

## STANDARD

### 1. Commitment to Health and Safety Management Practice

Managers shall demonstrate a proactive, consultative commitment to all areas of health and safety management in the workplace.

### 2. Planning and Review

Managers shall demonstrate a focus of continuous improvement through the systematic approach to employee health and safety. This shall include:

- 2.1 Setting specific objectives in an annual Health and Safety plan,
- 2.2 Establishing and supporting systems and/or programs to achieve objectives,
- 2.3 Monthly monitoring of progress and
- 2.4 Evaluation of outcomes to ensure they have been effective

### 3. Hazard Identification Assessments and Management

There shall be an active method that systematically identifies, assesses and mitigates the actual and potential risks of hazards in the workplace, over which the manager and/or employee has authority or influence.

### 4. Information, Training and Supervision

All employees will be informed of their own responsibilities and the employer's responsibilities for health and safety in the workplace during health and safety orientation. Managers will ensure that employees have specific knowledge concerning management of the hazards to which they are exposed through workplace procedures, environment, equipment and materials.

### 5. Incident Reporting, Recording and Investigation

There shall be an active reporting, recording and investigation system that ensures incidents and injuries / illness to any person in the DHB workplace are reported and recorded, and that appropriate investigation and corrective / preventative actions are taken. That all notifiable incidents and injuries are reported to WorkSafe in the required format and timeframes

### 6. Employee Participation in Health and Safety Management

All employees will be provided a reasonable and ongoing opportunity to be involved and to have their interests represented in the development, implementation and evaluation of the health and safety management system and workplace practices. Such that their concerns can be communicated effectively through their Health & Safety Rep and / or manager.

### 7. Emergency Planning and Readiness

There will be an effective general emergency plan to manage emergencies likely to occur within any part of the organisation's operation and to comply with health and safety legislative requirements.

### 8. Contractor Management

There shall be a systematic and consultative approach to ensure proactive engagement with all BOPDHB contractors, subcontractors and their employees so that they do not cause harm to themselves and to other people in the DHB workplace while they undertaking the work required by their contract.

### 9. Cover Decisions

There shall be an established procedure for making workplace injury / illness cover decisions that complies with the ACC legislation and includes review rights.

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**10. Entitlements**

There shall be an established process for ensuring ACC claims entitlements are assessed in an accurate and timely manner and claimants are notified of decisions in compliance with the ACC legislation.

**11. File Management**

There shall be procedures in place to ensure that claims and rehabilitation files are managed and administered in a way that complies with ACC legislation.

**12. ACC Administration and Reporting**

There will be a computer reporting system that holds appropriate data and allows timely and accurate reporting to ACC as required by the accredited employer agreement.

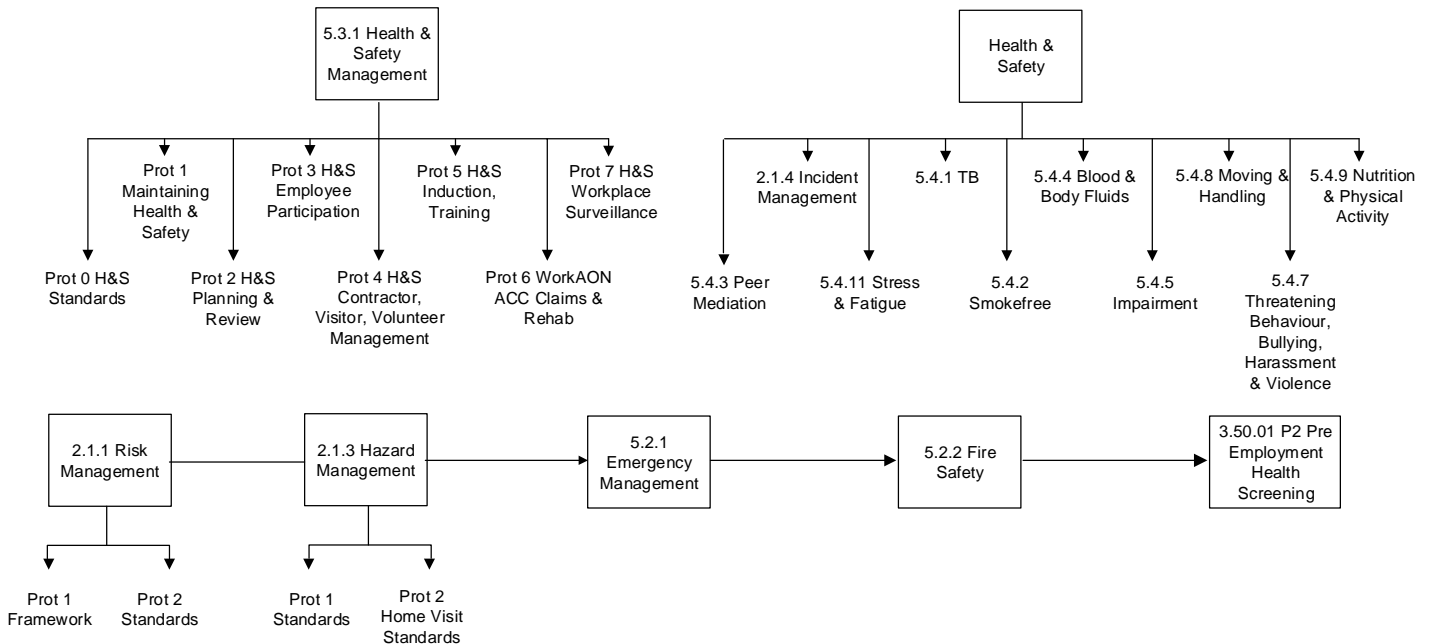
**13. Disputes Management**

There shall be an active procedure to manage disputes arising out of any aspect of injury / illness claims and rehabilitation management that comply with ACC legislation and the requirements of the accredited employer agreement.

**14. Rehabilitation Responsibilities**

- a) Managers shall promote a supportive workplace environment so that workplace-based rehabilitation following an injury / illness becomes the usual course of action wherever possible.
- b) There shall be an active procedure in place for ensuring that timely and appropriate rehabilitation is provided in an open, consultative manner, and in line with documents accepted for ACC accredited employers.
- c) There shall be a consultative process that supports safe, early and sustainable return to work of injured employees or maintenance at work where early intervention support is identified.

Employee Health and Safety Documentation



**ASSOCIATED DOCUMENTS**

- Bay of Plenty District Health Board Health and Safety controlled documents

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