

# Policy Directive: compliance is mandatory

## Roles, Responsibilities and Governance (WHSIM)

**Objective file number:** 2015-05595/1  
**Document classification:** For Official Use Only–I2-A2  
**Document developed by:** People and Culture  
**Approved at Portfolio Executive on:** 21 June 2016  
**Next review due:** 30 November 2018

**Summary**

Identifies the work health and safety roles and responsibilities for SA Health workers, including employees, contractors, volunteers, students and visitors, including the requirements for WHS defined Officers in meeting the elements of due diligence, and the work health and safety management governance arrangements in accordance with the requirements of the *Work Health and Safety Act 2012* (SA) and the *Return to Work Act 2014*. The Policy also sets an operating structure for the consultation and management of WHSIM decision making.

**Keywords**

Roles, Responsibilities, Governance, OHS, OHSW, WHSIM, IM, Occupational, Health; Safety, Welfare, Injury, Management, Work, Workplace, Worker, WHS, Objective, Decision, Activities, Legal, Consultation, Accountable, Job Description, Work Health Safety, WHS, Officers, WHS defined Officers, WHSIM Governance Committees , WHS Consultation Committees, consultation, policy directive

**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?  
 D0254 Roles Responsibilities and Governance

**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.** D0254

**Version control and change history**

Version	Date from	Date to	Amendment
2.0	21/06/2015	30/11/2018	Scheduled Review
1.0	17/11/2011	18/11/2015	Original version



# Roles, Responsibilities and Governance Policy Directive

INFORMAL COPY WHEN PRINTED



Government  
of South Australia

SA Health

## Document control information

Document owner	Executive Director ,People and Culture , System Performance and Service Delivery
Contributors	Principal Strategy and Policy Consultant, Workforce Health, People and Culture
Document Classification	For Official Use Only I2-A2
Document location	SA Health internet – ‘policies page’ SA Health intranet only – ‘policies page’ (only if publishing exemption requested and approved by Portfolio Executive) <a href="#">Workforce Health Intranet page</a>
Reference	2015 – 05595
Valid from	21 June 2016
Anticipated Date of Review	April 2018

## Document history

Date	Version	Who approved New/Revised Version	Reason for Change
21 June 2016	V.2	Portfolio Executive Approval	Work Health and Safety Legislative update , formally reviewed in line with 1 – 5 year scheduled timeline for review
April 2011	V.1	Portfolio Executive Approval	New

# Contents Page

1. Objective .....	4
2. Scope .....	4
3. Principles.....	4
4. Detail .....	5
5. Roles and Responsibilities .....	6
6. Reporting.....	21
7. EPAS.....	22
8. Exemption .....	22
9. Other .....	26
10. National Safety and Quality Health Service Standards .....	22
11. Risk Management .....	22
12. Evaluation .....	22
13. Definitions .....	22
14. Associated Policy Directives / Policy Guidelines .....	23
15. References, Resources and Related Documents.....	23

INFORMAL COPY WHEN PRINTED

# Roles Responsibilities and Governance Policy Directive

## 1. Objective

---

This policy directive defines the roles, responsibilities and accountabilities specified by the *Work Health and Safety Act 2012 ( SA )*, its regulations, codes of practice, and the *Return to Work SA Act 2014* for SA Health leaders, workers, WHS Governance Committees ( or equivalent), WHS Consultative Committees and other interested parties. It sets standards for what is *reasonably practicable* in health and safety duties for SA Health, identifying SA Health WHS defined Officers, standards for exercising due diligence, where relevant, and primary duty of care obligations.

## 2. Scope

---

The policy applies to SA Health Local Health Networks, Health Services, Business Unit workers, inclusive of but not limited to, employees, volunteers, students and occupiers of SA Health premises; in addition to third parties engaged by SA Health under a contract of service or contract for service (e.g. contractors, sub- contractors and employees of labour hire companies or agency staff).

All third parties, though not bound by this policy, must act in a manner that is consistent with the intent of this policy inclusive of any contract for or of service.

## 3. Principles

---

SA Health will take *reasonably practicable* steps to ensure that work health and safety roles, responsibilities and accountabilities are defined. This will enable all SA Health leaders and workers to understand their legal obligations and their role in managing work health and safety matters within their level of responsibility and authorised delegation. Staying safe and healthy at work is a joint responsibility with all participating protecting their safety and that of other persons in the workplace.

Reference may be made to the following SA Health Work Health and Safety resources which support SA Health leaders and worker in understanding their legal obligations:

SA Health WHSIM Factsheet - [WHS Act 2012 \(SA\) – Reasonably Practicable](#)

SA Health WHSIM Factsheet – [Roles, Responsibilities and Governance, and Duty of Care](#)

Principles of safety excellence are achieved by SA Health Local Health Networks/ Health Services/Business Units (LHN/HS/BU), and Persons Conducting Business or Undertakings (PCBU) on SA Health premises or in service provision to SA Health by

- Acknowledging responsibilities, accountabilities and commitment to a safe working environment for all workers
- Assigning safety, health and welfare the highest priority in business and service provision
- Implementing mechanisms to identify safety matters and processes to address safety challenges prior to affecting workers, WHSIM business performance, business continuity and service deliverables
- Building a safety conscious work environment culture with visions and values that support health, safety and welfare

- Engaging dynamic and informed leaders that mandate high safety performance from their delegated LHN/HS/BU
- Leadership that
  - is supportive and enables safe return to work of injured workers
  - enables continuous improvement in WHSIM mechanisms and processes, and all business and/or undertakings
  - motivates and inspires all individuals, leading to a productive and healthy workforce.

In accordance with the *Work Health and Safety Act 2012 (SA)*, PCBUs and/or *Responsible Agencies* are responsible and accountable in ensuring health, safety and welfare in the workplace. SA Health as an agency of the *Crown* may be named in any proceedings or notices as the *Responsible Agency* and therefore has the duty of care to ensure that *reasonably practicable* steps are implemented in SA Health business or undertakings to ensure health, safety and welfare in the work environment.

SA Health leaders and workers may reference the SA Health WHSIM Factsheet -WHS Act 2012 (SA) - [Person Conducting Business or Undertaking \(PCBU\)](#) which provides support in understanding work health safety obligations, and workplace accountability, within the broad range of modern work relationships and business structures.

