

Health and Safety Policy

Health and Safety	
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1. Purpose

This Health and Safety Policy and statement outlines the organisation and arrangements that Capital and Coast District Health Board (CCDHB) will implement to ensure the minimisation of the risk of harm to workers (employees, students, volunteers, contractors) and others within its workplaces by providing a safe and healthy work environment for all.

The overall aim of this Policy is to promote a continual positive health and safety culture and to encourage ownership at every level as well as the development and sustainability of high quality Health and Safety support services and systems. It will also demonstrate compliance with the Health and Safety at Work Act 2015; Regulations made under that Act, and the supporting Approved Codes of Practice.

2. Scope

This policy applies to all CCDHB workers (see definitions for further explanation) as well as patients and visitors in some circumstances.

3. Policy Statement

The Board of Capital and Coast District Health Board (CCDHB) are committed to ensuring a safe environment for its workers, patients, families and other people at work.

The Board recognises that it has a critical role to play in the implementation of health and safety and the health and safety culture of the organisation.

The Board will fulfil its role by ensuring that appropriate policies and procedures are adopted and implemented and by reviewing and monitoring the identification, reporting, culture and management of health and safety hazards and risks.

All directors will familiarise themselves with their obligations under the relevant legislation (including any amendments) and their obligations as directors and ensure the appropriate policies and processes are in place to meet those obligations.

The Board will ensure the above by:

Policy and Planning

Ensuring the DHB:

- Has effective health and safety policies
- Has an annual Health and Safety plan
- Holds the Chief Executive Officer (CEO) accountable for the implementation and management of the plan and policies by specifying expectations and feedback requirements
- Tracks the DHBs health and safety performance via timely reports.

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Delivery

- Laying down clear expectations that the DHB will have a fit for purpose health and safety management system
- Exercising due diligence by ensuring that this system is effectively implemented, regularly reviewed and continuously improved
- Being sufficiently familiar with best practice health and safety systems to know whether the DHB systems are fit for purpose
- Monitor the implementation of the health and safety program
- Seeking independent expert advice if needed

Monitoring and Review

- Ensuring internal and external health and safety system audit reports are submitted to the Board in a timely manner and that any recommendations from these reports are acted on and the Board is notified when they are remedied
- Ensure progress reports on the DHBs Annual Health and Safety Plan are included in the Quarterly Health and Safety report to the Board

4. Principles

Capital and Coast District Health Board, through its Chief Executive, so far as is reasonably practicable, will:

- promote a culture of health and safety with all workers
- maintain and continually improve its Health, Safety and Environmental Management systems.
- set targets for improvement and measure, appraise and report on performance
- consult and actively promote participation with employees and contractors to ensure they have the training and skills, knowledge and resources to maintain a safe and healthy workplace
- ensure all officers and managers have an understanding of their due diligence obligations in relation to health and safety and are reviewed against their designated duties
- provide a safe and healthy workplace, fixtures, fittings, plant, products, substances and materials
- ensure the commitment of senior managers to workplace health and safety is maintained, ensuring the management of workplace health and safety is given at least equal importance as all other management functions
- ensure the effective control of contractors who may come onto CCDHB premises, ensuring such contractors are competent and aware of their health and safety responsibilities as per the CCDHB Control of Contractors Policy
- require our contractors to demonstrate the same commitment to achieving excellence in health and safety performance

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- consult and work with other PCBU's who provide services and/or products/equipment, to ensure that the plant, substances, and structures designed, manufactured, imported or supplied (as relevant) are without health and safety risks when they are used for their intended purpose in a workplace
- consult, co-operate and co-ordinate activities with other PCBUs who have overlapping duties, so that they can all meet their joint responsibilities
- comply with relevant legislation, regulations, codes of practice and safe operating procedures.
- support the rehabilitation, early and safe return to work of injured employees
- work in partnership with unions to support a healthy and safe working environment

