

## Mallee Track Health and Community Service

<b>Title:</b>	<b>OH&amp;S Policy</b>
<b>Manual:</b>	Organisational QMS Manual – Management Commitment
<b>Scope:</b>	Organisation Wide
<b>Responsible Position:</b>	Chief Executive Officer
1.	<p>This Policy recognises that the health and safety of all employees of the Mallee Track Health and Community Service (MTHCS) is the responsibility of the Board of Directors (BOD). In fulfilling this responsibility the BOD has a duty to provide and maintain as far as practicable, a working environment that is safe without risk to health.</p> <p>The Board vests this responsibility in the Chief Executive Officer (CEO) as the Responsible Officer for Occupational Health and Safety (OH&amp;S).</p>
2.	<p>MTHCS BOD shall implement procedures in accordance with State Occupational Health and Safety Legislation with the objective of continuously improving the health and safety of the working environment using the legislation and standard as a guide to the minimum requirements. Management is committed to establishing measurable objectives and targets to ensure continued improvement aimed at the overall objective of the elimination of work-related injury and illness.</p>
3.	<p>The BOD sees the Occupational Health and Safety (OH&amp;S) of its employees as an integral part of managing MTHCS. A budget allocation shall be made to satisfy the regulations and to achieve the desired OH&amp;S outcomes.</p> <p>All Occupational Health and Safety Representatives will be supported to attend the 5 day OH&amp;S course and OH&amp;S Representative’s refresher training as required within this budget allocation. The budget will also cover mandatory training requirements inclusive of Basic Fire and Warden training, Manual Handling training, Inappropriate Workplace Behaviour training and No Lift training and competency assessments.</p>
4.	<p>Information, instruction and training shall be provided to enable all employees to carry out their responsibilities and effectively participate in the OH&amp;S program.</p> <p>Occupational Health and Safety Representatives will be responsible for completion of Workplace Inspections once they are trained.</p>
5.	<p>All employees have a duty to act responsibly and perform their work in accordance with MTHCS OH&amp;S policies and procedures, and all relevant State Legislation. All employees are expected to take reasonable care to protect the health and safety of themselves and others at all times.</p>
6.	<p>As part of their role in achieving a healthy and safe workplace, employees shall be provided with a genuine opportunity to participate in decisions on matters with the potential to affect their OH&amp;S.</p> <p>Occupational Health and Safety Representatives will be required to attend the OH&amp;S Committee meetings and represent their respective Designated Work Group.</p>
7.	<p>This policy will be made available to all the stakeholders of MTHCS. It will be communicated to all employees and be posted on all staff notice boards; be included in the Staff Handbook, be documented and included in the Quality Management System. Interested stakeholders will be given a copy of the policy upon request.</p>
8.	<p>MTHCS is both a workplace and a care environment. The BOD recognise high standards of care for customers can only be achieved if the health and safety of employees is not compromised. While management and employees have a role in OH&amp;S, it is recognised that all “customers” have a role in achieving a safe and healthy workplace and care environment. MTHCS is a community and no individual has the right to put other members of the community at risk, including employees.</p>
9.	<p>This Policy is authorised by the Chief Executive Officer or delegate, and reviewed annually at the Occupational Health and Safety meeting.</p>

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<b>Title:</b>	<b>OH&amp;S Policy</b>
<b>Forms &amp; Records:</b>	<a href="#">OH&amp;S Management Plan</a>
<b>Related MTHCS Policy / Procedure:</b>	<a href="#">OH&amp;S Objectives</a> <a href="#">Measurement, Analysis &amp; Improvement Management Policy</a> <a href="#">Service Delivery Policy</a> OH&S Manual Emergency Management Plan Manual
<b>References:</b>	Emergency control organization and procedures for buildings, structures and workplaces AS 3745 – 2010 Planning for emergencies – Health care facilities AS 4083 - 2010 National Safety & Quality Health Service Standards V2 National Quality Standards 2018 Victorian Early Years Learning and Development Framework Aged Care Quality Standards DVA Guidelines
<b>Legislation:</b>	Occupational Health and Safety Act 2004 (Vic) Occupational Health & Safety Regulations 2017 (Vic) Emergency Management Act 2013 Emergency Management Legislation Amendment Bill 2011 Dangerous Goods Act 1985 (Vic)
<b>Standards:</b>	ISO 9001:2015 – 7.5.3, 5.1, 5.2, 5.2.1, 5.2.2, 7.1.3, 7.1.4, 10 National Safety and Quality Health Service Standards – 1.6, 1.11 Aged Care Quality Standards – 5