## 4. Detail

---

SA Health will take *reasonably practicable* steps to ensure that:

- Work Health Safety and Injury Management roles, responsibilities and accountabilities are clearly defined:
  - and delegated throughout SA Health Corporate WHSIM documentation.
  - in role descriptions and during recruitment, employment, induction and orientation processes.
- WHS defined Officers
  - are identified in the business or undertaking
  - are registered in the SA Health LHN/HS/BU WHS defined Officers register
  - are supported in meeting due diligence
- Guidance is provided in SA Health documentation to assist LHN/HS/BUs identify WHS defined Officers and guide WHS defined Officers in meeting the requirements of due diligence. Reference may be made to the following resources to assist in identifying WHS defined Officers and the elements of due diligence :
  - SA Health WHSIM Factsheet - [Work Health and Safety Act 2012 \(SA\)- Who is an Officer?](#)
  - SA Health WHSIM Factsheet - [Work Health and Safety Act 2012 \(SA\) – Interpretation Table \(Indicative\) – Officers and PCBUs](#)
  - SA Health WHSIM Factsheet - [Work Health and Safety Act 2012 \(SA\) – Officers: Exercising Due Diligence](#)
- Duty of care obligations are met and relevant to the health, safety and welfare of:
  - workers engaged, or caused to be engaged by SA Health
  - workers whose activities in carrying out work are influenced or directed by SA Health
  - Persons Conducting Business or Undertakings (PCBU's), workers and other persons at the workplace.
- Proactive steps are taken in fulfilling primary duty of care obligations, without assumption that another has taken care of work health and safety matters.

- Consultation and communication mechanisms are proactive, proportionate to circumstances and inclusive of all workers who carry out work or are engaged by SA Health in service provision.
- Consultation, cooperation and coordination takes place with other duty holders that have a duty of care over the same matter , for example but not limited to:
  - other government departments / agencies / interested parties
  - contractors / sub-contractors/other PCBUs on premises
  - volunteer groups / associations
  - agency / labour hire workers
  - students
  - Health and Safety Representatives
- Governance of SA Health’s WHSIM management system including commitment and policy, planning, implementation of all activities, measurement and evaluation and management review will occur through:
  - SA Health Portfolio Executive
  - Local Health Network (LHN) / Health Service / Business Unit WHSIM Governance Committees (or equivalent)
  - Executive Directors and their line management structures, with support from LHN / HS / BU WHS Consultative Committees, and LHN / HS/ BU local management committees
- There are documented processes for the resolution of health and safety issues that are unable to be addressed through the formal consultation and governance mechanisms.

## 5. Roles and Responsibilities

---

### 5.1 Chief Executive/Deputy Chief Executive

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;
- As a WHS defined Officer for SA Health, exercise due diligence to ensure SA Health compliance with Section 27 of the *Work Health and Safety Act 2012 (SA)*;
- As a WHS defined Officer for SA Health, take *reasonably practicable* steps to support health and safety culture , accountability, the allocation of resources and ensure compliance with legislative requirements;
- Exercise responsibilities in accordance with Section 19 of the *Work Health and Safety Act 2012 (SA)*, as the primary duty holder/delegated *primary duty holder* for SA Health;
- As the *primary duty holder/delegated primary duty holder*, ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by SA Health business.
- Ensure the health, safety and welfare of workers engaged or caused to be engaged is not put at risk while at work in SA Health business or undertaking, through the provision of resources and support enabling capability
- Ensure the health, safety and welfare of workers whose activities in carrying out work are influenced or directed by SA Health is not put at risk while at work in SA Health business or undertaking through the provision of resources and support enabling capability;
- Ensure the health, safety and welfare of other persons engaged or caused to be engaged is not put at risk while the at work in SA Health business or undertaking through the provision of resources and support enabling capability;
- Ensure the provision of resources and capabilities for the maintenance of

- a work environment without risks to health and safety;
- safe plant and structures
- safe systems of work
- safe use, handling and storage of plant, structures and substances
- adequate facilities and access
- information, training, instruction or supervision
- workplace monitoring for the prevention of illness or injury;
- Ensure SA Health contributes to the business outcomes for the Public Sector strategies and building safety excellence;
- Ensure that SA Health premises that are owned, under management or control by SA Health are maintained with occupancy necessary for the business or undertaking so that workers health, safety and welfare is not placed at risk;
- Ensure SA Health has in place effective policies, policy guidelines, procedures and programs for work health safety and injury management;
- Ensure SA Health has allocated adequate resources to meet WHSIM objectives to ensure the health, safety and welfare of workers;
- Ensure that SA Health has effective processes in place to monitor and evaluate WHSIM system performance, for example, through the monitoring of SA Health/LHN/HS WHSIM Quarterly Due Diligence reports, (Reference may be made to the SA Health WHSIM template – [Work Health and Safety Due Diligence Report \(TMP014\)](#)).
- Monitor and review SA Health/LHN/HS/BU WHSIM performance ensuring across government safety targets for injury prevention and injury management are realised
- Hold Local Health Networks / Health Services / Business Units accountable for the implementation, monitoring and review of the SA Health WHSIM management system
- Ensure accountability for WHSIM are clearly defined, documented and reviewed in all business and undertakings;
- Actively support the mechanisms and processes for the reduction of risks to health (physical and psychological), safety and welfare.

## **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;
- Establish awareness of and accountability for the implementation of this policy directive;
- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by LHN/HS/BU business or undertakings;
- As a WHS defined Officer for SA Health, exercise due diligence to ensure SA Health compliance with Section 27 of the *Work Health and Safety Act 2012* (SA);
- As a WHS defined Officer for SA Health support health and safety culture, accountability, the allocation of resources and ensure compliance with legislative requirements;
- Where relevant, exercise responsibilities in accordance with Section 19 of the *Work Health and Safety Act 2012* (SA);
- Ensure the health, safety and welfare of workers engaged or caused to be engaged is not put at risk while at work in SA Health business or undertaking through the provision of resources and support enabling capability;
- Ensure the health, safety and welfare of workers whose activities in carrying out work are influenced or directed by SA Health is not put at risk while at work in SA Health business or undertaking through the provision of resources and support enabling capability;



