

OCCUPATIONAL HEALTH AND SAFETY STRATEGIES AND PROCEDURES

To protect the health, safety and welfare of all people in our workplace, the following strategies and procedures have been adopted as Office policy.

STAFF SELECTION

- Applicants for all vacant positions must demonstrate an understanding of occupational health and safety principles.
- Every recommended applicant must complete a statutory declaration disclosing medical conditions or disabilities that might affect his or her ability to perform the position applied for. Applicants who reveal any condition may be referred to another organisation for a medical or other assessment before commencing duty. We will treat all relevant information as strictly confidential in accordance with privacy legislation. Recommended candidates will be advised that failure to disclose relevant conditions may result in disciplinary action.
- Health and safety responsibilities will be included in all relevant position descriptions.

CONSULTATION, INFORMATION AND TRAINING

- We will continue to consult on safety issues, including workplace changes which may impact on the safety and welfare of staff, with the elected OH & S Representative and via the Management/PSA Joint Consultative Committee.
- We will continue to provide staff and supervisors with information about safety issues and, where necessary, training.
- We will provide supervisors and personnel officers with training in hazard identification and safety auditing
- We will continue to provide information about these strategies to staff via the induction program, the supervisor's manual and on the Office intranet and TRIM.
- We will continue to provide information to all staff about the counselling service available through our Employee Assistance Program provider, IPS.
- We will provide guidance and training to our staff on appropriate ways to handle the conduct of distressed and angry clients, and intruders.
- We will continue to ensure trained floor wardens, area wardens, backup wardens and fire extinguisher operators are appointed in all evacuation zones.
- We will continue to distribute written emergency and evacuation procedures to all staff via our intranet, and via up to date maps posted around our premises.
- We will consult with building management and all staff regarding the success of evacuation drills and improvements that may be needed.

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Related policies:	Occupational Health & Safety; Return to Work Program; First Aid Plan; OH&S Action Plan

This policy does not supersede any other policy.

- We will ensure information posters about the NSW Injury Management and Workers Compensation system are placed in common areas on each floor occupied by our Office.
- We encourage all staff to suggest ways to improve health, safety and welfare in our workplace.

RISK MANAGEMENT AND HAZARD REPORTING, IDENTIFICATION, EVALUATION AND CONTROL

- We will continue our rolling program of conducting and documenting regular workplace inspections. Every area of our premises will be inspected at least once every year.
- Supervisors are responsible for conducting inspections in their respective work areas for new staff at the time of commencement, and at least annually for their entire work area. A Workplace Inspection Checklist form will be made available to everyone via TRIM Context. Personnel will provide guidance and support to supervisors where that is required to facilitate supervisors taking on a more proactive role in this responsibility.
- Personnel staff will review completed inspection checklists and ensure appropriate follow up action is taken. These records will be retained in accordance with NSW Government records retention and disposal requirements.
- Staff must report incidents, hazards and safety concerns to their immediate supervisor and/or the OH & S Representative and/or Personnel. Personnel will fulfill the necessary reporting requirements to our insurer and/or WorkCover within the legally required timeframes.
- Staff who apply to work at home under our Working At Home policy must submit a completed home-based worksite self assessment form with their application.
- We will provide all employees access to an accident/incident reporting form on the office computer network. All employees and/or supervisors are expected to complete this form and promptly return it to the Personnel Officer when an incident occurs.
- We will regularly review and analyse incident and hazard notifications and workers compensation claims to identify areas in which safety can be improved.
- We will promptly initiate action arising from our risk assessment activities and where necessary obtain specialist advice from health and safety professionals.
- We will refer every employee to Health Quest or other medical provider for a visual display unit eye examination every two years.
- We will offer hepatitis A & B vaccinations to staff who undertake outreach visits to high risk environments such as correctional centres and juvenile justice centres.
- We will offer all employees an influenza vaccination before the beginning of the winter “flu season”.
- We will seek the advice of a health and safety specialist, when required, about an employee’s, or recommended applicant’s safety needs in regard to their job content and work environment.
- We will make every endeavour to protect our staff from harm caused by distressed and angry clients, and intruders.
- We will maintain a close relationship with the security and operational staff of the HSBC Centre, especially in relation to security matters, building equipment/facilities, and evacuation procedures.
- We will implement the principles of reasonable adjustment where it is possible within budgetary allocation.

EQUIPMENT

- We will continue to provide ergonomic office equipment, including additional equipment to staff with special needs within reasonable cost. (Refer to Reasonable Adjustment Policy)

- We will continue to ensure all evacuation zones contain appropriate fire extinguishers that are regularly checked by qualified inspectors and refilled where necessary and that all floors have staff who have been trained in their use.
- All staff and supervisors must follow standard expenditure approval procedures for purchasing equipment. Where new or special safety equipment/furniture is required, supervisors/staff must also liaise with the Personnel Officer, who will arrange an assessment of the employee's special needs.

EMERGENCY EVACUATION PROCEDURES

- We will appoint floor and area evacuation wardens and backups.
- Wardens must attend training sessions provided by the building's evacuation consulting firm at least every two years.
- All staff must follow legitimate instructions given by our wardens, building security staff or emergency personnel such as police officers, ambulance officers or firefighters. This includes instructions given during real emergencies and evacuation practice exercises, both within our building or exercises covering larger areas of the Sydney CBD under the Sydney Alert system.

SICK LEAVE

- We will manage sick leave in accordance with Section 6-18 of the Personnel Handbook which can be viewed online on the NSW Premier's Department web site at www.premiers.nsw.gov.au.
- Where an employee obtains a medical certificate to cover a sick leave absence and that medical certificate states or suggests the employee's condition will be reviewed on a certain date, the employee must provide another medical certificate as at that review date, specifying either the conditions of a further absence or that the employee is fit to resume normal or modified hours or duties.
- Where an employee has experienced an ongoing and/or serious medical condition or infectious disease, and in the absence of further medical certification by the treating doctor/specialist of fitness to resume duty, the Team Manager may direct the employee to provide medical certification of fitness to resume duty before the employee will be permitted to resume duty. The decision to seek such certification is at the Team Manager's discretion having regard to the welfare of the staff member and everyone the staff member may come into contact with including colleagues and the public. Alternatively, the Ombudsman or delegate may direct the staff member to attend a medical examination at Health Quest.
- Personnel will review staff sick leave every six months and, in cooperation with supervisors and Team Managers, initiate immediate remedial action if safety issues arise from the review.

WORKERS COMPENSATION AND RETURN TO WORK

- Refer to our Return To Work Program, Policy 24b.

RETURN TO WORK (FOR NON-WORK RELATED INJURY OR ILLNESS)

- Where a staff member develops a chronic condition or is absent for a lengthy period of time due to a non-work related injury or illness, a return to work plan will be developed through liaison between the employee, his or her supervisor, the treating doctor/specialist and the Personnel Officer.
- No discussions will be held with the treating doctor/specialist without the employee's consent to each discussion.
- We will seek advice from Health Quest in appropriate circumstances.

FIRST AID PROCEDURES

- Refer to our First Aid Plan, Policy 24c.