

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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KEY TERMS	Workplace Safety Alerts, Workplace Safety Notification, Workplace Safety Information, WHS Alerts
SUMMARY	This procedure outlines the types of notifications that can be issued for Workplace Health and Safety, along with the process for communicating the safety alerts.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

This procedure outlines the implementation and management of the SESLHD Workplace Health and Safety Alert Broadcast System (WHSABS). The procedure outlines the types of notifications that can be issued for Workplace Health and Safety, along with the process for communicating the safety alerts.

2. BACKGROUND

The Workplace Health and Safety Alert Broadcast System has been adapted from the NSW Health patient safety information, [Safety Alert Broadcast System Policy Directive](#) and compliments [SESLHDPR/322 Work Health and Safety - Incident Management, Investigation and Reporting Procedure](#).

3. DEFINITIONS

Safety Alert – A documented warning of a workplace safety matter needing immediate attention and action.

Colour coding for Safety Alerts is **RED**.

Safety Notice - A documented warning of a potential workplace safety issues requiring risk assessment and action at the local level. Colour coding for Safety Notices is **AMBER**.

Safety Information - A document providing workplace safety information for implementation at department/services. Colour coding for Safety Information is **GREEN**.

Safety Alert Symbol	Safety Notice	Safety Information
		

NOTE: For other definitions refer to [WHS Definition Dictionary](#).

4. RESPONSIBILITIES

Everyone working in organisation has a responsibility under the WHS legislation to make others aware of risks in their workplace and to communicating these risks where they may affect others.

- 4.1. Workers will:** comply with any Workplace Safety Alerts broadcast to them through the organisation and their manager.

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- 4.2. Line Managers will:** implement any Workplace Safety Alerts broadcast to them through the organisation. Ensure workers in their workplace have received and are complying with broadcast
- 4.3. District Managers/ Service Managers will:** Communicate received broadcasts to their managers in line with the broadcast escalation and ensure that managers are complying with any requirements outlined in the broadcasts.
- 4.4. Chief Executive will:** ensure broadcasts are communicated within the organisation. Where required Workplace Safety Alerts are broadcasts to other PCBU's including NSW Ministry of Health.

Refer to Handbook [SESLHDPR/415 Managing for Performance](#).

5. PROCEDURE

5.1. Overview

In the event that a hazard or risk has the potential to affect others in SESLHD or the health care industry at large the following is an overview of the procedure and is illustrated in [Appendix 1 - Safety Alert Broadcast System Flowchart](#).

1. Department manager to notify Sector WHS consultant immediately.
2. The Sector WHS consultant is to notify the Manager of District Health Safety and Wellbeing (HSW).
3. A representative of District HSW will engage in consultation with the Sector WHS consultant and others involved with the issue.
4. Where required the District Health Safety and Wellbeing Manager will determine the type of alert to be issued using the WHSABS Easy Guide To Safety Alert Broadcast System Notifications: TAB 2.
5. When a WHSABS notification is issued, the District Manager will determine the level of distribution within the organisation.
6. The District Manager may also need to contact the NSW Ministry of Health, SafeWork NSW or other authorities of the existing safety issue on behalf of the CE.
7. The District Manager will forward all broadcasts to the Director of Workforce Services.
8. Executive to ensure WHSABS are circulated.
9. District Managers/ Service Managers are to take action according to the level of WHSAB notification.

5.2. Reporting the hazard or safety issue

Sources of information about potential risks can come from a wide range of sources including;

- Form F243 OHS Accident Investigation Form
- Risk assessment forms
- Workplace inspections.

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Where a hazard or risk is identified that has the potential to impact on others, staff are to inform their manager and seek assistance for their facility or sector WHS consultant.

The facility or sector WHS consultant will assist with reporting the hazard or risk to the Manager District HSW for further investigation.

[Appendix 3 – Internal Safety Brief](#) form is available for this reporting.

5.3. Assessing the Internal Safety Brief

Upon receipt of advice of a potential risk or hazard that may affect others or an internal safety brief, District HSW manager will allocate a team member to assist in collecting further information and prepare a more detailed brief, including information on the risk rating of the identified issue using [NSW Health Risk Matrix](#).

5.4. Issuing a Safety Alert Broadcast

Based on the information included in the detailed brief, the HSW Manager will determine;

- Level of safety alert that is to be broadcast
- Which Executive/Service groups will be notified of the broadcast

Copies of all Safety Alerts Broadcast’s will be saved on the HSW Webpage for workers to access.

Table 1 is a resource that has been designed to assist with determining the level of WHSAB and in most cases is based on known risks –

Table 1.

	Catastrophic	Major	Moderate	Minor	Minimal	
Safety & Security	Multiple deaths or life threatening injuries to non-patients.	Multiple deaths or life threatening injuries to non-patients.	Serious harm / Injury or illness causing hospitalisation or multiple medical treatment cases for non-patients.	Serious harm / injury or illness causing hospitalisation or multiple medical treatment cases for non-patients.	Harm, injuries or ailments not Requiring immediate medical treatment.	
LIKELIHOOD	Almost Certain	Safety Alert	Safety Alert	Safety Notice	Safety Notice	Safety Notice
	Likely	Safety Alert	Safety Alert	Safety Notice	Safety Notice	Safety Notice
	Possible	Safety Alert	Safety Notice	Safety Notice	Safety Notice	Safety Information
	Unlikely	Safety Notice	Safety Notice	Safety Notice	Safety Information	Safety Information
	Rare	Safety Notice	Safety Notice	Safety Notice	Safety Notice	Safety Information
	Potential impact	Safety Information	Safety Information	Safety Information	Safety Information	Safety Information

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6. DOCUMENTATION

[F117 - Incident Investigation Form](#)

[Risk Assessment Forms](#)

[F137 - Action Plan Form](#)

SESLHD WHS Safety Alert Notification

7. AUDIT

The achievement of effective communication of WHS risks will be accessed via WHS and IM Profile audits every two years.

8. REFERENCES

External

[NSW Work Health and Safety Act 2011](#)

[NSW Work Health and Safety Regulation 2017](#)

[SafeWork NSW Codes of Practice](#)

AS/NZS 4804:2001 Occupational Health and Safety Management Systems

Risk Management Guidelines – Companion to AS/NZS 4360:2004

Ministry of Health

[NSW Health Safety Alert Broadcast System](#)

[Work Health and Safety: Better Practice Procedures](#)

[NSW Health Risk Management - Enterprise-Wide Policy and Framework](#)

[NSW Health Incident Management Policy](#)

Internal

[SESLHDPR/271 Work Health and Safety - Statement of Commitment Procedure](#)

[SESLHDPR/212 Work Health and Safety - Risk Management Procedure](#)

[SESLHDPR/322 Work Health and Safety - Incident Management,](#)

[Investigation & Reporting Procedure](#)

[WHS Definitions Dictionary](#)

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9. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
December 2012	1	Author Peter Kuszelyk, WHS Consultant, Health Safety & Wellbeing. Approved by SESLHD DET
February 2013	2	References updated by Sharon Litchfield Director Workforce Services
September 2017	3	John Parkinson WHS Consultant, Health Safety & Wellbeing
October 2017	3	Updates endorsed by Executive Sponsor

