

Policy Applies to:

The Board of Directors, all staff employed by Mercy, credentialed specialists, contractors, students, volunteers and visitors.

Related Legislation and Standards:

- Health and Safety at Work Act, 2015
- Health and Safety at Work Act (General Risk and Workplace Management Regulations 2016)
- Health and Safety at Work (Hazardous Substances) Regulations 2017
- AS/NZS ISO 31000: 2018 Risk Management – Principles and Guidelines
- Australia/New Zealand Standards for Occupational Health and Safety Management Systems (AS/NZS 4804:2001)
- Healthy Futures (Pae Ora) Act 2022
- Ngā Paerewa Health and Disability Services Standard NZS 8134:2021

Rationale:

Mercy Hospital is committed to ensuring a safe, healthy working environment and culture for all workers, patients and visitors.

Objectives:

- To have systems in place that identify, assess, eliminate or minimise H&S related risks.
- To provide a safe environment that, as a minimum, complies with all legislative requirements.
- To promote and provide training to enable employees to function safely and effectively in their roles.
- To promote health and safety goals and objectives in strategic and service planning.
- To consult, cooperate and coordinate with other 'Persons Conducting a Business or Undertaking (PCBU)' who we work with as part of our operation.

Cultural Considerations:

People at work, or at a workplace, should not be exposed to increased risks because their culture makes eliminating or reducing risk difficult. Engagement with individuals should always be sought when considering culture and health and safety at work.

Implementation:

As part of its Health and Safety Management System (HSMS), Mercy Hospital undertakes a number of strategies:

The Board Responsibilities:

- Retain ultimate responsibility for H&S risk management, statutory compliance and for determining the appropriate level of health and safety risk acceptable to Mercy.
- Understand the activities of Mercy and the hazards and safety risks associated with its operation.
- Actively engage in health and safety through workplace visits and receiving and reviewing service area reports.
- Direct overall strategy for health and safety and sign off on the tactical plan.

- Inform and sign off the Mercy annual Health and Safety Strategy and Plan.
- Review the performance of organisational risk management systems through monthly reporting processes.
- Ensure active representation on the Quality and Risk Advisory Committee.

The Quality and Risk Advisory Committee Responsibilities:

- Oversee the practice of H&S risk management, ethical considerations, statutory compliance strategy and implementation at Mercy.
- Review the monthly health and safety report and feedback any concerns to the organisation via the committee Chair.
- Provide an ongoing risk management approach to the review of hazards, incidents and complaints related to health and safety within Mercy.

CEO and Executive Responsibilities:

- Ensure legal compliance via leadership delivery in health and safety and risk management, at Mercy.
- Develop the organisational tactical plan which integrates health and safety best practice into all areas of management.
- Ensure health and safety is a fixed agenda item included in Executive, Heads of Department, Quality and Risk Advisory and Board of Directors meetings.
Executive Members have delegated authority for management of H&S risk on behalf of the CEO.
- Ensure health and safety performance of Managers is considered as part of performance reviews.
- Ensure that H&S incidents with a Severity Assessment Code (SAC) 1 and 2 are reported to the Board and relevant health and safety regulatory body in a timely manner.
- Ensure that notifiable event incidents are reported to WorkSafe in a timely manner.

Chief People Officer Responsibilities:

- Provides oversight of the role and activities of the Health and Safety Specialist as well staff benefits; and wellbeing programmes.

Managers, Coordinators and Leaders

- Assist the CEO in discharging responsibility for the implementation of the health and safety management in their respective departments.
- Responsible for a safe working environment.
- Responsible for safe systems of work.
- Escalate risks which are outside their control, or which require management by the Executive or CEO.
- Ensure all staff within the department are aware of the Health and Safety and Risk Management Policies and their responsibilities.
- Ensure the staff in their respective departments have the skills, experience and training for their roles.

