suppliers, patients, visitors and other key stakeholders that WHS management is an integral part of all operations, and responsibilities for maintaining a safe and healthy working environment for workers and visitors in accordance with WHS Legislation, Codes of Practice and Australian Standards.

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## 1. POLICY STATEMENT

### Our Commitment

South Eastern Sydney Local Health District (SESLHD) is committed to providing a safe and healthy working environment for workers and visitors, for the prevention of work related injury and illness, by achieving high standards in Work Health and Safety (WHS) Wellbeing, and Injury Prevention and Management, and the continuous improvement of our safety culture, and health and safety risk management. We will take all reasonable actions to prevent injury and illness from occurring by:

- Implementing prevention-based risk management principles and effective consultation, communication and cooperation with workers, other stakeholders and duty holders
- Providing adequate training and resources and defining the responsibilities and accountabilities for WHS and Wellbeing at all levels of the organisation
- Complying with the WHS Legislation and other requirements placed on SESLHD, including the implementation of Ministry of Health policies and procedures.

### Our Values

As part of managing work health, safety and wellbeing of our people, SESLHD will strive to demonstrate the core values of Collaboration, Openness, Respect and Empowerment.

## 2. BACKGROUND

This Work Health, Safety and Wellbeing Policy / Statement of Commitment informs workers, suppliers, patients, visitors and other key stakeholders that WHS and Wellbeing management is an integral part of all operations, and responsibilities for maintaining a safe and healthy working environment for workers and visitors in accordance with WHS Legislation, Codes of Practice and Australian Standards.

## 3. RESPONSIBILITIES

### 3.1 Workers will:

- Actively participate in the development, implementation, and review of the Safety Management System, understand and comply with Health, Safety and Wellbeing processes and procedures
- Act as a safety role model for co-workers and new workers, follow safe work procedures and demonstrate safe working behaviours at all times
- Take all reasonable care for your health, safety and wellbeing and others at work, to maintain your ongoing physical and psychological fitness for work. Report any physical or psychological impairment that may impact on your fitness or ability to work safely
- Contribute to a strong safety reporting culture and report all health and safety incidents, injuries, hazards, risks, concerns, or unsafe acts / behaviours in the IMS+ safety reporting system, and to your supervisor / manager or health and safety advisor within 24 hours.

- Contribute to a collaborative safety culture that fosters an environment that is psychologically and physical safe, and where it is safe to do so, having the courage to call out unsafe behaviour.
- Participate in monthly workplace inspections and briefings, and in work health and safety consultation processes, committees and meetings as required
- Understand your health and safety obligations and complete all training to enable you to meet the requirements of health and safety policy and procedures, and regulatory obligations
- Contribute to, and participate in, WHS consultation arrangements, work safety planning, including the review and continual improvement processes.

### 3.2 Line Managers and Supervisors will:

- Provide visible and active leadership to maintain a safe workplace, including prompt action to address health, safety and wellbeing issues, and report to senior management any issues that cannot be resolved
- Actively communicate and promote the current WHS and Wellbeing Policy / Statement of Commitment (and updates) to workers by displaying in the workplace, email /intranet distribution and on the commencement of their appointment
- Lead by example in actively demonstrating your commitment to the SESLHD safety management system. (through completion of monthly workplace inspections and briefings; visible support of programs and initiatives to maintain a positive health and safety culture; inclusion of health, safety and wellbeing strategies in the overall facility / service strategic plan; inclusion of health, safety and wellbeing performance agenda in senior executive / management meetings; promoting the WHS Management System and supporting procedures
- Participate in development of WHS objectives for the business plan and the identification of resources needed to implement the plan at a local level. Take action to meet targets for health and safety, injury prevention, workers compensation / return at work and safety risk management performance
- Implement health, safety and wellbeing policies, programs and procedures in your areas of control and promote / reinforce safe workplace practices
- Promote and support physical fitness and psychological wellbeing of workers through Fitness for Work and Wellbeing programs
- Report any safety incidents, injuries, hazards, risks or concerns in the SESLHD IMS+ safety reporting system. Take effective actions to eliminate or minimise related risk to as low as reasonably practicable, including participating in investigations; action plan and action completion timeliness; compliance with the safety reporting procedure
- Consult with workers when making decisions that may impact the health, safety and wellbeing of those in the workplace, addressing concerns, and giving workers reasonable opportunity to express views relating to a health and safety matter, and have their views considered
- Acquire and remain up-to-date knowledge of work health and safety matters, and ensure workers receive ongoing supervision, understand their health and safety obligations, are sufficiently trained to meet health and safety policy, procedures, and regulatory obligations, and know how to use safety reporting systems.

