

## HEALTH & SAFETY

### Overview

#### Purpose

The purpose of this policy is to:

- Clarify ADHB’s commitment to minimizing the risk of harm to employees, students, volunteers and contractors within ADHB by providing a safe and healthy work environment for all staff.
- Meet the legal obligations as outlined within the Health & Safety in Employment Act (1992)

#### Scope

This policy applies to all Auckland District Health Board (ADHB) employees, students, volunteers and contractors as well as patients and visitors in some circumstances

#### Associated Documents

The table below indicates other documents associated with this policy.

Type	Document Titles
Board Policies	<ul style="list-style-type: none"> <li>• <a href="#">Calming &amp; Restraint Training</a></li> <li>• <a href="#">Community Setting Service Provision</a></li> <li>• <a href="#">Contractors - Health &amp; Safety Requirements</a></li> <li>• <a href="#">Critical Incident Stress Management</a></li> <li>• <a href="#">Employee Assistance Program</a></li> <li>• <a href="#">Fire &amp; Emergency Management</a></li> <li>• <a href="#">Glutaraldehyde</a></li> <li>• <a href="#">Harassment</a></li> <li>• <a href="#">Infection Control</a></li> <li>• <a href="#">Laser Safety</a></li> <li>• <a href="#">Pre-Employment Screening for Healthcare</a></li> <li>• <a href="#">Rehabilitation of Staff</a></li> <li>• <a href="#">Reportable Events</a></li> <li>• <a href="#">Smokefree</a></li> <li>• <a href="#">Substance Impaired Employee - Management</a></li> </ul>

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## HEALTH & SAFETY

### Overview, Continued

Type	Document Titles
Health & Safety Policies	<ul style="list-style-type: none"> <li>• <a href="#">Asbestos Management</a></li> <li>• <a href="#">Blood / Body Fluid Accidents</a></li> <li>• <a href="#">Hazard Management</a></li> <li>• <a href="#">Mercury Guidelines for Safe Use</a></li> <li>• <a href="#">Musculoskeletal Pain &amp; Discomfort - Work Related - Management</a></li> <li>• <a href="#">Staff Accidents / Incident / Occurrence Reporting, Recording &amp; Investigation</a></li> <li>• <a href="#">Terms of Reference - Health &amp; Safety Committee</a></li> <li>• <a href="#">Visual Display Units (VDU) - Use of</a></li> </ul>
Legislation	<ul style="list-style-type: none"> <li>• Health &amp; Safety in Employment Act (1992)</li> <li>• Injury Prevention, Rehabilitation and Compensation Act 2001.</li> <li>• Relevant Department of Labour (OSH) Codes of Practice and Guidelines.</li> </ul>

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## HEALTH & SAFETY

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### Health & Safety

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#### Commitment

Auckland District Health Board and management are committed to and responsible for providing a healthy and safe workplace for all employees, students, volunteers, and contractors whilst they are at the ADHB workplace for the purpose of ADHB work and to patients and visitors in relation to safe use of the facility.

To meet this commitment, ADHB will take all practicable steps to:

- Comply with relevant legislation, regulations, code of practice and safe operating procedures
- Provide a safe and healthy workplace, equipment and conditions
- Establish and insist on safe work practices
- Provide training in health and safety requirements.
- Ensure accurate reporting and recording of workplace accidents
- Ensure all managers have an understanding of health & safety and are reviewed against their designated responsibilities.
- Support employee participation in health and safety management.

#### Health & Safety Systems

The following systems will be developed, maintained and reviewed to provide a framework for the management of health and safety:

- Hazard management
- Accident reporting, recording and investigation
- Injury management and rehabilitation
- Staff induction and training.
- Employee participation (H&S Committees)
- Review and evaluation
- Emergency planning.
- Contractor management.

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## HEALTH & SAFETY

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### Health & Safety, Continued

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#### Area Compliance

- Workplace Checklist must be undertaken and documented in all areas/departments twice a year (February and August).
  - Gaps identified must be addressed in a timely manner by the manager of the unit.
  - All areas/departments must have a current Workplace Checklist (completed within the last 6 months) on 1 March each year to comply with the annual ACC Partnership Programme audit.
  - Hazard control plans must be implemented, documented and reviewed at least six monthly for all hazards assessed as Significant Hazards.
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#### Annual Self-Assessment

The Occupational Health & Safety Department (OH&S) will complete an annual self-assessment of health & safety management systems in consultation with H&S Representatives, managers and unions.

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#### Induction & Training

The following training will be provided:

- All new employees, students, volunteers and contractors will receive local induction in the health and safety management in their area of work.
  - All new employees attend Welcome Day, which includes training in ADHB wide H&S systems.
  - All managers with direct reports will be provided with training in their role and responsibilities for the management of health and safety in their area of responsibility.
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#### Reporting

- Internal: Data will be collected on the activity within the health and safety systems and reported to the senior management on a regular basis.
  - External: ADHB must report all instances where “Serious Harm” to the Department of Labour.
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## HEALTH & SAFETY

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### Health & Safety, Continued

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**Requirement for  
Continuous  
Improvement**

ADHB will strive to ensure continuous improvement in its management of health & safety management at all levels and within all areas of the organisation.

