

OVA Risk Assessment

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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



OHS Occupation Violence and Aggression Risk Assessment Monash Health Implementation Tool

Part A – ASSESSMENT INFORMATION

The Occupational Violence and Aggression Risk Assessment Implementation Tool should be used to evaluate areas or activities in order to assess the potential for an injury to occur. For further information please refer to the *OHS Risk Management Procedure*. This Risk Assessment is prepared in accordance with [WorkSafe's](#) guide for employers 'Prevention and Management of violence and aggression in health services' and 'OVA incident investigation tool'.

Assessment date		SITE	
Area/ department		Name of manager	
Specialised Consultants (OHS / POVA)		Department HSR	
Distribution of completed assessment		RiskMan (if related to incident)	
DCO / Director approval & date			

REASON FOR ASSESSMENT:

<input type="checkbox"/> REGULAR REPORTS OF VERBAL ABUSE	<input type="checkbox"/> REGULAR REPORTS OF PHYSICAL ABUSE	<input type="checkbox"/> INCIDENT/S RESULTING IN SERIOUS INJURY
<input type="checkbox"/> EMPLOYEE WORKING ALONE	<input type="checkbox"/> ANNUAL RISK ASSESSMENT	<input type="checkbox"/> REASSESSMENT OR REVIEW

INSTRUCTIONS

Monash Health

OHS Guideline - Completing an OVA Risk Assessment

TARGET AUDIENCE and SETTING

All Monash Health Employees

GUIDELINE

Purpose

The purpose of the Occupational Violence and Aggression (OVA) Risk Assessment is to provide guidance on how to complete an OVA Risk Assessment, to identify any hazards which may exacerbate the risk of OVA, and provide examples of appropriate control measures and corrective actions.

OVA Risk Assessment overview

From October 2021 it is mandatory for all work areas to complete an OVA Risk Assessment annually using the OVA Risk Assessment Template (PROMPT), during the second financial quarter (Oct, Nov & Dec) OHS Workplace Inspection annually.



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



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?'

Workplace Inspections in Protect

[OHS Home](#) | [Workplace Inspections](#) | [Injury Management](#) | [OHS Committees & Representatives](#) | [EMR Safety](#) | [Training](#) | [Healthy Opportunities](#) | [Occupational Violence & Aggression \(OVA\)](#) | [Contractor Management](#) | [Contacts](#)

[Click here or on the icon to access Protect](#)





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



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

 **Protect | Prevent | Support | Promote**

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 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

Monash Health Safe Work Practice SWP 001

Self-Retracting Box Cutter and Stretch Wrap Cutter

Issue Date: Next Review Date: **Potential Hazards:**


Approved By: **Laceration while cutting or changing blade, or if using a blunt blade.**

Description of Work: **NEVER use faulty equipment. If faulty or blade difficult to change, dispose of cutter in sharps container.**

- The box cutter and stretch wrap cutter, are only to be used to open boxes and cut stretch wrap.
- Follow instructions for safe replacement of cutter blade on the self-retracting box cutter.

ALWAYS store cutters securely away from members of public.

Personal Protective Equipment Required • Cut resistant gloves recommended



Process:

Self-Retracting Box Cutter

- Avoid cutting directly towards your body
- Push forward the blade slider to extend blade
- Ensure blade completely retracts automatically
- Release the blade slider when cutting and the blade will automatically retract.
- Always pass box cutters to others handle first with the blade retracted.

To replace the blade:


Step One: Lift the black slider upwards to remove the blade

Step Two: Rotate the blade before reloading or replace with new blade

Step Three: Load blade until centre hold aligns with rectangular slot

Safety tips:

- Always use a box cutter with a sharp blade.
- Keep fingers clear of the blade
- Ensure adequate space from others when cutting
- Ensure blade completely retracts automatically, when the slider is released.
- Dispose of faulty cutters.



! Safety Alert

Box Cutters

September 2021

Purpose

This Safety Alert is to advise of the identification of hazardous non-retractable box cutters currently in operations across Monash Health and a forthcoming amnesty to remove these and replace with newly available auto-retractable box cutters.

Background

An employee sustained an extremely serious laceration when using a surgical blade to open a box, then a few days later another employee also sustained a deep laceration using a Stanley knife. Both these incidents were serious and therefore a revised safety approach has been initiated. A review of box cutter options on the i-proc system identified no auto-retractable box cutters available for purchase. In addition there was no safe work instruction on their use.

Required Actions

