



# **Hazard Management System**

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## **1. Reason for the Development of this System**

The purpose and intent of managing hazards is to protect our employees, other persons and the business from harm from hazards and risks that may impact on the West Coast District Health Board (WCDHB).

The Hazard Management System (HMS) links with the WCDHB Health and Safety Management Systems and Risk Management Framework which establishes the purpose and intent to manage hazards and risk.

This Management System sets out the process for managing hazards. The objective of the system is to present a framework that will assist the WCDHB to fulfil its obligations under legislation and develop Hazard Identification through to Hazard Management to protect WCDHB employees and resources.

## **2. Scope of Coverage**

This system covers the Management of Hazards within the WCDHB.

## **3. Communication and Promotion**

This system forms part of the WCDHB Occupational Health and Safety Manual.

The Hazard Management process within this system is to be included within Senior Managers, Front-Line Managers, Supervisors, Employee and Contractor Induction and Training

This system will be placed on the WCDHB Intranet.

Hazard Management is a key safety issue within the WCDHB.

## **4. Responsibilities and Accountabilities**

### ***4.1 Board Responsibilities***

- To understand the type of potential risks to the WCDHB and to have the knowledge of the process system and infrastructure used by the WCDHB to manage them.
- To set health and safety reporting responsibilities criteria, formats and frequencies to obtain information of the WCDHB's ongoing health and safety management and its compliance to:
  - Internal Policies and Procedures
  - External compliance factors: Health and Safety in Employment Act, Regulations and Codes, ACC Workplace Safety Management Practices Audit Criteria

- To sponsor and support the commitment required to ensure effective business focussed health and safety management to protect the WCDHB employees, associates, other persons, resources and business.

#### **4.2 Chief Executive Responsibilities**

- To provide the management systems and management framework to manage Health and Safety within the WCDHB.

#### **4.3 General Manager Responsibilities**

- To provide the processes, implement and monitor the Hazard Management System to manage health and safety within Departments/Divisions/Business Units.

#### **4.4 Frontline Managers/Supervisors/Team Leaders Responsibilities**

- To implement the WCDHB Hazard Management System within the workplace.

### **5. Definitions**

#### **5.1 General Definitions**

##### ***Front Line Managers***

Includes Heads of Departments, Clinical Charge Nurses

##### ***Harm***

- (a) Means illness, injury, or both; and
- (b) Includes physical or mental harm caused by work-related stress

##### ***Hazard***

- (a) Means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and
- (b) Includes
  - a. A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and
  - b. Without limitation, a situation described in subparagraph a resulting from physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects a person's behaviour

##### ***Senior Managers***

Includes General Managers and members of the Executive Management Team.

## ***Serious Harm***

- (a) Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
- (b) Amputation of body part
- (c) Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- (d) Loss of consciousness from lack of oxygen.
- (e) Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
- (f) Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more within 7 days of the harm's occurrence.

## ***Significant Hazard***

Means a hazard that is an actual cause or source of

- Serious harm; or
- Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely on among other things) on the extent or frequency of the person's exposure to the hazard; or
- Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard

## ***Team Leaders***

Includes Supervisors

## ***5.2 Chemical Terms***

### ***Chemical:***

Is any element, compound or complex present as an entity or contained in a mixture.

### ***Chemical Register:***

Is a list of all chemicals/hazardous substances used in the workplace and safety data sheets (SDS) for each chemical/hazardous substance.

***Hazard:***

Is the intrinsic capacity of a chemical or substance to cause harm.

***Hazardous Substance:***

Means a substance that has the potential to harm the health of persons. It can be a single chemical entity or a mixture.

***Substance:***

This is a term generally used to apply to any naturally or artificially occurring chemical, whether it is a liquid, solid, gas or vapour. Other terms used to describe substances include: chemicals, materials, mixtures, products and preparations. Substances may be made from simple or complex chemicals, or even a mixture of the two.

## 6. Training and Information

Training Subject Areas	Senior Management	Front Line Managers	Team Leader Supervisors	Employees *	H&S Reps **
HSE Act Overview	Yes	Yes	Yes		Yes
ACC WSMP Audit Criteria Overview	Yes	Yes	Yes		Yes
Hazard Identification and Reporting	Yes	Yes	Yes		
Hazard Register	Yes	Yes	Yes		
WCDHB Hazard Management System	Yes	Yes	Yes		Yes
Risk Assessment	Yes	Yes	Yes		Yes
Hazard Monitoring Processes	Yes	Yes	Yes		Yes
Chemical Management	Yes	Yes	Yes		Yes
Safety of New Plant/Equipment	Yes	Yes	Yes		Yes

\* Generic health and safety training covered at the Orientation for new employees

\*\* Training of Health and Safety Representatives is done by the CTU

## 7. Comprehension

The following documents are helpful to understanding the Hazard Management System:

Hazard Management Log instructions

Instructions for the use of Chemical-Health Hazard Basic Survey

Hazard Management for Managers power point slides

## 8. References Internal

- Occupational Health and Safety Policy

## 9. References External

- Legislation (Acts, Regulations, Codes of Practice and Standards) that have a minimum standard influence and must be included within the Hazard Management System (Note this list is not exhaustive. Please advise the Occupational Health and Safety Advisor of any additions or deletions):

### **Acts**

- ⇒ Building Act 1991
- ⇒ Electricity Act 1992
- ⇒ The Fire Service Act 1975
- ⇒ Hazardous Substances and New Organisms Act 1996
- ⇒ Health and Safety in Employment Act 1992
- ⇒ Radiation Protection Act 1965
- ⇒ Resource Management Act 1991
- ⇒ Smoke Free Environment Act 1965