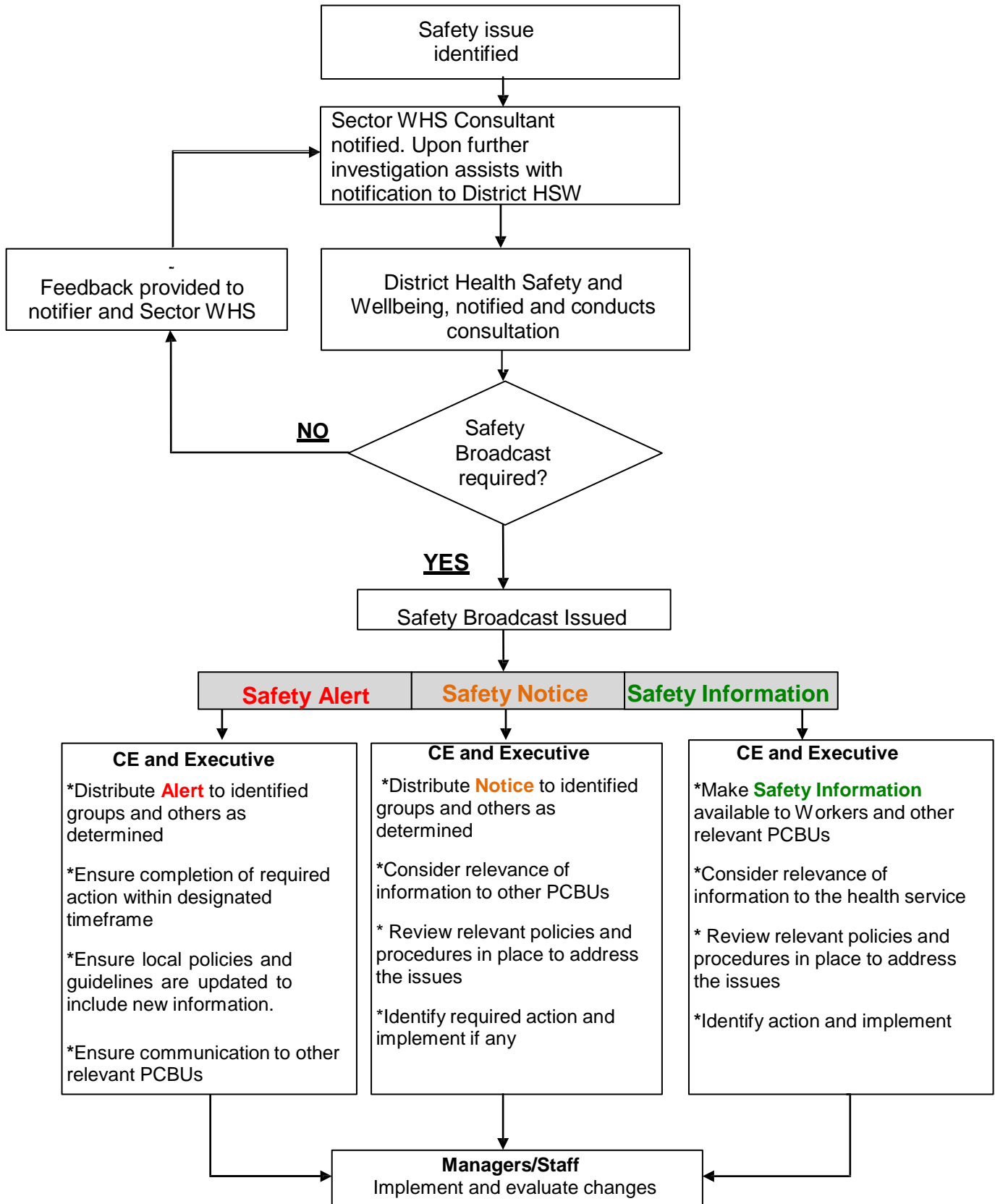
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Appendix 1 - Safety Alert Broadcast System Flowchart

The flowchart is to be used as a quick guide on how Workplace Safety Broadcast are escalated



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Appendix 2: Easy Guide to Workplace Health and Safety Alert Broadcast System Notifications: Responsibilities