- Ensure workers receive adequate information, direction, training, supervision and support in fulfilling their responsibilities which includes induction and orientation for new workers and on-going mandatory WHSIM training for all workers;
- Ensure the health, safety and welfare of other persons engaged or caused to be engaged is not put at risk while at work in SA Health business or undertaking through the provision of resources and support enabling capability;
- Ensure the provision of resources and capabilities for maintenance of
  - a work environment without risks to health and safety;
  - safe plant and structures
  - safe systems of work
  - safe use, handling and storage of plant, structures and substances
  - adequate facilities and access
  - information, training, instruction or supervision
  - workplace monitoring for the prevention of illness or injury
- Ensure that SA Health premises that are owned, under management or control of SA Health and its services are maintained with occupancy necessary for the business or undertaking so that workers health, safety and welfare is not placed at risk;
- Integrate SA Health's WHSIM management system and public sector strategies in all aspects of clinical and corporate governance across the LHN / HS / BU in assurance of building safety excellence;
- Integrate SA Health's WHSIM management system in all aspects of clinical and corporate governance across the LHN / HS / BU;
- Regularly review LHN / HS / BU performance against SA Health WHSIM management system objectives, targets and key performance indicators; for example, through the monitoring of SA Health/LHN/HS WHSIM Quarterly Due Diligence reports; (Reference may be made to the SA Health WHSIM template – Work Health and Safety Due Diligence Report (TMP014)).
- Ensure that WHSIM system performance is monitored and evaluated and that initiatives to improve performance are implemented across the LHN/HS/BU;
- Assist in the dissemination of WHSIM system performance information;
- Identify improvements, and incorporate into work health and safety action plans;
- Hold managers accountable for the implementation, monitoring and review of SA Health's WHSIM management system and local documentation within their level of responsibility;
- Ensure accountability for WHSIM are clearly defined, documented and reviewed;
- Actively support the mechanisms and processes for the reduction of risks to health (physical and psychological), safety and welfare.
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare;
- Ensure accountability for WHSIM are clearly defined, documented and reviewed;
- Ensure Health and Safety Representatives within your delegation receive adequate support in fulfilling their WHS responsibilities;

### **5.3 Executive Directors (LHN / HS / BU)**

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;
- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by LHN/HS/BU business or undertakings;
- As a WHS defined Officer for SA Health, exercise due diligence to ensure SA Health compliance with Section 27 of the *Work Health and Safety Act 2012* (SA);

- As a WHS defined Officer for SA Health support health and safety culture, accountability, the allocation of resources and ensure compliance with legislative requirements;
- Ensure compliance with accountability levels, defined in this role, in individual SA Health WHSIM Policy Directives and documentation;
- Ensure the health, safety and welfare of workers engaged or caused to be engaged is not put at risk while at work in SA Health business or undertaking through the provision of resources and support enabling capability;
- Ensure the health, safety and welfare of workers whose activities in carrying out work are influenced or directed by SA Health is not put at risk while at work in SA Health business or undertaking through the provision of resources and support enabling capability;
- Ensure workers receive adequate information, direction, training ,supervision and support in fulfilling their responsibilities which includes induction and orientation for new workers and on-going mandatory WHSIM training for all workers;
- Ensure the health, safety and welfare of other persons engaged or caused to be engaged is not put at risk while the at work in SA Health business or undertaking through the provision of resources and support enabling capability;
- Ensure so far as *reasonably practicable* the provision of resources and capabilities for the maintenance of
  - a work environment without risks to health and safety;
  - safe plant and structures
  - safe systems of work
  - safe use, handling and storage of plant, structures and substances
  - adequate facilities and access
  - information, training, instruction or supervision
  - workplace monitoring for the prevention of illness or injury
- Ensure that SA Health premises that are owned, under management or control of SA Health are maintained with occupancy necessary for the business or undertaking so that workers health , safety and welfare is not placed at risk;
- Integrate SA Health's WHSIM management system and public sector strategies in all aspects of clinical and corporate governance across the LHN / HS / BU in assurance of building safety excellence;
- Regularly review LHN / HS / BU performance against SA Health WHSIM management system objectives, targets and key performance indicators; for example, through the monitoring of SA Health/LHN/HS WHSIM Quarterly Due Diligence reports (Reference may be made to the SA Health WHSIM template – Work Health and Safety Due Diligence Report (TMP014)).
- Identify improvements, and incorporate into work health and safety action plans;
- Hold managers accountable for the implementation, monitoring and review of SA Health WHSIM management system within their level of responsibility and authorised delegation;
- Ensure that WHSIM system performance is monitored and evaluated and that initiatives to improve performance are implemented across the LHN/HS/BU;
  - Assist in the dissemination of WHSIM system performance information;
  - Actively support the mechanisms and processes for the reduction of risks to health (physical and psychological), safety and welfare.
- Ensure Health and Safety Representatives within your delegation receive adequate support in fulfilling their WHS responsibilities;

#### **5.4 Clinical / Medical / Nursing / Midwifery / Allied Health / Directors**

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;

- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by LHN/HS/BU business or undertakings;
- As a WHS defined 'Officer' for SA Health, exercise due diligence to ensure SA Health compliance with Section 27 of the *Work Health and Safety Act 2012 (SA)*;
- As a WHS defined Officer for SA Health support health and safety culture, accountability, the allocation of resources and ensure compliance with legislative requirements.
- Ensure the health, safety and welfare of workers engaged or caused to be engaged is not put at risk while at work in SA Health business or undertaking through the provision of resources and support enabling capability;
- Ensure the health, safety and welfare of workers whose activities in carrying out work are influenced or directed by SA Health is not put at risk while at work in SA Health business or undertaking through the provision of resources and support enabling capability;
- Ensure workers receive adequate information, direction, training, supervision and support in fulfilling their responsibilities which includes induction and orientation for new workers and on-going mandatory WHSIM training for all workers;
- Ensure, so far as *reasonably practicable* the health, safety and welfare of other persons engaged or caused to be engaged is not put at risk while at work in SA Health business or undertaking through the provision of resources and support enabling capability;
- Ensure the provision of resources and capabilities for the maintenance of
  - a work environment without risks to health and safety;
  - safe plant and structures
  - safe systems of work
  - safe use, handling and storage of plant, structures and substances
  - adequate facilities and access
  - information, training, instruction or supervision
  - workplace monitoring for the prevention of illness or injury
- Ensure that SA Health premises that are owned, under management or control of SA Health are maintained with occupancy necessary for the business or undertaking so that workers health, safety and welfare is not placed at risk;
- Ensure compliance with accountability levels, defined in these roles and in individual SA Health WHSIM Policy Directives and documentation, in support of building safety excellence;
- Integrate SA Health's WHSIM management system in all aspects of clinical and corporate governance across the LHN / HS / BU;
- Identify improvements, and incorporate into business action plans;
- Hold managers accountable for the implementation, monitoring and review of SA Health WHSIM management system within their level of responsibility;
- Ensure that WHSIM system performance is monitored and evaluated and that initiatives to improve performance are implemented across the LHN/HS/BU; for example, through the monitoring of SA Health/LHN/HS WHSIM Quarterly Due Diligence reports
- Assist in the dissemination of WHSIM system performance information including the SA Health/LHN/HS WHSIM Quarterly Due Diligence reports
- Actively support the mechanisms and processes for the reduction of risks to health (physical and psychological), safety and welfare.
- Ensure Health and Safety Representatives within your delegation receive adequate support in fulfilling their WHS responsibilities;