### **Regulations**

- ⇒ Factory and Commercial Premises (First Aid) Regulations 1985
- ⇒ The Fire Safety and Evacuation of Buildings Regulations 2006
- ⇒ Hazardous Substances and New Organisms Regulations
- ⇒ Health and Safety in Employment (Asbestos) Regulations 1995
- ⇒ Health and Safety in Employment Regulations 1995
- ⇒ Health and Safety in Employment (Pressure Equipment and Passenger Ropeways) Regulations 1999

### **Codes of Practice, Standards, Guidelines**

- ⇒ Asbestos - Guidelines for the Management and Removal of
- ⇒ Asthma - A Guide to the Management of Occupational
- ⇒ Boilers - ACOP for Design, Safe Operation, Maintenance and Servicing of
- ⇒ Cytotoxic Drugs and related Waste - Guidelines for the Safe Handling of
- ⇒ Electricity in patient care - Guide to the safe use of

- ⇒ Facilities and General Safety and Health in the Healthcare Industry - Guidelines for the Provision of
- ⇒ First Aid for Workplaces: A Good Practice Guide
- ⇒ Glutaraldehyde - Safe Occupational Use of in the Health Industries
- ⇒ Health and Disability Sector Standards
- ⇒ Health Services Health Hazards (ACC)
- ⇒ Healthcare Waste - Management of
- ⇒ Infection Control Information (WCDHB)
- ⇒ Lead Based Paint – Guidelines for the management of
- ⇒ Lead Workers - Guidelines for the medical surveillance of
- ⇒ Management of Substances Hazardous to Health – ACOP
- ⇒ Management of Substances Hazardous to Health (MOSHH) – An Introduction to the guidelines for Workplace Health Surveillance
- ⇒ Management of Substances Hazardous to Health (MOSHH) in the place of work – A Practical Guide and Workbook for completing an Assessment on your Workplace
- ⇒ Managing the Risk of Workplace Violence to Healthcare and Community Service Providers: Good Practice Guide, Department of Labour January 2009
- ⇒ Manual Handling - The Code of Practice for
- ⇒ Mortuaries – Guidelines to Promote Safe Working Conditions Managing Health and Safety Risks in New Zealand
- ⇒ National Mental Health Sector Standards
- ⇒ The New Zealand Patient Handling Guidelines
- ⇒ Noise - Approved Code of Practice (ACOP) for the Management of
- ⇒ Organic Solvent Neurotoxicity – Chronic Diagnostic criteria
- ⇒ Organic Solvents - Practical Guidelines for the safe use of
- ⇒ Respiratory Protection – A guide to (Department of Labour, August 1999)
- ⇒ Restraint minimisation and safe practices
- ⇒ Shift-work, Reducing its Effect on Health and Safety – Advice for Employers and Employees

- ⇒ Skin Disease - A Guide to Occupational
- ⇒ Stress and Fatigue: Healthy Work – Managing Stress in the Workplace
- ⇒ Temperature in Places of Work – What you need to know about
- ⇒ Visual Display Units - ACOP for Safe Use of
- ⇒ Violence at Work - A Guide for Employers and Employees on with
- ⇒ Welding – Health and Safety in
- ⇒ Workplace Exposure Standards (Department of Labour, 2002)
- ⇒ Working in isolation in the Health and Disability Sector – Health and Safety Guide to (Accident Compensation Corporation, 2010)
- ⇒ X-rays in Medical Diagnosis NRL C5 - Code of Safe Practice for the use of
- ⇒ Your Safe Driving policy – Accident Compensation Corporation and land Transport Safety Authority booklet (2002)

### **NZ and International Health Care Related Internet Sites and Occupational Health and Safety Web Sites**

- [www.acc.co.nz](http://www.acc.co.nz)
- [www.brookers.co.nz](http://www.brookers.co.nz)
- [www.emanz.govt.nz](http://www.emanz.govt.nz)
- [www.HabitAtWork.co.nz](http://www.HabitAtWork.co.nz)
- [www.legislation.govt.nz](http://www.legislation.govt.nz)
- [www.osh.govt.nz](http://www.osh.govt.nz)
- [www.osha.gov-hospital](http://www.osha.gov-hospital) (Hospital e-tool)
- <http://www.osh.govt.nz/publications/booklets/first-aid-2009/index.asp>  
(First Aid for Workplaces a Good Practices Guide)

