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H&S Policy

[Insert Centre name] is committed to providing and maintaining a safe and healthy working environment for its employees and patients. We will demonstrate our commitment to health and safety (H&S) by:

- Establishing, implementing and maintaining an H&S programme that strives to achieve H&S best practices throughout the hospital.
- Encouraging employee consultation and participation in all matters relating to health and safety in the workplace.
- Providing human, financial and other resources that meet all H&S requirements.
- Creating a pro-active culture of H&S so that working safety becomes a way of life for our employees.
- Providing education and training to all staff so they can fulfil their H&S responsibilities confidently.
- Identifying hazards in the workplace and taking practical steps to eliminate, isolate or minimise potential exposure to these hazards.
- Encouraging timely reporting and recording of all incidents and investigating these incidents in a timely manner to ensure contributing factors are identified and corrective action is taken.
- Providing injury management programs to facilitate safe, early and durable return to work for injured employees.
- Promoting a system of continuous improvement in H&S performance including periodic reviews of policies and procedures.
- Meeting all our obligations under relevant H&S laws and regulations, standards and guidelines.

H&S Meetings

H&S consultation will be conducted through regular meetings (once a year) to be held with all staff. These arrangements include:

- The right of all staff to review and provide input into the H&S measures taken or proposed, including: Changes proposed to work processes, plant and equipment, or work premises.
- Hazard identification, risk assessment and risk control.
- Development of H&S procedures.
- Changes to consultation arrangements.
- Decisions made about the adequacy of facilities for staff.
- Any other health and safety issues affecting staff.
- Minutes of the staff meetings will be made available to all staff.

- Should an issue require urgent attention prior to the regular staff meeting, employees will be consulted via an extraordinary staff meeting or email.
- H&S consultation arrangements will be monitored and reviewed on an ongoing basis to ensure that consultation with employees is effective and that safety issues have been properly addressed.

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