- Identify, assess, manage and monitor risks to the health and safety of employees, contractors, credentialed specialists, patients, students, visitors and volunteers within their service area or department.
- Support the election of, and ongoing work undertaken by Health and Safety Representatives.
- So far as is reasonably practicable, keep workers and others affected by their work healthy and safe. Integrate health and safety best practice into day-to-day management practices and ensure health and safety information is available to staff.
- Ensure orientation, training, and supervision of employees in safe working practices is provided.
- Observe and enforce relevant policies, procedures, legislation and regulations.
- Support ongoing and effective injury prevention initiatives.
- Investigate incidents and instigate corrective actions and feedback to staff.
- Consult with employees regarding health and safety issues during development and review of procedures and work environment changes.
- Have procedures in place for management of emergencies that may arise while employees are at work.
- Review and implement environmental audit recommendations.
- Review staff health and safety performance as a part of the PDR review.
- Facilitate the election of Health and Safety representatives and provide ongoing support and training for the role.

Health & Safety Specialist

- Develop an annual organisational Health and Safety Plan in consultation with key stakeholders.
- Support the CEO, Executive and Heads of Departments in discharging responsibility for the implementation of the health and safety plan within their respective departments.
- Utilise available tools and opportunities to measure and benchmark health and safety performance. Monitor trends and provide recommendations to drive organisational Health and Safety Plan and systems.
- Provides health and safety training and advice to all staff.
- Provide leadership and education to the Health and Safety Representatives.
- Respond to information and advice requests from all staff.
- Notify all staff of any identified health and safety issues, legislative changes or compliance issues relevant to their service.
- Provide new staff members, students and Credentialed Specialists with information, training and protection from hazards based on best practice standards.
- Develop ongoing and effective injury prevention initiatives.
- Provide staff screening and ongoing health monitoring associated with specific workplace hazards with IPC nurse.

- Coordinate and carry out Health and Safety audits.
- Ensure the hazard/risk register and hazardous substance inventory are current.
- Record, review and report on staff workplace accidents and provides monthly reports and trend analysis to the Quality and Risk Advisory Committee, Board of Directors.
- In conjunction with HR, Managers and Team Leaders provide structured rehabilitation programmes for staff who have had injury or illness.
- Develop and implement staff wellness activities.
- Maintain a library of relevant information and codes of practice.
- Review policies relating to health and safety to ensure they are effective, align with best practice and appropriately reflect practices at Mercy.
- Liaise with the WorkSafe New Zealand with regard to compliance issues.
- Coordinate input from external health and safety experts and consultants as required.
- Ensure that the Fire Evacuation scheme (policy and procedures) for all buildings are compliant and effective. Facilitate evacuation drills not more than 6 months apart and ensure that all staff receive any additional training and refreshers as required by the Mercy's FENZ approved Evacuation Scheme (copy held by Facilities).
- Ensure that the emergency response process (CIMSERT) remains effective for use. With support from Facilities Management and other stakeholders, ensure that all staff are trained in the use of CIMSERT.
- In response to a live evacuation or CIMSERT event, this role will assist or lead the process for any building on site and liaise with FENZ and other stakeholders as required.

Health and Safety Representatives

Facilitate employee participation in health and safety risk management through:

- Liaising with their Manager, Coordinator or Team/Shift Leader regarding health and safety issues for example disseminating education to address identified incident themes.
- Seeking staff opinions on health and safety issues, representing employees and reporting back to staff regarding health and safety issues via staff meetings and noticeboards.
- Notifying risks or hazards to their Manager, Coordinator or Team Leader.
- Attending monthly health and safety representative meetings and disseminating information to their area of responsibility following these meetings.
- In conjunction with their manager and Health and Safety Specialist, review and update the workplace H&S risk register.
- Assist in relevant H&S auditing required in their work area. Deliver or support the orientation and training of new employees to their work area in respect of hazards and controls specific to their work.
- Assist with the development of relevant policies and procedures for their work area
- Attend ongoing training as provided for their roles.
- Help with training for staff, for example PPE training.

All Mercy Employees

Are responsible for maintaining their own safety and the safety of others at work, and must:

- Follow work practices, procedures, instructions, and rules relating to health and safety to ensure their health and safety and that of others in the workplace.
- Follow Mercy policies that support their health and safety.
- Report incidents where policy/process has not been followed or is ineffective so that remedial training can appropriately be provided.
- Maintain a knowledge of hazards they could be exposed to and the controls in place to minimise risks associated with these hazards.
- Advise a Health and Safety representative, Supervisor/Coordinator or Manager of any new hazards identified and wherever possible suggest controls to reduce the risk of harm.
- Report all incidents and near misses to their manager and complete an online incident report through 'log an incident' icon on Mercy's 'apps' page.
- Escalate concerns before undertaking any activity they reasonably feel, could put themselves or others at risk of harm. Initial escalation should be via line management, however, if required escalation can be directly to the H&S Specialist or member of the Executive Leadership Team.
- Use all PPE, protective clothing and safety equipment correctly and whenever required and report any defects or other anomalies that could reduce the effectiveness of these safety barriers.