### **National District Health Board Guidelines**

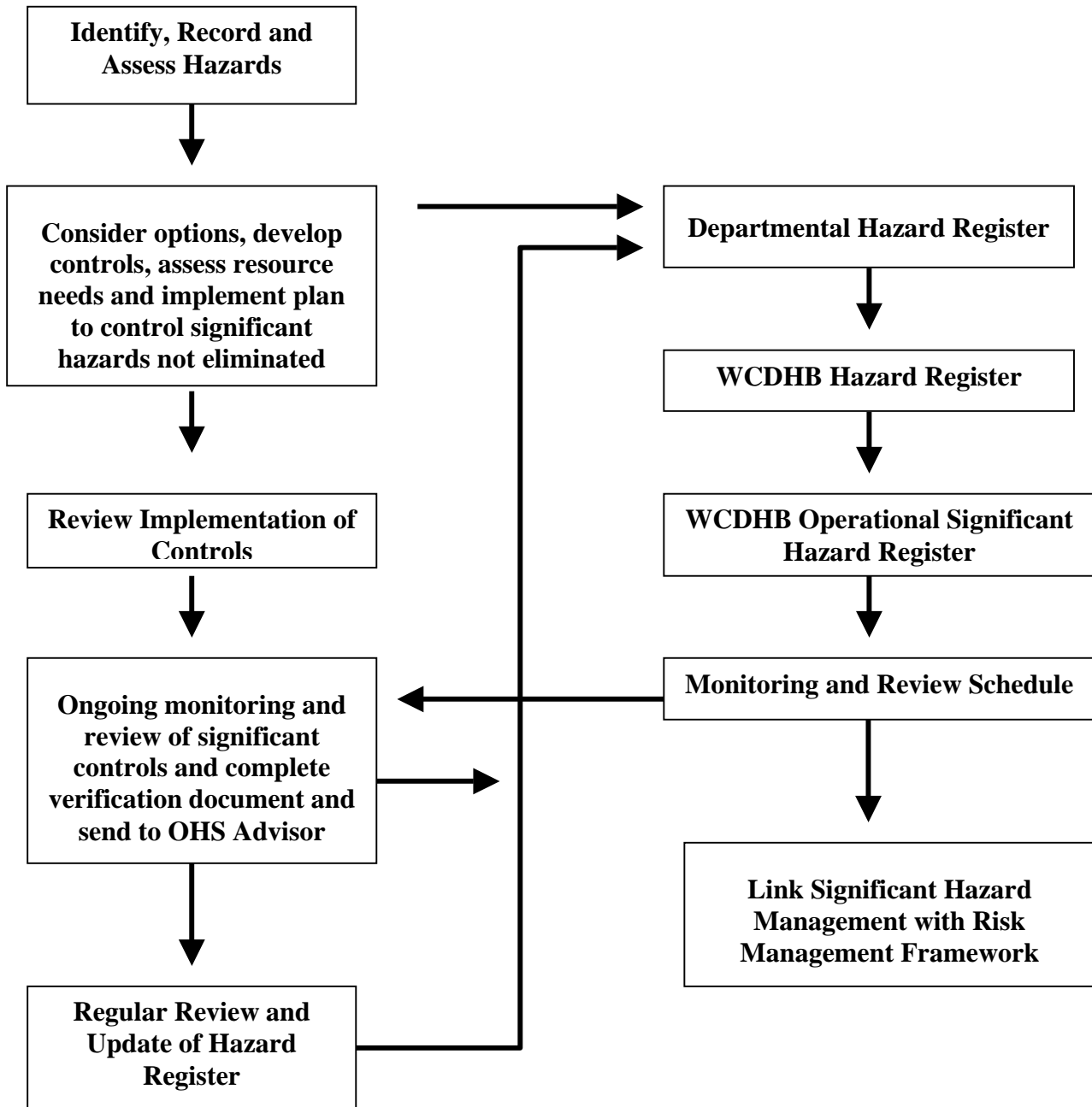
- ⇒ National DHB Health and Safety Managers Forum Guidelines Preventing Employees Trips, Slips and Falls

### **Online Websites**

- ⇒ HabitAtWork website for the prevention and management of discomfort, pain and injury (DPI) in the workplace (this is accessible from the WCDHB Intranet)



**-10. The Process – Process Flow Chart**



## 11. The Hazard Management Process

### 11.1 Identification of Hazards

Hazard Management Process	Description / Actions	Resources	Assignment
<b>Identification of Hazards</b>	1. All actual and potential hazards are identified by: <ul style="list-style-type: none"> <li>(i) <b>Area</b> - Examining specific areas of the workplace and the activities carried on in them; and/or</li> <li>(ii) <b>Occupation</b> - Analysing different occupations and their tasks; and/or</li> <li>(iii) <b>Job/Task</b> - Analysing the hazards per component within a job/task method or procedure; and/or</li> <li>(iv) <b>Process</b> - Used when there is a process that converts raw materials into a product; and/or</li> <li>(v) <b>Field Work</b> - Analysing off-site work or activities</li> <li>(vi) <b>Hazard/Incident Report</b> - Any deficiencies identified during an investigation should be fed back into hazard management</li> </ul>	<ul style="list-style-type: none"> <li>➤ DOL Guide to Managing Health &amp; Safety</li> <li>➤ Trained Health and Safety Reps</li> <li>➤ OSH Advisor</li> <li>➤ OHN</li> <li>➤ WCDHB HMS and associated forms</li> </ul>	Shared: <ul style="list-style-type: none"> <li>➤ Senior Management</li> <li>➤ Front Line Managers</li> <li>➤ Team Leaders</li> <li>➤ Third Party Responsibility</li> </ul>
	2. Record the Identified Hazards in the Business/ Unit /Area/Department/Site Hazard Register	<ul style="list-style-type: none"> <li>➤ HMS forms</li> </ul>	As above
	3. Immediate Response to identified Hazard. <ul style="list-style-type: none"> <li>➤ Identify if immediate action and response is required. Consider contingency plans – Ensure Legislation is the minimum standard of action, stop work if the hazard has the potential for serious harm</li> </ul>		Shared: <ul style="list-style-type: none"> <li>➤ Senior Manager</li> <li>➤ Front Line Manager</li> </ul>

