Fast Facts 8 - Health and Safety – Your responsibilities as a line manager

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Manager/Supervisor responsibilities

Line managers  |  Supervisors  |  Manager & supervisor tools  |  OHS Training requirements

Line manager

You have specific legal responsibilities and accountabilities for ensuring the health and safety of all employees in the workplace. You are responsible for:

- A safe work environment and minimal risk to the health and safety of any person
- Minimising risk to health (and safety) with the use, handling, storage, and transport of plant and substances
- Adequate facilities for the health and safety of employees of the workplace
- Provision of instruction, training and supervision to such persons as is necessary to enable employees to perform their work safely
- Providing Personal Protective Equipment (PPE) to ensure tasks are conducted safely
- Making sure the conduct of the workplace is carried out in such a manner that it does not expose risk to members of the public.

Under Dangerous Goods and WH&S legislation, line managers are responsible for ensuring:

- A register of hazardous substances and dangerous goods for the workplace is available for all staff to view. Note: CHEMALERT generic access to registers will be available to all staff from district OH&S officers (coming soon)
- Risk assessments are performed for hazardous substances. Viewing and reporting functions will be available to line managers from district OH&S officers (coming soon)
- Your district CHEMALERT administrator will provide guidance for chemical product audits and risk assessments.
In particular, managers will:
1. Ensure appropriate safe access and exit;
2. Ensure plant or substance in any premises is safe and that risk to any person is minimised;
   • Ensuring that plant installed at the workplace is installed and erected in such a way that when used properly any risk to the health and safety of any person is minimised; and
   • Facilitating consultation, providing feedback and monitoring compliance with Queensland Health policies, procedures and guidelines.

Supervisors

You are responsible and accountable for ensuring that areas in which your team operates are maintained as safe environments. Make sure staff and visitors under their control act in a manner that does not place them or any other person within the workplace at risk.

You must develop and implement appropriate procedures/instructions in line with departmental policy and implementation standards, this will ensure compliance with the relevant legislation requirements.

The authority for the implementation and enforcement of these procedures is delegated to supervisors. Supervisors are to ensure:

- Safe working practices and procedures are implemented and enforced;
- Safe condition and regular scheduled maintenance for plant and equipment;
- Regular inspections are conducted to identify potential problems and take corrective action where appropriate;
- Reporting of all incidents, accidents and hazards. Carry out an investigation to discover incident causes and identify remedial action;
- All employees receive induction training, and on-the-job training specific to their area of responsibility;
- Personal protective equipment (PPE) is available and that all employees are instructed in the reasons for its use, the correct way to use the equipment, and its maintenance and limitations;
- Support with the rehabilitation of employees who have been injured at work, by encouraging participation in the return to work program;
- Contractors and visitors comply with procedures applicable to your area of responsibility;
- Keep management and OHS staff informed of all matters relating to health and safety; and
- Be familiar with and enforce relevant Queensland Workplace Health and Safety Act, Regulations, Code of Practice and Queensland Health Departmental policies, implementation standards & guides.

Safety and Wellbeing Resources

1. Queensland Health Safety Management System [SMS] document suite
   SMS is a management system used to manage all aspects of safety throughout an organization. It provides a systematic way to identify hazards and control risks while maintaining assurance that these risk controls are effective.

2. Employee Assistance - Manager Assist
   Advisory service for managers and supervisors of Queensland Health employees specifically designed to help manage and proactively address people management issues.

3. Healthy Lifestyles - Staff Wellness Program
   A broad range of health and wellness initiatives to assist staff in making informed healthy decisions.

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lifestyle choices. A Healthy Lifestyle Program will enable Queensland Health to achieve a number of positive outcomes for staff and the organisation as a whole. It is consistent with the direction and values of Queensland Health as outlined in the Queensland Health Strategic Plan 2007-2012, the Queensland State-wide Health Services Plan 2007-2012 and the Safer and Healthier Workplaces Strategy 2007-2012.

4. **Workplace Rehabilitation System**
   The Workplace Rehabilitation System (WRS) is a managed process for rehabilitation and return to work within Queensland Health. This process is to be facilitated by accredited rehabilitation and return to work coordinators in collaboration with injured/ill workers and relevant key parties including: managers/supervisors; treating medical practitioners; allied health professionals; and relevant insurers. The WRS is based on 4 key stages: early treatment; planning; managing; and reviewing return to work outcomes.

5. **Health and Safety information for Health and community services**
   These health and safety tips from *Workplace Health and Safety Queensland*, provide general information on ways to manage the most common hazards and risks in your industry. However, every workplace is different and you must not take this information as being all that you need to do.

