Policy

Policy Directive: compliance is mandatory

Hazard Identification and Risk Management

Objective file number:	2015-07123/1
Document classification:	For Official Use Only – I2-A2
Document developed by:	People and Culture
Approved at Portfolio Executive on:	25 August 2016
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Summary

Outlines a systematic approach for SA Health workers to identify and manage hazards and any associated risks to work health and safety that may arise out of conducting business activities and/or the work environment.

Supports the integration of hazard identification and risk management into operational business and decision making, adding value, and facilitating the appropriate allocation of resources to minimise injury and /or illness in processes such as redesign of infrastructure, procurement and contractor management.

Encourages workers and their representatives to participate in their workplace hazard identification and risk management processes.

Promotes the escalation of work health and safety risks where they are unable to be managed at the Local Health Network (LHN) / Health Service (HS) / Business Unit (BU), for example, through the LHN/HS/BU WHSIM Governance Committee (or equivalent), defining timelines for corrective actions.

Keywords

Work Health and Safety, HSR, Risk Management, Hazard Identification, Risk Assessment, Worksite Safety Inspection, Safe Work Procedures, Hierarchy of Control, Hazard, Risk, Governance, WHS, OHS, OHSW, WHSIM, WHS defined Officers, WHSIM Governance Committees, WHS Consultative Committees.

Policy history

Is this a new policy? *N*

Does this policy amend or update an existing policy? *Y*

Does this policy replace an existing policy? *Y*

If so, which policies?

D0278 Hazard Identification and Risk Management

Applies to

All SA Health Portfolio

Staff impacted

All Staff, Management, Admin, Students; Volunteers

EPAS compatible

NA

Registered with Divisional Policy Contact Officer

Yes

Policy doc reference no.

D0278

Version control and change history

Version	Date from	Date to	Amendment
2.0	25/08/2016	current	Scheduled Review
1.0	25/10/2012	24/08/2016	Original version

Government of South Australia

SA Health

Hazard Identification and Risk Management Policy Directive

Government
of South Australia

SA Health

Document control information

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Document history

Date	Version	Who approved New/Revised Version	Reason for Change
25/08/2016	V.2	SA Health Portfolio Executive	Formally reviewed in line with 1-5 year scheduled timeline for review. Alignment to WHS legislation and SA Health Risk Management Framework.
16/10/2012	V.1	SA Health Portfolio Executive	PE Approved version.

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Hazard Identification and Risk Management Policy Directive

1.   Objective

SA Health is committed to providing a comprehensive and co-ordinated approach to the identification of hazards and management of associated risks in the workplace that meet the requirements of the *Work Health and Safety Act 2012* (SA) and the *Work Health and Safety Regulations* 2012 (SA).

This policy directive outlines the systematic approach for SA Health to manage hazards, and any associated risks to work health and safety that may arise out of conducting business activities or undertakings, and the environment.

2.   Scope

This Policy Directive applies to all SA Health workers including employees, occupiers, contractors, volunteers, carers, labour hire personnel, students, and persons who design, import, supply or install plant and structures.

3.   Principles

In accordance with SA Health *Policy Directive – Work Health, Safety and Injury Management*, SA Health acknowledges that the strategic and operational management of risk is integral to everyday sound management practice and good corporate and clinical governance.

SA Health will take reasonably practicable steps to develop, and implement systems and programs to ensure that an effective and consistent hazard identification and risk management approach is adopted and used.

This policy directive should be read in conjunction with SA Health WHSIM *Procedure – Mechanisms for Hazard Identification and Risk Management*.

4.   Detail

SA Health will:
> Develop a hazard identification and risk management program which sets out how work health and safety risks will be proactively identified and addressed within the organisation

> Integrate consideration of hazard identification and risk management into operational business and decision making, to add value, minimise risk of injury and illness, and facilitate appropriate allocation of resources for processes such as:
  - New design / redesign of infrastructure / services
  - Procurement

- Contractor management

> Ensure hazards are identified through processes such as:
- WHS legislation review and updates
- Use of risk assessment tools and resources
- Regular Worksite safety inspections
- Pre-purchase trial of plant, equipment and chemical products
- Hazard and worker incident reporting processes
- WHS internal audits and evaluations, and
- Other worker and designated health and safety representative communication and consultative feedback, and reporting processes

> Consult with and encourage workers and their representatives to participate in the hazard identification and risk management process;

> Conduct risk assessments on identified hazards to determine the level of risk, using the risk priority rating process documented in SA Health Risk Management Framework.

