

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Director People and Culture
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KEY TERMS	WHS Statement of Commitment, Our Commitment
SUMMARY	Statement of the organisations commitment to providing a safer workplace including responsibilities, goals and objectives.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY
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1. POLICY STATEMENT

Our Commitment

South Eastern Sydney Local Health District (SESLHD) is committed to achieve the highest standards in Work Health and Safety (WHS), Wellbeing and Injury Management (IM), and the continuous improvement of safety culture through measurable objectives and targets:

- Implementing prevention-based risk management principles and effective consultation, coordination and co-operation with workers, other stakeholders and duty holders
- Providing adequate training and resources and defining the responsibilities and accountabilities for WHS at all levels of the organisation.
- Ensuring compliance with the WHS legislation and other requirements placed on the Local Health District (LHD) including the implementation of Ministry of Health policies and procedures.

Our Values

As part of managing workplace safety SESLHD will strive to demonstrate the core values of Collaboration, Openness, Respect and Empowerment.

2. BACKGROUND

This procedure outlines how SESLHD will comply with all requirements of the *NSW WHS Act 2011*, *NSW WHS Regulation 2017*, *NSW Workers Compensation Act 1987*, *NSW Workplace Injury Management and Workers Compensation Act 1998*, *Workers Compensation Regulation 2016* and all relevant codes of practice.

3. RESPONSIBILITIES

3.1 Workers (employees, contractors, subcontractors, students or volunteers) will:

- Comply with SESLHD WHS and IM processes and any measures put in place to protect their health and safety at work
- Contribute to, and participate in, WHS consultation arrangements and training initiatives
- Contribute to workplace safety planning, including the review and continual improvement processes at a local level and via the WHS consultation arrangements.

3.2 Line Managers and Supervisors will:

- Provide information and training to workers regarding work health and safety and the local WHS Management System
- Participate in the development of WHS and IM objectives for the business plan and the identification of resources needed to implement the plan at a local level
- Implement actions to achieve WHS and IM objectives in the business plan and provide feedback to senior management on progress
- Promote and participate in the negotiated consultation arrangements

- Implement and ensure compliance with WHS and IM processes
- Implement and participate in the WHS and IM training program
- Participate in the WHS and IM performance monitoring, measurement, review processes and contribute to development of improvement strategies
- Monitor and manage WHS and IM performance of workers as per the [SESLHDPR/415 - Managing for Performance.](#)

3.3 Officers/Senior Managers/Service Managers will:

- Communicate and promote the WHS Policy, plans and supporting WHS and IM processes to managers and workers
- Communicate known risks and ensure action is taken to manage these risks
- Incorporate WHS policy objectives into the planning processes (linked to achieving performance targets in the corporate plan) and allocate appropriate resources to achieve them
- Integrate WHS and IM responsibilities into local recruitment, selection and performance development processes and link them to achieving WHS and IM objectives in the business plan
- Establish and maintain effective WHS consultative arrangements in consultation with managers and workers
- Establish and maintain WHS and IM processes to achieve WHS policy objectives
- Establish, maintain and participate in the WHS and IM training program
- Implement processes to monitor, measure, report on and review WHS and IM performance and incorporate improvement strategies into the planning process to continually improve their WHS and IM performance
- Monitor and manage WHS and IM performance of their direct reports as per [SESLHDPR/415 - Managing for Performance.](#)

3.4 Chief Executive will:

- Communicate and promote the WHS Policy, plans and supporting WHS and IM processes to managers and workers
- Ensure known risks are communicated and action is taken to manage these risks
- Ensure the WHS policy objectives (and performance targets) are incorporated into corporate and business planning processes and that appropriate resources are made available to achieve them
- Include WHS and IM accountabilities into all senior management performance agreements and link them to achieving the performance targets in the corporate plan
- Establish and promote a consultative approach to managing WHS
- Ensure WHS and IM processes are in place to achieve WHS policy objectives
- Ensure an WHS and IM training program is in place to meet the LHD training needs
- Ensure processes are in place to monitor, measure, report and review WHS and IM performance and incorporate improvement strategies into the planning process to continually improve performance
- Monitor and manage WHS and IM performance of direct reports as per [SESLHDPR/415 - Managing for Performance.](#)

3.5 Other Persons Conducting a Business or Undertaking (PCBU) engaged to work with the LHD will:

- Share responsibility to communicate and manage risks
- Act collaboratively to address known risks
- Communicate any new risks to workers
- Ensure action is taken to immediately manage any risks, including the cessation of work (where necessary) until agreed controls are put in place.

3.6 Health and Safety Representatives (HSRs) will:

- Represent the workers in the work group in matters relating to work health and safety, including escalation of safety issues to management on behalf of the workgroup
- Assist with investigating concerns from members of the work group relating to WHS
- Conduct inspections of the workplace in conjunction with management either after reasonable notice, or following an incident/situation involving a serious risk to health and safety
- Where requested to by the worker, provide representation and support during WHS related interviews
- Direct work to cease where there is the potential for immediate or impending exposure to serious risk to health or safety, so that consultation with management to address the issue can occur
- Represent another workgroup if special conditions as outlined below are met :
 - After reasonable inquiry, the HSR/s for the other work group are found to be unavailable and
 - There is a serious risk to the health or safety from an immediate or imminent exposure to a hazard that affects or may affect a member of that work group
- Under certain circumstances (see Division 7 of WHS Act) issue a Provisional Improvement Notice (PIN) to the LHD:
 - if the HSR has made reasonable steps to work with the Facility Manager to address the identified safety issue/s but SESLHD is still in breach of the WHS Act
 - In writing to the Facility Manager immediately, so that appropriate action can be taken to address the safety issues or concerns
 - Note – Facility Manager refers to the most senior SESLHD representative that is on site at the time the issue arises.