5. Definitions

PCBU	This is a 'person conducting a business or undertaking'. A PCBU may be an individual person or an organisation. CCDHB is a PCBU.
Officer	This is a person who occupies a specified position or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking. This includes for example, but may not be limited to, company directors and chief executives.
Worker	This is an individual who carries out work in any capacity for a PCBU. A worker may be an employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an outworker (including a homeworker), an apprentice or a trainee, a person gaining work experience or on a work trial, or a volunteer worker. Workers can be at any level (e.g. managers are workers too). This definition for CCDHB also includes those with Special Staff Status.
Workplace	<ul style="list-style-type: none"> • means a place where work is being carried out, or is customarily carried out, for a business or undertaking; and • includes any place where a worker goes, or is likely to be, while at work.
Other Person at Work	<ul style="list-style-type: none"> • This includes workplace visitors and casual volunteers at workplaces. • Other persons have their own health and safety duty to take reasonable care to keep themselves and others safe at a workplace.
Contractor	A person who is engaged to carry out work in any capacity for a PCBU (otherwise than as an employee/worker) for gain or reward.
Subcontractor	A person who is engaged to carry out work in any capacity for a PCBU (otherwise than as an employee/worker) for gain or reward, including work as an employee of a contractor or subcontractor

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So Far as is Reasonably Practicable	<p>Something is reasonably practicable if it is reasonably able to be done to ensure health and safety, having weighed up and considered all relevant matters, including:</p> <ul style="list-style-type: none"> • How likely are any hazards or risks to occur? • How severe could the harm that might result from the hazard or risk be? • What a person knows or ought to reasonably know about the risk and the ways of eliminating or minimising it (e.g. by removing the source of the risk or using control measures such as isolation or physical controls to minimise it). • What measures exist to eliminate or minimise the risk (control measures)? • How available and suitable is the control measure(s)? <p>Lastly weigh up the cost:</p> <ul style="list-style-type: none"> • What is the cost of eliminating or minimising the risk? • Is the cost grossly disproportionate to the risk? <p>For other duties such as worker engagement and participation duties, the above definition does not apply.</p>
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6. Responsibilities

6.1 PCBU

A PCBU must ensure, as far as is reasonably practicable, the health and safety of:

- Workers who work for the PCBU, while the workers are at work in the business or undertaking
- Workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work

It must also ensure:

- Other persons are not put at risk from work carried out as part of the conduct of the business or undertaking
- The provision and maintenance of a safe work environment, safe plant and structures and safe systems of work are provided and maintained
- The safe use, handling, and storage of plant, substances, and structures
- The provision of adequate facilities for the welfare at work or workers
- The provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- The health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking

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

6.2 Board

The Board of CCDHB has overall accountability for the activities of the organisation. It provides governance for health and safety within the District Health Board (DHB) and will ensure that appropriate assurances can be provided with respect of compliance with the Health and Safety at Work Act 2015 and supporting legislation. The Board is also responsible for periodically reviewing the effectiveness of the policy and personnel under its control to whom responsibilities have been assigned.

6.3 Finance Risk and Audit Committee (FRAC)

The Committee will have responsibility for overseeing health and safety matters together with the Board of CCDHB. The Committee's duties in respect to health and safety include:

- Reviewing, monitoring and making recommendations to the Board on the organisation's health and safety risk management framework and policies to ensure that the organisation has clearly and effectively set out its commitments to manage health and safety matters
- Reviewing and making recommendations for Board approval on strategies for achieving health and safety objectives
- Reviewing and recommending for Board approval targets for health and safety performance and assess performance against those targets
- Monitoring the organisation's compliance with health and safety policies and relevant applicable legislation
- Ensuring that the systems used to identify and manage health and safety risks are fit for purpose, being effectively implemented, regularly reviewed and continuously improved. This includes ensuring that the Board is properly and regularly informed and updated on matters relating to health and safety risks
- Seeking assurance that the organisation is effectively structured to manage health and safety risks, including having competent workers, adequate communication procedures and proper documentation
- Reviewing health and safety related incidents and consider appropriate actions to minimise the risk of recurrence
- Making recommendations to the Board regarding the appropriateness of resources available for operating the health and safety management systems and programmes
- Approving health and safety policies
- Undertaking any other duties and responsibilities which have been assigned to it from time to time by the Board

6.4 Chief Executive

The responsibility for the organisation of health and safety arrangements within CCDHB rests with the Chief Executive (CEO). The CEO is responsible for ensuring that compliance

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with current health and safety legislation is met and that structures and programmes are in place to maintain and improve health and safety within CCDHB.

6.5 General Manager Corporate Services

In addition to their duties as a manager and a worker:

- Reports directly to the CEO and has delegated authority from the CEO to oversee process and procedures are in place to ensure an effective health and safety structure is in place within CCDHB

6.6 Executive Leadership Team (ELT)

The ELT is accountable to the Chief Executive for ensuring the health, safety and welfare of workers or others who may be affected by its acts or omissions and shall, as far as is reasonably practicable, ensure compliance with statutory legislation and corresponding Approved Codes of Practice.