## 11.2 Assessment of Hazards

Hazard Management Process	Description / Actions	Resources	Assignment
<p><b>Assessment of Hazards</b></p>	<ul style="list-style-type: none"> <li>➤ Assess the risk associated with all identified and reported hazards. Analyse the risk assessments and prioritise the risk. Record all Moderate / High / Extreme Risk Hazards in the Hazard Management Log</li> <li>➤ Identify if each hazard entered in the Hazard Management Log requires formal controls and procedures to manage it, i.e. identify all significant hazards</li> <li>➤ Consider consultation with the hazard identifiers and team talks with personal exposed to the hazard during the risk assessment. Consider shift operation</li> </ul>	<ul style="list-style-type: none"> <li>➤ OHS Advisor</li> <li>➤ Hazard Risk Assessment-Risk Classification Guide</li> </ul>	<p>Shared:</p> <ul style="list-style-type: none"> <li>➤ Senior Management Front Line Managers</li> <li>➤ Team Leaders</li> <li>➤ Third Party Responsibility</li> </ul>

### 11.3 Consider Options Available to Control the Hazards

Hazard Management Process	Description / Actions	Resources	Assignment
<p><b>Consider Options Available to Control the Hazards</b></p>	<p>➤ Options available – Minimum Standard – Hierarchy of control:</p> <p><b>Step 1. Eliminate the Hazard</b> - avoid the hazard and risk by not proceeding with the hazard related activity or task: if unable go to step 2</p> <p><b>Step 2. Isolate the Hazard</b> - accept the risk and develop a control process to manage the hazard. If unable go to step 3</p> <p><b>Step 3. Minimise the Hazard</b> - reduce the likelihood of occurrence - modify the activity or task to address and control the risk. See reference no</p>	<p>➤ OHS Advisor ➤ OHN</p>	<p>Shared; ➤ Senior Managers ➤ Front Line managers</p>

**11.4 Provide Feedback**

<b>Hazard Management Process</b>	<b>Description / Actions</b>	<b>Resources</b>	<b>Assignment</b>
<b><i>Provide Feedback</i></b>	<ul style="list-style-type: none"> <li>➤ Provide feedback to the identifier of the hazard to advise what is happening</li> </ul>		Shared: <ul style="list-style-type: none"> <li>➤ Senior Manager</li> <li>➤ Front Line Manager</li> </ul>

**11.5 Develop the Process to Address and Control the Hazard**

<b>Hazard Management Process</b>	<b>Description / Actions</b>	<b>Resources</b>	<b>Assignment</b>
<p><b><i>Develop the Process to Address and Control the Hazard</i></b></p>	<ul style="list-style-type: none"> <li>➤ Discuss the hazard with the person(s) involved or the person(s) exposed to the hazard</li> <li>➤ Develop a process to either: eliminate the hazard if possible, if not, isolate the hazard if possible, if not, minimise the hazard as per step 3 of options available</li> <li>➤ Assess the possible effects of the hazard control process, prior to its implementation, for the development of any potential new hazards. Assess the risk again.</li> </ul>	<ul style="list-style-type: none"> <li>➤ OHS Advisor</li> <li>➤ OHN</li> <li>➤ Internal Experts</li> <li>➤ External Consultants</li> <li>➤ H &amp; S Reps</li> </ul>	<p>Shared:</p> <ul style="list-style-type: none"> <li>➤ Senior Manager</li> <li>➤ Front Line Manager</li> </ul>

### 11.6 Assess Resource Needs

Hazard Management Process	Description/Actions	Resources	Assignment
<p><b>Assess Resource Needs</b></p>	<ul style="list-style-type: none"> <li>➤ Identify the resources needed to implement the hazard management control process proposed – consider the expertise, personnel, finance and time parameters required</li> <li>➤ Assess in house capabilities and dependencies – consider people, operational impact and time constraints</li> <li>➤ Identify the level of supervision required to initiate, authorise and implement the hazard control process</li> </ul>		<ul style="list-style-type: none"> <li>➤ Senior Manager</li> </ul>

**11.7 Implement the Action Plan to Control the Hazard**

Hazard Management Process	Description / Actions	Resources	Assignment
<p><b><i>Implement the Action Plan to Control the Hazard</i></b></p>	<ul style="list-style-type: none"> <li>➤ Record the action or process to control the hazard in the Hazard Register:               <ul style="list-style-type: none"> <li>⇒ Complete the WCDHB Hazard Management Log</li> <li>⇒ File original in Department Hazard Register</li> <li>⇒ Send copy and updates to OSH Advisor for compilation of the WCDHB Hazard Register and Operational Significant Hazard Register</li> </ul> </li>   <li>➤ Use the proposed controls developed to manage the hazard to:               <ul style="list-style-type: none"> <li>⇒ Update responsibilities</li> <li>⇒ Provide immediate information instruction and training - and present awareness to relevant personnel</li> <li>⇒ Make the changes to the job, task or method</li> </ul> </li> </ul>		<p>Shared:</p> <ul style="list-style-type: none"> <li>➤ Senior Manager</li> <li>➤ Front Line Manager</li> </ul>

### 11.8 Review the Implementation of the Hazard Controls

Hazard Management Process	Description / Actions	Resources	Assignment
<p><b><i>Review the Implementation of the Hazard Controls</i></b></p>	<ul style="list-style-type: none"> <li>➤ Review the hazard control implementation process to ensure the “controls” are effective and practical and are working as planned or proposed and that personnel have been advised, informed and trained regarding the changes</li> <li>➤ Consult directly with personnel involved with the new hazard control – Obtain their feedback</li> <li>➤ Add any further information to the Hazard Register Ensure all controls initiated are documented</li> </ul>	<ul style="list-style-type: none"> <li>➤ OHS Advisor</li> <li>➤ OHN</li> <li>➤ H &amp; S Reps</li> <li>➤ Internal Experts</li> <li>➤ External Consultants</li> </ul>	<p>Shared:</p> <ul style="list-style-type: none"> <li>➤ Senior Manager</li> <li>➤ Front Line Managers</li> <li>➤ Supervisor</li> </ul>