### 3.3 General Managers and Service Directors will:

- Actively communicate and promote the work health, safety and wellbeing policy / statement of commitment to all SESLHD workers
- Maintain an appropriate level of understanding of their WHS obligations
- Have an understanding of the WHS and wellbeing hazards and risks associated with their facility / service, and ensure that risks are being effectively managed
- Incorporate WHS objectives and risk management, into the planning processes (linked to achieving performance targets in the corporate plan) and allocate appropriate resources to achieve them
- Monitor and manage WHS responsibilities, set out in performance agreements
- Ensure safety is embedded as part of business as usual activities to ensure safety is considered in decision making processes
- Ensure visible and active leadership on WHS matters is provided, including prompt action to address WHS issues
- Ensure managers investigate all safety incidents and implement effective control measures to address the findings and their causes
- Establish and implement appropriate health, safety and wellbeing governance structures and arrangements that cascades and documents WHS and Wellbeing information, both from the Chief Executive / senior management to workers and from workers to senior management and the Board.

### 3.4 Chief Executive will:

- Authorise the WHS and Wellbeing Policy / Statement of Commitment, communicating and promoting the document throughout the organisation and making it available to any interested parties / key stakeholders, such as patients, contractors, Regulatory Authorities.
- Ensure the relevance and effectiveness of the Policy / Statement of Commitment by periodic review
- Develop measurable objectives and targets to meet the commitment outlined in the Policy and Statement of Commitment and to ensure continued improvement aimed at elimination of unsafe work practices, work-related injuries and illnesses
- Including WHS and Wellbeing objectives are incorporated into performance agreements and development plans
- Exercise due diligence to ensure that safety is embedded into core business, through inclusion of WHS considerations in all decision making processes, particularly in planning and purchasing of goods and services
- Visible and active leadership on WHS and Wellbeing matters, including prompt action to address WHS and Wellbeing issues
- Maintain an appropriate level of understanding on WHS obligations and current knowledge of WHS and Wellbeing matters
- Ensure the organisation has established and implemented processes to comply with any duty or obligation under WHS Laws
- Ensure the provision and use of appropriate resources and processes to eliminate or minimise safety risks from the work carried out in SESLHD.

## 4. The WHS and Wellbeing Policy / Statement of Commitment

SESLHD WHS and Wellbeing Policy and Statement of Commitment includes the following elements:

- A focus on prevention based on risk management principles
- A statement reinforcing commitment to improving the safety culture
- A commitment to comply with relevant WHS legislation and with other requirements placed upon the organisation
- Clearly defined responsibilities and accountabilities of officers, managers, workers and others for work health and safety
- A commitment to effectively consult with workers through agreed consultative arrangements as a key strategy for eliminating or, if not reasonably practicable, minimising risks
- A commitment that all safety incidents will be investigated and appropriate control measures will be implemented to effectively manage associated risks
- A commitment to engage in consultation, coordination and cooperation with other duty holders (e.g. businesses on a hospital campus or landlords of leased premises) as another key strategy for eliminating and minimising risks
- A commitment to the implementation and continuous improvement of health and safety programs with the establishment of measureable (as far as is practicable) objectives and targets to eliminate work-related injury and illness
- A system of review and monitoring of WHS issues at all levels, and in multiple ways, including audits and assessing the effectiveness of procedures and training
- Commitment to the provision of appropriate training and resources.

### 4.2 Our Policy Objectives

SESLHD has an obligation under the Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health, safety and well-being of workers. To achieve our goals we have implemented processes to ensure that:

- All foreseeable work related health and safety risks are systematically identified, assessed, eliminated/controlled, recorded and monitored on a continuous basis
- Work-related incidents are reported, recorded, investigated and corrective action taken to prevent a recurrence
- Managers and workers are provided with appropriate information, training and supervision to equip them with the skills and knowledge to conduct work safely and execute WHS responsibilities
- WHS is considered in the recruitment, selection, placement and performance development of employees to enable them to undertake work safely and to the expected standards
- WHS risk management is integrated into procurement processes so that contractors and suppliers of products and services are informed of and meet expected safety standards
- WHS risk management is integrated into service planning, premises design and refurbishment processes to ensure safety standards are specified and met

- Potential emergencies and adverse events are identified and the effective response management and recovery plans and procedures are put in place to protect people, property and services from harm
- Prompt and appropriate management of injured workers is provided to ensure their safe and timely return to work
- Consultation, co-operation and co-ordination of activities with other organisations (PCBUs) as far as possible, where there is a shared duty of care for workplace health and safety matters.