Contractors and businesses with overlapping duties of care

Contractors appointed by Mercy and businesses with overlapping duties are responsible for:

- Communicating, consulting, cooperating and coordinating activities to meet their health and safety responsibilities to workers and others
- Complying with all the Mercy health and safety policies and processes, provided as part of their contract engagement.
- The preparation, implementation and maintenance of occupational health and safety management plans for work directly under their control. This must include risk assessment, hazard identification and hazard control.
- Ensure that the H&S standards of any sub- contractors under their control meet the requirements of both the HSWA 2015 and those established by Mercy Hospital.

Credentialed Specialists

Through the Mercy credentialing process, Credentialed Specialists are made aware that they are responsible for:

- Complying with Mercy health and safety policies, plans and processes, provided as part of their engagement.
- Taking responsibility for managing the health and safety risks to staff and of equipment they bring into the workplace (as Person's Controlling a Business Unit (PCBU) in their own right).

- Notifying Mercy of any incidents or injuries that arise during their time on site whether they are a direct result of their work or not and, collaborate with Mercy's incident investigations process as appropriate.
- Ensuring Mercy is notified prior to any proposed changes in relevant work processes.

Equipment purchase will be managed in partnership with Mercy, assessing and managing the associated risks via specialist's forums, the Credentialing process and Product Evaluation Committee process.

Students

Students accepted for placement at Mercy are made aware by the service area Preceptor that they are responsible for:

- Complying with the Mercy health and safety policies and processes provided as part of contract engagement.

Visitors

Staff will support visitors to Mercy to comply with health and safety policies and will inform them of any specific requirements for the area they are visiting.

Any visitors for staff must sign in on site through Who's On Location using the tablet beside reception.

First Aid Provision

Responsibilities

Mercy Hospital provides and maintains first aid resources and ensures staff know how to access them. Any incidents requiring first aid should be reported on the incident management system.

First Aid Response

- Provide immediate care within staff capability; escalate if required. Ensure the individual is okay.
- Record the incident in the reporting system.
- Review and update hazards as needed.

First Aid Kits & Facilities

First aid kits are accessible at:

- Main Reception
- Lower Ground Floor
- Hospital Vehicle
- Marinoto House

Each area will maintain additional kits as needed.

Evaluation & Continuous Improvement

- First aid kits are audited quarterly by H&S Reps to ensure supplies are up to date.
- First aid incidents are reviewed as part of health and safety reporting to identify trends and improvements.

Evaluation:

- Risk Register and review process.
- Board of Directors Board report.
- Mercy Tactical Plan review of objectives.
- Health and Safety Plan
- Health and Safety Risk Category Audit
- Quality and Risk Advisory Committee reports
- Product Evaluation Committee Reports
- Contractor health and safety questionnaire
- Contractor induction records
- Incident report data analysis
- Patient feedback
- Complaints
- Staff feedback
- Performance Appraisals
- Mercy Certification report, Ministry of Health

Associated Documents

External

- Institute of Directors, Health and Safety Governance: A Good Practice Guide.
- Business Leaders Health and Safety Forum.
- WorkSafe – Health and Safety Representatives
- Health and Safety at Work Act 2015

Internal

- Risk Management Framework
- Health Safety Risk Register, SharePoint (Health and Safety)
- Hazardous Substances Inventory, SharePoint, (Health and Safety)
- Organisational Risk Register
- Emergency Management Policy
- Hazard Management Policy
- Product Evaluation Policy
- Visitors Policy
- Orientation Module and Manual
- Mercy Hospital By-Laws for Credentialed Specialists
- Terms of Reference Quality and Risk Advisory Committee
- Terms of Reference Health and Safety Representatives Committee
- Mercy Hospital Health and Safety Annual Plan
- Contracts Management Policy
- Contractor Health and Safety Questionnaire
- Information Handbook for Contractors