> Determine appropriate risk control measures with reference to the Work Health and Safety Regulations hierarchy of control measures, and document any activity in a risk treatment plan

> Review and evaluate outcomes to ensure the effectiveness of risk controls and risk treatment plans

> Facilitate safe work processes through the development and implementation of safe work procedures, using the information gathered from the risk management process

> Provide induction for new workers to the work area and work practices, which includes information on relevant hazards, their associated risks and control measures

> Keep records associated with the hazard identification and risk management process as defined by legislative requirements

> Develop and maintain a process for escalation of work health and safety risks where they are unable to be managed at the Local Health Network (LHN) / Health Service (HS) / Business Unit (BU), for example, through the LHN/HS/BU WHSIM Governance Committee (or equivalent). Reference may be made to the SA Health WHSIM Procedure – Mechanisms for Hazard Identification and Risk Management.

5. Roles and Responsibilities

The following Roles and Responsibilities are specific to this policy directive and should be read in conjunction with SA Health Policy Directive - Roles, Responsibilities and Governance (WHS):

5.1 Chief Executive / Deputy Chief Executives
Will take reasonably practicable steps to:
- Exercise due diligence to ensure compliance with the intent of this policy directive and associated procedure;
- Establish awareness and accountability for the implementation of this policy directive.

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5.2 Chief Executive Officers / Chief Operating Officers (LHN / HS / BU)

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this policy directive and associated procedure;
- Provide financial and physical resources required for the implementation and support of this policy directive;
- Demonstrate an understanding of, and commitment to, systematic hazard and risk management of work health and safety by integrating hazard identification and risk management into all aspects of corporate governance and business or undertaking
- Implement, monitor and improve hazard identification and risk management processes in accordance with set standards, and audit and evaluation practices
- Review the effectiveness of existing risk controls, strategies and treatments.

5.3 Executive Directors / General Managers / Directors (LHN / HS / BU)

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this Policy Directive;
- Demonstrate an understanding of, and commitment to, systematic hazard and risk management of work health and safety by integrating hazard identification and risk management into all aspects of corporate governance and business or undertaking
- Implement, monitor and improve hazard identification and risk management processes in accordance with set standards, and audit and evaluation practices
- Review the effectiveness of existing risk controls, strategies and treatments, and report on outcomes through WHSIM governance, for example, LHN/HS/BU or local WHSIM consultative committees.

5.4 Site Managers / Line Managers / Supervisors / Team Leaders

Will take reasonable practicable steps to:

- Exercise due diligence (where relevant) to ensure compliance with the intent of this policy directive;
- Ensure the effective implementation of the operational aspects of the hazard identification and risk management program;
- Ensure the allocation and use of human and financial resources to effectively manage the hazard identification and risk management program
- Provide workers and designated health and safety representatives with adequate direction and support, within appropriate delegations of authority, to fulfil their responsibilities for the hazard identification and risk management program
- Implement hazard identification, risk assessment and risk control, that includes appropriate documentation as required for any work activity that may pose a risk to health and safety of workers, on and off SA Health premises
- Consult with workers, and Health and Safety Representatives (HSR) during the hazard identification and risk management process
- Regularly review risk treatment plans and control options at least quarterly to ensure their effectiveness. Record and update these outcomes in the risk treatment plans.

- When potential hazards are identified ensure that safe work procedures are developed, implemented, reviewed and tested, as required
- Review the effectiveness of existing risk controls, strategies and treatments, and report on outcomes through WHSIM governance, for example, LHN/HS/BU or local WHSIM consultative committees.

- Monitor progress and contribute to the achievement of key performance indicators (KPIs) for hazard and risk management and regularly report on outcomes through WHSIM governance arrangements for example, LHN/HS/BU or local WHSIM consultative committees.