### 11.9 Ongoing Monitoring and Review of Significant Hazard Controls

Hazard Management Process	Description / Actions	Resources	Assignment
<p><b><i>Ongoing Monitoring and Review of Significant Hazard Controls</i></b></p>	<ul style="list-style-type: none"> <li>➤ The Operational Significant Hazard Register provides the review timetable to monitor significant hazards that have been isolated or minimised</li> <li>➤ A schedule is to be prepared and signed off at each period according to the review timetable</li> <li>➤ A copy of the “signed off” schedule is to be forwarded to the OHS Advisor annually for audit purposes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Operational Significant Hazard Register</li> <li>➤ OSH Management Planning, Review and Evaluation Procedure</li> <li>➤ Checklist or documented inspection or testing process.</li> <li>➤ Feedback from Employees</li> </ul>	<p>Shared:</p> <ul style="list-style-type: none"> <li>➤ Senior Manager</li> <li>➤ Heads of Department</li> </ul>

### 11.10 Hazard Register Review

Hazard Management Process	Description / Actions	Resources	Assignment
<p><b><i>Hazard Register Review</i></b></p>	<ul style="list-style-type: none"> <li>➤ All Departments are required to review their hazard registers annually</li> <li>➤ The review process should monitor the controls to ensure that the controls are still effective and being used as originally planned to control the hazard</li> <li>➤ Hazard Logs are to be updated if there are changes as a result of the annual review:               <ul style="list-style-type: none"> <li>⇒ Insert new copy in Department Hazard Register</li> <li>⇒ Send copy to OHS Advisor</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ H&amp; S Reps</li> <li>➤ OHS Advisor</li> <li>➤ OHN</li> <li>➤ Trained H&amp;S Reps</li> </ul>	<p>Shared:</p> <ul style="list-style-type: none"> <li>➤ Senior Manager</li> <li>➤ Front Line Manager</li> </ul>

**11.11 Link Hazard Management with WCDHB Risk Management Framework**

<b>Hazard Management Process</b>	<b>Description / Actions</b>	<b>Resources</b>	<b>Assignment</b>
<b><i>Link Hazard Management with WCDHB Risk Management Framework</i></b>	<ul style="list-style-type: none"> <li>➤ Document any specific areas that may need to be recorded, managed and monitored within the WCDHB Risk Management Framework</li> </ul>	<ul style="list-style-type: none"> <li>➤ Operational Significant Hazard Register</li> </ul>	<ul style="list-style-type: none"> <li>➤ OHS Advisor</li> </ul>

## 12. Hazard Control Activities

### 12.1 Obtaining Specialist Advice

Hazard Control Activities	Description/Actions	Resources	Assignment
<p><b>Obtaining Specialist Advice</b></p>	<ul style="list-style-type: none"> <li>➤ The manager should discuss the need for specialist advice (for example a noise specialist, an occupational hygienist, an ergonomist, a hazardous substances expert, etc. These examples are not exhaustive) with the OHS Advisor</li> <li>➤ Where the competency required to manage/control the hazard is not available through internal staff, the OHS advisor may recommend an appropriate consultant to provide assistance</li> <li>➤ The manager is responsible for engaging an external consultant and for paying the consultants fees</li> <li>➤ Where advice is obtained from a specialist consultant, the recommendations shall be communicated to the OHS Advisor and all affected employees in writing by the manager</li> <li>➤ It shall be the responsibility of the manager to implement any recommendations obtained from the specialist consultant</li> </ul>	<ul style="list-style-type: none"> <li>➤ List /information about internal health and safety specialist advisors</li> <li>➤ List/information about external health and safety specialists / consultants</li> <li>➤ Internal Health and Safety Trainer selection criteria</li> <li>➤ Selection criteria for external health and safety trainers</li> <li>➤ OHS Advisor</li> <li>➤ OHN</li> </ul>	<p>Shared:</p> <ul style="list-style-type: none"> <li>➤ General Manager</li> <li>➤ Front Line Manager</li> </ul>

**12.2 The Issue, Renewal and Maintenance of Safety Equipment (Including Personal Protective Equipment - PPE) Related to Significant Hazards**

Hazard Control Activities	Description/Actions	Resources	Assignment
<p><b><i>The Issue, Renewal and Maintenance of Safety Equipment (Including Personal Protective Equipment - PPE) Related to Significant Hazards</i></b></p>	<ul style="list-style-type: none"> <li>➤ The WCDHB will provide safety equipment including personal protective equipment (PPE) related to the significant hazards in the following circumstances:               <ul style="list-style-type: none"> <li>(i) To minimise identified significant hazards that cannot be eliminated or isolated</li> <li>(ii) As an interim measure to protect employees from harm from significant hazards until other controls (elimination or isolation) are developed</li> <li>(iii) To protect employees during maintenance when engineering controls are shut down</li> <li>(iv) To increase protection to employees either on a general or individual basis</li> </ul> </li> <li>➤ Front Line Managers are responsible for the issue, renewal and maintenance of safety equipment including PPE. To discharge this responsibility Front Line Managers must:               <ul style="list-style-type: none"> <li>(i) Maintain a log of equipment (including PPE).</li> <li>(ii) Document evidence that basic safety training is covered for all employees expected to use equipment (including PPE)</li> <li>(iii) Forward signed acknowledgement sheets or monthly summary of training in use of safety equipment (including PPE) to the OHS Advisor so that records can be maintained for audit purposes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Safety Equipment and PPE Log form</li> <li>➤ Health and Safety Induction form</li> <li>➤ Summary of training on use of Safety Equipment and PPE form</li> </ul>	<p>Shared:</p> <ul style="list-style-type: none"> <li>➤ Senior Manager</li> <li>➤ Front Line Managers</li> <li>➤ Supervisors</li> </ul>