**Risk Management Resources**

*Generic Risk Assessments may be developed for tasks, procedures, chemicals and equipment located at:* - more than one work place; or - more than one work area within a workplace. Where used, generic risk assessments must include modifications specific to each work area. A copy of generic risk assessments must be available to staff. The *Generic Risk Assessment Form* may be used for a large variety of risks. (*Read Instructions on How to Use this Form*).

Risks Identified via the *risk assessment process* should be discussed with your OHS service provider with a view to implement necessary controls.

To manage risks and potential hazards the Hierarchy of Control needs to be applied:
1. Eliminate the hazard (*best solution*);
2. Substitute the hazard;
3. Redesign the hazard/Isolate the hazard/Engineering);
4. Administrative controls;
5. Personal protective equipment (PPE) (*least preferred*).

There are *specific risk assessment forms* - There are specific risk assessment forms available for the following exposure assessment scenarios:
- Workplace Health and Safety Checklist/s and their Actions Register;
- Occupational Violence Risk Assessment Tool (OVRAT);
- Facility Unit Risk Assessment Tool (FURAT);
- Patient Handling Risk Assessment Tool (PHRAT);
- ChemAlert Task Risk Assessment (Risk Register) Safety Data Sheets (SDS);
- Chemical Storage Risk Assessment

- Safe Driving Risk Assessment Guide
- Sample Risk Assessment - Defensive Driving
- Sample Risk Assessment - Drivers New to Queensland
- Sample Risk Assessment - Driver Awareness
- Sample Risk Assessment - Driving in Rural and Remote Areas
- Sample Risk Assessment - 4WD Driving

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Tools & Guides for Monitoring and Assessing Workplace Safety

1. **Workplace Health and Safety Checklist**
   The healthcare environment has a range of hazards that may present risks to persons involved within the workplace. The hazards and associated risks will vary between workplaces and may not be immediately obvious. Therefore, a well-defined risk management process is essential.
   *Note: This tool can be used to assist local audit and or accreditation requirements.

2. **OHS Incident Management**
   The purpose of this Implementation Standard is to provide a framework for the reporting, investigation and recording of occupational health and safety (OHS) incidents in a timely manner.
   **Incident Information Requests** - A governance process is in place for releasing information contained in the Incident Management System application. Reports from the Queensland Health Incident Management System will assist in identifying hazards and risks in your area and guide planning to manage these risks. *Refer to pages 21 & 22 of the OHS Incident Management Standard.

3. **Reviewing Workplace Health and Safety Management System**
   Annual management review of the Queensland Health Occupational Health and Safety Management System (OHSMS) is required.
   **Executive Review Template** - **Exec Review Template**
   Further guidance is available in the [OHS Management System Implementation Standard](#) (this document supersedes OHSMS 1-1#21 Occupational Health & Safety Evaluations and Continual Improvement Implementation Standard).

4. **Workplace Health and Safety Representatives**
   The purpose of this State-wide Mandatory Work Practice Directive (Directive) is to ensure a consistent framework for electing and identifying a Workplace Health and Safety Representative (WHSR). Includes Nomination and Voting Templates.

Health and Safety Training Requirements
Provision of information, instruction and training is an important means of achieving competence, capability and awareness and helps to ensure safe working practices are adhered to. It also contributes to improving the organisation’s health and safety culture.

Communication Tools to Foster a Safety Culture

- **Alerts, Notices and Information**
  - **Safety Alert** identifies a matter needing immediate, mandatory attention and action.
  - **Safety Notice** is a document which identifies potential safety issues requiring risk assessment to determine actions.
  - **Safety Information** is a document that provides lessons learnt from state-wide, national and international sources.

- **Safety Toolbox Talks**
  A brief safety talk or meeting about a specific subject. These talks can be done in a variety of ways but are typically a brief interactive discussion meeting on something safety related. Toolbox Topics are used to cover a variety of short safety training subjects and to remind employees each day before they go to work, the importance of safety and wellbeing.

- **Stop for Safety kits**
  The Stop for Safety kit contains everything you need to host a short health and safety event in the workplace, on a topic relevant to your organisation. A Stop for Safety event is a great way to encourage consultation on health and safety issues in your organisation. Included in the Stop for Safety kit are:
  - a checklist for the event organiser
  - posters to advertise the event
  - presenter tips
  - a PowerPoint presentation
  - fact sheets and other resources
  - a follow-up sheet to capture issues and ideas raised

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