

Policy Applies to:

The Board of Directors, All Mercy Hospital Employees, Patients Credentialed Specialists, contractors, students, volunteers and visitors.

Related Standards:

- Health and Safety at Work Act 2015
- Health and Safety at Work (Hazardous Substances) Regulations 2017
- AS/NZS ISO 31000: 2019 Risk Management – Principles and Guidelines
- Health & Safety at Work (General Risk and Workplace Management) Regulations 2016

Rationale:

Mercy Hospital, as the Persons Conducting a Business or Undertaking, (PCBU), through the identification and appropriate management of workplace risks and hazards will ensure, so far as is reasonably practicable, the health and safety of anyone who is impacted by the operations of Mercy Hospital Dunedin.

It is Mercy Hospital’s goal to achieve a level of risk management that supports a safe environment. Mercy Hospital will ensure that systems, practises, processes and training are in place to eliminate health and safety risks, and where they can’t be eliminated, minimise those risks.

Objectives:

To ensure that:

- hazards that could give rise to workplace health and safety risk are appropriately identified
- identified risks are appropriately assessed
- effective controls are implemented which eliminate or minimise the potential harm
- Effective controls are maintained, monitored and evaluated for effectiveness.

Cultural Considerations:

Mercy Hospital acknowledge that National data demonstrates a disproportionate impact of workplace accidents on Māori and Pacifica populations in our workplaces. We support the WorkSafe strategy ‘Maruiti 2025’.

Definitions:

PCBU *Persons Conducting a Business or Undertaking*

Hazard *Something that could cause harm, such as a dangerous substance, piece of equipment, work process, or environment.*

Risk	<i>The likelihood of harm occurring and the severity of that harm.</i>
Risk Assessment	<i>The process of identifying hazards, evaluating their risks, and determining appropriate control measures.</i>
Control Measures	<i>Actions taken to eliminate or minimize risks, such as engineering controls, administrative controls, or personal protective equipment (PPE).</i>
Hierarchy of Controls	<i>A framework for prioritizing control measures, with elimination and substitution being preferred over other methods.</i>
Risk Register	<i>A document that records all identified risks, their associated control measures, and their risk ratings.</i>
Health and Safety Representative	<i>A person elected by employees to represent their interests on health and safety matters.</i>

Process:

The risk management process can be broken down into 5 stages:

1. Hazard Identification
2. Assess the Risk
3. Control the Risk
4. Record the Risks
5. Review the Risks

Risk Assessment

Specific hazards will be risk assessed and control measures documented with relevant codes and guidelines identified

Mercy staff who have responsibility to assess or manage the risk must ensure that sufficient information is provided to make an accurate and informed decision on the risk of the hazard identified.

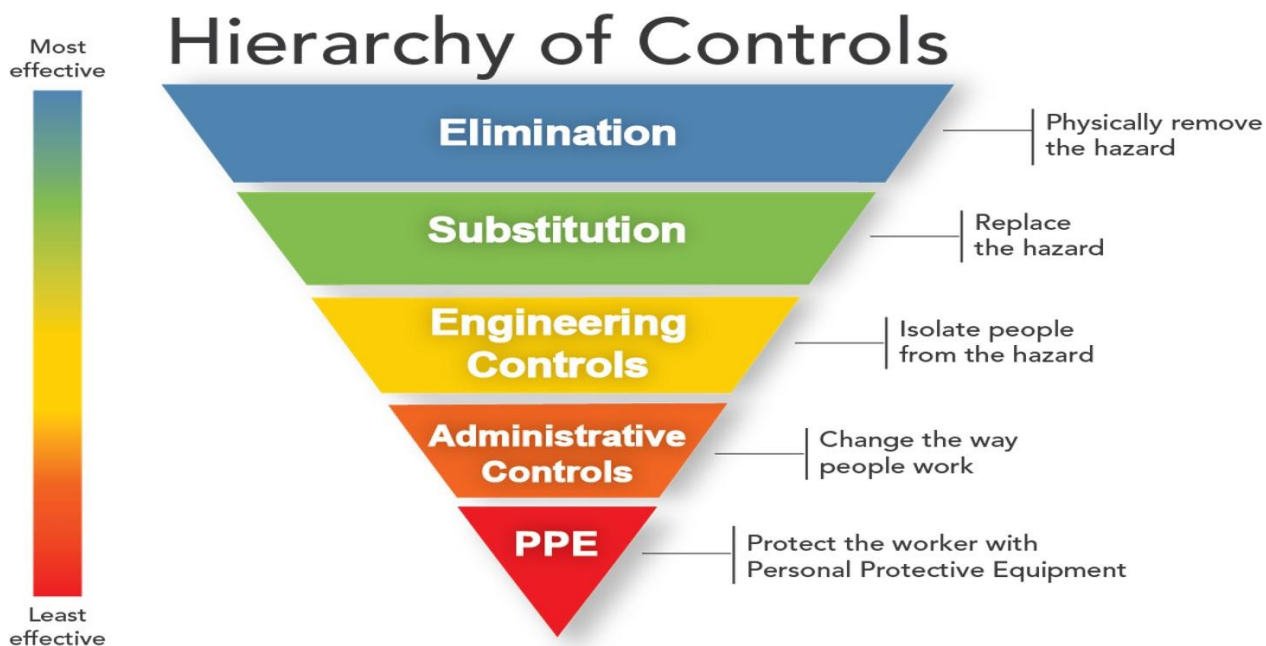
Each identified hazard will be assessed considering the severity of the consequences and likelihood of injury or illness. The severity and likelihood will for each risk will be rated on a scale of 1 – 5. For severity, 1 is minor and 5 is severe, and for likelihood, 1 is very rare, and 5 is almost certain. The risk rating will be calculated by multiplying the rated likelihood by the rated severity.