### 12.3 Workplace Monitoring

Hazard Control Activities	Description/Actions	Resources	Assignment
<p><b>Workplace Monitoring</b></p>	<ul style="list-style-type: none"> <li>➤ The controls recorded in the Hazard Management Log will identify workplace hazards that require environmental monitoring (these are significant hazards, which it is not practicable to eliminate or completely isolate, and which have a significant possibility of causing harm to employees)</li> <li>➤ The manager should discuss with the OHS Advisor the arrangements for environmental monitoring</li> <li>➤ The manager shall provide a copy of the results of all environmental monitoring to the OHS Advisor, Supervisors, Health and Safety Representatives, and circulate results to all affected employees</li> <li>➤ Sub-optimal results should be discussed by the Manager, the OHS Advisor, OHN and the Facilities Manager as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>➤ OSH Advisor</li> <li>➤ Facilities Manager</li> <li>➤ OHN</li> <li>➤ External Consultants</li> </ul>	<p>Shared:</p> <ul style="list-style-type: none"> <li>➤ Senior Manager</li> <li>➤ Front-Line Manager</li> </ul>

## 12.4 Employee Health Monitoring

Hazard Control Activities	Description/Actions	Resources	Assignment
<p><b>Employee Health Monitoring</b></p>	<ul style="list-style-type: none"> <li>➤ The controls recorded in the Hazard Management Log will identify:               <ul style="list-style-type: none"> <li>(i) Tasks that require monitoring and ongoing regular testing, post-critical event testing and exit testing</li> <li>(ii) Tasks where pre-employment screening may be appropriate</li> <li>(iii) Employees, by occupational group who are exposed to significant hazards or who perform tasks that require monitoring</li> </ul> </li> <li>➤ Using the information above, the OHN will arrange for monitoring to be done as follows:               <ul style="list-style-type: none"> <li>(i) Obtain the signed informed consent of the employee for the results to be released to: the Senior Manager/Front-Line Manager/Supervisor/the OSH Advisor/HR Advisor and HR Manager. The informed consent is to be obtained using the WCDHB Informed Consent Form</li> <li>(ii) When the monitoring of groups of employees is completed, the OHN will report the results in-group form, with personal identification removed to the Head of Department, the Health and Safety Representative and the employees</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ OHN</li> <li>➤ OHS Advisor</li> <li>➤ HR Manager</li> <li>➤ HR Advisor</li> <li>➤ External Consultants</li> <li>➤ Internal Specialists</li> <li>➤ HMS forms</li> </ul>	<ul style="list-style-type: none"> <li>➤ General Manager</li> <li>➤ Front-Line Manager</li> <li>➤ OHN</li> </ul>

### 12.5 Pre-employment Screening

Hazard Control Activities	Description/Actions	Resources	Assignment
<p><b>Pre-employment Screening</b></p>	<ul style="list-style-type: none"> <li>➤ Using the information in the Operational Hazard Register, the OHN will arrange pre-employment screening for new employees in relation to tasks/significant hazards for which controls include employee health monitoring (refer to the Pre-Employment Health Screening Procedure)</li> <li>➤ The informed consent, communication and sub-optimal procedures outlined under employee health monitoring are to be followed as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>➤ OHN</li> <li>➤ OHS Advisor</li> <li>➤ HR Manager</li> <li>➤ HR Advisor</li> <li>➤ External Consultants</li> <li>➤ Internal Specialists</li> </ul>	<ul style="list-style-type: none"> <li>➤ OHN</li> </ul>

## 12.6 Post-Critical Event Testing

Hazard Control Activities	Description/Actions	Resources	Assignment
<p><b>Post-Critical Event Testing</b></p>	<ul style="list-style-type: none"> <li>➤ To facilitate an accurate assessment of the exposure of employees to physical, chemical or biological agents following a critical event, the following actions should be taken</li> <li>➤ The manager will advise the OHS Advisor and OHN of the name (s) of (an) employee (s) who has/have been exposed to either physical, chemical or biological agents as a result of a critical event</li> <li>➤ On receipt of the information regarding exposure, the OHN will arrange appropriate health screening and/or medical monitoring</li> <li>➤ The informed consent, communication and sub-optimal result procedures and processes authorised under employee health monitoring are to be followed as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>➤ OHS Advisor</li> <li>➤ OHN</li> <li>➤ Infection Control Nurse</li> <li>➤ HR Manager</li> <li>➤ HR Advisor</li> <li>➤ External Consultants</li> <li>➤ Internal Specialists</li> </ul>	<ul style="list-style-type: none"> <li>➤ OHS Advisor</li> <li>➤ OHN</li> <li>➤ Infection Control Nurse</li> <li>➤ Shared Senior Manager and Front Line Manager</li> </ul>

## 12.7 Exit Testing

Hazard Control Activities	Description/Actions	Resources	Assignment
<p><b><i>Exit Testing (including transfer testing)</i></b></p>	<ul style="list-style-type: none"> <li>➤ To obtain a reference measurement of an employee's state of health from exposure to either physical, chemical or biological agents at the time of departure from employment at the WCDHB, or transfer to another role within the WCDHB, the following action should be taken:               <ul style="list-style-type: none"> <li>(i) The HR Administrator will forward a copy of all staff resignation letters, or letters of internal transfer, to the OHN</li> <li>(ii) The OHN will then determine, using the Operational Hazard Register, if the departing or transferring employee has been exposed to a significant hazard for which direct monitoring is a control measure</li> <li>(iii) The OHN will then arrange health screening and/or medical monitoring as appropriate</li> <li>(iv) The informed consent, communication and sub-optimal procedures and processes outlined under employee health monitoring are to be followed as appropriate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ OHN</li> <li>➤ HR Advisor</li> <li>➤ Operational Hazard Register</li> <li>➤ OHS Advisor</li> <li>➤ HOD</li> </ul>	<ul style="list-style-type: none"> <li>➤ HR Advisor</li> <li>➤ OHN</li> </ul>

