



West Coast District Health Board

Te Poari Hauora a Rohe o Tai Poutini

Occupational Health and Safety Policy

The West Coast District Health Board (WCDHB) is committed to taking all practicable steps to ensuring the health and safety of everyone working on its premises, visitors on business and patients.

The West Coast District Health Board Senior Management Team will achieve this goal by:

- Compliance with the following: the Health and Safety in Employment Act 1992 (as amended by the Amendment Act 2002) and the Health and Safety in Employment Regulations 1995; all health and safety related legislation relevant to the business of the WCDHB; codes of practice and any relevant standards, guidelines, and safe operating procedures; the Accident Compensation Corporation Workplace Safety Management Practices audit standards.
- Approving an annual occupational health and safety business plan and annually reviewing all individual managers' performance against this plan.
- Continuously improving occupational health and safety by planning, reviewing and evaluating WCDHB occupational health and safety management (OHSM) systems.
- Ensuring that senior managers, line managers and supervisors have an understanding of health and safety management relative to their position through involvement in health and safety seminars, briefings, conferences or training sessions.
- Supporting through its OHSM systems, employee consultation and participation in health and safety management.
- Ensuring that employees are not exposed to hazards in their place of work, or hazards under the control of the WCDHB near their place of work.
- Having in place a system that encourages accurate and timely reporting of all incidents and injuries.
- Providing treatment and re-ease (return to work) and rehabilitation plans that ensure a safe, early and durable return to work of injured employees.
- Ensuring that all contractors and subcontractors are actively managing health and safety for themselves and their employees.

Managers and supervisors are expected to share in the commitment to health and safety by:

- Complying with WCDHB occupational health and safety policies and procedures.
- Identifying and assessing all existing and new hazards, and controlling all significant hazards in accordance with the WCDHB OHSM systems.
- Ensuring that all employees are made aware of the hazards in their work areas and are adequately trained so that they work in a safe manner.
- Investigating all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action.

Employees are expected to help maintain a safe and healthy workplace through:

- Following all safe working procedures.
- Properly using all safety equipment and clothing provided.
- Reporting early any pain or discomfort.
- Taking an active role in the WCDHB re-ease and rehabilitation plan, for early and durable return to work following absence because of injury or illness.
- Reporting all incidents, injuries and hazards to the appropriate person.

Joel George
Chief Executive Officer
West Coast District Health Board
Date:

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