

Policy Applies to:

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

Related Standards:

- Health and Safety at Work Act 2015
- Health and Safety at Work (Hazardous Substances) Regulations 2017
- EQuIP Standard 3.2
- AS/NZS ISO 31000: 2009 Risk Management – Principles and Guidelines

Rationale:

The Mercy Hospital Board, as the Persons Controlling the Business Unit, (PCBU), through the identification of health and safety risks that could cause serious harm, is committed to protecting the health and safety of employees, patients, Credentialed Specialists, Allied Health Professionals, contractors, visitors, volunteers and neighbours who use or have access to or are within the Mercy Hospital Campus.

It is Mercy Hospital's goal to achieve the highest level of risk management in accident and injury prevention and the promotion of health, safety and welfare.

The Mercy Hospital board 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.

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 severity 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

Objectives:

- Mercy Hospital, in managing risks to health and safety, will identify and assess hazards that could give rise to foreseeable risks to health and safety
- 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) Substituting (wholly or partly) the hazard giving rise to the risk with something of a lesser risk
 - b) Isolating the hazards giving rise to the risk to prevent any person coming into contact with it
 - c) 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
- Measures to eliminate or minimise risks to health and safety will be monitored to ensure they remain effective
- Risk control measures will be reviewed in the following circumstances;
 - a) If the control measure does not control the risk
 - b) Before a change at the workplace that is likely to give rise to a new or different risk to health and safety
 - c) If a new relevant hazard or risk is identified
 - d) If 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 or that test results indicate that the worker may have contracted a disease or illness or suffered an injury as a result of carrying out work that involves a health hazard

- e) If the results from engagement with workers indicate a review is necessary
- f) If 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.

Implementation:

- Tactical Framework
- Quality and Risk 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
- Environmental health and safety service area audits

Evaluation

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

Associated Documents

Appendices

Appendix 1 Types of Harm

Internal

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

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

PROCESS

Managers

Heads of Department are responsible for the identification of health and safety risks within their work areas, ensuring the associated hazards are adequately controlled through:

Mandatory H&S training annually

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.

Employees

All employees have a duty to:

- Take reasonable care for their own health and safety
- Take reasonable care to keep themselves and others healthy and safe when carrying out their work
- Take reasonable care that what they do or do not do does not adversely affect the health and safety of other persons
- Co-operate with workplace health and safety policies and procedures
- Be engaged about health and safety issues likely to directly affect them, and take
- Opportunities to participate in the ongoing improvement of health and safety.

Risk Assessment, Hazard Identification and Control

- All positions will have a description that identifies health and health monitoring requirements;
- New equipment or materials which meet assessment criteria will be considered by the Product Evaluation Committee for hazards and control measures prior to introduction to the workplace
- All construction and maintenance work will be risk assessed and appropriate control measures implemented.

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 work area hazard database

Hazard Classification

Area specific hazards will be risk assessed and control measures documented on a summary hazard matrix with relevant codes and guidelines identified

Heads of Departments must ensure that sufficient information is provided to make an accurate and informed decision on the risk of the hazard identified.

- Each departments 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	Extreme	High	High
Likely <i>(e.g. between 50% and 90% chance of occurring)</i>	Extreme	Extreme	High	High	Moderate
Moderate <i>(e.g. between 10% and 50% chance of occurring)</i>	Extreme	Extreme	High	Moderate	Low
Unlikely <i>(e.g. between 3% and 10% chance of occurring)</i>	Extreme	High	Moderate	Low	Low
Rare <i>(e.g. <3% chance of occurring)</i>	High	High	Moderate	Low	Low

All hazards initially identified as being extreme, high or moderate will be consolidated into an organisational register, by the Health and Safety Coordinator, using Appendix 1, 'General Risk Assessment Worksheet (Hazards)'. This register will supply background information required for discussion at the Executive meeting.

As per the Risk Management Policy, the Executive will consider and confirm a final risk rating for all extreme, high or medium hazards and that risk will be linked to the Organisational Risk Register

GENERAL RISK ASSESSMENT WORKSHEET (HAZARDS)

Ward/Departments:	Date Assessed:
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Description of Hazard/Activity/Function and Risks Associated	
Existing Controls <i>(list controls in place or note where the information can be found (e.g. Work Instructions))</i>	
Level of Risk identified: (Table 1)	
Extreme <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/>	
Risk Control Rating at identification: (Table 2)	
Unacceptable <input type="checkbox"/> Adequate <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent <input type="checkbox"/>	
Assessment Completed By:	Date: