

OCCUPATIONAL HEALTH AND SAFETY

PREFACE

We aim to be an effective organisation. Providing a safe work environment through the continual improvement of workplace practices and processes will help us to achieve this goal.

PURPOSE

This document sets out the framework for our Occupational Health and Safety (OH&S) activities. It confirms our commitment to provide the highest possible standard of safety for people working in or visiting our workplace.

RESPONSIBILITY

1. *Management*

The Ombudsman, as the employer, is responsible for the promotion and maintenance of OH&S. Specifically, the Ombudsman is required to:

- develop, administer, monitor and review a comprehensive and strategic health and safety management plan;
- regularly consult with staff, their representatives and suppliers of equipment and services about health and safety issues; and
- take effective action to provide and maintain safe and healthy working conditions for all staff.

The Ombudsman has delegated overall responsibility for our OH&S program to the Manager Corporate as the senior manager responsible for the personnel function. However, all managers are required to contribute to health and safety of all staff by implementing our OH&S program in their areas of control.

2. *Supervisors*

Each supervisor is responsible and will be held accountable for taking all practical measures to ensure that the workplace areas under their control, and the behaviour of all persons in those areas, is safe and without risks to health. Specifically:

- supervisors are responsible for detecting and correcting any unsafe or unhealthy conditions or behaviour.
- when supervisors do not have the necessary authority or are unable to fix the problem, they must promptly report the matter to their Team Manager or other appropriate person (eg Personnel Officer), together with any recommendations for remedial action.

3. *Staff, contractors and consultants*

Safety at work is both an individual responsibility and a shared responsibility. Staff, contractors and consultants are not to act in any way that will adversely impact on the overall safety standards of the workplace. They are to notify either their supervisor, manager or Personnel staff of any hazard, potential hazard, injury or incident that they become aware of in our workplace.

They may also choose to notify the OH&S Representative, or ask the OH&S Representative to notify the perceived hazard on their behalf.

The notification of hazards, potential hazards, injuries or incidents should not be delayed for any reason.

NSW Ombudsman policy number:	24
Policy originally created:	July 1998
Last reviewed/updated:	6 August 2007
Version number:	2
Related policies:	OH&S Strategies and procedures; Return to Work Program; first Aid Plan; OH&S Action Plan

This policy supersedes the Occupational Health and Safety Policy implemented July 1998.

LEGISLATIVE AND POLICY FRAMEWORK

Occupational Health and Safety Act 2000

Occupational Health and Safety Regulation 2001

Workplace Injury Management and Workers Compensation Act 1998

Workplace Injury Management and Workers Compensation Regulation 2002

Crown Employees (Public Service Conditions of Employment) Award 2002

NSW Ombudsman's Personnel Policy

Personnel Handbook, Chapter 5

Taking Safety Seriously Policy & Guidelines, NSW Premier's Department, 2002

Working Together, Public Sector OHS & Injury Management Strategy 2005-2008

DEFINITIONS

Not applicable.

POLICY STATEMENT

We are committed to providing the highest possible standard of safety for everyone in our workplace, including staff, clients and visitors.

We will take health, safety and welfare into account when we formulate plans, policies, procedures and programs.

We are committed to the principles underpinning the Occupational Health and Safety Act 2000 and other related legislation. In particular, we will:

- develop, review, implement and maintain safe systems of work and a work environment that is safe and without risk to health;
- prevent accidents and injuries by identifying, evaluating and controlling or eliminating hazards;
- maintain all areas under our control in a safe condition and ensure safe entrances and exits are maintained;
- promote safety awareness and provide the necessary information, instructions, training and supervision to ensure the health and safety of everyone in our workplace;
- arrange for the safe use, handling, storage and transport of equipment and supplies;
- provide adequate facilities for the welfare of staff;
- assist injured staff to return to productive employment as quickly as possible; and
- ensure emergency situations are managed effectively.

Managers, supervisors, staff, contractors, consultants and anyone else on our premises must not:

- interfere with or misuse items provided for health, safety and welfare in our workplace;
- obstruct attempts to give aid or attempts to prevent a serious safety risk to anyone in our workplace;
- refuse a reasonable request to help give aid or prevent a risk to health and safety;
- disrupt our workplace by creating health or safety fears.

The Manager Corporate, in consultation with the OH&S Representative, the Joint Consultative Committee or other approved consultation arrangements, will develop, administer, monitor and review the following components that comprise the process and content of the Office's OH&S program.

Policy 24a - Occupational Health and Safety Strategies and Procedures

- staff selection and induction
- consultation, information and training
- risk management and hazard identification, evaluation, control and reporting
- provision and maintenance of safe equipment
- emergency evacuation procedures
- management of sick leave
- return to work procedures for non workers compensation injuries
- first aid procedures

Policy 24b - Return To Work Program

- Notification of injuries
- Recovery
- Return to work
- Suitable duties
- Dispute resolution

Policy 24c - First Aid Plan

- Appointment and training of first aid officers
- Role of first aid officers
- Absence of first aid officers
- Employee awareness
- First aid kits
- First aid requirements in relation to working at home

An annual Occupational Health and Safety Action Plan will be developed, detailing planned initiatives for that year.

The Manager Corporate is delegated authority to approve changes to any strategies and procedures and can approve the annual health and safety management plan.

The success of our health and safety program ultimately rests on the willingness of everyone to cooperate.

OMBUDSMAN APPROVAL



Bruce Barbour
OMBUDSMAN