### **5.5 Site Managers/Line Managers**

Will take reasonably practicable steps to:

- Where relevant, exercise due diligence to ensure compliance with this policy directive;

- Establish awareness of and accountability for the implementation of this policy directive;
- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by LHN/HS/BU business or undertakings;
- Where relevant, as a WHS defined 'Officer' for SA Health, exercise due diligence to ensure SA Health compliance with Section 27 of the *Work Health and Safety Act 2012* (SA); Where relevant, as a WHS defined 'Officer' for SA Health support health and safety culture, accountability, the allocation of resources and ensure compliance with legislative requirements;
- Ensure compliance with accountability levels, defined in these roles and in individual SA Health WHSIM Policy Directives and documentation, in support of building safety excellence;
- Ensure the health, safety and welfare of workers engaged or caused to be engaged is not put at risk while at work in SA Health business or undertaking;
- Ensure the health, safety and welfare of workers whose activities in carrying out work are influenced or directed by SA Health is not put at risk while at work in SA Health business or undertaking;
- Ensure workers receive adequate information, direction, training, supervision and support in fulfilling their responsibilities which includes induction and orientation for new workers and on-going mandatory WHSIM training for all workers;
- Ensure the health, safety and welfare of other persons engaged or caused to be engaged is not put at risk while the at work in SA Health business or undertaking;
- Ensure so far as *reasonably practicable*, the provision and use of resources and capabilities for the maintenance of
  - a work environment without risks to health and safety;
  - safe plant and structures
  - safe systems of work
  - safe use, handling and storage of plant, structures and substances
  - adequate facilities and access
  - information, training, instruction or supervision
  - workplace monitoring for the prevention of illness or injury;
- Ensure that SA Health premises, under delegated authority, that are owned, under management or control by SA Health are maintained with occupancy necessary for the business or undertaking so that workers health, safety and welfare is not placed at risk;
- Ensure effective communication and consultation to all workers on all work health safety matters across areas of responsibility;
- Support the integration of SA Health's WHSIM management system in all aspects of clinical and corporate governance across the worksite in support of building safety excellence;
- Ensure development, implementation and review of local work health and safety procedures and instructions in accordance with workplace need;
- Ensure Health and Safety Representatives within your delegation / workgroup receive adequate support in fulfilling their WHS responsibilities;
- Ensure workers receive adequate information, direction, training, supervision and support in fulfilling their responsibilities which includes induction and orientation for new workers and on-going mandatory WHSIM training for all workers;
- Hold workers accountable for working safely as directed in SA Health WHSIM and local documentation
- Facilitate worker participation in WHSIM programs and initiatives;
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare, including testing and monitoring of risk control measures;
- Monitor, review and report on WHSIM activities, risk controls, issues and incidents/injuries including the regular review delegated workplace performance

against SA Health WHSIM management system objectives, targets and key performance indicators;

- Maintain WHSIM records to support audits, evaluations and safety reviews.
- Identify improvements, and incorporate into work health and safety action plans;
- Hold managers, as relevant, accountable for the implementation, monitoring and review of SA Health WHSIM management system within their level of responsibility;
- Ensure that WHSIM system performance is monitored and evaluated and that initiatives to improve performance are implemented across the LHN/HS/BU; for example, through the monitoring of SA Health/LHN/HS WHSIM Quarterly Due Diligence reports; (Reference may be made to the SA Health WHSIM template – [Work Health and Safety Due Diligence Report \(TMP014\)](#)).
- Assist in the dissemination of WHSIM system performance information including the SA Health/LHN/HS WHSIM Quarterly Due Diligence reports
- Ensure Health and Safety Representatives within your delegation receive adequate support in fulfilling their WHS responsibilities;

Reference may be made to the SA Health WHSIM - [Department Managers WHS Toolkit](#), which provides worksheets designed to assist in the demonstration of how a manager has fulfilled their responsibilities.

## **5.6 Workers**

Will take reasonable care to:

- Assist in the establishment of awareness and of implementation of this policy directive, as relevant;
- Ensure their own health, safety and welfare whilst at work, including compliance with reasonable instruction, cooperating with reasonable WHS policy, guideline, procedure or instruction including the use of equipment provided for health or safety purposes;
- Ensure that their own conduct (acts or omissions) whilst at work does not adversely affect the health, safety and welfare of other persons;
- Comply with any reasonable instruction that is given by SA Health, or appointed contractor, that applies at the workplace;
- Cooperate with any reasonable SA Health policy, policy guideline or procedure relating to health, safety and welfare at the workplace;
- Comply with all reasonable provisions contained in return to work plans pertaining to a return to work following workplace injury;
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare, including testing and monitoring of risk control measures;
- Report work, health and safety hazards, incidents and injuries/illnesses;
- Participate in WHSIM programs and initiatives.

## **5.7 Occupiers (PCBUs leasing/tenanting SA Health premises)**

Will take reasonable steps to:

- Exercise due diligence to ensure compliance with this policy directive;
- Establish awareness of and accountability for the implementation of this policy directive;
- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by business or undertakings;
- As a PCBU and primary duty holder of the business, exercise due diligence to ensure compliance with Section 27 of the *Work Health and Safety Act 2012* (SA);
- Where relevant, exercise responsibilities in accordance with Section 19 of the *Work Health and Safety Act 2012* (SA);
- As a PCBU ensure the health and safety of workers
  - whilst at work in conducting the business or undertaking

- engaged, or caused to be engaged
  - whose activities in carrying out work are influenced or directed by the PCBU;
- Ensure that own acts or omissions whilst occupying SA Health premises, do not adversely affect the health, safety and welfare of other persons or workers;
- Ensure the health, safety and welfare of workers engaged or caused to be engaged is not put at risk while at work on SA Health premises;
- Ensure the health, safety and welfare of workers whose activities in carrying out work are influenced or directed by the PCBU is not put at risk while at work on SA Health premises;
- Ensure the health, safety and welfare of other persons engaged or caused to be engaged, is not put at risk while at work on SA Health premises;
- Ensure the provision and maintenance of
  - a work environment without risks to health and safety;
  - safe plant and structures
  - safe systems of work
  - safe use, handling and storage of plant, structures and substances
  - adequate facilities and access
  - information, training, instruction or supervision
  - workplace monitoring for the prevention of illness or injury
- Ensure that SA Health premises that are under management or control are maintained with occupancy necessary for the business or undertaking so that workers health, safety and welfare is not placed at risk;
- Comply with any reasonable instruction that is given by SA Health or appointed contractor that applies to SA Health premises;
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare.

### **5.8 Executive Director, People and Culture**

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;
- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by SA Health business or undertakings;
- As a WHS defined 'Officer' for SA Health, exercise due diligence to ensure SA Health compliance with Section 27 of the *Work Health and Safety Act 2012 (SA)*;
- Ensure the effective development, delivery and review of SA Health WHSIM system documentation;
- Provide advice to the Deputy Chief Executive, System Performance and Service Delivery regarding WHSIM responsibilities, accountabilities and obligations;
- Provide principle leadership to the effective development, delivery and review of SA Health WHSIM system documentation;
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare.

### **5.9 Directors of People and Culture/Workforce (or similar)**

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;
- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by LHN/HS/BU business or undertakings;

- As a WHS defined Officer for SA Health, exercise due diligence to ensure SA Health compliance with Section 27 of the *Work Health and Safety Act 2012* (SA);
- Ensure compliance with accountability levels, defined in these roles and in individual SA Health WHSIM Policy Directives, documentation and Service level Agreements;
- Ensure the effective development, delivery and review of the SA Health WHSIM system documentation across the LHN / Health Service / Business Unit in support of building safety excellence
- Ensure the effective update and management of the relevant LHN/HS/BU WHS defined Officer Register
- Ensure the maintenance of the SA Health WHSIM Notifiable Incident Register for the delegated LHN/HS/BU
- Ensure the maintenance of the SA Health WHSIM Union Right of Entry Register for the delegated LHN/HS/BU
- Contribute to the development of the SA Health/LHN/HS/BU WHSIM Quarterly Due Diligence reports for distribution and discussion at the LHN/HS/BU WHSIM Governance Committee ( or equivalent ).Reference may be made to the following resources:
  - SA Health WHSIM template – [Work Health and Safety Due Diligence Report\(TMP014\)](#)
  - SA Health WHSIM Terms of Reference - [SA Health/LHN/HS/BU WHSIM Governance Committee \(or equivalent\)](#)
  - SA Health WHSIM Terms of Reference – [LHN/HS/BU WHS Consultative Committee](#)
  - SA Health WHSIM Terms of Reference - [Local WHS Consultative Committee](#)
- Contribute to the development of, implementation and evaluation of the SA Health WHSIM documentation at LHN / Health Service / Business Unit Executive level;
- Provide leadership, management and direction to LHN / Health Service / Business Unit WHSIM Managers, ensuring consultation and communication of decisions made on work health, safety and injury management matters and performance;
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare.

#### 5.10 WHSIM Professionals

Will take reasonable care to:

- Establish awareness of and accountability for the implementation of this policy directive;
- Identify LHN/HS/BU documentation to align with this policy directive , for example, through the use of the SA Health WHSIM System Program [Policy Gap Analysis Tool](#)
- Assist in the review and continuous improvement of the SA Health WHSIM system;
- Ensure the provision of credible evidence based WHS advice and guidance, maintaining awareness of current work health safety legislation, codes of practice and SA Health WHSIM Policy to SA Health WHS defined Officers, Health and Safety representatives and workers;
- Ensure the effective maintenance of the relevant LHN/HS/BU WHS defined Officer register
- Develop/contribute to and communicate the SA Health/LHN/HS WHSIM Quarterly Due Diligence reports, as relevant , to the LHN/HS/BU WHSIM Governance Committee ( or equivalent ) Reference may be made to the following resources:
  - SA Health WHSIM template – [Work Health and Safety Due Diligence Report\(TMP014\)](#)

- SA Health WHSIM Terms of Reference - [SA Health/LHN/HS/BU WHSIM Governance Committee \(or equivalent\)](#)
- SA Health WHSIM Terms of Reference – [LHN/HS/BU WHS Consultative Committee](#)
- SA Health WHSIM Terms of Reference - [Local WHS Consultative Committee](#)
- Update and maintain the SA Health WHSIM Notifiable Incident Register, as per authorised delegation
- Update and maintain the SA Health WHSIM Union Right of Entry Register, as per authorised delegation
- Develop the SA Health/LHN/HS WHSIM Quarterly Due Diligence reports for distribution and discussion to the LHN/HS/BU WHSIM Governance Committee ( or equivalent ) (Reference may be made to the SA Health WHSIM template – [Work Health and Safety Due Diligence Report\(TMP014\)](#)).
- Contribute to the delivery of information, guidance and support to workers in fulfilling their responsibilities relating to roles, responsibilities and governance for work health and safety across the LHN / Health Service / Business Unit;
- Assist in the development of processes and indicators to enable effective monitoring and evaluation of WHSIM system performance of the delegated LHN/HS/BU , for example, the populating and maintenance of SA Health LHN/HS/BU WHS Action plans
- Develop audit and evaluation programs aimed at verifying implementation of the SA Health WHSIM system, strategies and initiatives at the delegated LHN/HS/BU;
- Monitor and evaluate WHSIM system performance and identify initiatives and strategies to improve performance at the delegated LHN/HS/BU;
- Contribute to the development and implementation of LHN / Health Service / Business Unit WHSIM procedures and instructions in support and alignment with strategic objectives of SA Health WHSIM system and WHS legislative requirements;
- Assist in the development, implementation and review of LHN / Health Service / Business Unit / Workplace WHSIM strategies, programs and initiatives;
- Ensure regular reports are provided to Executives, Senior Managers and relevant Committees to facilitate management review and decision making across the delegated LHN/HS/BU.
- Collate and circulate reports on WHSIM system and Return to Work performance at the delegated LHN/HS/BU, for example, the LHN/HS/BU Quarterly WHSIM Due Diligence report
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare.
- Maintain the LHN/HS/BU WHS Action plan

