



Work Health & Safety

AGED CARE POLICY

Policy Version 2.1

Category: Administrative *(Required by Legislation)*

Adopted: December 2024



Work Health & Safety Aged Care Policy

Purpose

Winton Shire Council is accountable for the delivery of safe and quality care and services.

This policy describes the Council's Work Health and Safety program in relation to the delivery of Community Care services. It demonstrates the organisation's commitment to preventing work related injuries and illnesses by providing and maintaining a healthy and safe workplace for all workers and visitors who may be affected by the conduct of the organisation's Community Care services.

Scope

This Policy applies to:

- All Community Care Services team members,
- Their volunteers,
- Students on placement,
- Contractors and consultants, whether or not they are employees,
- Any other brokered service providers and
- Winton Shire Council Councillors,

Definitions

Term	What it means / refers to
Aged Care Quality Standards	According to the Aged Care Quality and Safety Commission: Everyone has the right to be treated with dignity and respect in aged care. The Aged Care Quality Standards define what good care looks like.
Community Care services	A broad term to describe a collection of services and health care that are packaged up to meet the unique needs of each individual in their own home, rather than in a hospital or care home.
Consumer	A person who receives approved services from a service provider.
Hazard	Anything with the potential to cause injury or illness to people or damage to property.
Incident	An unplanned event directly involving our organisation which results in: • injury or harm to one or more people, • business interruption, • equipment, property, or environmental damage, • public liability exposure, and / or • legal or financial loss.
Near miss	An unplanned incident which does not result in injury or damage but had the potential to do so
Risk	The possibility that harm may occur



Term	What it means / refers to
Worker	Any person carrying out work in any capacity for the organisation and includes an employee, contractor or subcontractor, employee of a labour hire company, apprentice or trainee or volunteer.
Workplace	A place where work is carried out for the organisation and includes any place where a worker goes or is likely to be while at work, whether or not this is a building or structure.

Policy Statement

Winton Shire council is committed to preventing work related injuries and illnesses by providing and maintaining a healthy and safe workplace for its workers and visitors in relation to the delivery of Community Care services.

To the extent reasonably practicable, the organisation will identify hazards and risks associated with conducting its business and implement appropriate control measures to eliminate or minimise health and safety risks. As such the organisation will:

- identify, maintain, and monitor compliance with relevant State Work Health and Safety Regulations and requirements,
- provide appropriate resources (financial and human) for the effective implementation of the organisation's work health and safety management system,
- ensure workers are provided with induction, training, instruction, and supervision to enable them to undertake their work safely,
- ensure work health and safety information and instructions is communicated to all workers and visitors,
- develop and maintain effective arrangements to ensure workers are consulted and represented in matters that may impact their health and safety while at work,
- actively manage work related health and safety risks through the systematic identification and evaluation of hazards and implementation of effective controls,
- ensure reported hazards, risks, near misses and incidents are investigated where appropriate and control measures implemented to prevent or reduce the likelihood of their recurrence,
- ensure injured workers receive prompt and effective rehabilitation and that any workers compensation claims are managed in an equitable way consistent with legislative requirements,
- develop and implement a process for verifying the effectiveness of the organisation's work health and safety management system as part of continuous improvement,
- identify, communicate, explain, and monitor responsibilities and accountabilities for all relevant personnel, and
- ensure the continuous improvement in work health and safety performance by identifying and monitoring objectives, plans and performance measures, reviewing progress against them and rectifying deficiencies when identified.

Work health and safety information and instructions are communicated to workers and visitors using a range of methods including:

- induction and ongoing training specific to the role,
- access to policies, procedures, work instructions and relevant information,



- functional responsibilities nominated in position descriptions,
- direct dialogue between supervisors/managers and workers,
- use of bulletin boards / newsletters and email, and
- staff meetings and committees.

Operational Need

To ensure Winton Shire Council is accountable for the delivery of safe and quality care and services.

To deliver the consumer outcome of:

"I am confident the organisation is well run. I can partner in improving the delivery of care and services."

in accordance with the Aged Care Quality Standards.

Roles and Responsibilities

Winton Shire Council

All workers are expected to co-operate in and contribute to creating a safe working environment and required to comply with work health and safety policies, processes and practices while on the organisation's premises or involved in any of its operations.

Executives / Directors are responsible for ensuring:

- there are adequate systems and processes in place to establish the organisation's work health and safety management system, maintain effective communication and consultation, manage work-related injuries and illnesses, and promote worker wellbeing,
- processes for monitoring compliance with this policy are in place,
- a return to work program is implemented,
- that matters contained in this policy are endorsed and clearly communicated to all personnel within the organisation,
- there is a process for reporting work health and safety matters to the Executive Team and Council, and
- the effectiveness of this policy is monitored and verified as part of continuous improvement activities.

Managers are responsible for:

- ensuring workers are aware of and understand the application of this policy,
- promoting and reinforcing to workers the importance of participating in consultation on matters that may affect their health and safety and maintaining their wellbeing,
- re-enforcing and monitoring compliance with this policy,
- ensuring systems that enable workers to undertake their work safely are in place,
- ensuring workers are provided with necessary information, instruction, and training to undertake their work safely,
- ensuring all reported health and safety incidents, near misses, hazards and risks are investigated at a level that reflects the severity and consequence, and



- ensuring workers are aware of the incident reporting processes.

Workers are responsible for:

- ensuring they are aware of and understand the application of this policy,
- following all policies and procedures and cooperating with any reasonable instructions relating to work health and safety,
- participating in consultation on matters that may affect their health and safety,
- ensuring they are aware of the organisation's incident and hazard reporting and management processes,
- promptly informing and reporting to their manager if they believe this policy has been breached, and,
- seeking advice from a manager before undertaking an action or activity that may be contrary to the organisation's policy.

Visitors are responsible for:

- taking reasonable care of their own health and safety,
- taking reasonable care to ensure their acts or omissions do not adversely affect the health and safety of other persons, and
- complying with policies, procedures and any reasonable instruction given by the organisation.

Communication

This document will be published on the Winton Shire Council website and will be made available to all employees involved in the delivery of Aged Care services provided by Winton Shire Council.

Related Council Documentation

Aged care records including:

- Consumer files
- Staff files
- Hazard Report
- WSC Incident Report
- Incident Report- Risk Notification Form
- Home and Environment Risk Assessment
- Consumer Risk Assessment
- Health and Safety Committee Terms of Reference

Legislation, Recognised Authorities and Other Sources

- Work Health and Safety Regulations – *Australian Government*
- Guide to the Model Work Health and Safety Regulations – *Safe Work Australia*



Review of Policy

This policy will be reviewed every three years or when legislation or standards change and remains in force until amended or repealed by resolution of Council.

Record of Amendments and Adoptions

Date	Version	Reason for amendment	Date adopted by Council
December 2021	1.0	Initial policy	16 December 2021
September 2024	2.0	SDAP update	19 December 2024
February 2025	2.1	Update to Operational need	19 December 2024

