

SESLHD POLICY COVER SHEET



Health
South Eastern Sydney
Local Health District

NAME OF DOCUMENT	Work Health, Safety and Wellbeing
TYPE OF DOCUMENT	Policy
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LEVEL OF EVIDENCE	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; <i>Work Health and Safety Act 2011</i> and Regulations
REVIEW DATE	October 2029
FORMER REFERENCE(S)	SESLHDPR/271 – Work Health, Safety and Wellbeing Policy / Statement of Commitment
EXECUTIVE SPONSOR	Director, People and Culture
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FUNCTIONAL GROUP(S)	Workplace Health and Safety
KEY TERMS	WHS Policy; Statement of Commitment, Our Commitment; CE Statement of Commitment
SUMMARY	WHS Policy 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.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY
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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 all workers and visitors. SESLHD strives for the prevention of work related injury and illness, by achieving high standards in Health, Safety and Wellbeing (HSW), and Injury Prevention and 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 training, education and resources and defining the responsibilities and accountabilities for HSW 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 is committed to demonstrating the core values of Collaboration, Openness, Respect and Empowerment.

2. AIMS

This Work Health, Safety and Wellbeing Policy 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. TARGET AUDIENCE

This policy applies to all workers, managers, Officers and Duty Holder (PCBU).

4. RESPONSIBILITIES

4.1 Workers will:

- Actively participate in the development, implementation, and review of the Safety Management System, understand and comply with HSW policies, processes and procedures
- Act as a safety role model for co-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 Partner within 24 hours. You may be involved in the incident investigation
- Contribute to a collaborative safety culture that fosters an environment that is psychologically and physically safe, and where it is safe to do so, having the courage to call out unsafe behaviour
- Participate in 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, HSW consultation arrangements, work safety planning, including the review and continual improvement processes.

4.2 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 Work Health, Safety and Wellbeing Policy (and updates) to workers by displaying in the workplace and email /intranet distribution
- Lead by example in actively demonstrating your commitment to the SESLHD safety management system
- Participate in development of HSW 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 health and safety incidents, injuries, hazards, risks or concerns in the SESLHD IMS+ reporting system. Take effective actions to eliminate or minimise related risk to as low as reasonably practicable, by conducting investigations, implementing corrective actions and communicate to staff the outcome
- 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, safety and wellbeing 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 the safety reporting systems.

4.3 General Managers and Service Directors will:

- Actively communicate and promote the policy to all SESLHD workers
- Maintain an appropriate level of understanding of their HSW obligations
- Have an understanding of the HSW hazards and risks associated with their facility / service, and ensure that risks are being effectively managed
- Incorporate HSW 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 HSW responsibilities
- Ensure HSW is embedded as part of business-as-usual activities to ensure safety is considered in decision making processes
- Ensure visible and active leadership on HSW matters is provided, including prompt action to address HSW issues
- Ensure managers investigate all HSW 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 HSW information, both from the Chief Executive / senior management to workers and from workers to senior management and the Board.

4.4 Chief Executive will:

- Authorise the Policy, 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 by periodic review
- Develop measurable objectives and targets to meet the commitment outlined in the Policy to ensure continued improvement aimed at elimination of unsafe work practices, work-related injuries and illnesses
- HSW objectives are incorporated into performance agreements and development plans
- Exercise due diligence to ensure that HSW is embedded into core business, through inclusion of HSW considerations in all decision making processes, particularly in planning and purchasing of goods and services
- Visible and active leadership on HSW matters, including prompt action to address HSW issues

- Maintain an appropriate level of understanding on HSW obligations and current knowledge of HSW 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.

5. DEFINITIONS

Due Diligence - a legal obligation to ensure that WHS policies procedures and programs are established, implemented, and maintained as far as reasonably practicable to ensure that work can be carried out in a safe manner without the risk of injury or illness.

Duty Holders - All persons present in a workplace are duty holders under the *Work Health and Safety Act 2011* (NSW). Specific duties are assigned to Officers and Workers; and general duties are assigned to 'Others' in the workplace.

SESLHD Worker - A person is a Worker if the person carries out work for SESLHD including an employee, student gaining work experience, volunteer, apprentice, trainee, contractor, subcontractor, labour hire employee who has been assigned to work at SESLHD.

Officer - Tier 2 and above Executive staff such as a CE, Director of Finance, Director of Operations, General Manager or Board Member who make or participates in making decisions that affect the whole or a substantial part of the business or undertaking. Officer includes personnel who have the capacity to significantly affect the corporation's financial standing.

