



<b>POLICY NAME:</b>	<b>Occupational Health, Safety, Environment &amp; Sustainability (OSHES)</b>	<b>NO.</b>	<b>5.1</b>
<b>Document Owner:</b>	Director Corporate Services	<b>Approval Date:</b>	31/1/2020
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### 1. PURPOSE

This policy reinforces QEC's commitment to providing a safe and healthy workplace and culture. QEC aims to identify and eliminate hazards and risks, and where this is impracticable, control and manage risks. QEC employees, contractors, students and volunteers must take reasonable care for the health and safety of themselves and others in the workplace who may be affected by their acts or omissions at work.

### 2. SCOPE

This policy applies to all QEC employees, contractors, students, clients and visitors to QEC sites and those involved in QEC programs and services.

### 3. DEFINITIONS

*OHSES* – Occupational Health & Safety, Environment & Sustainability

*OHSES Committee* – QEC's Occupational Health & Safety, Environment & Sustainability Committee, consisting of management and employee health and safety representatives.

*Contractor* – A person or company that undertakes a contract to provide materials or labour to perform a service or undertake work.

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

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

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

*Health and Safety Representatives ('HSR')* – QEC employees elected to represent the health and safety interests of employees.

*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; e.g. child in and out of a cot, highchair, bath and floor are all examples of hazardous manual handling.

*Occupational Violence and Aggression (OVA)* \* – involves incidents in which a person is abused, threatened or assaulted in circumstances relating to their work and 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 harassment or assault.

*Workplace Bullying* \* – repeated unreasonable behaviour directed toward a worker or group of workers that creates a risk to health and safety.

\* Examples of workplace bullying include verbal abuse, intimidation and threats, withholding information that is essential for someone to do their job, excluding or isolating others, interfering with someone's personal property or work equipment.

*QEC Workplace Health and Safety Program* – QEC's organisational health and safety program, designed to provide tools, templates and training to support managers and employees and to stay healthy and safe at work.

#### **4. POLICY STATEMENT**

QEC is committed to providing a safe and healthy workplace to ensure the health, safety and wellbeing of our employees, contractors, students, volunteers, clients and visitors.

##### **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 wellbeing of our families and our staff.

#### **5. PRINCIPLES**

To meet our commitment to providing a healthy and safe workplace, QEC's Workplace Health and Safety Program is designed to support QEC to achieve this policy's objectives. The Workplace Health and Safety Program is continually reviewed to ensure it remains aligned to relevant legislation, Government department policy, QEC strategic priorities and values, the Code of Conduct and safety and environmental considerations.

The implementation of the QEC Workplace Health and Safety Program, and the plans, policies, procedures and programs necessary to support this Program, will ensure:

- Organisation-wide awareness and leadership of workplace health and safety is led by QEC's Board, Executive Team, Clinical and Corporate leaders in partnership with health and safety representatives, employees, contractors, suppliers, clients and the community.
- Compliance with relevant legislation, including the OHS Act, Victorian Government environmental policy and supporting regulations.
- OH&S performance is managed and measure through established objectives and performance indicators to monitor safely culture, work practices and environment.
- Regular processes are in place to proactively identify and address risks, such as workplace inspections, hazard and incident reporting, risks assessment, controls and treatment programs.
- Strategies are explored to reduce energy, waste, water and paper consumption, and other environmental sustainability initiatives.
- Employees, students and volunteers are inducted and trained on relevant health, safety, environment and sustainability matters relevant to their work.
- Contractors are effectively inducted, monitored and supported to ensure any identified hazards associated with their work are managed, and appropriate hazard controls implemented.
- Environmental, health and safety aspects are considered in the procurement of products and services.
- Communication of this policy to all employees, contractors, students, volunteers and other stakeholders, as well as making this policy available to the general public.

#### **6. RELATED QEC DOCUMENTS**

- OHSES Committee Terms of Reference
- Corporate Orientation Program and Presentations
- 1.1 Infection Prevention and Control Policy
- 1.2 Client Safety and Wellbeing Policy
- 2.1 Recruitment and Selection
- 2.2 Employee Support and Workplace Relations
- 2.3 Continuing Employment and Performance Development
- 2.5 Workplace Family Violence Disclosure

- 4.2 Risk Management
- 5.1.1 Home Visiting
- 5.1.2 OHSES Management System
- 5.1.3 Work Related Stress
- 5.1.4 Travel in Bushfire Season
- 5.1.5 Community Duress
- 5.1.6 Personal Duress in Residential Unit
- 5.1.7 Workplace OHSES Risk Assessment
- 5.2 Infrastructure and Business Continuity
- 5.5 Emergency Procedures
- 5.10 Environmental Sustainability

## **7. RELATED LEGISLATION AND EXTERNAL DOCUMENTS**

- Occupational Health and Safety Act (Vic) 2004
- Accident Compensation Act (Cth) 1985
- Dangerous Goods Act (Vic) 2008
- DHS (Incident Notification) Regulations
- Worksafe: Hazardous Manual Handling Health and Safety Guide (Jan 2020)  
<https://www.worksafe.vic.gov.au/hazardous-manual-handling-health-and-safety-guide>
- Worksafe: Preventing and Responding to Work-related Violence: A Guide for Employers (May 2017)  
<https://www.worksafe.vic.gov.au/resources/preventing-and-responding-work-related-violence-guide-employers>
- Worksafe: Preventing Workplace Bullying (Jan 2020):  
<https://www.worksafe.vic.gov.au/preventing-workplace-bullying>
- Worksafe: A handbook for workplaces: Controlling OHS hazards and risks (June 2017)  
<https://www.worksafe.vic.gov.au/resources/controlling-ohs-hazards-and-risks-handbook-workplaces>

## **8. KEY WORDS**

OH&S, OHS, OHSES, environment, occupational health, safety, employee, staff, hazard, OVA

## **9. APPENDIX**

Nil