### **5.11 Manager, Workforce Health**

Will take reasonable care to:

- Establish awareness of and accountability for the implementation of this policy directive;
- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by Workforce Health business or undertakings;
- Develop and implement management practices with a focus on reducing the risks of workplace injury and consequence of financial expenditure;
- Plan , develop and implement return to work programs designed to ensure the best outcome for injured workers and the business or undertaking;
- Develop claims management systems that reflect best practice and which lead to the return to work of injured workers;
- Develop and promote SA Health WHSIM system framework, policies, policy guidelines and procedures to assist in the effective management of incident, injury and illness prevention and management;



- Coordinate projects and programs that promote continual improvement in worker health and safety and enhancement of quality WHSIM practice;
- Identify, research and evaluate proposed projects that contribute to compliance and performance of SA Health WHSIM management system;
- Develop, monitor and report on performance criteria relating to injury prevention and injury management activities across SA Health;
- Develop education and promotion programs in partnership with internal and external providers;
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare.

### **5.12 Health and Safety Representatives (HSRs)**

Will take reasonable care to:

- Establish awareness of this policy directive;
- Effectively represent workers in matters relating to work health and safety at the workplace;
- Review, support and promote SA Health WHSIM policies, policy guidelines , procedures and programs relevant to the workplace;
- Exercise responsible use of legal powers in accordance with *Work Health and Safety Act 2012 (SA)*, Part 5, Division 3;
- Represent workgroups in accordance with the *Work Health and Safety Act 2012 (SA)* Part 5 Division 3
- Consult with workgroup members to identify workplace WHS hazards and risks;
- Consult with line managers in a timely manner to facilitate interventions in the control of workplace hazards and risks, and resolve WHSIM matters raised by workers;
- Assist and work with line managers, workgroups and workers to support and implement the spirit and intent of WHS legislation;
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare through consultative committees, as relevant.

### **5.13 Contractors / Sub-Contractors**

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;
- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by service provision to SA Health;
- Ensure the safety of all workers and persons within defined area/s of management and control;
- Ensure duty of care obligations are met when in the management and control of SA Health workplaces;
- Ensure all workers engaged, or caused to be engaged, comply with the provisions of the Act and associated Regulations, Codes of Practice and Standards;
- Ensure the health, safety and welfare of workers engaged or caused to be engaged, is not put at risk while at work in the provision of service to SA Health;
- Ensure the health, safety and welfare of workers whose activities in carrying out work are not put at risk in the provision of service to SA Health;
- Ensure the health, safety and welfare of other persons engaged or caused to be engaged are not put at risk while at work in the provision of service to SA Health;
- Ensure the provision and maintenance of
  - a work environment without risks to health and safety;
  - safe plant and structures
  - safe systems of work

- safe use, handling and storage of plant, structures and substances
- adequate facilities and access
- information, training, instruction or supervision
- workplace monitoring for the prevention of illness or injury;
- Abide by the terms of the contract, including compliance with work health and safety responsibilities for induction prior to commencement of work;
- Ensure a safety management plan, covering all defined areas of management or control, is provided which will operate for the duration of the contracted provision of service, work or activity being undertaken;
- Observe reasonable directions relating to work health and safety from the 'Designated Representative' or the delegated worksite manager
- Comply with SA Health Policy Directives and/or LHN / HS / BU procedures and instructions;
- Consult and communicate with workers who carry out work or who are likely to be directly affected by work health and safety matters
- Ensure that consultation mechanisms / processes are proactive for the duration of the contracted period, maintaining close liaison with the *Designated Representative* and workplace line manager, and the health and safety representative;
- Where relevant, consult, cooperate and coordinate with other contractors that have a duty of care over the same matter at the LHN / HS/ BU;
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare.

#### **5.14 Volunteers and Unpaid Appointments**

Will take reasonable care to:

- Assist in the establishment of awareness and of implementation of this policy directive, as relevant;
- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by LHN/HS/BU business or undertakings;
- Ensure their own health, safety and welfare whilst at work, including the use of any equipment provided for health and safety purposes;
- Ensure that their own conduct whilst at work does not adversely affect the health, safety and welfare of others;
- Abide by the terms of the service level agreement (or similar), including compliance with work health and safety responsibilities
- Comply with any reasonable instruction that is given by SA Health, or authorised delegate i.e. contractors supplying a service to SA Health , at the workplace;
- Cooperate with any reasonable SA Health policy, policy guideline, procedure or instruction relating to work, health and safety at the workplace;
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare.

#### **5.15 Agency Staff / Labour Hire Staff**

Will take reasonable care to:

- Assist in the establishment of awareness and implementation of this policy directive, as relevant;
- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by service provision;
- Ensure their own health and safety whilst at work, including compliance with reasonable instruction, cooperating with reasonable WHS policy, guideline, procedure or instruction including the use of equipment provided for health or safety purposes;
- Ensure that their own conduct ( acts or omissions ) whilst at work does not adversely affect the health and safety of other persons;

- Abide by the terms of the service level agreement (or similar), including compliance with work health and safety responsibilities
- Comply with the terms of the service level agreement (or similar), including compliance with work health and safety obligations for induction and orientation prior to commencement of work;
- Comply with reasonable health , safety and welfare instruction provided by SA Health authorised personnel or by appointed contractor, that applies at the workplace;
- Cooperate with any reasonable SA Health policy, policy guideline or procedure relating to health or safety at the workplace;
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare.

#### **5.16 Students on Work Placement/Trainees/Work Experience**

Will take reasonable care to:

- Assist in the establishment of awareness and implementation of this policy directive;
- Ensure their health and safety whilst at work, including compliance with reasonable instruction, cooperating with reasonable WHS policy, guideline, procedure or instruction including the use of equipment provided for health or safety purposes;
- Ensure that their own conduct (acts or omissions) whilst at work does not adversely affect the health, safety and welfare of other persons.
- Comply with any reasonable instruction that is given by SA Health, or appointed contractor, that applies at the workplace;
- Cooperate with any reasonable SA Health policy, policy guideline or procedure relating to health or safety at the workplace;
- Actively support, report and contribute to hazard identification and the reduction of risks to health (physical and psychological), safety and welfare.

