FRONTLINE MANAGERS - FAST FACTS
These In-services are designed to assist and support our frontline managers and supporting managers with their roles and responsibilities in relation to core operational functions and where to access resources easily.

30 minute In-Services  Fast Facts Sheets

Fast Facts 8 - Health and Safety – Tips for being safe

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.
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

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 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.

For more information, contact Education Coordinator, Ann Whalley on 5433 8282 or ann.whalley@health.qld.gov.au