5.5 Workers
Will take reasonable care to:
- Use and care for equipment provided for work health and safety purposes
- Obey reasonable instruction given in relation to safe work procedures
- Report all hazards, unsafe working practices or working conditions to supervisors before the end of the shift / working day, and in the WHS Safety learning system or for SAAS workers call the State Duty Manager on 1300 886 268.
- Assist supervisors with the risk assessment and risk control process, as requested.

5.6 Executive Director, People and Culture, SA Health
Will take reasonably practicable steps to:
- Exercise due diligence to ensure compliance with the intent of this policy directive;
- Establish awareness of and accountability for the implementation of this policy directive;
- Demonstrate an understanding of, and commitment to, systematic hazard and risk management of work health and safety by integrating hazard identification and risk management into all aspects of corporate governance and business or undertaking

5.7 Executive Directors People and Culture/Workforce (or equivalent), LHN/HS
Will take reasonably practicable steps to:
- Exercise due diligence to ensure compliance with the intent of this policy directive;
- Establish awareness of and accountability for the implementation of this policy directive;
- Demonstrate an understanding of, and commitment to, systematic hazard and risk management of work health and safety by integrating hazard identification and risk management into all aspects of corporate governance and business or undertaking, within their respective LHN
- Contribute to the implementation and evaluation of the SA Health WHSIM Hazard Identification and Risk Management documentation at LHN / Health Service / Business Unit Executive level;
- Provide leadership, management and direction to LHN / Health Service / Business Unit WHSIM Managers, ensuring implementation of the mechanisms of hazard identification and risk management are implemented at the respective LHN
- Actively support, report and contribute to hazard identification and the

reduction of risks to health (physical and psychological), safety and welfare.

5.8   Workforce Professionals

Will take responsible care to:

- Establish and support business partnerships within delegated LHN / HS/BU for consultation with, and communication of decisions made on work health and safety matters and performance related to the hazard identification and risk management program
- Drive the implementation and evaluation of this policy directive, associated procedure related to the hazard identification and risk management program, throughout their delegated LHN / HS / BU.
- Provide advice to the designated Workforce Director regarding hazards and risks related to work health and safety management at the delegated LHN/HS/BU
- Contribute to the effective development, delivery and review of the hazard and risk management program
- Consult with line management in a timely manner to facilitate intervention to control workplace hazards and risks, and to assist in resolving work health and safety matters raised by workers
- Assist and provide guidance to manager , supervisors and workers to implement the hazard identification and risk management program
- Provide specialist advice, guidance and recommendations with respect to legislative requirements including interpretation of the *WHS Regulations 2012* (SA) and relevant Codes of Practice to the delegated LHN/HS/BU.

6.   Reporting

6.1   SA Health WHSIM Corporate Documentation - Key Performance Indicators

This Policy Directive may be subject to KPI reporting as per the SA Health WHSIM Performance Review and Continuous Improvement Framework.

6.2   Incidents reporting and the safety learning system

In accordance with SA Health Policy Directive – Work Health Safety Reporting and Investigation efficient and timely hazard and incident reporting, investigation and resolution is an integral component of a successful and compliant safe work system.

All WHS hazard, incidents with injury and/or no harm must be reported on the SA Health Safety Learning System (SLS).

Refer to SA Health WHSIM Procedure – Reporting and Investigating WHS Hazards and Incidents and SA Health WHSIM Flowchart – Work Health Safety Incident Reporting and Investigation for the step by step process.

All incidents that affect a client/patient (or other persons) must be reported as a patient incident in the SA Health Safety Learning System (SLS) to ensure the correct investigation is conducted.

Where an injury has been sustained by a worker, the injury must also be reported to WHS Injury Management on 1800 702 264. All SAAS workers must report the injury to the SAAS State Duty Manager on 1800 886 268.

6.3   Reporting Incidents to the Regulator

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All dangerous incidents, work related deaths and injuries that require admittance to hospital as an inpatient or immediate treatment for any condition constitute a Notifiable Incident and must be immediately reported to the regulator SafeWork SA in accordance with Section 38 of the *Work Health and Safety Act 2012* (SA).

