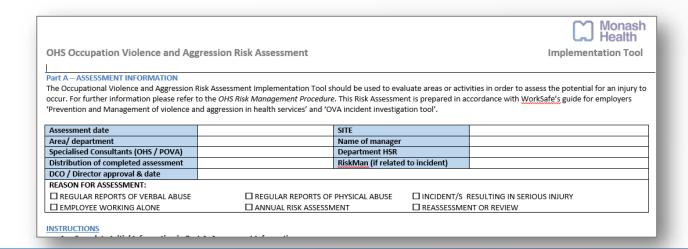
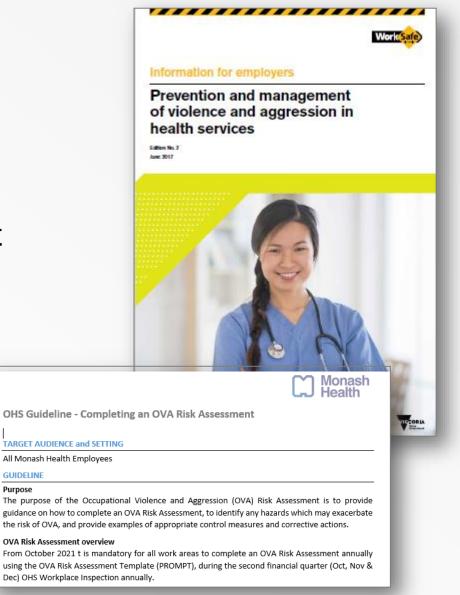
OVA Risk Assessment



What is new?

- Updated Occupational and Violence Aggression Risk Assessment Tool (based on Worksafe information)
- New OHS Guideline "Completing an OVA Risk Assessment". Mandatory all departments from Oct 1st – part of Workplace Inspection in Q2 annually
- Also used post serious incident





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Purpose annual OVA Risk Assessment

- To assess the work environment in a department to identify potential hazards which may contribute to/or escalate the risk of OVA
- For example:
 - ✓ Workplace Layout
 - ✓ Unobstructed exits
 - ✓ Training and education provided to employees.
 - ✓ Work Practices
 - ✓ Duress alarms and response procedure
 - ✓ Patient flow / waiting times etc
- Consult with the team on suitable control measures
- Develop an action plan







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What are Managers required to do?

Assessment

- From October 1st, read the OVA Risk Assessment Guideline
- Schedule time to complete OVA Risk Assessment with HSR
- Document hazards on OVA Risk Assessment Template and discuss findings

Action Plan

- Work with team to develop control measures/actions for all identified hazards on OVA Risk Assessment template
- Refer OVA Risk Assessment Guideline for suggested controls
- Actions for escalation to be raised with DCO/Team Manager for business case or escalation to POVA / Site OHS Committee / OHS Management Committee
- Save Action Plan electronically and update as actions close out
- Display document on non-patient facing notice board for team
- Share Action Plan with DCO / Team Manager who will sign off

PROTECT Workplace Inspections - What do I need to do?

Oct - Dec Workplace Inspections

Complete the question

'Have you completed, consulted and communicated your annual OVA Risk Assessment (PROMPT) in accordance with the OVA RA Guideline?'.



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Communication plan

- Manager Forum
- I News article
- OHS Coms Pack October to all Site Safety Committees
- Poster and Screen Saver
- Question in Protect Q2 Workplace Inspections
- Protect reference how to get the OVA RA template and Guideline (stored on OVA Intranet page and on Prompt)
- All manager email from "Safety" email address commencing Q2 Workplace Inspections with links to OVA RA and Guideline
- P&C Exec Director reminder emails with links to documents





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Follow up

- Protect Workplace Inspections open actions by department available now
 Weekly reports uploaded to Safety Intranet
- DCOs/Team Managers to sign off completed OVA Risk Assessment documents completed through out Q2 and Q3
- From January 2022
 - ✓ Protect Open Action Reports circulated to Program GMs and Team Leaders
 - ✓ Workplace Inspections and Action close out rates to Scorecards
 - ✓ Workplace Inspection question asking if actions are closed out



Box Cutter Project





Background

The OHS team investigated a serious incident (notifiable to WorkSafe) where an employee used a retractable surgical blade to open a box

A review of available box cutters at Monash Health revealed that there are purpose designed box cutters available for order, but not with retractable blades.

A trial was commenced to source and provide a safer option.



Actions taken

- Completed a a trial of "Safety" box cutters with key stakeholders
- Collated findings of the preferred box cutters with safety features
- Consulted with key areas including Pharmacy, Engineering, Logistics, Support Services, Diagnostic Imaging and Procurement
- Liaised with Procurement to update iProc with ordering codes for selected safe box cutters
- Created Safe Work Practice document for safe use of box cutters
- Consulted with OHS Committees and end users









Next steps

- iNews article (late September)
- Safety Alert and Safe Work Practice (end September)
- Question to be added to Protect Workplace inspections - October to December quarter 2021
 - √ 'Have you read the Box Cutter Safety Alert?'
 - √'Have you removed all unsafe box cutters and replaced them with auto-retractable box cutters?'
- Box Cutter Amnesty commences 1st October 2021!
 - ✓Order new safe box cutters through iProc
 - ✓When new safe box cutters arrive, un-safe box cutters disposed of to sharps containers

