Policy Applies to:
The Board of Directors, all staff employed by Mercy, Credentialed Specialists, Allied Health Professionals, contractors, students, volunteers and visitors.

Related Standards:
- Health and Safety at Work Act, 2015
- EQuIP Standard 3.2 Safety management systems ensure the safety and wellbeing of consumers / patients, staff, visitors and contractors
- EQuIP Standard 1.5.2 –The infection control system supports safe practice and ensures a safe environment for consumers / patients and healthcare workers.
- Health and Safety at Work (Hazardous Substances) Regulations 2017AS/NZS ISO 31000: 2018 Risk Management – Principles and Guidelines
- Australia/New Zealand Standards for Occupational Health and Safety Management Systems (AS/NZS 4804:2001)
- New Zealand Public Health and Disability Act, 2000

Rationale:
Mercy Hospital Dunedin is committed to ensuring a safe and healthy working environment and culture for all our employees, specialists, patients, contractors and visitors in our workplace/ campus. Health and safety is everyone's business and all our stakeholders are expected to share in our commitment at all times.

Objectives:
- To have systems in place that identify, assess, eliminate (where possible) manage and monitor risks
- To provide a safe environment that complies with, as a minimum, all legislative requirements
- To promote and provide orientation and training to enable employees to function safely and effectively in their roles
- To provide forums that enable employees to participate in health and safety risk management and quality improvement
- To promote health and safety goals and objectives in strategic and service planning
- To disseminate

Implementation:
Mercy's goal to achieve the highest level of risk management in accident and injury prevention by promotion of good health, safety and welfare processes is dependent upon the implementation of multiple strategies.

The Board will:
- Retain ultimate responsibility for 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 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 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 will:
- Oversee the practice of risk management, ethical considerations, statutory compliance strategy and implementation at Mercy
- Review the active Risk Register monthly or more frequently as required
- Ensure that the integrated organisation wide risk management policy and system identifies and manages identified risks
- Provide an ongoing risk management approach to the review of identified hazards, incidents and complaints

CEO and Executive will:
- Ensure compliance / leadership in health and safety and the implementation of risk management, ethics committee and statutory compliance at Mercy
- Develop the organisational tactical plan which integrates health and safety best practice into all areas of management
- Review the active Risk Register monthly or more frequently if required
- Ensure health and safety agenda and discussion is included in Executive, Heads of Department, Quality and Risk Advisory and Board of Directors meetings
- Ensure health and safety performance of Managers is completed as part of performance reviews
- Ensure that Severity Assessment Code (SAC) 1 and 2 events 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

Director of Clinical Services will:
- Chair the Infection Prevention and Control Committee
- Provide oversight of the role and activities of the Occupational Health/Safety Coordinator and Infection Prevention and Control Nurse

Safety Officer
- A member of Executive is delegated responsibility (on a rotational basis) as Safety Officer for Fire and Emergency and provides leadership in policy and staff training and education.

Executive
- Executive Members have delegated authority for management of risk on behalf of the CEO.

Quality Coordinator
- Manages the process of documenting and monitoring the identified risks
- Maintains the Mercy Hospital Risk Register
- Meets with Executive on a monthly basis to review active risks

Heads of Department /Managers
- Assist the CEO in discharging responsibility for the implementation of the Risk Management Framework in their respective departments
- Escalate risks which are outside their control or which require management by the CEO
- Ensure all staff within the department are aware of the Risk Management Policy and their responsibilities regarding risk
- Ensure the staff in their respective departments have the skills, experience and training for their roles
- Identify, assess , manage and monitor significant risks to the health and safety of employees, contractors, credentialed specialists, patients, students, visitors and volunteers within their service area or department
- So far as is reasonably practicable, keep workers and others affected by their work healthy and safe. Integrate best practice health and safety into day-to-day management practices and ensure health and safety information is available to staff
- Ensure training, instruction and supervision of employees in safe working practices is provided
- Observe and enforce relevant policies, procedures, legislation and regulations
- Ensure chemicals, fumes and substances hazardous to health are identified and safely controlled
- Ensure Safety Data Sheets (SDS) for all hazardous substances are documented within their service area risk register and information is current and available
- Ensure that equipment is provided, appropriately maintained and in safe working condition
- Ensure the environment is monitored where required

- 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 and Infection Control representatives and provide ongoing support and training for the role

