

POLICY DIRECTIVE

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WHS POL 1.1 WORK HEALTH AND SAFETY POLICY

POLICY STATEMENT

Nursing Solution Group is committed to managing Work Health and Safety, our goal is to provide a safe and healthy working environment that is free from workplace injury and illness, this will be achieved through commitment of everyone in the workplace.

General Policy:

Nursing Solutions goal will be achieved by providing a safe environment to enter a workplace for all workers within this service, including employees, contractors, volunteers as well as clients and visitors, the work health and safety of everyone is of the utmost importance.

Resources, training, and supervision are available to ensure that each person in line with the importance attached to work health and safety will be made available to comply with all relevant Work Health and Safety Acts and Regulations 2011 to ensure that the workplace is safe and without risk to injury and illness.

Nursing Solutions will monitor the conditions of the workplace for the purpose of preventing injury or illness, it will maintain an effective and accurate injury and illness reporting system and will record and investigate incidents. Will provide rehabilitation measures with rehabilitation return to work plans for team members who suffer work related injuries and illness.

Strategies:

Nursing Solutions acknowledges the need to manage Work Health and Safety through effective policy development, management systems and prevention programs which will be developed and implemented incorporating the following strategies:

- Senior management committed and active involvement.
- Clearly defined roles and responsibilities for all persons.
- Appropriate and adequate training, instructions, and information to enable team member to fulfil their responsibilities.
- Consultation with team members.

RESPONSIBILITIES:

Management

The promotion and maintenance of work health and safety is primarily the responsibility of management. Management at all levels is required to contribute to the health and safety of all persons in the workplace. To this end, it is the responsibility of management to develop, implement and keep under review, in consultation with its workers, the organisation's work health safety programs.

SPECIFIC RESPONSIBILITIES

a) Officers

Officers are responsible for ensuring that this organisation meets its obligations under Work Health and Safety Act 2011 by exercising all due diligence to understand the nature of the work and associated hazards and ensuring that appropriate resources are allocated to control any identified risk.

b) Senior Management

Each senior manager is required to ensure that this policy and any work health safety programs developed are effectively implemented in their areas of control, and to support managers and supervisors and hold them accountable for their specific responsibilities.

c) Managers and supervisors

Each front-line manager or supervisor is responsible, in all areas of the Nursing Solutions Group including but not limited to Aged Care, Community, NDIS and DVA and will be held accountable, for taking all practical measures to ensure that:

- Integrating WHS policies, guidelines, and corporate strategies into everyday workplace practices.
- Ensuring all workers are aware of their obligations as stated in the Guide, Policy, and relevant legislation and that they are provided with relevant WHS information, instruction and training.
- Using WHS structures and safety management systems and ensuring the provision of appropriate records and information on workers' health and safety.
- Fostering a cooperative consultative relationship with workers and staff representative in resolving WHS issues and promoting awareness of WHS.
- Undertaking relevant WHS training to enable them to meet their responsibilities for the management of WHS in the workplace.
- Defining the WHS training needs of their section and arranging for necessary information to perform their duties in a safe way in consultation with workers.
- Ensuring the reporting and recording of all accidents, incidents, and dangerous occurrences (including near misses) as required in sections 35-39 of the WHS Act.
- Actively encouraging workers to work in a way that minimises the risk of injuries.

- Lead comprehensive hazard identification inspections of their workplaces.
- Applying risk management processes to identify, assess, control, monitor and review WHS risk.

d) Workers

All workers including volunteers, agency staff and contractors are required to co-operate with the Work Health Safety Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace. All workers will receive induction training and task specific training where appropriate. All workers are expected to comply with all policies and procedures and any reasonable instructions from managers. These requirements will be written into contractor and agency contracts.

- Cooperate with and Assist DVA to meet it's WHS obligations.
- NSG staff are aware of the processes for referral to other health professionals or other legal authorities such as Police Department, Fire Department and Ambulance Services if the need should arise.
- Work in accordance with agreed safety management systems and apply safe work practices.
- Report and monitor workplace health and safety matters.
- Take all reasonably practicable steps to ensure their workplaces are maintained in a healthy and safe manner.
- Participate in health and safety training, use safety equipment as required and comply with safe systems of work.
- Contribute to the review of workplaces and work practices to reduce the incidence of workplace injury or illness.

e) Clients and visitors

All clients and visitors in our workplaces (including the client's home and community environments) have a responsibility to ensure that their actions or failure to act does not put themselves or our workers at risk and to follow any reasonable instructions that we may give including providing all relevant information and allowing for relevant risk assessments to be undertaken.

WORK HEALTH AND SAFETY PROGRAMS

To implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated, and effectively carried out. The programs will relate to all aspects of work health and safety including:

- Work Health Safety training and education.
- Provision of information, training, and supervision to workers.
- Undertaking of risk assessments and reporting of hazards.
- Development of safe work procedures.
- Emergency procedures and drills.
- Development of lone worker safety guidelines.
- Provision of work health safety equipment, services, and facilities.
- Regular inspections and evaluations.

- Reporting and recording of incidents, accidents, injuries and illnesses and investigation of incidents.

RELEVANT LEGISLATION AND STANDARDS

- Work Health and Safety Acts 2011
- Work Health and Safety Regulations 2011
- Work Health and Safety Code of Conduct
- Work Health and Safety Privacy Act 1988
- Fair Work Act 2009
- Fair Work Regulations 2009
- Fair Work Ombudsman – Fair Work Information Sheet

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REFERENCE:

[Pol WHS-1.3 Risk Management Policy](#)

[Work Health and Safety Management Arrangements](#) For Department of Veterans Affairs.

<https://www.dva.gov.au/get-support/providers/programs/community-nursing-services-and-providers/information-community-nursing-providers#notes>

<https://www.dva.gov.au/sites/default/files/2023-11/notes-for-community-nursing-providers-december-2023.pdf>

Form

[WHS 1.1 Hazard Report Form](#)

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