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**Consultation**

ADHB supports employee consultation and participation in all activities related to health & safety. This includes consultation with the trade unions representing the employees.

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## HEALTH & SAFETY

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### Responsibilities

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#### Introduction

Health and safety is the responsibility of everyone working within ADHB. Although health and safety strategies are integrated into all aspects of the workplace, specific responsibilities are outlined below.

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#### ADHB Board

ADHB Board will:

- Provide governance for health and safety within ADHB.
  - Ensure the organization complies with all laws and regulations including the HSE Act 1992 and the IPRC Act 2001.
  - Regular review of health and safety performance indicators.
  - Take all practical steps to supply direction, resources and support consistent with the commitment to health and safety as stated.
  - Ensure all levels of management are accountable for health and safety performance in their area of responsibility.
  - Ensure contractors comply with the requirements of H&S policy.
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#### General Managers

General Managers will:

- Review health and safety performance for the service regularly.
  - Ensure that health and safety systems are integrated into normal work practice and their effectiveness is reviewed regularly.
  - Seek advice on potential health and safety issues for proposed changes to work environment and/or practice
  - Chair and drive GM level H&S Committee for their service.
  - Ensure that the Management of Contractors H&S policy is adhered to.
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## HEALTH & SAFETY

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### Responsibilities, Continued

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#### Service Line Manager

#### Service Line Managers will:

- Ensure that they take all practicable steps to keep employees with in their area of responsibility safe at work.
- Communicate to staff, verbally and through role modelling, that staff health and safety is of primary importance to the organisation.
- Enable staff to participate in identification, analysis and development of action plans to address health and safety issues.
- Assist staff who are not meeting their health and safety accountabilities to improve performance.
- Facilitate election of Health and Safety Representatives for their area of responsibility when required.
- Support Health and Safety Representatives through resource allocation by providing non duty time to complete H&S tasks and attend quarterly H&S Rep Forums.
- Ensure Health and Safety Representatives fulfill their responsibilities with regard to completion of the Workplace Checklist.
- Identify and address gaps in local health and safety systems.
- Ensure local health and safety induction training occurs for all new employees within their first week.
- Investigate, document and monitor staff accidents/incidents (OH&S Occurrences), ensuring prompt remedial action prevents further injury.
- Develop and manage rehabilitation plans for employees injured at work to ensure early and safe return to full duties.
- Identify hazards and seek advice on potential health and safety issues, and document hazard management plans. .
- Provide appropriate personal protective equipment, ensuring it is used and in working order and employees are trained in correct use.
- Ensure all contactors doing work on ADHB premises comply with safe work practices.

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## HEALTH & SAFETY

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### Responsibilities, Continued

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#### **Occupational Health & Safety Department**

#### Occupational Health and Safety Department will:

- Advise managers of ADHB with regard to all practicable steps to keep employee safe at work.
  - Keep up to date with Legislative requirements and evidence based best practice in occupational health and safety
  - Develop, implement, maintain, review and continuously improve health and safety systems and policies with a focus on injury prevention.
  - Provide subject matter expertise and advice to the ADHB management in matters of occupational health and safety.
  - Provide reports to management on the activity and effectiveness of health and safety systems.
  - Identify staff occupational illness and injury trends and develop practical and effective controls to manage the risk of hazards identified.
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#### **Employees**

#### Employees will:

- Work in a safe and healthy manner ensuring that neither their action nor inaction causes harm to themselves or others.
  - Wear personal protective equipment when supplied and instructed to do so.
  - Actively support & participate in health & safety initiatives.
  - Report all workplace accidents/incidents (OH&S Occurrences), unsafe conditions (hazards) to their manager in a timely manner.
  - Support the elected Health & Safety Representatives for their work area
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## HEALTH & SAFETY

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### Responsibilities, Continued

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#### Health & Safety Representatives

##### Health & Safety Representatives will:

- Actively participate in the health and safety systems and encourage fellow employees to comply with all health and safety requirements.
  - Attend and participate in Health and Safety forums on a quarterly basis.
  - Complete the Workplace Checklist and facilitate the review of hazard control plans six monthly. (February and August)
  - Report back to their manager & colleagues regarding activity and items discussed at the Health & Safety Forums and other communication from the OH&S Department.
  - Review and update contents of their department's health & safety manual and notice board regularly
  - In conjunction with the area manager, provide local health and safety induction training for new employees.
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#### Contractors

##### Contractors will:

- Comply with all aspects of the ADHB Contractors health and safety policy.
- Ensure that neither by their action nor inaction cause harm to staff and workers at ADHB.

Please refer to [Contractors - Health & Safety Requirements](#)

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