### 12.8 Protection from Harm of People Who Are Not Employees

Hazard Control Activities	Description/Actions	Resources	Assignment
<p><b><i>Protection from Harm of People Who Are Not Employees</i></b></p>	<ul style="list-style-type: none"> <li>➤ The following actions should be taken to ensure that work areas, over which the WCDHB has control or influence, are planned so that the exposure of visitors and the general public to workplace hazards is minimised:               <ul style="list-style-type: none"> <li>(i) Using the Hazard Management Log, determine controls needed to protect visitors and the general public</li> <li>(ii) Clearly mark designated areas as appropriate</li> <li>(iii) Put in place signage and security logbooks or a visitor register as appropriate to specific areas of the workplace, or escorting restrictions and induction for site visitors</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Facilities Manager</li> <li>➤ OHS Advisor</li> <li>➤ OHN</li> </ul>	<ul style="list-style-type: none"> <li>➤ Senior Manager</li> <li>➤ Front-Line Managers</li> </ul>

### 12.9 Management of Suboptimal Health Monitoring Test Results

Hazard Control Activities	Description/Actions	Resources	Assignment
<p><b>Management of Suboptimal Health Monitoring Test Results</b></p>	<ul style="list-style-type: none"> <li>➤ Where the specific health monitoring test result of an employee in relation to tasks being undertaken or workplace hazard exposure is sub-optimal the following process is to be followed:               <ul style="list-style-type: none"> <li>(i) The OHN will discuss the sub-optimal result with the employee, the OHS Advisor, the HOD and the HR Manager and where appropriate arrange a referral of the employee to an appropriate health agency/specialist</li> <li>(ii) The employee shall be asked to give informed consent for the consultation with the health agency/specialist and release of results to the WCDHB.</li> <li>(iii) The advice of the treating doctor or specialist will be followed by the WCDHB and the initial referral and subsequent consultation (s) are to be provided free of any charge back to the employee.</li> <li>(iv) The WCDHB Re-ease and Rehabilitation procedure will be used to address rehabilitation and redeployment issues that arise.</li> <li>(v) On becoming aware of a sub-optimal result, the Manager, OHS Advisor, OHN shall review the control of the task-related/workplace hazard.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ OHS Advisor</li> <li>➤ Senior Manager</li> <li>➤ Front Line Manager</li> <li>➤ HR Manager</li> <li>➤ HR Advisor</li> <li>➤ External Consultants</li> <li>➤ Internal Specialists</li> <li>➤ WCDHB Re-ease and Rehabilitation Procedure</li> </ul>	<ul style="list-style-type: none"> <li>➤ OHN</li> <li>➤ OHS Advisor</li> <li>➤ HR Manager</li> </ul>

**12.10 Health and Safety Information and Training Needs For Employees**

<b>Hazard Control Activities</b>	<b>Description/Actions</b>	<b>Resources</b>	<b>Assignment</b>
<p><b><i>Health and Safety Information and Training Needs For Employees</i></b></p>	<p>➤ The Hazard Management Logs shall be used to compile the following:</p> <p>(i) A list of health and safety information that needs to be provided to employees to control hazards associated with specific roles, tasks or areas of work</p> <p>(ii) A list of training needs for specific roles, tasks and areas of work</p> <p>(iii) The lists of health and safety information and training needs should be included under the Controls Column of the Hazard Management Log or attached as separate documents to the Hazard Management Logs</p> <p>(iv) Details of the health and safety information and training needs should be sent to the OHS Advisor and updated annually in conjunction with the review of hazards</p>	<p>➤ OHS Advisor</p> <p>➤ OHN</p> <p>➤ Learning and Development</p>	<p>➤ Senior Manager</p> <p>➤ Front-Line Manager</p> <p>➤ Supervisors</p>

**12.11. Assessment of New Hazards**

<b>Hazard Control Activities</b>	<b>Description/Actions</b>	<b>Resources</b>	<b>Assignment</b>
<p><b>Assessment of New Hazards</b></p>	<ul style="list-style-type: none"> <li>➤ Identify and assess hazards associated with any new or modified equipment, material, services or work processes proposed or introduced in the workplace</li> <li>➤ Complete the New or modified Equipment Process Information Form and the hazard Identification and Associated Risk Assessment Form</li> <li>➤ Send copies of these forms to:               <ul style="list-style-type: none"> <li>⇒ The OHS Advisor</li> <li>⇒ The Chair of the New products Committee</li> </ul> </li> <li>➤ Attach copies of the forms to the Capex Approval Form</li> <li>➤ Update the Hazard Register</li> <li>➤ Send a copy of the updated Hazard management Log to the OHS Advisor</li> </ul>	<ul style="list-style-type: none"> <li>➤ OHS Advisor</li> <li>➤ Chair New Products Committee</li> <li>➤ HMS forms</li> </ul>	<p>Shared:</p> <ul style="list-style-type: none"> <li>➤ Senior Manager</li> <li>➤ Front Line manager</li> </ul>

## 13. Resources

The resources to ensure the Hazard Management System can operate are identified under the Hazard Management Process section above.

## 14. Documents

- Documents required to manage the Hazard Management System:
  - ⇒ WCDHB Hazard Management Log
  - ⇒ Hazard Risk Assessment – Risk Classification Guide
  - ⇒ Job Method – Hazard Identification and Associated Risk Assessment
  - ⇒ Safety Equipment and Personal Protection Equipment Log
  - ⇒ Monthly summary of training in the use of safety equipment including personal protective equipment
  - ⇒ Effectiveness of Controls Checklist
  - ⇒ Review verification document
  - ⇒ New or modified equipment and process information form
  - ⇒ Operational Significant Hazard Register (maintained by the OHS Advisor)
  - ⇒ Chemical – Health Hazard Basic Survey
  - ⇒ Hazardous Substances Register
  - ⇒ Informed Consent for Work-Related Health Monitoring

## 15. Internal Audit

The OHS Advisor will implement an internal audit process, of one or more departments periodically, to ensure the application, use and compliance of the Hazard Management System

The purpose of the internal audit is to determine whether the Hazard Management System:

- Conforms to the planned arrangements for hazard management.
- Conforms to the requirements of one or more of: ACC WSMP Audit Standard; Department of Labour Compliance audit Tool; AS/NZS 4801: 2001 Occupational Health and Safety Management Systems; an internal audit tool written directly from the WCDHB Hazard Management System.
- Has been properly implemented.

- Has been properly maintained.
- Is effective in meeting the WCDHB policy.
- Is effective in meeting the WCDHB objectives for continual Occupational Health and Safety (OHS) improvement.
- Is effective in meeting the WCDHB targets for continual OHS improvement.

The WCDHB will utilise the results of internal audits to:

- Review the continual relevance of the HMS.
- Change the System where appropriate.
- Change Objectives where appropriate.
- Change Responsibilities where appropriate.
- Change Elements of the HMS where appropriate.
- Review the commitment to continual improvement.

## 16. Monitoring Process

The process that will be used internally to monitor the application and use of the HMS, are the relevant and timely reporting by Departments to the OHS Advisor of verification documents for identification, assessment, and control of hazards, as set out in Table 1 below.

The levels of achievement for Departments against the monitoring process will be measured annually.

**Table 1: Monitoring Process for HMS**

Process	Document	Frequency
<ul style="list-style-type: none"> <li>➤ Update of Hazard Register</li> </ul>	<ul style="list-style-type: none"> <li>➤ Verification document for review of Hazard Register</li> <li>➤ Verification document for monitoring and review of significant hazards</li> <li>➤ Updated Hazard Management Logs</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annually</li> <li>➤ As per review timetable</li> <li>➤ Annually</li> </ul>
<ul style="list-style-type: none"> <li>➤ Review of Hazard Controls</li> </ul>	<ul style="list-style-type: none"> <li>➤ Effectiveness of Controls Checklist</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annually</li> </ul>
<ul style="list-style-type: none"> <li>➤ Issue, renewal and maintenance of safety equipment (SE) and personal protective equipment (PPE)</li> </ul>	<ul style="list-style-type: none"> <li>➤ SE and PPE Logs</li> <li>➤ Monthly Summary of Training in use of SE and PPE</li> </ul>	<ul style="list-style-type: none"> <li>➤ Quarterly</li> <li>➤ Monthly</li> </ul>

## 17. Internal Reporting

Senior Managers and Front Line Managers report relevant HMS verification documents as set out in Table 1, to the OHS Advisor in a timely manner.

The OHS Advisor then reports to the HR Manager and the Health and Safety Committees on the status of the use and application of the HMS.

## 18. External Audit

The CEO through the HR Manager will annually implement an external audit to verify the application, use and compliance of the HMS.

The purposes of the external audit are to;

- Prepare for an Accident Compensation Corporation (ACC) Workplace Safety Management Practices (WSMP) audit.
- Determine if the HMS conforms to the requirements of one or more of: the ACC WSMP Audit Standard; Department of Labour Compliance Audit Tool; AS/NZS 4801:2001 Occupational Health and Safety Management Systems; an internal audit tool written directly from the WCDHB Hazard Management System.

The WCDHB will utilise the results of external audits to:

- Review the continual relevance of the HMS.
- Change the System where appropriate.
- Change Objectives where appropriate.
- Change Responsibilities where appropriate.
- Change Elements of the HMS where appropriate.
- Review the commitment to continual improvement.

## 19. Review

The WCDHB HMS will be reviewed regularly as set out in Table 2 below:

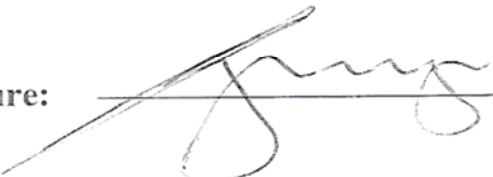
**Table 2: Review of Hazard Management**

<b>Criteria</b>	<b>Frequency</b>	<b>Responsibility</b>
➤ Hazard identification and recording process	➤ Quarterly	➤ Senior Managers, Employee Representatives, Unions, OHS Advisor in a consultative process
➤ Effectiveness of the hazard management process	➤ Annual	➤ Senior Managers, Employee Representatives, Unions, OHS Advisor in a consultative process

## 20. Statement of Commitment – Signature

The WCDHB is committed to managing its hazards by developing an effective hazard management system and practices that will enable it to enhance its day to day operations and enable compliance to legislative requirements and more importantly protect our people and our resources.

CEO Name: JOEL GEORGE

Signature: 

Date: 2.9.2008