H&S Risk Matrix

Health and Safety Risk Matrix Risk Rating = Likelihood x Severity 1 = Low 25 = Extreme			Consequences				
			Severe	Major	Moderate	Minor	Minimal
			Loss of life, permanent disability	Serious Injury – Specialist medical treatment or hospitalisation	Injury requiring medical treatment	Minor injury requiring first aid	Minor problem easily handled by normal day to day processes
			5	4	3	2	1
Likelihood	Almost certain (e.g. >90% chance of occurring)	5	Extreme	Extreme	High	Moderate	Moderate
	Likely (e.g. between 50% and 90% chance of occurring)	4	Extreme	High	High	Moderate	Low
	Possible (e.g. between 10% and 50% chance of occurring)	3	High	High	Moderate	Moderate	Low
	Unlikely (e.g. between 3% and 10% chance of occurring)	2	Moderate	Moderate	Moderate	Low	Low
	Rare (e.g. <3% chance of occurring)	1	Moderate	Low	Low	Low	Low

Control Implementation

The hierarchy of controls will guide control implementation. Whenever possible, we will prioritize **eliminating** or **substituting** hazards to minimize risks.



If a hazard cannot be eliminated or substituted, we will implement **engineering controls**, **administrative controls**, and **personal protective equipment (PPE)** as necessary to **minimize** the risk.

To achieve the lowest possible risk rating, we will often combine multiple control measures. While PPE is a valuable tool, it should **never** be relied on as the **sole** means of risk mitigation. It must be used in conjunction with other control measures.

Monitoring

Measures to minimise risks to health and safety to ensure they remain effective will be monitored annually through H&S audits.

Risk Register

A risk register is maintained and updated for the whole hospital. Logging all identified risks and keeping a record of the type of harm they can cause, controls in place to minimise risks of harm, and risk rating.

Staff Engagement

Area leaders in partnership with the Health and Safety Specialist are responsible to ensure staff are involved in the identification and control of health and safety risks within their work areas, through:

- Orientation programme at commencement of employment.
- Ensuring all employees are made aware of new and existing hazards in their work area and understand the controls for those hazards
- Fostering an environment where hazard notification and active management of hazards is encouraged
- Ongoing risk assessment through the reporting, investigating and implementation of corrective and preventive actions for all identified hazards
- Ensuring all employees are compliant with health and safety policies –
- Consulting with employees and relevant representatives regarding health and safety management.
- Through Health and Safety Representatives

Implementation:

- Tactical Framework
- Quality and Risk Plan
- Infection Prevention and Control Plan
- Organisational Risk Register
- Hazard Registers
- Hazardous Substance Inventory Product Evaluation
- Health and Safety annual plan
- Staff orientation and mandatory training
- Position descriptions
- Credentialing process
- Policy and Work manuals

Evaluation

- Board of Directors minutes
- Executives meeting minutes
- Quality and Risk Advisory Committee minutes
- Health and Safety Representative Meeting minutes
- Training records
- Credentialing records
- Hazard Category audits, reports and action plans
- Incident reports
- Product Evaluation Committee minutes

- Health and Safety annual plan organisational assessment

Internal documentation (not exhaustive list; refer SharePoint)

- Health and Safety Policy
- Risk Management Policy
- Incident Management Policy
- Contractor Policy
- Credentialing Policy
- Hazardous Substance Inventory Hazard registers
- Emergency Management Policy
- Organisational Risk Register
- Terms of Reference Quality and Risk Committee
- Terms of Reference Health and Safety and Infection Control Representatives Committee