Workforce WHS Managers are delegated with the authority, through Workforce Directors, to record the LHN/HS/BU notifiable incident on the relevant SA Health WHSIM Notifiable Incident Register.

For further guidance on how to report a notifiable incident, refer to flowchart SA Health WHSIM Form – Reporting and Notification of a Notifiable Incident.

6.4 Reporting of Union Right of Entry

The *Work Health and Safety Act 2012* (SA) provide authorised union officials with a right of entry, for specific reasons, to workplaces where there are relevant workers.

Workforce WHS Managers are delegated with the authority, through Workforce Directors, to record the LHN/HS/BU Union Right of Entry on the relevant SA Health WHSIM Union Right of Entry Register

6.5 WHS defined "Officer" Due Diligence Reporting

The *Work Health and Safety (WHS) Act 2012 (SA)* ('WHS Act') section 27 places a duty of care in exercising due diligence on those individuals who are identified as WHS defined Officers.

The purpose of the quarterly Due Diligence Report is to compile and summarise information relevant to the exercise of due diligence.

The information summarised in the report must be provided to members of SA Health LHN/HS/BU WHSIM Governance Committees (or equivalent) as a resource to assist them to meet their due diligence obligations, and in the context of this policy directive includes, but not limited to:

- information and knowledge of the hazards and risks associated with the nature of the business or undertaking and associated operations
- the appropriate use of resources and processes to eliminate or minimise risks to health and safety.

7. EPAS

N/A

8. Exemption

No exemption allowed for this policy directive.

9. National Safety and Quality Health Service Standards

National Standard 1 Governance for Safety and Quality in Health Care	National Standard 2 Partnering with Consumers	National Standard 3 Preventing & Controlling Healthcare associated infections	National Standard 4 Medication Safety	National Standard 5 Patient Identification & Procedure Matching	National Standard 6 Clinical Handover	National Standard 7 Blood and Blood Products	National Standard 8 Preventing & Managing Pressure Injuries	National Standard 9 Recognising & Responding to Clinical Deterioration	National Standard 10 Preventing Falls & Harm from Falls
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10. Risk Management

Work Health and Safety risk management guidance and considerations defined in this policy guideline align in principle with the SA Health Risk Management Framework 2014 and ISO 31000 Risk Management – Principles and Guidelines.

11. Evaluation

In accordance with *SA Health Policy Directive – Performance Review and Continuous Improvement*, implementation of this policy directive will be monitored via the SA Health WHS Internal Audit Program against the following criteria:

- A hazard identification and risk management process is established, implemented, monitored and reviewed in consultation with workers and health and safety representatives in the workplace;
- Control measures to address assessed risks are developed with reference to the 'hierarchy of control'.
- Appropriate risk based escalation processes including time frames are established and implemented for hazards and assessed risks.
- Workers are provided with the following information and/or training: WHS related responsibilities, WHS systems (including those relating to hazard identification and risk management), WHS hazards in their work area, risk control measures and safe work procedures.
- WHS requirements are incorporated into the SA Health procurement process for pre-purchase trial of plant, equipment, chemicals and products.
  All documentation relating to hazard identification and risk management is retained for requisite time in accordance with SA Health Policy Guideline - System Documentation Management (WHSIM).

12. Definitions

Reference may be made to the SA Health *Work Health Safety Injury Management System – Glossary and Terms* for clarification of any general terms used throughout this policy directive.

13. Associated Policy Directives / Policy Guidelines

SA Health Policy Directive – Performance Review and Continuous Improvement

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SA Health Policy Directive – Risk Management
SA Health Policy Directive – Roles, Responsibilities and Governance (WHS)
SA Health Policy Directive – Work Health, Safety and Injury Management (WHSIM)
SA Health Policy Directive – Work Health Safety Reporting and Investigation
SA Health Policy Guideline - System Documentation Management (WHSIM)
SA Health Procedure – Worksite Safety Inspection
SA Health Risk Management Framework 2014
SA Health Work Health Safety Injury Management System – Glossary and Terms

14. References, Resources and Related Documents

Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
SafeWork Australia model Code of Practice: How to Manage Work Health and Safety Risks
AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
SA Government Risk Management Policy Statement

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