#### **5.17 Visitors/Non Paid Carers**

Will take reasonable care to:

- Ensure their own health and safety whilst on the premises of SA Health;
- Ensure that their own conduct does not adversely affect the health and safety of other persons;
- Comply with any reasonable instruction that is given by SA Health authorised persons, or appointed contractor, that applies to WHS and the workplace.

#### **5.18 Designer, Manufacturer, Importer or Supplier**

Should SA Health design, import, supply, install, construct or commission or manufacture plant, substances or structures then SA Health will ensure, so far as is reasonably practicable:

- that the plant, substance or structure is without risk to health, safety and welfare of persons including those who:
  - use the plant, substance or structure for its primary intended purpose
  - are involved in carrying out other reasonably foreseeable activities related to the intended purpose such as:
    - storage
    - decommissioning
    - dismantling
    - demolition
    - disposal.

This duty of care obligation extends to the hire and supply of plant and equipment (including medical devices) by consumers from SA Health.

### **5.19 SA Health Portfolio Executive**

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;
- Ensure duty of care obligations are realised for the health, safety and welfare of workers impacted by SA Health business or undertakings;
- Provide strategic leadership and direction across SA Health on the achievement of SA Health WHSIM strategies, targets, external and internal performance review;
- Review and endorse SA Health WHSIM system documentation as required;
- Monitor, review and evaluate SA Health's WHSIM system performance, identifying initiatives/strategies/targets to facilitate and improve the management of WHSIM; for example, through the monitoring of SA Health/LHN/HS WHSIM Quarterly Due Diligence reports
- As WHS defined Officers for SA Health, exercise due diligence to ensure SA Health compliance with Section 27 of the *Work Health and Safety Act 2012 (SA)*;
- Ensure the health, safety and welfare of workers whose activities in carrying out work are influenced or directed by SA Health is not put at risk while at work in SA Health business or undertaking;
- Ensure the health, safety and welfare of other persons engaged or caused to be engaged is not put at risk while at work in SA Health business or undertaking;
- Ensure support for the provision of resources and capabilities required for the establishment and maintenance of
  - a work environment without risks to health and safety;
  - safe plant and structures
  - safe systems of work
  - safe use, handling and storage of plant, structures and substances
  - adequate facilities and access
  - information, training, instruction or supervision
  - workplace monitoring for the prevention of illness or injury
- Ensure that SA Health premises that are owned, under management or control are maintained with occupancy necessary for the business or undertaking so that workers health, safety and welfare is not placed at risk;
- Ensure the effective communication and dissemination of WHSIM performance information.

### **5.20 LHN / HS / BU WHSIM Governance Committees (or equivalent)**

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with this policy directive;
- Establish awareness of and accountability for the implementation of this policy directive;
- Ensure duty of care obligations are realised by members for the health, safety and welfare of workers impacted by LHN/HS/BU business or undertaking;
- Provide strategic leadership and direction across the LHN / HS / BU on the achievement of SA Health WHSIM strategies, targets, external and internal performance review; including WHSIM LHN/HS/BU recommendations to relevant delegates
- As WHS defined Officer's, exercise due diligence to ensure LHN/HS/BU compliance with Section 27 of the *Work Health and Safety Act 2012 (SA)*;
- Monitor, review and evaluate LHN / HS / BU performance facilitating the implementation and improvement in the management of WHSIM; for example, through the monitoring of LHN/HS WHSIM Quarterly Due Diligence reports
- Steer the implementation of recommendations arising from internal and external audits and evaluations and facilitate communications of lessons learned;

- Ensure the health, safety and welfare of workers whose activities in carrying out work are influenced or directed by SA Health is not put at risk while the workers are at work in SA Health business or undertaking;
- Review health and safety outcomes and formulate responsive strategies to existing and emerging issues;
- Monitor resource issues required to address organisation wide WHSIM risks and initiatives to improve performance;
- Ensure effective communication and dissemination of health and safety performance and decisions made across the LHN/HS/BU;
- Promote a culture of transparency and open reporting reflecting commitment to health, safety and welfare;
- Ensure the health, safety and welfare of other persons engaged or caused to be engaged is not put at risk while at work in SA Health business or undertaking;
- Ensure support for the provision of resources and capabilities required for the establishment and maintenance of
  - a work environment without risks to health and safety;
  - safe plant and structures
  - safe systems of work
  - safe use, handling and storage of plant, structures and substances
  - adequate facilities and access
  - information, training, instruction or supervision
  - workplace monitoring for the prevention of illness or injury
- Ensure that SA Health premises that are owned, under management or control are maintained with occupancy necessary for the business or undertaking so that workers health , safety and welfare is not placed at risk;
- Support the Governments State Reform Agenda and SA Strategic Plan in achieving and building safety excellence at work;
- Review LHN/HS/BU WHSIM procedures and instructions as per internal review schedules;
- Ensure the effective communication and dissemination of WHSIM system performance information across the LHN/HS/BU.

#### **5.21 LHN / HS / BU WHSIM Consultative Committees**

Will take reasonably practicable steps to:

- Where relevant , as WHS defined Officer's for SA Health, exercise due diligence to ensure SA Health compliance with Section 27 of the *Work Health and Safety Act 2012* (SA);
- Support LHN/HS/BU WHSIM Governance committees ( or equivalent ) and provide mechanism for LHN/HS/BU representatives to address strategic WHSIM issues; for example LHN/HS/BU WHSIM Consultative Committee recommendations are reported to the LHN/HS/BU WHSIM Governance Committee ( or equivalent )
- Contribute to the review and evaluation of LHN / HS / BU performance on the achievement of SA Health WHSIM strategies, targets, external and internal performance review; for example, referring to LHN/HS WHSIM Quarterly Due Diligence reports
- Monitor and report on risks to workers' health, safety and welfare that arise from SA Health activities, and consider any implication to organisational risk
- Review LHN/HS/BU WHSIM procedures and instructions as per internal review schedules;
- Monitor implementation of SA Health WHSIM policy, policy guidelines ,procedures and instructions across the LHN / HS / BU;
- Monitor LHN / HS / BU performance against SA Health WHSIM programs;
- Monitor implementation of recommendations arising from internal and external investigations , evaluations and audits;

- Monitor the alignment of resources in accordance with responsibilities and accountabilities to ensure effective implementation of SA Health WHSIM system;
- Ensure effective communication and dissemination of WHS information across the LHN / Health Service / Business Unit.