4. PROCEDURE

4.1 Our Goals

- Prevent work related injuries by systematically identifying, assessing and controlling work related health and safety risks in compliance with legislative requirements
- Develop innovative best practice and continuous improvement solutions
- Appropriately manage injured workers to ensure early and safe return to work in compliance with legislative requirements.

4.2 Our Policy Objectives

In order to achieve SESLHD goals, the reasonably practicable implementation of the following processes will be undertaken:

- All foreseeable work related health and safety risks are systematically identified, assessed, eliminated/controlled, recorded and monitored on a continuous basis
- Work-related incidents are reported, recorded, investigated and corrective action taken to prevent a recurrence
- Managers and workers are provided with appropriate information, training and supervision to equip them with the skills and knowledge to conduct work safely and execute WHS responsibilities
- WHS is considered in the recruitment, selection, placement and performance development of employees to enable them to undertake work safely and to the expected standards
- WHS risk management is integrated into procurement processes so that contractors and suppliers of products and services are informed of and meet expected safety standards
- WHS risk management is integrated into service planning, premises design and refurbishment processes to ensure safety standards are specified and met
- Potential emergencies and adverse events are identified and the effective response management and recovery plans and procedures are put in place to protect people, property and services from harm
- Prompt and appropriate management of injured workers is provided to ensure their safe and timely return to work
- Consultation, co-operation and co-ordination of activities with other organisations (PCBUs) as far as possible, where there is a shared duty of care for workplace health and safety matters.

4.3 Our Plan and Targets for Success

To ensure that the policy objectives are successfully achieved, and to demonstrate due diligence, SESLHD will:

- Incorporate the policy objectives (and performance targets) into corporate and business planning processes and identify and provide appropriate resources (human, technology and financial) to achieve them
- Establish documented processes to manage WHS and work injuries to achieve WHS policy objectives
- Review and coordinate the WHS and IM training program to meet the LHD training needs
- Monitor and measure WHS and IM performance through the use of regular audits, application of key performance indicators and analysis of WHS records
- Provide regular updates on WHS & IM performance and on the progress to achieving policy objectives
- Review the WHS and IM performance results and incorporate improvement strategies into the planning process with the overall aim of improving prevention outcomes
- Reviewed plans at least every two years or where significant change, such as organisational, policy or legislative changes occur, then review as required.

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4.4 Our Commitment to Consultation

SESLHD recognises that the best way to achieve the WHS policy goals and objectives is for managers and workers to work together.

SESLHD is committed to establishing and maintaining negotiated WHS Consultation arrangements, as per hospital or service specific WHS Consultation Statements. These arrangements allow managers and workers to consult on decisions that could affect health and safety at work, work together to promote workplace safety and continually improve how WHS is managed.

Where requested workgroups are able to elect a Health and Safety Representative (HSR) to participate in the consultation process [SESLHDGL/019 Work Health and Safety - Consultation Guideline](#) and [SESLHDGL/020 Work Health and Safety - Nomination and Election of Health and Safety Representatives Guideline](#)

5. DOCUMENTATION

[Appendix 1 - Our Commitment to Work Health & Safety](#)

6. AUDIT

Compliance with this procedure will be audited and reviewed through the Ministry of Health WHS Audit every two years.

7. REFERENCES

7.1 External References

- [Work Health and Safety Act 2011 No 10](#)
- [Work Health and Safety Regulation 2017](#)
- [Workers Compensation Regulation 2016](#)
- [Workers Compensation Act 1987](#)
- [Workplace Injury Management and Workers Compensation Act 1998](#)

7.2 Internal References

- [SESLHDPR/276 Injury Management - Recovery at Work Procedure](#)
- [SESLHDPR/415 - Managing for Performance](#)
- [SESLHDGL/019 Work Health and Safety - Consultation Guideline](#)
- [SESLHDGL/020 Work Health and Safety - Nomination and Election of Health and Safety Representatives Guideline](#)

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- [WHS Definitions Dictionary](#)
- [WHS Record Keeping Matrix](#)

8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
June 2008	0	Approved by Terry Clout
January 2011	1	Peggy Oppel, Manager Area Workforce Safety Injury Management Service – amendment to reflect change to Local Health Network
March 2013	2	Peggy Pollock, Manager Health, Safety and Wellbeing, amendment to reflect change to WHS Act and Regulations
June 2015	3	Ron Taylor, WHS Consultant – Health Safety and Wellbeing Minor changes to align with the WHS audit requirements
August 2017	4	Desktop Revision and Links Update - John Parkinson, WHS Consultant
October 2017	4	Updates endorsed by Executive Sponsor
June 2020	5	Risk rating reduced to Medium Risk. Review date amended to November 2020 to align with Medium Risk rating. Executive Sponsor updated from Director Workforce Services to Director People and Culture. Approved by Executive Sponsor.



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Appendix 1 - Our Commitment to Work Health & Safety