



**Ngangganawili Aboriginal Community Controlled
Health and Medical Services Aboriginal Corporation**

ICN 1870

ABN 85 650 098 620

44 Scotia Street, Wiluna WA 6646
PO Box 40, Wiluna WA 6646
Telephone (08) 9981 8600
Fax: (08) 9981 8660
info@nahs.org.au
www.nahs.org.au

Occupational Safety & Health Policy

1. Policy & Rationale

Ngangganawili Aboriginal Health Service (NAHS) is committed to the provision of a safe environment for all employees, patients, visitors, and contractors in accordance with the *Occupational Safety and Health Act (WA) 1984*.

NAHS takes a proactive approach to Occupational Safety and Health (OSH), establishing clear goals and strategies to implement and monitor systems, responsibilities and preventative programs.

Compliance with this policy will ensure the risk of harm will be identified and controlled and reduce the risk of prosecution and loss of reputation due to decreased quality / continuity of care or increased costs due to compensable staff injury and staff replacement.

2. Definitions

- **Employee:** A person by whom work is done under a contract of employment
- **Employer:** A person that employs an employee under a contract of employment
- **Workplace:** Means a place, whether or not in a vehicle, building or other structure where employees are likely to be in the course of their work
- **Hazard:** In relation to a person, means anything that may result in
 - a) injury to the person; or
 - b) harm to the health of the person.
- **Risk:** The probability of injury or harm occurring and the severity of the consequences of that harm.
- **Risk Management:** Is the process by which hazards are identified, assessed and controlled in a systematic manner.

3. Procedure

2.1 In accordance with best practice and as far as practicable NAHS, as an Employer, will:

- Provide and maintain a safe workplace and systems of work.
- Consult employees, and their representatives, regarding issues affecting their safety and health.
- Provide information, training, instruction and supervision to new and existing staff to enable them to work safely
- Establish an OSH Committee at any time whatsoever if requested to do so as required by law.

All employees are required to maintain currency of mandatory training in relation to OSH.



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2.2 Roles & Responsibilities

- **NAHS Board:** Commit to undertake the following:
 - To oversee legal obligations and the effective implementation of the OSH framework, systems and processes relating to employee health and safety;
 - Ensure that OSH remains a strategic priority for NAHS in support of embedding a strong safety culture;
 - To monitor the performance of OSH through key performance indicators and regular reporting.
- **CEO:** The CEO maintains a non-delegable duty of care for Occupational Safety & Health and provides leadership on safety.
- **Managers and Supervisors:** Have the responsibility for:
 - Providing leadership on safety;
 - Identifying hazards in their work area, investigating incidents and implementing systems to control these;
 - Arranging regular workplace hazard inspections;
 - Implementing and maintaining safe work practices;
 - Monitoring and evaluating safety in the workplace and hazard management (including training needs) as part of continuous improvement;
 - Consulting with employees on matters related to safety and health in the workplace;
 - Ensuring that contractors are aware of and comply with relevant NAHS policies and procedures.
- **Employees and Contractors:** Have responsibility for:
 - Taking reasonable care for their own safety and health and that of others affected by their work;
 - Reporting hazards and incidents via use of the relevant registers on LOGIQC
 - Using protective clothing and equipment (PPE)
 - Complying with risk controls in accordance with information provided and cooperating with the NAHS on safety and health issues; and
 - Following reasonable instructions to work safely.

2.3 Legislative Obligations: There are legislative obligations related to this policy and non-compliance may result in penalties being applied. Breaches under *The Act* may result in fines or imprisonment depending on the severity of the breach.

4. Responsibilities

This policy and procedure applies to all NAHS staff, contractors and other persons operating onsite at any time.

The Policy & Compliance Manager will be responsible for review of this policy every 3 years unless an earlier need arises.



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5. Evidence Base

- *Occupational Safety and Health Act (WA) 1984*
- Occupational Safety and Health Regulations (WA) 1996
- ISO 9001: 2015. Quality Management Systems.

6. Related Documents

- Doc_423 Risk Management Policy