

Mallee Track Health and Community Service

Title: OH&S Objectives

Manual:	Organisational QMS Manual – Management Commitment	
Scope:	All Staff	
Responsible Position:	Chief Executive Officer	
1.	Management is committed to establishing measurable objectives and targets to ensure continuous improvement aimed at the overall objective of the elimination of work-related injury and illness thereby minimising the costs associated with workplace accidents.	
2.	The OH&S Committee is responsible for contributing to the development of OH&S objectives, targets and performance indicators and measuring and improving OH&S performance by monitoring progress toward meeting these objectives.	
3.	Objectives	Targets
3.1	Identification and assessment of all hazards that exist in the workplace and implementation of controls to eliminate or reduce the risks associated with said hazards.	OH&S Workplace Inspections will be carried out quarterly per schedule by OH&S trained Representatives in all workplaces across MTHCS to detect and eliminate potential hazards thereby reducing the risk of work-related injuries.
3.2	MTHCS recognises and accepts its obligation to assist injured employees to stay at work, or return to work as soon as possible in a manner consistent with medical advice. All injured employees will be offered support to return to work following a work-related injury or illness.	All Service Area Coordinators will receive training in their roles and responsibilities for managing staff with work related injuries or illnesses. Every staff member will have access to support and information about returning to work following a work-related injury or illness.
3.3	Each workplace shall have a trained OH&S representative who is fully aware of OH&S obligations and responsibilities legally and organisationally.	All members of the OH&S Committee will be trained in the 5 day OH&S Representative's course.
3.4	MTHCS shall established an OH&S Committee to assist in developing, monitoring and reviewing OH&S procedures and implement a continuous improvement approach to health and safety and to ensure consultation and communication occurs on all issues relating to OH&S Plan and Indicators.	MTHCS will hold OH&S Committee meetings bimonthly and all members are required to attend.
3.5	All staff shall have adequate representation by Health and Safety Representatives from within their Designated Work Group.	Each DWG will have an elected OH&S Representative who will be provided training by management.
3.6	MTHCS shall verify the extent to which the OH&S Management System complies with the requirements of the OH&S Act and has been implemented.	Internal Audits against OH&S system requirements will be planned implemented and conducted twice annually as per the Internal Audit Schedule.
3.7	Management shall monitor the safety of all service providers and customers through	All significant incidents occurring at MTHCS will be investigated by Service Area

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	reporting of all accidents and incidents. All incidents and accidents shall be reported promptly and accurately.	Coordinators immediately upon notification of the incident occurring.
3.8	MTHCS recognises and accepts its obligations in meeting Plant Regulations. All equipment and machinery shall have a Hazard Identification and Risk Control Assessment completed.	All major equipment purchases will have an OH&S risk assessment conducted prior to being used by staff and procedures developed for safe use established.
Forms & Records:	OH&S Management Plan	
Related MTHCS Policy / Procedure:	Occupational Health & Safety Policy OH&S Manual Emergency Management Plan Manual	
References:	National Safety and Quality Health Service Standards, V2 Aged Care Quality Standards Occupational Health & Safety Guidelines	
Legislation:	Occupational Health and Safety Act 2004 (Vic) Occupational Health & Safety Regulations 2017 (Vic)	
Standards:	ISO 9001:2015 – 7.1.3, 7.1.4, 7.5.3 National Safety and Quality Health Service Standards – 1.29, 1.30, 1.31, 1.32, 1.33 Aged Care Quality Standards – 5.2, 5.3, 8.2	