Others - Persons who may be present at the workplace or be impacted by the work or service provided by SESLHD. Others at a SESLHD workplace include visitors, patients, clients, sales representatives, technicians conducting servicing or Employees, contractors/ subcontractors of other PCBUs onsite.

PCBU - Person Conducting Business or Undertaking.

6. WORK HEALTH SAFETY AND WELLBEING POLICY

SESLHD Work Health Safety and Wellbeing Policy 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 HSW 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 HSW programs with the establishment of measurable (as far as is practicable) objectives and targets to eliminate work-related injury and illness
- A system of review and monitoring of HSW 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.

6.1 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 HSW risks are systematically identified, assessed, eliminated/controlled, recorded and monitored on a continuous basis
- Work-related HSW 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 HSW responsibilities
- HSW is considered in the recruitment, selection, placement and performance development of employees to enable them to undertake work safely and to the expected standards
- HSW risk management is integrated into procurement processes so that contractors and suppliers of products and services are informed of and meet expected safety standards
- HSW 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.

6.2 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 HSW policy objectives
- Monitor and measure HSW and injury prevention / management performance through audits, investigations, key performance indicators, data analysis and reporting, governance structures
- Review and analyse HSW and injury prevention / management performance results, and incorporate improvement strategies into the planning process to improve safety performance and effectively manage associated risks.

6.3 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 agreed Work Health and Safety 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.

6.4 Work Health, Safety and Wellbeing Policy Development

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

The Policy is reviewed and signed by the Chief Executive every 2 years.

The Policy 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.

7. DOCUMENTATION

[Appendix A – Our Commitment to Work Health Safety and Wellbeing](#)

8. AUDIT

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

9. REFERENCES

External References

- [Work Health and Safety Act 2011 \(NSW\)](#)
- [Work Health and Safety Regulation 2017 \(NSW\)](#)
- [Workers Compensation Act 1987 \(NSW\)](#)
- [Workers Compensation Regulation 2016 \(NSW\)](#)
- [Workplace Injury Management and Workers Compensation Act 1998 \(NSW\)](#)
- [ISO 45001:2018 WHS Management Systems](#)

- [NSW Health Policy Directive PD2018_013 - Work Health and Safety: Better Practice Procedures](#)

Internal References

- [SESLHDPR/276 - Return to Work Program](#)
- [SESLHDPR/415 - Performance and Talent](#)
- [SESLHDPR/730 - Health and Safety Representatives](#)

10. VERSION AND APPROVAL HISTORY

Date	Version	Version and approval notes
2 October 2024	7.1	Review by Vee-Lyn Tan, Head of Health Safety and Wellbeing. Document type and number transferred from procedure SESLHDPR/271 to policy SESLHDPD/299. Risk rating reduced from high risk to low risk. Approved at SESLHD Executive Meeting.

Appendix 1 – Chief Executive Statement of Commitment



Our Commitment to Work Health Safety and Wellbeing

South Eastern Sydney Local Health District (SESLHD) is committed to creating an environment with a strong and resilient safety culture that supports the wellbeing of all our people. The safety of our people is always a priority, and through measurable objectives and targets, we will achieve the highest standard in Work Health and Safety (WHS) and the continuous improvement of the SESLHD safety management system, to reduce work related injury and illness.

We will actively demonstrate our commitment through:

- Implementing robust work health and safety policies, programs, procedures and risk management principles
- Encouraging worker participation through consultation, promotional activities and supporting Health and Safety Representatives and Health and Safety Committees.
- Providing education and training, and resources to support people in working safely
- Defining the WHS responsibilities and accountabilities for workers across all levels of SESLHD
- Preventing work related injuries and illnesses, by systematically identifying, reporting, assessing and controlling WHS hazards and risks, and encouraging workers to report errors, hazards, risks and concerns
- Collaborating to encourage and recognise innovative safety practices and continuous improvement solutions
- Providing and sponsoring programs that support the safety, health and wellbeing of workers
- Appropriately managing injured workers to support their early, sustainable and safe return to work
- Complying with WHS Legislation, Regulations, Codes of Practice and Ministry of Health requirements, and the continuous monitoring of compliance with WHS obligations in the workplace, by every worker in SESLHD.

As part of managing workplace safety and health we will all strive to demonstrate our core values of *Collaboration, Openness, Respect and Empowerment*



Tobi Wilson
Chief Executive

June 2024

References:
SESLHDPD299 Work Health Safety and Wellbeing, SESLHDPD/276 Injury Management- Recovery at Work
T24/41137