### 5.22 LHN/HS/BU Local WHS Consultative Committees

Will take reasonable care to:

- Assist in the establishment of awareness and implementation of this policy directive;
- Ensure duty of care obligations are realised for the health, safety and welfare of all persons while on SA Health premises;
- Support implementation of SA Health WHSIM system across the workplace;
- Monitor workplace health and safety risk and recommend control measures ( as relevant )
- Monitor implementation of SA Health WHSIM policies, procedures and instructions as relevant to the workplace
- Report on activity relative to WHSIM key performance indicators and make WHSIM recommendations as relevant; for example LHN/HS/BU Local WHSIM Consultative Committee recommendations are reported to the LHN/HS/BU WHSIM Consultative Committee.

## 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 the SA Health WHSIM Procedure – [Reporting and Investigating WHS Hazards and Incidents](#) and SA Health WHSIM Flowchart – [WHS 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 1300 886 268.

### 6.3 Reporting Incidents to the Regulator

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.

## 7. EPAS

Not applicable

## 8. Exemption

No exemption allowed for this policy directive.

## 9. National Safety and Quality Health Service Standards

<a href="#">National Standard 1</a> <a href="#">Governance for Safety and Quality in Health Care</a>	<a href="#">National Standard 2</a> <a href="#">Partnering with Consumers</a>	<a href="#">National Standard 3</a> <a href="#">Preventing &amp; Controlling Healthcare associated infections</a>	<a href="#">National Standard 4</a> <a href="#">Medication Safety</a>	<a href="#">National Standard 5</a> <a href="#">Patient Identification &amp; Procedure Matching</a>	<a href="#">National Standard 6</a> <a href="#">Clinical Handover</a>	<a href="#">National Standard 7</a> <a href="#">Blood and Blood Products</a>	<a href="#">National Standard 8</a> <a href="#">Preventing &amp; Managing Pressure Injuries</a>	<a href="#">National Standard 9</a> <a href="#">Recognising &amp; Responding to Clinical Deterioration</a>	<a href="#">National Standard 10</a> <a href="#">Preventing Falls &amp; Harm from Falls</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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 Guideline will be monitored via the SA Health WHS Internal Audit Program against the following criteria:

- There is effective governance of work, health, safety and injury management in the areas of commitment, policy, planning, implementation, measurement and review occurring through Portfolio Executive, LHN / HS BU WHSIM governance committees (or equivalent), Executive Directors and line management.
- There are effective systems in place to meet duty of care obligations toward the health, safety and welfare of all workers impacted by SA Health business.

- Work, health, safety and injury management roles, responsibilities and accountabilities are defined and communicated to all workers including employees, volunteers, contractors, labour hire workers, students and occupiers of SA Health premises.
- Work, health, safety and injury management roles, responsibilities and accountabilities are included in role descriptions, and communicated during recruitment and employment processes including orientation and induction.
- Work, health, safety and injury management roles, responsibilities and accountabilities are included in all WHSIM system documentation where relevant.
- WHS defined Officers are identified and supported in exercising due diligence through provision of appropriate information.
- WHS defined Officers proactively meet the elements of due diligence.
- WHS defined Officers and workers are held accountable for their delegated WHSIM roles and responsibilities on an ongoing basis i.e. performance review and development process.

## 12. Definitions

---

Reference may be made to the following resources for further definitions and clarification of any terms used throughout this policy guideline.

- [SA Health WHSIM System - Glossary of Definitions](#)

In the context of this document:

### **A contract for services**

Is an agreement where a person is engaged as an independent contractor, such as a self-employed person or vendor engaged for a fee to carry out an assignment or a project.

### **A contract of services**

Is an agreement where one person agrees to employ another as an employee and the other agrees to serve the employer as an employee.

### **Dual Duty of Care**

Persons may have more than one health, safety and welfare duty and more than one person may have the same duty (e.g. contractors, other PCBU's working on SA Health premises), and have a duty of care to take all reasonably practicable steps to ensure the health, safety and welfare of workers impacted by SA Health business and undertakings.

### **Reasonably Practicable**

Reference may be made to SA Health WHSIM Factsheet WHS Act 2012(SA)-  
[Reasonably Practicable \( FS088\)](#).

### **SA Health**

Is defined as inclusive of all, Local Health Networks, hospitals, health care facilities, health care services, allied health services, SA Ambulance Services, Community care settings and supporting business services.

## 13. Associated Policy Directives / Policy Guidelines

---

[SA Health WHS Governance, Accountability and Consultation Framework](#)

[SA Health WHSIM Policy Guideline – WHS Representation and Consultation](#)

SA Health WHSIM Policy Guideline - Contractor Safety Management (*in draft*)

## 14. References, Resources and Related Documents

---



SA Health WHSIM Factsheet – [Who is an Officer?](#)  
SA Health WHSIM Factsheet – [Work Health and Safety Act 2012 \(SA\) Interpretation Table \(Indicative\) – Officers and PCBUs \(FS007\)](#)  
SA Health WHSIM Factsheet – [Officers: Exercising due diligence \(FS049\)](#)  
SA Health WHSIM Factsheet – [Reasonably Practicable \(FS088\)](#)  
SA Health WHSIM Factsheet – [WHS Union Right of Entry \(FS094\)](#)  
SA Health WHS e-learning module - [WHS defined Officer Induction](#)  
SA Health WHSIM Template - [TOR LHN WHSIM Governance Committee \(TMP031\)](#)  
SA Health WHSIM Template - [TOR LHN/HS/BU WHS Consultative Committee \(TMP028\)](#)  
SA Health WHSIM Template - [TOR Local WHS Consultative Committee \(TMP029\)](#)  
SA Health Template - [Role Description](#)  
SA Health WHSIM Factsheet - [Roles, Responsibilities Governance and Duty of care \(FS047\)](#)  
SA Health WHSIM Template – [Work Health and Safety Due Diligence Report \(TMP014\)](#).

INFORMAL COPY WHEN PRINTED