In addition to their duties as a manager and a worker, will ensure that:

- The prevention of ill health and injury to workers and others is given a high priority in the overall management of CCDHB
- Management structures and responsibilities are identified and functioning for the effective management of Health and Safety across their areas of responsibility
- Adequate equipment, resources and suitable and sufficient training is made available to enable compliance with statutory requirements
- Ensuring all workers within their management responsibility fully implement the CCDHB Health and Safety Policy

6.7 CCDHB Health and Safety Steering Committee

The Health and Safety Steering Committee functions include:

- Supporting the on-going improvement of health and safety across the whole workforce
- Assisting in developing standards, rules, and policies or procedures to improve workplace health and safety outcomes
- Assisting with implementation of strategies
- Reviewing health and safety compliance, performance and as necessary individual hazards or service issues and advising on options for improvement

6.8 Chief Medical Officer, Executive Director of Nursing & Midwifery and Executive Director Allied Health, Scientific and Technical

In addition to their duties as a manager and a worker, ensures that:

- Clinical policies, procedures and guidelines meet health and safety requirements

6.9 Directorate Leads and Senior Managers

In addition to their duties as a manager and a worker, they will:

- Facilitate effective communication and partnership working with workers and health and safety representatives (HSRs) in respect of health and safety management

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- Provide assurance to CCDHB that effective health and safety management arrangements are in place and functioning across their areas of responsibility
- Escalate any significant health and safety issues identified, that cannot be dealt with within their areas to the ELT for discussion prior to elevation to FRAC
- Ensure there are adequate resources available to meet health and safety statutory requirements
- Ensure all managers are competent to discharge their health and safety responsibilities in line with health and safety legislation
- Ensure directorate health and safety systems are effective and comply with relevant legislation, regulations, codes of practice, safe operating procedures and CCDHB policy requirements
- Ensure health and safety performance is incorporated within Governance meetings
- Ensure regular meetings with Directorate health and safety representatives (HSRs) are held and these are attended by senior management members. Minutes from meetings are documented and any outstanding health and safety issues reported to CCDHB's Health and Safety Steering Committee

6.10 Managers (roles with workers reporting to them)

In addition to their duties as a worker, will ensure that:

- CCDHB health, safety and wellbeing systems, policies and practices are integrated into their work areas inclusive of workers and all others
- All hazards identified in their area(s) are risk assessed and appropriate measures are implemented to either eliminate or adequately control the hazard (see section 7.2). These control measures must be communicated to all relevant workers. Any hazards which they cannot control are escalated to other departments/services and or senior management. All risk assessments will be reviewed on a periodical basis in line with the timescales set by the individual assessment
- Health and safety considerations are incorporated when planning new or refurbished facilities and/or the purchase of new equipment
- All workers have undergone pre-employment screening and have received occupational health clearance to work as set out in the Pre-Employment Health Assessment Policy
- All workers have a health and safety induction specific to their work area and they receive appropriate training to minimise the risk of harm related to workplace hazards
- They support health and safety representatives (HSRs) through resource allocation by providing non-duty time to complete health and safety tasks and attend HSR training and forums
- They facilitate election of HSRs for their area of responsibility when required
- Planned Workplace Inspections/Checklists of work areas under their control are completed as required
- Appropriate personal protective equipment is provided, ensuring it is used and in working order and employees are trained in correct use

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- All contactors doing work within their area of responsibility have a safety plan prior to commencing work and comply with safe work practices
- No fixtures, fittings, plant or processes present a risk to the health and safety of any person, and are not introduced to the area before all health and safety compliance requirements are in place
- Ensure the effective identification, control and management of hazardous substances in areas under their control
- They attend all relevant health and safety training required of them
- Ensure that all staff have receive appropriate training for any tasks they are required to undertake
- Undertake a suitable and sufficient investigation of all incidents reported in their workplace and document the findings
- Contractor Engagement - CCDHB managers who are responsible for the engagement, supervision and management of contracts:
 - are responsible for ensuring that the terms of the Control of Contractors Procedure are fully complied with
 - need to be fully cognisant of the relevant legal requirements, so that compliance is assured e.g. necessary technical competence, registration/certification
 - must ensure all health and safety documentation pertaining to a contract is held by the PCBU stored in the contract file. This includes, where necessary, signed confidentiality agreements
 - are responsible for ensuring induction of contractors and their workers receive a formal health and safety orientation occurs within their area of responsibility
 - if works include interfering with the fabric of the building, structure and infrastructure, authorisation must be sought from Facilities Management prior to any work commencing
 - also see section 7.8 Control of Contractors

