

Ref. No.:	WHS-POL-01	Issue Date:	Apr 2014
Manual:	Work, Health & Safety and Injury Management	Revision No.:	4
Element:	Policies	Last Review:	Jan 2021
Title:	Work, Health & Safety and Injury Management Policy	Next Review:	Jan 2024
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## PURPOSE OF POLICY

ACHA recognises its moral and legal responsibility to provide and maintain a safe and healthy work environment for employees, patients, contractors, labour hire, volunteers, visitors and others. This commitment extends to ensuring that the organisation's operations do not place the community or the environment at risk of injury, illness or damage.

This Policy sets out the overarching principles for ACHA's commitment and management of Work, Health & Safety and Injury management requirements.

ACHA will ensure that its Work, Health & Safety and Injury Management programs are designed and delivered to support its Vision and Principles:

## ACHA Vision

Across ACHA we care for you: *Working Together*



## ACHA WHS Principles:

- ACHA will collaborate, communicate and consult to create a legislatively compliant safe working environment;
- ACHA will educate and train workers in safe systems of work;
- Workers will report, participate and comply with ACHA's WHS management systems and legislation

## SCOPE

This policy applies to all ACHA facilities in all of its operations and functions including those situations where employees are required to work off site.

## HOW WE WILL DELIVER THIS

ACHA is committed to delivering the following principles to ensure that it promotes a culture that values health, safety and wellbeing of all personnel onsite:

### 1. COMMITMENT AND RESOURCES

All levels of ACHA are responsible and accountable for promoting a culture that values health, safety and wellbeing of employees by providing support, time, and resources for all employees to perform their duties in implementing this Policy. ACHA is committed to using appropriate internal and external expertise when required to support the WHS & IM system.

### 2. CONSULTATION AND COMMUNICATION

ACHA commits to regularly communicating WHS information to all stakeholders openly and honestly, and maintaining a consultative approach with all relevant personnel on all WHS and injury management related matters.

### 3. RESPONSIBILITY AND ACCOUNTABILITY

All responsibilities and accountabilities defined within WHS-PRO-03 Responsibility and Accountability Procedure incorporated in the WHS and IM System, must be complied and co-operated with. ACHA will ensure that responsibilities are communicated and accountability mechanisms utilised when required.

THIS IS A CONTROLLED DOCUMENT	
CONSULTATION	ACHA Executive Committee, Policy Committee, ACHA Self Insurance Committee, Ashford WHS Committee, FPH WHS Committee, TMH WHS Committee
APPROVED	Paul Evans
DESIGNATION	CEO Hospital Operations ACHA
DATE	January 2021

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#### 4. RISK MANAGEMENT

ACHA commits to implementing a risk management approach to ensure workplace hazards are identified, assessed, controlled and reviewed where they are not able to be eliminated.

#### 5. LEGISLATIVE COMPLIANCE

Recognises and commits the organisation to comply with all applicable Work, Health & Safety and Injury Management legislation.

#### 6. TRAINING

ACHA will assess the training needs for all employees (contractors, labour hire and volunteers) to ensure appropriate information, instruction, and training is provided where required.

#### 7. CONTINGENCY PLANS

Each facility will have emergency procedures, equipment and facilities compliant with relevant legislation, regulations, standards and guidelines. Planning to develop the emergency procedures will take into account the site location and relevant risks, resources and links with other related agencies.

#### 8. INJURY MANAGEMENT

ACHA is committed to providing early effective support and rehabilitation in the event of a work related injury or illness to achieve the best possible recovery or outcome for the individual. ACHA commits to ensuring workers compensation claims are managed in line with legislative requirements, promptly and equitably, with the aim of an early, safe and sustainable return to work, and a full recovery.

#### 9. CONTRACTOR MANAGEMENT

ACHA recognises the organisation's responsibilities to ensuring the health, safety and welfare of all employees, patients, contractors, labour hire, volunteers, visitors and others

#### 10. CONTINUAL IMPROVEMENT

ACHA recognises the requirement for continuous improvement in the management of WHS and Injury Management, its systems and outcomes.

#### SUPPORTING DOCUMENTATION:

The commitments set out in this Policy Statement are defined in supporting Work, Health & Safety and Injury Management policies and procedures, which detail how WHS and IM is to be addressed, at ACHA. These are available through the ACHA intranet site.

**Paul Evans**  
CEO Hospital Operations ACHA

Date: 13/1/2021

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