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| Ref. No.: | WHS-F-15-1 | Issue Date: | Sept 2014 |
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SAFETY INDUCTION CHECKLIST

ASHFORD

MEMORIAL

FLINDERS

NAME: _____

DEPARTMENT: _____

Employee

Labour hire/Agency

Visitor (Business-related)

Student

Volunteer

(Please tick applicable box)

ACHA "WHS and Injury Management Policy Statement" (WHS-POL-01)

ACHA has a WHS and Injury Management policy that is available on the intranet

ACHA is a Self-Insured Employer. ACHA takes direct responsibility for the management of all work injury claims in the workplace. ACHA is committed to ensuring that it is a safe place to work.

Duty of Care

Employer Obligations

Person Conducting a Business or Undertaking (PCBU) responsibilities – Work Health and Safety Act, 2012

A PCBU must ensure as far as is reasonably practicable:

- The health and safety of workers and others on site who may be affected by the activities and work being undertaken:
- Safe systems of work;
- Safe plant and substances;
- Training, supervision and information;
- Prescribed welfare facilities;
- Monitoring of working conditions and employee health (as appropriate), and
- Maintenance of records

Duty of Care

Worker Obligations

Workers also have a legal obligation to ensure they take all reasonable care to protect their own health and safety at work and in particular:

- Take reasonable care to not adversely affect the health and safety of others through their actions;
- Use equipment provided to protect their health and safety;
- Comply with all reasonable instructions from the PCBU;
- Cooperate with any reasonable policies, procedures and instructions at the workplace

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| APPROVED | Paul Evans |
| DELEGATION | CEO, Hospital Operations |
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Emergency Phone Number

- ACHA has an emergency phone number which is designed to cater for events such as fire, bomb threat, personal threat, medical emergency, internal emergency, external emergency & evacuation.
- Emergency Phone Number is "222"

Emergency Code Responses

| | |
|--------------------|--------|
| Fire and/or smoke | Red |
| Bomb threat | Purple |
| Medical Emergency | Blue |
| Personal Threat | Black |
| Internal emergency | Yellow |
| External emergency | Brown |
| Evacuation | Orange |

Emergency Control Organisation

- ACHA has an effective emergency management structure in place and includes the following:

Chief Warden

- Usually the Hospital Coordinator controls ACHA's Emergency Response and can easily be identified by a white cap

Communication Officer

- Responds to the "222" call

Wardens

- In work areas, communicate with Chief Warden via WIP phone and direct action in department as required and can be easily identified by a red cap

Code Blue Team

- Trained team to respond to Code Blue and MET calls

Code Black Team

- Trained team to respond to "personal threat"

What to do in an Emergency

- ACHA's trained Emergency Control Organisation overrides management in the event of an emergency
- ACHA sites have
 - An emergency warning intercommunication system (EWIS, which includes the Warden Intercommunication Points – WIP phones), pager system and/or emergency telephone system
 - Heat and smoke detectors
 - Fire doors
 - +/- Sprinkler systems
 - Exit lighting

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- Break glass If required to evacuate, evacuate **laterally** as directed by your department Warden/s
- Locate Fire doors in your area

Specific Hazards in Area

-
-

Hazard Reporting

- Duty of care to report hazards or unsafe working conditions
- A hazard is any situation that has the potential to cause harm to people or the environment.
- It is a requirement for all workers to report hazards to assist in the prevention of injuries occurring
- Hazard report forms are available online (RiskMan) and/or through your Manager

Incident and Near Miss Reporting

- An incident is an event which results in a fatality, injury or occupational disease to an employee, contractor, visitor or member of the public
- A near miss is an event which does not result in an injury but may have caused harm to employees, contractors, visitors, the public, the environment or company property
- It is a requirement for all workers to report incidents immediately to assist with minimising reoccurrence.
- Incident report forms are located online (RiskMan) or available through your Manager

Blood and Body Fluid Exposure Incidents (BBFEI)

- Report any blood or body fluid exposure incident to your Manager or Hospital Coordinator and follow their directions to adhere to protocol.

Work Health & Safety Consultation

- ACHA has mechanisms for WHS Consultation including WHS Committees at each site
- Advise the new starter of the Health and Safety Representatives listing and the site WHS Coordinator & ACHA RRTW Coordinator

Hazardous Chemicals

- ACHA operations include the use of various chemicals and substances
- Safe work practices and procedures must be followed at all times. Chemicals have the potential to harm both workers and the environment if they are not used or disposed of in the correct manner
- Safety Data Sheet (SDS) are available via ChemWatch portal on ACHA's intranet.
- Good hygiene is essential when working with chemicals. Ensure you wash your hands prior to eating and following contact with chemicals (warm water with soap)
- Any reactions from the chemicals used are to be reported immediately to your Manager

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Personal Protective Equipment (PPE)

- Workers have a legal obligation to ensure they wear the personal protective equipment provided by ACHA.
- Footwear must be fully enclosed around the toes and heels, firmly secured to the foot with non-slip soles. In some areas specific safety footwear is required to be worn.
- Gloves
- Eye protection
- Masks
- Lead Aprons

Electrical Safety

- ACHA has an effective electrical tagging and testing system in place. Earth leakage protection is in place and electrical plant is constantly inspected. Electrical equipment without current inspection tags must not be used
- Danger/Out of Service tags are displayed when plant is undergoing maintenance checks and when a unit is faulty. The danger tags identifies to all workers that the unit is not to be used under any circumstances.

Safety Signs and Reflective Mirrors

- Safety signs and reflective mirrors are located through the sites. All workers are required to comply with the safety signs including restricted areas.
- Reflective mirrors have been installed to assist in the prevention of collision occurrences.

Safety Inspections and General Housekeeping

- Regular safety inspections are carried out in all departments to assist in the identification of hazards and risks.
- General housekeeping is necessary to minimise the risk of injuries occurring. This can be achieved by keeping floors clean, ensuring power cords are not across walkways, keeping objects clear of emergency exits. To maintain access and egress keep equipment on one side of corridor only.

Drug and Alcohol Policy

- A drug and alcohol policy applies to all employees at ACHA. It is recognised that the use of alcohol or drugs can affect job performance and the safety of staff. Consequences if found in the possession, use or trade of illicit drugs will result in instant dismissal.

Smoking

- Smoking is not permitted in any buildings on site and where no smoking signs are located. Designated smoking areas must be used at facilities where they have been allocated.

Security and Identification Badges

- Workers must have their security identification badges on show at all times.

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Speed limits and Parking

- The speed limit for all car parks is 10 kph (walking speed). Please take extra care when travelling through these areas.
- All cars are parked in ACHA car parks are at the owner's risk.

Equal opportunity and Workplace Harassment

- All workers have the right to be treated fairly and with respect.
- It's important that all staff know and understand their obligations in relation to Equal opportunity, Harassment and Bullying in the workplace.
- Equal opportunity, harassment and bullying must be reported through the informal or formal complaints procedure.

Injury Management

- It is a requirement for all personnel to report injuries immediately to their Manager and/or Hospital Coordinator.

Date of Induction:

Safety Induction conducted by: (name)

I acknowledge the Safety requirements for ACHA and that failure to comply may result in disciplinary or review of contract

Name:

Signature: Date:

Please forward completed checklists to filed as per procedure

- ACHA/Healthscope Employees- in HR file
- Volunteers: in HR file
- Students: with Education Coordinator records
- Agency Nurses/Care assistants: with Hospital Coordinator
- Labourhire/Agency Medical personnel:/Business related Visitors: person engaging person

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