



ST JOHN OF GOD
Health Care

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Owner Lordan Franich:
General Manager
OHS & Wellness

Area Workforce-
Occupational
Health and
Safety

Applicability St John of God
Organisation

Tags Strategy Pillar
- People First

WF OHS0003 Occupational Health and Safety Management System Policy

Our Vision - We are recognised for care that provides healing, hope and a greater sense of dignity, especially to those most in need.

Our Mission - To continue the healing mission of Jesus.

PURPOSE

The purpose of this policy is to –

1. Support good governance, decision making, accountability and proactive management of occupational health and safety (OHS) that will deliver positive outcomes across the organisation, including the effective management of OHS risks and the prevention of harm; and
2. Describe and reinforce the Board's and senior management's commitment to the SJGHC OHS Management Framework (Framework).

RELATED DOCUMENTS

This policy should be read in conjunction with

[WF OHS01 Occupational Health and Safety Management Framework](#)

[WF OHS01 0000 0001 OHS Minimum Requirements for all SJGHC Operations Toolkit](#)

[WF OHS0003 0001 Working Alone and Remotely Procedure](#)
[WF OHS0003 0001 0001 Occupational Health and Safety Working Alone and Remotely Guideline](#)
[WF OHS0003 0002 Noise Management Procedure](#)
[WF OHS0003 0003 Radiation and Laser Safety Procedure](#)
[WF OHS0003 0003 0001 Occupational Health and Safety Radiation Guideline](#)
[WF OHS0003 0004 Radiation Licensing Guidelines and Procedures Victoria](#)
[WF OHS0003 0004 0001 Radiation Licensing Checklists Victoria](#)
[WF OHS0003 0004 0002 Radiation Equipment Commissioning and Decommissioning Processes Victoria](#)
[WF OHS0003 0005 Health Surveillance and Monitoring Procedure](#)
[WF OHS0003 0006 Hazard and Incident Management Procedure](#)
[WF OHS 0003 0000 0002 Occupational Health and Safety Slips, Trips and Falls Guideline](#)
[WF OHS 0003 0000 0003 Occupational Violence Aggression and Behaviours of Concern Prevention Guideline](#)
[WF OHS 0003 0000 0004 Occupational Health and Safety Contractor Management Guideline](#)
[WF OHS 0003 0000 0005 Occupational Health and Safety Manual Tasks Guideline](#)
[WF OHS 0003 0000 0006 Occupational Health and Safety Permit to Work Management Guideline](#)
[WF OHS 0003 0000 0007 Occupational Health and Safety Vehicles and Driver Safety Guideline](#)
[WF OHS 0003 0000 0008 Occupational Health and Safety Hazardous Substances and Dangerous Goods Guideline](#)
[WF OHS 0003 0000 0009 Occupational Health and Safety Biological Hazards Guideline](#)
[WF OHS 0003 0000 0010 Occupational Health and Safety Safe Design of Structures, Fit Out and Plant Guideline](#)
[WF OHS 0003 0000 0011 Occupational Health and Safety Plant and Equipment Guideline](#)
[WF OHS 0003 0000 0012 Occupational Health and Safety Facilities Essential Services Management Guideline](#)
[WF OHS 0003 0000 0013 Occupational Health and Safety Personal Protective Equipment Guideline](#)
[WF OHS 0003 0000 0014 Occupational Health, Safety, Hygiene and First Aid Guideline](#)
[WF OHS 0003 0000 0015 Occupational Health and Safety Skills and Training Guideline](#)
[WF OHS 0003 0000 0016 Occupational Health and Safety Signage Guideline](#)

SCOPE

This policy applies to:

Organisational

St John of God Health Care Inc and any related body corporate, collectively referred to as “SJGHC”

Individual

SJGHC Caregivers (all employed personnel);

Contractors;

Visiting Medical Officers;

Student and volunteers;

Diocesan Catholic Chaplains and representatives of other faiths;

SJGHC Board ("Board");

Other health practitioners, accredited or contracted, who provide care or services to patients, clients and caregivers of SJGHC

Collectively referred to as "caregivers"

SUBJECT MATTER

Occupational Health and Safety (OHS) Management System

Are the systems and processes employed to identify, evaluate and manage both OHS risk and opportunities and ultimately prevent injury/ illness.

This policy plays an essential role in defining how SJGHC manages OHS so that the Vision, Mission and Values of the organisation are promoted and protected. Care and healing is integral to SJGHC's Vision, Mission and Values and this is reflected in the organisation's commitment to the health, safety and wellbeing of the people it employs, or engages, as well as those present in SJGHC workplaces, including caregivers, other workers, patients and visitors.

POLICY

1. SJGHC commits to providing a safe and healthy work environment which is positive, productive and grounded in both ethical and legislative responsibilities.
2. SJGHC will -
 1. Comply with relevant legislation and other requirements specific to the context of the organisation and regularly evaluate and report on our compliance obligations;
 2. Display leadership at all levels, that demonstrates our values and commitment to the health, safety and wellbeing of the workforce;
 3. Recognise that caregivers' good mental health and wellbeing are central to obtaining excellent health and safety performance;
 4. Promote a safe workplace culture and acknowledging positive behaviours, contributions and outcomes.
 5. Have an appropriately trained and competent workforce that actively contributes and participates in the safe planning and performance of work;
 6. Empower caregivers to make positive and proactive choices about their own health,

safety and wellbeing, as well as the health, safety and wellbeing of others, by encouraging and supporting them to speak up if the work or workplace can be improved or if health and safety concerns are identified;

7. Collaborate with caregivers when there are changes to their work or work environment that may impact their health, safety and wellbeing;
 8. Engage with caregivers to provide them with accurate and up to date information about matters that relate to their health, safety and wellbeing;
 9. Continually innovate and improve to reduce the potential risks to health, safety and wellbeing.
 10. Use risk performance, consultation, collaboration, empowerment and leadership at all levels as strong indicators of health and safety performance;
 11. Understand a caregiver's physical and psychological interactions with the environment in which they work, and provide adjustments and expert support during the recovery of work-related and, wherever appropriate, non-work related injury and illness; and
 12. Utilise systems to report, record actions, track/ control and analyse trends for incidents, risks and hazards.
3. All caregivers will be required to fully support and promote this policy by complying with the health and safety requirements and duties contained in [WF OHS01 Occupational Health and Safety Management Framework](#).
- This includes:
1. Adhering to the systems and processes established to promote effective management of the hospitals', services' and Group OHS;
 2. Immediately communicating to line managers any perceived or emerging OHS hazard or risk to the organisation, whether or not it is within that caregiver's immediate area of responsibility;
 3. Seeking advice from line managers if they are uncertain about any aspect of this Policy, the Framework or their associated duties; and
 4. Where appropriate, suggesting ways in which SJGHC's OHS management practices could be improved.

BREACH OF POLICY

Failure to comply with this Policy by a member of SJGHC may be considered a breach of the Code of Conduct and may result in disciplinary action.

LEGISLATION

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2017 (Vic)

Work Health and Safety Act 2020 (WA)

Work Health and Safety (General) Regulations 2022 (WA)

AUTHORITY

AS/NZS ISO 45001:2018, Occupational Health and Safety Management Systems

ISO 31000:2018 Risk Management – Guidelines

ASSOCIATED DOCUMENTS

[GO GRC0008 Risk Management Policy](#)

[GO GRC04 Enterprise Risk Management Framework](#)

[GO GRC0009 Compliance Policy](#)

GLOSSARY

Occupational Health and Safety (OHS)

The generic terminology used by SJGHC. It is recognised that there are different legislative references in different jurisdictions in Australia including Work Health and Safety (WHS). In all jurisdictions 'health' refers to physical injury, illness and psychological wellbeing.

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Approval Signatures

Step Description	Approver	Date
Policy Governance Framework Assurance	Leanne Lind: Policy Governance Officer	Nov 2024
Tier 3 Chief People Officer Approver	Carla Bonev: Chief People Officer	Nov 2024
Tier 4 Record Owner	Leanne Lind: Policy Governance Officer	Nov 2024
Tier 4 Record Owner	Kellie Bond: Group Manager OHS & Wellness	Nov 2024

Applicability

Accord, Ballarat Hospital, Bendigo Hospital, Berwick Hospital, Bunbury Hospital, Frankston Hospital, Geelong Hospital, Geraldton Hospital, Group Services, Healthcare at Home, Langmore Centre, Marillac, Midland Private Hospital, Midland Public Hospital, Midland Public and Private Hospitals, Mt Lawley Hospital, Murdoch Hospital, Orthonova Orthopaedic Hospital, SJG Foundation, SJG NSW Mental Health, Social Outreach (Australia and Timor-Leste), St John of God Administration, Subiaco Hospital, Warrnambool Hospital

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