Occupational Health & Safety Coordinator
- 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. Provides health and safety training and advice to Managers, Clinical Coordinators, Team Leaders and staff
- Provide leadership and education to the Health and Safety Representatives
- Respond to information and advice requests from Managers, Clinical Coordinators, Team Leaders and staff
- Notify Managers, Clinical Coordinators, Team Leaders and staff of any identified health and safety issues relevant to their service
- Provide new staff members, students, Credentialed Specialists, Allied Health professionals, 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
- Coordinate and carry out environmental audits
- Ensure the hazard and chemical registers 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, Managers, Clinical Coordinators, Team Leaders, Health and Safety and Infection Control Representatives Committee

- In conjunction with the Human Resources Manager, Managers and Team Leaders provide structured rehabilitation programmes for staff who have had injury or illness
- Develop and implements staff wellness activities
- Maintain a library of relevant information and codes of practice
- Review polices relating to health and safety
- Liaise with the WorkSafe New Zealand with regard to compliance issues
- Coordinate input from external health and safety experts and consultants as required

Human Resources Manager
- Coordinates the Mercy Staff Support Programme
- Coordinates the Mercy Staying On Programme

Health and Safety Representatives
Facilitate employee participation in health and safety risk management through:
- Liaising with their Manager, Clinical Coordinator or Team Leader regarding health and safety issues
- 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, Clinical Coordinator or Team Leader
- Attending monthly representative health and safety meetings and disseminating information to their area of responsibility following these meetings.
- In conjunction with their manager, maintaining and reviewing their workplace hazard and chemical register
- Assisting in environmental audits of their work area
- Assisting in orientation and training of new employees to their work area in respect of hazards and controls specific to their work
- Assisting in the development of relevant policies and procedures for their work area
- Attending ongoing training as provided for their roles

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 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 and Infection Control representative or Manager of any hazards identified and of ways to improve health and safety
- Report all incidents and near misses to their Manager according to the Incident Policy
- Commence a job only after appropriate training and consultation with a supervisor or trained operator as to the proper procedures to follow
- Use protective clothing and safety equipment correctly and whenever required

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, plans and rules, provided as part of 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 selection, induction and monitoring procedures for all sub-contractors have been carried out.

Credentialed Specialists and Allied Health Staff
Through Mercy credentialing process, Credentialed Specialists and Allied Health Staff are made aware that they are responsible for:
- Complying with Mercy health and safety policies, plans and rules, provided as part of 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)
- Ensuring Mercy is notified prior to any proposed changes in work processes
- Equipment will be managed in partnership with Mercy, assessing and managing the associated risks via specialist's forums, Credentialing process and Product Evaluation Committee process.

Volunteers

The Head of the Department where a volunteer is working, is responsible for ensuring the volunteer complies with Mercy health and safety policies, plans and rules provided as part of contract engagement;

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 rules 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.

Evaluation:

- Risk Register and review process
- Board of Directors governance health and safety check sheet, Board report
- Mercy Tactical Plan review of objectives
- Health and Safety Plan and organisational performance review
- Quality and Risk Advisory Committee reports
- Infection Prevention and Control 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
- Mercy Equip Accreditation report, DAA

Associated Documents

External

- New Zealand Health and Disability Services- National Reportable Events Policy, 2012
- Institute of Directors, Managing Health and Safety Risks, March 201
- Good Governance Practices Guideline for Managing Health and Safety Risks, Institute of Directors, 2013 (Directors health and safety check sheet, pg. 26)
- Business Leaders Health and Safety Forum, Monitoring What Matters, May, 2016

Internal
- Risk Management Framework
- Service area Hazard Registers, SharePoint (Health and Safety)
- Business Leaders Health and Safety Forum Pledge
- Chemical Inventory, SharePoint, (Health and Safety)
- Organisational Risk Register
- Emergency Management Policy
- Hazard Management Policy
- Product Evaluation Policy
- Visitors Policy
- Orientation Manual
- Mercy Hospital By-Laws for Credentialed Specialists
- Section 7, In-house Rules, Human Resources Manual
- Terms of Reference Quality and Risk Advisory Committee
- Terms of Reference Health and Safety and Infection Control Representatives Committee
- Mercy Hospital Health and Safety Annual Plan
- Contractor Policy
- Information Handbook for Contractors
- Wellness Policy