6.11 Workers

Whilst at work all workers have a duty to:

- Take reasonable care of their own health and safety at work, and of other persons who may be affected by their acts or omissions
- Co-operate with their managers in meeting any requirements of the law
- Adhere to all policies, procedures, guidelines, safe systems of work and instructions
- Not interfere with or misuse any equipment provided, to protect their health, safety and welfare in compliance with law
- Participate in health and safety training and ensure knowledge and skills are regularly updated in line with legislation and CCDHB requirements
- Use equipment in the way they have been trained
- Report any defects or hazards in the workplace
- Complete an incident report for any injury, illness or near miss
- Follow general safety rules:

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- all workers shall immediately report any unsafe practice or condition to their line manager
- any workers under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on to work
- horseplay, practical joking or any acts, which might jeopardise the health and safety of any other person, are strictly forbidden
- workers shall not adjust, move or otherwise tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties
- no workers should undertake a job until they have received adequate safety instruction, been deemed competent and have been authorised to carry out the task
- all waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to others
- no workers should undertake a job that appears unsafe
- all injuries and near misses must be reported to the appropriate manager
- workers should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their manager
- work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while lifting equipment
- no workers shall use chemicals/hazardous substances without the knowledge required for working with those chemicals safely/hazardous substance
- suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever provided
- workers must ensure that while using a DHB vehicle or their own vehicles for DHB driving on official business, they adhere to all road safety regulations. Mobile phones must not be used when driving
- windows and doors must be checked and locked by workers prior to leaving departments
- unless specified otherwise in the departmental policy, identification cards must be worn at all times

6.12 Contractors, Sub-Contractors and Their Workers

Will:

- Comply with all aspects of CCDHB Control of Contractors Procedure
- Ensure that, by their acts or omissions, will not cause harm to workers or others at CCDHB
- If providing a service on behalf of CCDHB ensure that, as a PCBU, they by their acts or omissions cause no harm to CCDHB workers or others

6.13 Health and Safety Representatives

In addition to their duties as a worker, will:

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- Actively participate in the health and safety systems and encourage fellow employees to comply with all health and safety requirements
- Complete the workplace inspections/checklists
- Report-back to their manager and colleagues regarding activity and items discussed at the health and safety training and other communication from the Health and Safety Service (H&SS)
- Review and update contents of their department's health and safety manual and notice board regularly
- In conjunction with the area manager, provide local health and safety induction training for new workers

6.14 Health and Safety Service

The Health & Safety Service will:

- Advise managers with regard to all practicable steps to keep workers safe at work
- Keep up to date with legislative requirements and evidence based best practice in 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 CCDHB management in matters of occupational health and 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
- Provide pre-employment screening, health monitoring, vaccinations and contact tracing
- Provide return to work assistance
- Provide managers with training and advice in order to be able to investigate workplace incidents. Where appropriate they will assist managers with their investigations.
- Provide appropriate training to managers and HSRs
- Administer the ACC Partnership Programme
- Undertake statutory reporting requirements

7. Arrangements for Health and Safety

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

7.1 Safe Systems of Work

Each Directorate/Service/Department is required to have health and safety arrangements and procedures specific to that area.

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The Directorate/Service/Department Manager is responsible for ensuring that Policies/Safe Systems of Work/Standard Operating Procedures are operational for all procedures undertaken within the Department. These must be strictly observed.

All Policies/Safe Systems of Work must be monitored and regularly reviewed for their effectiveness with a maximum review period of three years.

Following the assessment of risks, the Directorate Managers/Heads of Department are responsible for devising, documenting and implementing any safe systems of work/Safe Operating Procedures necessary in areas under their control, to eliminate hazards or minimise any risk to the health and safety of workers and others.

7.2 Hazard Identification and Risk Assessment

Hazard identification and risk assessment is an essential part of any risk management system. Risk assessment methods are used to decide on priorities and to set objectives for eliminating hazards (where possible) and reducing risks. Wherever possible risks are eliminated; if they cannot be eliminated then the hierarchy of controls must be implemented to minimise the risk.

A risk is deemed acceptable when there are adequate control mechanisms in place and the risk has been managed as far as is considered to be reasonably practicable. The potential benefits should outweigh the potential harm.

