



POLICIES AND PROCEDURES

Contents

1. Purpose.....	3
2. Scope.....	3
3. Definitions.....	3
4. Policy Detail.....	4
5. Functions and Delegations.....	5
6. Risk Management.....	6
7. Policy Implementation.....	7
8. Policy Governance.....	7

1. Purpose and Scope

PURPOSE

1. Complete Nursing and Home Care ('CNHC') is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.
2. CNHC undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

Scope

1. This policy applies to:

all employees of CNHC (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of CNHC (for example contractors, sub-contractors, agents, consultants, temporary staff and 'workers' as otherwise defined under relevant occupational/work health and safety (OHS/WHS) legislation) (collectively referred to as '**workplace participants**'); and

2. all of CNHC's workplaces and to other places where workplace participants may be working or representing CNHC, for example, when visiting a customer, client or supplier (collectively referred to as '**workplace**').

2. Definitions

In this policy:

'Person Carrying on a Business or Undertaking' means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work

being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.

3. Policy Detail

The OHS/WHS system relates to all aspects of health and safety including (without limitation):

- a) WHS Strategy Plan;
- b) Defined WHS responsibilities;
- c) Exercising due diligence;
- d) Health and safety training and education;
- e) Adopting a risk management approach to manage health and safety risks;
- f) Consultation with employees on matters related to health and safety;
- g) Emergency procedures and drills;
- h) Workplace inspections;
- i) Incident/accident reporting;
- j) Management of injured workplace participants.

CNHC health and safety objectives

- a) To provide a safe and healthy work environment for all our employees, contractors and other persons;
- b) To provide safe and healthy methods of work;
- c) To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- d) To identify and eliminate or reduce hazards and risks to health and safety;

Document owner: Services Delivery Manager

Approved by: General Manager 2018

Review Date: March 2019

- e) To continually monitor and improve work health and safety;
- f) To provide education and training resources; and
- g) To comply with all relevant laws, rules, standards and codes of practice.

CNHC

4. Functions and Delegations

Management responsibilities

All officers, managers and team leaders/supervisors are responsible and accountable for the safety of workplace participants, contractors and company property under their control so far as reasonably practicable. Managers and team leaders/supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

Employee responsibilities

All employees are required to comply with health and safety legislation and CNHC's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties.

Contractors

All contractors engaged to perform work for CNHC are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of CNHC as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Volunteers

Document owner: Services Delivery Manager

Approved by: General Manager 2018

Review Date: March 2019

All volunteers of CNHC are required to comply with health and safety legislation and CNHC's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Volunteers must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in the workplace, including employees, contractors and third parties.

Position	Delegation/Task
Management	Policy Authorised by: General Manager Original issue: 01/07/2017
Staff	Policy Maintained by: HR Officer

5. Risk Management

All staff contribute to the establishment and implementation of safe work practices for all functions and activities of the organisation.

Work Health and Safety practice aligns with all federal and state legislation.

6. Policy Implementation

This policy will commence from 1/6/2017. It replaces all other work health and safety policies (whether written or not).

This policy does not form part of any workplace participant's contract of employment or contract for services.

7. Policy Governance

Management Team	Provides policy, oversight and review
Administration Officer	Oversees regular review of Policy
General Manager	Drives culture of Policy adherence and signs off on annual risk / hazard review
HR Manager	Ensure staff comply with policy and foster a culture where risks can be identified
WHS Committee	Continuously improving policy, strategy and supporting framework
Staff and Contractors	Comply with policies and procedures

Workplace participant acknowledgement

I acknowledge:

- *receiving the CNHC Policy;*
- *that I will comply with the Policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Name:

Signed:

Date:
