

Strategic Objective:
5. SELF SUFFICIENCY & SUSTAINABILITY



POLICY : 5.1 Occupational Health, Safety, Environment & Sustainability (OHSES)

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Purpose To ensure our workplace is safe

It is the duty of the employer to identify and eliminate hazards and risks, and if this is impracticable, control the risks

It is the duty of the employee to ‘take reasonable care for the health and safety of people who are at the employees’ place of work and who may be affected by the employees’ acts or omissions at work’.

Target Audience All staff, contractors, clients and visitors to QEC sites and involved in QEC programs

Definitions

OHSES Occupational Health & Safety, Environment & Sustainability

Contractors A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.

Employee A person employed under a contract of employment or contract of training.

Employer A person who employs one or more people under contracts of employment or contracts of training.

Hazard A potential source of harm or injury. The potential to cause injury, illness or disease.

Body stressing or impact hazards: Activities that cause stress to the muscles or skeleton, including manual handling of people, animals, goods or materials, and things or circumstances that can cause a person to slip, trip or fall at the same level. This includes manual handling and hazardous manual handling.

Manual handling Any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object.

Hazardous manual handling Any manual handling activity that involves one or more of the following:

- Repetitive or sustained application of force
- Sustained awkward posture
- Repetitive movement or handling unstable or unbalanced loads or loads that are difficult to grasp or hold.

The term is not limited to handling heavy objects – Lifting a live person is categorised as hazardous manual handling; eg child in and out of a cot, highchair, bath and floor are all examples of hazardous manual handling.

Chemical and biological hazards: Chemicals, compounds,

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materials, powders, dusts and vapours that have the potential to impair health, have adverse effects on human reproduction, cause disease or have explosive, flammable, toxic or corrosive properties.

Energy sourced hazards: A range of sources of energy that have the potential to cause harm, including electricity, heat, cold, noise, high-powered light and damaging radioactive sources.

Gravity hazards: Activities that are carried out where a person can fall or an object can fall onto people.

Mechanical hazards: Plant, equipment and items (and parts of them) that have the potential to cut, rip, tear, abrade, crush, penetrate, produce projectiles or cause sudden impact.

Psychological hazards: Events, systems of work or other circumstances that have the potential to lead to psychological and associated illness, including work-related. This includes Occupational Violence and Aggression.

Occupational Violence and Aggression (OVA): broad range of actions and behaviours that can create a risk to the health and safety of employees.

Examples of work-related violence can include: biting, spitting, scratching, hitting, kicking, pushing, shoving, tripping, grabbing, throwing objects, verbal threats, threatening someone with a weapon, armed robbery, and sexual assault.

Policy

OVA Position Statement

"It is the position of QEC that we have zero tolerance to all forms of violence. QEC is committed to the safety and well-being of our families and our staff."

In order to achieve this goal, QEC values, legislations, Government department policy and safety and environmental considerations will be integrated, through an Occupational Health and Safety (OHS) and Environmental and Sustainability (ES) Management System to support this policy.

The implementation of the OHS&ES Management System, and the plans, policies, procedures and programs necessary to support this System, will ensure:

- Compliance with relevant legislations, including the OHS Act, Victorian Government environmental policy and supporting regulations.
- Managing, monitoring and measuring OHS & ES performance and establishing objectives and targets to minimise impact; including workplace inspections, control of identified hazards, reducing energy, water and paper consumption, minimizing production of greenhouse gases associated with travel.
- Reduction in the amount of waste produced and maximizing the amount reused and recycled.
- Consideration of the environmental, health and safety

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aspects in the purchase of products and services, and endeavouring to ensure the suppliers also meet high standards of performance.

- Considering environmental, health and safety aspects in policy and strategy decisions recommended to the Board of Management.
- Employees are trained on all matters relevant to their work regarding health, safety, environment and sustainability and contractors are to be fully aware of the hazards associated with their work, and implement appropriate hazard control measures.
- A close working relationship with our employees, contractors, suppliers, clients and the community to develop and implement initiatives.
- All staff, and relevant contractors and other persons, are inducted into the requirements of the OHS&ES Management System and will be held accountable for enacting their roles and responsibilities as defined in the OHS&ES Management System.
- Communication of this policy to all employees, contractors and other stakeholders, as well as making this policy available to the general public.

Related Documents

Key Legislation, Acts and Standards

HUMAN SERVICES STANDARDS

1. Empowerment	1.1	People understand their rights and responsibilities	
	1.2	People exercise their rights and responsibilities	
2. Access & Engagement	2.1	Services have a clear and accessible point of contact	
	2.2	Services are delivered in a fair, equitable and transparent manner	
	2.3	People access services most appropriate to their needs through timely, responsive service integration and referral	
3. Wellbeing	3.1	Services Adopt a strengths-based and early intervention approach to service delivery that enhances peoples wellbeing	Y
	3.2	People actively participate in an assessment of their strengths, risks, wants and needs	Y
	3.3	All people have a goal-orientated plan documented and implemented	
	3.4	Each person's assessment and plans are regularly reviewed, evaluated and updated. Exit/transition planning occurs as appropriate	
	3.5	Services are provided in a safe environment for all people, free from abuse, neglect, violence and/or preventable injury	Y
4. Participation	4.1	People exercise choice and control in service delivery and life decisions	
	4.2	People actively participate in their community by identifying goals and pursuing opportunities including those related to health, education, training	

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		and employment	
	4.3	People maintain connections with family and friends, as appropriate	
	4.4	People maintain and strengthen connection to their Aboriginal or Torres Strait Islander culture and community	
	4.5	People maintain and strengthen their cultural, spiritual and language connections	
	4.6	People develop, sustain and strengthen independent skills	

EQUIP6

1. Clinical	1.1	Consumers/patients are provided with safe, high quality care throughout the care delivery process	
	1.2	Consumers/patients and communities have access to health services and care appropriate to their needs	
	1.3	Appropriate care and services are provided to consumers/patients	
	1.4	The organisation provides care and services that achieve effective outcomes	
	1.5	The organisation provides safe care and services	
	1.6	The governing body is committed to consumer/patient participation	
2. Support	2.1	The governing body leads the organisation in its commitment to improving performance and ensures the effective management of corporate and clinical risks	
	2.2	Human resources management supports high quality health care, a competent workforce and a satisfying working environment for staff	
	2.3	Information management systems enable the organisations goals to be met	
	2.4	The organisation promotes the health of the population	
	2.5	The organisation encourages and adequately governs the conduct of research to improve the safety and quality of health care within organisations	
3. Corporate	3.1	The governing body leads the organisations strategic direction to ensure the provision of quality, safe services	
	3.2	The organisation maintains a safe environment for employees, consumers/patients and visitors	

CHILD SAFE STANDARDS

1	Strategies to embed an organisational culture of child safety, including through effective leadership arrangements	
2	A child safe policy or statement of commitment to child safety	
3	A code of conduct that establishes clear expectations for appropriate behaviour with children	
4	Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel	
5	Processes for responding to and reporting suspected child abuse	
6	Strategies to identify and reduce or remove risks of child abuse	
7	Strategies to promote the participation and empowerment of children	

Key Legislation, Acts and OH&S Act 2004

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Standards	Worksafe: Manual Handling and Hazardous Manual Handling Guidelines Worksafe: Prevention and Management of Aggression in Health Services WorkSafe: A handbook for workplaces: Controlling OHS hazards and risks
Key words	OH&S, OHS, OHSES, environment, occupational health, safety, Staff, hazard, OVA