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.
- Hazardous Substances and New Organisms Act 1996
- 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 all visitors involved in the vicinity or 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 working environment that complies with, as a minimum, all legislative requirements
- To provide and promote 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

Implementation:
Mercy’s goal to achieve the highest level of risk management in accident and injury prevention by promoting 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 and sign off the ACC Worksite Safety Management Practices assessment report (available to staff and visitors via the Mercy hospital website and in the hospital reception foyer)
- 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 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 serious harm 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 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
  - Take all practical steps to provide and maintain a safe workplace and work environment
  - 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 Material Safety Data Sheets (MSDS) 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 and Infection Prevention and Control Nurse**

- Develops an annual organisational Health and Safety Plan in consultation with key stakeholders
- Develops an annual organisational Infection Prevention and Control Plan in consultation with key stakeholders
- Supports the CEO, Executive and Heads of Departments in discharging responsibility for the implementation of the health and safety plan within their respective departments
- Coordinates an organisational self-assessment against the ACC Worksite Safety Management Practices (WSMP) standards
- Provides health and safety training and advice to Managers, Clinical Coordinators, Team Leaders and staff
- Provides leadership and education to the Health and Safety Infection Control Representatives
- Responds to information and advice requests from Managers, Clinical Coordinators, Team Leaders and staff
- Notifies Managers, Clinical Coordinators, Team Leaders and staff of any identified health and safety issues relevant to their service
- Provides new staff members, students, Credentialed Specialists, Allied Health professionals, with information, training and protection from hazards based on best practice standards
- Develops ongoing and effective injury prevention initiatives
- Provides information and immunisation to staff to minimize identified workplace infection exposure risks
- Provides staff screening and ongoing health monitoring associated with specific workplace hazards
• Coordinates and carry out environmental audits
• Ensures the hazard and chemical registers are current
• Records, reviews and reports 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 provides structured rehabilitation programmes for staff who have had injury or illness
• Develops and implements staff wellness activities
• Maintains a library of relevant information and codes of practice
• Reviews policies relating to health and safety
• Liaises with the WorkSafe New Zealand with regard to compliance issues
• Coordinates ACC Worksite Safety Management Practices audit
• Coordinates 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 and Infection Control 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 significant hazards to their Manager, Clinical Coordinator or Team Leader
• Attending monthly representative health and safety meetings and disseminates 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
Contractors appointed by Mercy are made aware that they are responsible for:
- 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 the 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 manager/ team leader/ educator that they are responsible for:
- Complying with the Mercy health and safety policies, plans and rules provided as part of contract engagement.

Visitors
Visitors to Mercy will be facilitated to follow all Mercy health and safety instruction via staff in areas where 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
- Infection Prevention and Control Plan and organisational performance review
- ACC Work Site Safety Management Practices (WSMP) organisational self-assessment report
- The ACC Work Site Safety Management Practices (WSMP) audit report
- Annual Infection Prevention and Control Plan 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 via the Patient Questionnaire
- Complaints
- Staff feedback
- Performance Appraisals
- Mercy Certification report, Ministry of Health
- Mercy Equip Accreditation report, DAA
HEALTH AND SAFETY POLICY
Page 8 of 8

Reviewed: May 2017

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)

Internal

- Risk Management Framework
- Service area Hazard Registers, SharePoint (Health and Safety)
- Business Leaders Health and Safety Forum Pledge
- Chemical Registers, 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