

Policy Applies to:

The Board of Directors, staff employed by Mercy Hospital, Credentialed Specialists, contractors, students, volunteers and visitors.

Related Standards:

- Health and Safety at Work Act 2015
- Health and Safety at Work (Hazardous Substances) Regulations 2017
- EQiP Standard 3.2
- AS/NZS ISO 31000: 2019 Risk Management – Principles and Guidelines
- Health & Safety at Work (General Risk and Workplace Management) Regulations 2016

Rationale:

Mercy Hospital, as the Persons Conducting a Business or Undertaking, (PCBU), through the identification and appropriate management of workplace risks and hazards will ensure, so far as is reasonably practicable, the health and safety of workers, , patients, Credentialed Specialists, , contractors, visitors and members of the public who use or have access to or are within the Mercy Hospital Campus.

It is Mercy Hospital’s goal to achieve a level of risk management that supports a safe environment. Mercy Hospital will ensure that systems, practises, processes and training are in place to eliminate health and safety risks, and where they can’t be eliminated, minimise those risks.

Objectives:

To ensure that:

- hazards that could give rise to workplace health and safety risk are appropriately identified
- identified risks are appropriately assessed
- effective controls are implemented which eliminate or minimise the potential harm
- Effective controls are maintained, monitored and evaluated for effectiveness.

Cultural Considerations:

Mercy Hospital acknowledge that National data demonstrates a disproportionate impact of workplace accidents on Māori in our workplaces. We support the Worksafe strategy ‘Maruiti 2025’ and are committed to the principles of partnership, protection and participation which are the corner stone of our approach to health and safety for all our people.

Definitions:

Hazard

Anything that has the potential to cause death, injury or illness. This includes behaviour that has the potential to cause death, injury or illness (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects behaviour).

Risk

Is the likelihood that certain consequences (death, injury, or illness) may occur when a person is exposed to a hazard.

Control measure

Is a way of eliminating or minimising risks to health and safety.

Risk Assessment

The process which assesses each hazard's risk, based on consequences and likelihood.

Notifiable Event (see appendix 1)

Any of the following events that arise from work

- the death of a person
- a notifiable injury or illness
- a notifiable incident

Process:

Risk Identification

Risks are identified and reviewed through a number of processes:

- a) a new relevant hazard or risk is identified e.g. product evaluation, incident reporting or new equipment
- b) by evaluating existing control measures
- c) As part of an incident review process
- d) Before a change at the workplace that is likely to give rise to a new or different risk to health and safety
- e) a health monitoring report in relation to a worker contains test results that indicate that the worker has been exposed to a substance hazardous to health at a concentration that may cause harm through contact with workers

- f) a health and safety representative requests a review if they reasonably believe that the health and safety of a worker is affected and the control measure has not been adequately reviewed.

Risk Assessment

Specific hazards will be risk assessed and control measures documented with relevant codes and guidelines identified

Mercy staff who have responsibility to assess or manage the risk must ensure that sufficient information is provided to make an accurate and informed decision on the risk of the hazard identified.

Each identified hazards will be assessed considering the severity of the consequences and likelihood of injury or illness. A risk score will be assigned as per the process set out in the Risk Management Policy and using table 1

Table 1: Level of Risk (Hazard)

Likelihood	Consequences				
	Severe 5 <i>Loss of life, permanent disability</i>	Major 4 <i>Serious Injury – Specialist medical treatment or hospitalisation</i>	Moderate 3 <i>Injury requiring medical treatment</i>	Minor 2 <i>Minor injury requiring first aid</i>	Minimal 1 <i>Minor problem easily handled by normal day to day processes</i>
Almost certain <i>(e.g. >90% chance of occurring)</i>	Extreme	Extreme	High	moderate	Moderate
Likely <i>(e.g. between 50% and 90% chance of occurring)</i>	Extreme	High	High	Moderate	Low
Possible <i>(e.g. between 10% and 50% chance of occurring)</i>	High	High	Moderate	Moderate	Low
Unlikely <i>(e.g. between 3% and 10% chance of occurring))</i>	Moderate	Moderate	Moderate	Low	Low

<p>Rare <i>(e.g. <3% chance of occurring)</i></p>	<p>Moderate</p>	<p>Low</p>	<p>Low</p>	<p>Low</p>	<p>Low</p>
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Control Implementation

Through the hierarchy of controls, risks to health and safety will be eliminated where possible or minimised so far as reasonably practicable through the most appropriate and effective actions available, taking into account the nature of the risk:

- a) Elimination
- b) Substituting (wholly or partly) the hazard giving rise to the risk with something of a lesser risk
- c) Isolating the hazards giving rise to the risk to prevent any person coming into contact with it
- d) Implementing engineering controls.

If a risk remains, it will be minimized so far as reasonably practicable, by implementing administrative controls, providing appropriate training and by ensuring the provision and use of suitable personal protective equipment where appropriate

Monitoring

Measures to minimise risks to health and safety to ensure they remain effective will be monitored annually through H&S audits.

Hazard Database Entry

Once a hazard is identified, it is the responsibility of the Head of Department to notify the Health and Safety Coordinator who will enter the hazard and controls information on the Risk and Hazard system.

Staff Engagement

Heads of Department in partnership with the Health and Safety Coordinator are responsible to ensure staff are involved in the identification and control of health and safety risks within their work areas, through:

- Orientation programme at commencement of employment.
- Ensuring all employees are made aware of new and existing hazards in their work area and understand the controls for those hazards

- Fostering an environment where hazard notification and active management of hazards is encouraged
- Ongoing risk assessment through the reporting, investigating and implementation of corrective and preventive actions for all identified hazards
- Ensuring all employees are compliant with health and safety policies –
- Consulting with employees and relevant representatives regarding health and safety management.
- Through Health and Safety Representatives

Implementation:

- Tactical Framework
- Quality and Risk Plan
- Infection Prevention and Control Plan
- Organisational Risk Register
- Hazard Registers
- Hazardous Substance Inventory Product Evaluation
- Health and Safety annual plan
- Staff orientation and mandatory training
- Position descriptions
- Credentialing process
- Policy and Work manuals

Evaluation

- Board of Directors minutes
- Executives meeting minutes
- Quality and Risk Advisory Committee minutes
- Health and Safety representatives minutes
- Training records
- Credentialing records
- Hazard Category audits, reports and action plans
- Incident reports
- Complaint reports
- Product Evaluation Committee minutes
- Health and Safety annual plan organisational assessment

Internal documentation (not exhaustive list; refer SharePoint)

- Health and Safety Policy
- Risk Management Policy
- Incident Management Policy

- Contractor Policy
- Credentialing Policy
- Hazardous Substance Inventory Hazard registers
- Emergency Management Policy
- Organisational Risk Register
- Terms of Reference Quality and Risk Committee
- Terms of Reference Health and Safety and Infection Control Representatives Committee

Associated Documents

Appendices

Appendix 1 Types of Harm