Risk Incidents and Complaints Management

Worker Health and Safety Management Policy and Procedure

Instructions:

What should go in a WH&S Management Policy?

The scale and complexity of every service is different, and so there is no "one size fits all" answer to what to include in a WH&S Management policy but there are common elements that apply across most services. This sample policy provides a model for you to customise for your needs or check against what you might already have in place to ensure critical elements are reflected.

This template is designed for services to insert your services name. Ensure you customise the policy to suit your circumstances.

Worker Health and Safety Management Policy and Procedure

Purpose and scope

(This describes what you aim to achieve with this policy and what parts of your business it applies to)

To describe the processes - used to prevent and reduce injury and harm to individuals.

What is worker health and safety management?

(This describes an introduction and definitions that relate to the policy, such as worker health and safety refers to the management of risks to the health and safety of everyone in your workplace)

Roles and responsibilities

(This includes the roles and responsibilities of all staff and board –where relevant)

Responsibility for risk assessment, management, monitoring, and reporting lies with:

Responsiblity for ensuring risk management procedures below are followed and staff are aware of the procedures lies with:

All staff are responsible for maintaining an awareness of potential risks in their area of responsibility. They are also responsible for notifying this person of any potential or actual risk:

Types of risk to be managed

(This identifies the scope of your risk policy)

Risks to workers, visitor's contractors are captured under WH&S P&P, as per requirements under the NDIS Practice Standard Verification. Also mention any insurance conditions that may apply to your risk management.

Procedures

(These provide detail on how you will identify, analyse, mitigate communicate and monitor your risks)

Risk is managed by our risk management plan.

Risk is identified, assessed, managed, and monitored to prevent harm.

The Risk Management register is a list of potential risks to the service and outlines strategies to manage them effectively. It also enables our organisation to monitor the likelihood of certain risks when circumstances change.

The following strategies are used to inform the Risk management system:
- Incidents
- Complaints
- Feedback WH&S reports performance reviews
- Compliance calendar.

Version number, date, who approved it and when the policy is next due for review.

(This ensures the policy remains relevant and current)