Procedures and systems are in place for the identification and reporting of hazards and for managers to assess and take suitable precautions to eliminate or minimise risks.

7.3 Incident Reporting, Recording and Investigation

To ensure that there is a culture in which incidents are investigated appropriately and to make certain that lessons can be learnt from incidents and near misses it is a requirement that all incidents, whether they result in actual harm or not, are reported on CCDHB's incident reporting system Square. The term 'incident' must be interpreted in its widest context to include concerns, accidents and near misses.

The information produced by effective reporting and investigation will enable CCDHB to identify, track and monitor trends of incidents and accidents and to implement measures to try and prevent reoccurrences. Effective monitoring of these events depends on the willingness of workers to report organisational process failures as well as their own errors and thus every effort must be made to avoid cover-ups of adverse incidents, mistakes or near misses.

The overall approach within CCDHB will be one of help and support to each other, rather than recrimination and blame and to this end, workers should be encouraged to report all

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incidents. Every incident that is reported presents a chance to learn in order to improve the services in the future.

7.4 Induction and Training

The following training will be provided:

- All new workers will receive local induction in the health and safety management in their area of work
- All new employees will attend an orientation, which includes a session on Occupational Health and Health & Safety
- On-going training in specific areas including Fire Safety, Emergency Preparedness, Manual Handling, Personal Safety etc. will be made available to all relevant workers as required
- All managers will be provided with training in their role and responsibilities for the management of health and safety in their area of responsibility
- All officers will receive training on their due diligence obligation in relation to health and safety

7.5 Injury Management and Rehabilitation

Prevention of injury/illness is the primary objective of the workplace health and safety programmes however the CCDHB recognises that injury or illness may still occur during the course of employment.

Workplace rehabilitation promotes an early, safe and sustainable return to work following injury or illness in order to maximise recovery and independent functioning and minimise the impact of injury on the employee and to the workplace.

Wherever possible, employees will be assisted to remain at work in some capacity even if they are unable to carry out their normal duties. Restricted, modified or alternative duties will be provided if appropriate (with medical clearance).

All employee injuries or illnesses (work or non-work related) will be managed under the principles outlined in the Workplace Rehabilitation Policy.

CCDHB is an Accredited Employer in the ACC Partnership Programme. Workplace injury and rehabilitation procedures are audited yearly by ACC to ensure Partnership Programme performance indicators are met.

7.6 Worker Participation, Engagement and Representation

Worker involvement is fundamental to good health and safety performance and good business practice, and is written into the legislation. CCDHB supports employee consultation and participation in all activities related to health and safety. This includes consultation with the trade unions representing the employees.

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There are procedures and processes in place for the active participation, engagement and representation of its workers. This includes elected and trained Health and Safety Representatives, Directorate/Service Health and Safety meetings and a CCDHB Health and Safety Committee.

7.7 Emergency Planning and Management

Emergencies are any unplanned events that can have a significant effect on CCDHB workers, services and/or others. They may involve physical or environmental damage, or injury, harm or death to workers or other persons at work. They may also involve events that disrupt business operations. Specific procedures and plans have been developed to help to protect workers, customers, visitors, premises and the environment.

7.8 Control of Contractors

CCDHB will ensure that systems are in place to ensure the contractors are suitably selected and that they and their subcontractors do not cause harm to CCDHB workers, patients and/or visitors while undertaking the work required by the contract, and that the contractors and sub-contractors are kept safe from harm in the course of performing work for CCDHB.

Full details relating to contractor selection and control are detailed in CCDHB's Control of Contractors Procedure.

7.9 Review, Evaluation and Continuous Improvement

CCDHB will strive to ensure continuous improvement in its management of health and safety at all levels and within all areas of the organisation. Annual objectives will be developed along with health and safety key performance indicators which will be regularly reviewed and monitored.

8. Supporting Procedures

This policy will be supported by a series of procedures to set out steps which must be followed to enable CCDHB to meet its legislative obligations and goal of 'providing a safe and healthy work environment for all'.

These include, but are not limited to, Moving and Handling; Management of Workplace Violence and Aggression; Lone and Community Worker Safety; Management of Hazardous Substances; Asbestos Management, Control of Contractors and First Aid.

9. References

- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

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- Health and Safety at Work (Worker Engagement Participation and Representation) Regulations 2016
- Health and Safety at Work Asbestos Regulations 2016

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