



POLICY

Health, Safety and Wellbeing

February 2024

Document governance

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1. PURPOSE

The purpose of this policy is to state how we achieve our strategic intent of being relentless in our pursuit of excellence in relation to Work Health, Safety and Wellbeing.

This policy is a commitment to providing a safe and healthy environment for the prevention of work-related injury and ill health.

This policy is implemented by employees utilising supporting frameworks, procedures, guidelines that form the Work Health and Safety Management System.

2. POLICY STATEMENT

Monash Health is committed to providing a healthy and safe environment for all employees, volunteers, patients, members of the public, suppliers and contractors. Monash Health will implement measures to identify and manage workplace hazards, to eliminate or minimise risk so far as is possible to prevent workplace injuries and illnesses at all Monash Health workplaces.

This Policy is aligned with Monash Health's iCARE values and duty of care to employees and members of the public.

3. PRINCIPLES

To fulfil its commitment Monash Health will:

- Monitor health, safety and wellbeing performance and effectiveness of the Work Health and Safety (WHS) Management System for continual improvement opportunities
- Integrate the management of health and safety into its business plans, operational activities and practices at all levels
- Comply with all relevant health and safety legislation and other relevant requirements
- Implement and sustain a risk management framework which works to eliminate and reduce both physical and mental health and safety risks through effective hazard and risk management processes
- Provide and maintain an incident management system to assist in investigation of work related incidents, implementation of appropriate controls and the identification of trends
- Implement, review, and continuously improve the Work Health and Safety Management System
- Consult with employees, volunteers and labour hire workforce on decisions which may impact their health and safety
- Assist injured workers in returning to work in an appropriate and timely manner by implementing effective early intervention and injury management programs
- Set objectives and targets that reflect requirements of the Monash Health Enterprise Risk register for Work Health and Safety and,

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- Provide the necessary resources, information, training and supervision to employees, volunteers, contractors, suppliers and members of the public, as appropriate.

4. EVALUATION, MONITORING AND REPORTING OF COMPLIANCE TO THIS POLICY

Compliance to this policy will be monitored, evaluated and reported through:

- The internal and external audit and assurance programs
- Regular monitoring of performance to WHS metrics , with regular reporting provided to Executive and Board
- Regular review of incidents and Workers Compensation claims data by Safety Team and responsible managers
- Feedback at monthly consultative forums
- Quarterly review of annual Health, Safety and Wellbeing plan implementation
- Quarterly review of regulatory activity and immediate escalation of any matter which poses a high risk, or legislative or reputational risk
- The Health, Safety and Wellbeing Management Committee is responsible for overseeing governance of health, safety and wellbeing matters, under the authority of the Monash Health Executive Committee

4.1 Responsibilities

All persons on our sites, including employees, contractors, labour hire staff, suppliers, members of the public and patients must take reasonable care for themselves and others through their actions and behaviours.

Health and safety representatives and employees will be consulted on matters affecting their health and safety at the workplace.

Employees, volunteers and contractors:

- Report all occupational health and safety hazards, near misses, illnesses and injuries;
- Assist with incident investigation processes;
- Participate in and follow all training and instruction provided;
- Use appropriate equipment when directed to and,
- Participate and cooperate in 'return to work' activities after a workplace injury.

Management:

- Consult with employees and health and safety representatives, in regard to all issues that may directly affect their health and safety

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- Lead a culture that promotes the identification, prevention, management, reporting and investigation of WHS hazards, near misses, illnesses, and injuries
- Ensure that a safe and healthy workplace is provided and maintained
- Provide training, instruction, and resources to employees in order to minimise risk to their health and safety
- Implement and audit the compliance to the WHS management system and,
- Support injured workers back to work after a workplace injury.

Executive Directors:

- Monitor WHS performance and ensure improvement measures are identified and actioned when required;
- Ensure there are adequate resources to implement this policy and,
- Ensure all persons comply with the responsibilities of this policy and that they are communicated appropriately

5. RELATIONSHIP WITH OTHER GOVERNANCE DOCUMENTS

This Policy is supported by

- The Health, Safety and Wellbeing Management Committee Terms of Reference
- The Monash Health Executive Committee Terms of Reference
- The Monash Health Board of Directors Charter

6. KEY LEGISLATION AND STANDARDS

The following Legislation, Regulations, Standards and other instruments are applicable to this policy:

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- ISO 45001: Occupational Health and Safety Management Systems
- ISO 45003: Occupational Health and Safety Management – Psychological Health and Safety at work – Guidelines for managing psychological risks

7. KEYWORDS

WHS, Work Health and Safety Management System, Wellbeing, Health, OHS, Safety

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