#### 4.3 Our Plan for Success

To ensure that SESLHD Management achieve the policy objectives, we will incorporate the policy objectives and performance targets into corporate and business planning processes and identify and provide appropriate resources to achieve them

- Establish documented processes to manage health safety, wellbeing and injury management to achieve WHS policy objectives
- Monitor and measure Health Safety Wellbeing and injury prevention / management performance through audits, investigations, key performance indicators, data analysis and reporting, governance structures
- Review and analyse health, safety, wellbeing and injury prevention / management performance results, and incorporate improvement strategies into the planning process to improve safety performance and effectively manage associated risks

#### 4.4 Our Commitment to Consultation

SESLHD recognises that the most effective way to achieve the policy goals and objectives is for managers and workers to work together and collaborate.

SESLHD is committed to establishing and maintaining negotiated WHS Consultation arrangements, which enable managers and workers to consult on decisions that may affect their health and safety, and working together to promote safety and continually improve safety management performance.

#### 4.5 WHS and Wellbeing Policy Development

The WHS and Wellbeing Policy has been developed in consultation with workers and all relevant key stakeholders.

The WHS and Wellbeing Policy and Statement of Commitment is reviewed and signed by the Chief Executive every 2 years.

The WHS Policy and Statement of Commitment is made available on the SESLHD Intranet and on visible display in all facilities and services across SESLHD, in public areas and on notice boards.

# SESLHD PROCEDURE

Work Health, Safety and Wellbeing Policy / Statement of Commitment

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## 5. DOCUMENTATION

*[Appendix A - Our Commitment to Work Health & Safety](#)*

## 6. AUDIT

Compliance with this procedure will be audited and reviewed through the Ministry of Health WHS Audit Program.

## 7. REFERENCES

### 7.1 External References

- [Work Health and Safety Act 2011 No 10](#)
- [Work Health and Safety Regulation 2017](#)
- [Workers Compensation Regulation 2016](#)
- [Workers Compensation Act 1987](#)
- [Workplace Injury Management and Workers Compensation Act 1998](#)
- [ISO 45001:2018 WHS Management Systems](#)
- [NSW Ministry of Health Policy Directive: Work Health and Safety: Better Practice Procedures - PD2018\\_013](#)

### 7.2 Internal References

- [SESLHDPR/276 Injury Management - Recovery at Work Procedure](#)
- [SESLHDPR/415 Performance and Talent](#)
- [SESLHDGL/020 Work Health and Safety - Nomination and Election of Health and Safety Representatives](#)
- [WHS Definitions Dictionary](#)

## 8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
June 2008	0	Approved by Terry Clout
January 2011	1	Peggy Oppel, Manager Area Workforce Safety Injury Management Service – amendment to reflect change to Local Health Network
March 2013	2	Peggy Pollock, Manager Health, Safety and Wellbeing, amendment to reflect change to WHS Act and Regulations
June 2015	3	Ron Taylor, WHS Consultant – Health Safety and Wellbeing

		Minor changes to align with the WHS audit requirements
August 2017	4	Desktop Revision and Links Update - John Parkinson, WHS Consultant
October 2017	4	Updates endorsed by Executive Sponsor
June 2020	5	Risk rating reduced to Medium Risk. Review date amended to November 2020 to align with Medium Risk rating. Executive Sponsor updated from Director Workforce Services to Director People and Culture. Approved by Executive Sponsor.
August 2021	6	Minor review: aligned with ISO 45001:2018 and NSW Health WHS Better Practice Procedures; Update to links and references where needed – Rosanna Martinelli Head of Health Safety and Wellbeing.
November 2021	6.1	Endorsed by Executive Sponsor.





# SESLHD PROCEDURE

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Commitment

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## Appendix 1 – Chief Executive Statement of Commitment