SABS Document	Aim	Distribution Strategy	Sector response on receipt of SWHABS
Safety Alert	<p>Alerts the LHD to a safety matter needing immediate attention and mandatory action.</p> <p>The colour coding for Safety Alerts is RED.</p>	<p>The District HSW Department distributes WHSABS to:</p> <ul style="list-style-type: none"> the Chief Executive; and the officer responsible for designated action/s (indicated on the WHSABS) <p>The SESLHD Executive distributes WHSABS to:</p> <ul style="list-style-type: none"> Workplaces and staff identified in the Alert; and other relevant PCBU's and workers. 	<ul style="list-style-type: none"> Acknowledge receipt within 2 working days Ensure completion of required action/s within designated timeframe Ensure local procedures/processes are updated to include new information if required.
Safety Notice	<p>Inform LHD about potential safety issues requiring risk assessment at the local level to determine appropriate action regarding any identified problems.</p> <p>The colour coding for Safety Notices is AMBER.</p>	<p>The District HSW Department distributes WHSABS to:</p> <ul style="list-style-type: none"> the Director Workforce Services; and the officer responsible for designated action/s (indicated on the SABS) <p>The SESLHD Executive distributes WHSABS to:</p> <ul style="list-style-type: none"> Workplaces and staff identified in the alert; and other relevant PCBU's and workers. 	<ul style="list-style-type: none"> Consider relevance of information to the Sector Review relevant procedures/processes in place to address the issues Identify required action/s and implement
Safety Information	<p>Disseminates safety news to services to ensure lessons learned are shared across the organisation.</p> <p>The colour coding for Lessons Learnt is GREEN.</p>	<p>The District HSW Department distributes WHSABS to:</p> <ul style="list-style-type: none"> the Chief Executive. <p>The SESLHD Executive ensures:</p> <ul style="list-style-type: none"> the availability of safety Information to workers 	<ul style="list-style-type: none"> Consider relevance of the information to sector/department Identify any action/s and implement (if any).

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Appendix 3 – Internal Safety Brief

Fill in as much detail as possible before forwarding:

Potential impact (outline who you think this issue may impact on i.e. facility/service/department)

Facilities	
Service	
Department	

Background (brief summary of how the hazard or risk identified)

Hazard or Risk (explain the hazard or risk, along with the potential outcome)

Controls (list action that can be taken to manage the issue, this may include immediate temporary controls and long term controls)

Lessons Learnt (Please indicate any incidents/ injuries or investigations that have been reported in relation to this hazard)

Notification SESLHD Safety Broadcast	Contact Name	Contact Number	Date Sent
Person Reporting			
Sector WHS			
District WHS			
Outcome and response	Manager District WHS -		
SEND TO			
FAX : 8545 4660			
EMAIL : peggy.pollock@health.nsw.gov.au			

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Appendix 4 – Workplace Health and Safety Alert Template



Workplace Health and Safety Alert - Number

The actions specified are mandatory in accordance with PD --

Date

Distributed to:
Executives

Action Required by:

Director of Operations
Service Director
Department Manager

For response by:

Which departments or services could be affected?

Which workgroups could be affected?

Issued by –
Department
Contact Name
Phone number
Address

Supplementary Heading

Hazard

Risks

Controls

Please list any immediate temporary controls implemented which unit/departments could implement to prevent an incident until permanent controls can be applied.

Lessons Learnt:

Please indicate any incidents/ injuries or investigations that have been reported in relation to this hazard.

Action required:

Please enter permanent controls determined by risk assessment



Workplace Health and Safety Alert - Number

The actions specified are mandatory in accordance with PD --

TITLE

Appendix 5 – Workplace Health and Safety Notice Template



Workplace Health and Safety Notice - Number

The actions specified are to be reviewed in accordance with PD -

Date

Distributed to :
Chief Executives

Action Required by :

For response by :

Which operations
could be affected?

Which workgroups
could be affected?

Issued by –
Department
Contact Name
Phone number
Address

Heading

Supplementary Heading

The Hazard/Risk

How was the risk identified?

Controls

Contact details (if required)

Suggested Actions:



Number

The actions specified are to be reviewed in accordance with
PD -

Heading

Supplementary Heading

Appendix 6 – Workplace Health and Safety Information Template



Workplace Health and Safety Information - Number

TITLE

TITLE
Content

Date

Distributed to:
Executives Sector

Dates of interest:

Issued by –
Department
Contact Name
Phone number
Address

Recommendations:

- Discussion of information at Workplace Consultation or WHS Committee
- Distribution within local department
- Discussion at department/service meetings/forums



Workplace Health and Safety information - Number

Date

MONTH