

OHS Internal Audit

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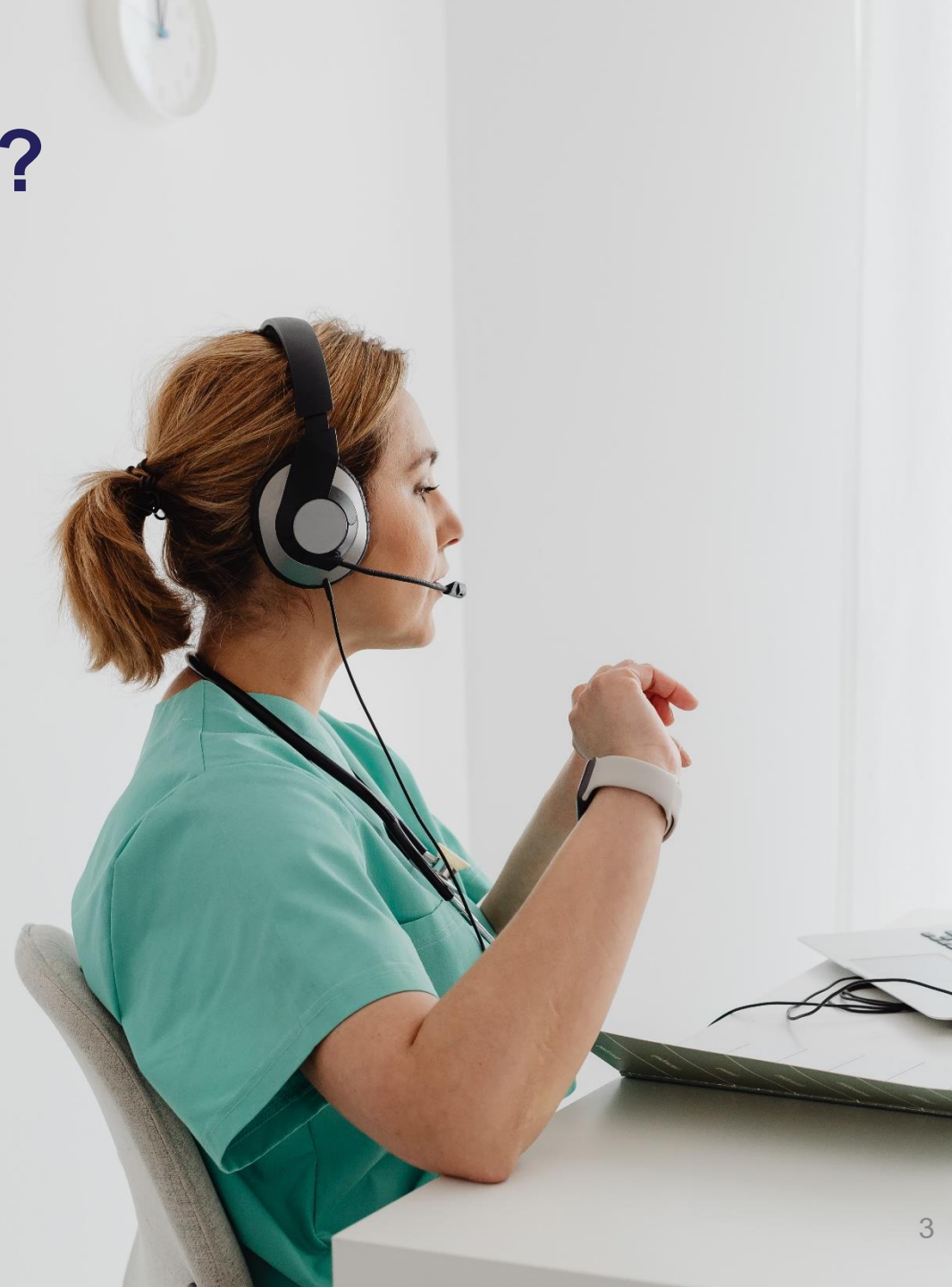
Agenda

- What is the OHS Internal Audit?
- What do I need to do as a Manager?
- Interview with Nicky Cassidy – Pilot Audit



What is the OHS Internal Audit?

- Audits provide assurance and ensure compliance with critical safety requirements
- A face-to-face onsite audit will be performed by an OHS Advisor using a system called SafetyCulture
- Two types of audits:
 - Workplace Audit – launching March 2023
 - Targeted Audit – launching June 2023



What is the purpose of the OHS Internal Audit?

- Verify implementation of Monash Health Occupational Health and Safety Management System (OHSMS)
- Opportunity for Managers to increase and upskill their safety capabilities via coaching
- Ensure continual improvement in processes for managing risk, improving overall safety performance, and improving the health and safety of our people.



What do I need to do as a Manager?

- Audits will be conducted at least once every three years
- The OHS Advisor (Auditor) will contact you four weeks before to schedule your Audit
- Prepare for your Audit using the Manager's Safety Toolkit – Manager Responsibilities
- Attend the Audit – approximately 60 minutes
- Engage your HSR, answer Audit questions with the Auditor

What happens after the Audit?

- The Auditor will discuss areas that you can improve on, and assign actions for you to complete
- Receive a report showing areas of compliance and non-compliance (opportunities for improvement)
- The OHS Advisor will continue to coach you to be a Leader in Safety
- Data will be collated from audits, for reporting and to help direct further OHS improvements across the organisation

Resources Available

- Manager Safety Toolkit – Manager Responsibilities
- OHS Internal Audit Procedure
- OHS Advisor or Safety Advice Line

Manager Responsibilities

Manager Safety Toolkit 3



To achieve a reduction in employee injury, a safe workplace for all, and improved patient care, Operational Leaders have accountability and authority to improve health and safety performance. This includes by identifying and mitigating risks, eliminating or reducing safety risks and providing education and instruction in safe practice.

1. Promote and lead a safety-first culture in your department



- Encourage Health & Safety Representatives (HSRs) consultation on all matters affecting health and safety.
- Use your huddles to communicate any safety incidents, new information and actions required. Encourage the team to raise any safety concerns and suggested solutions. Also encourage the team to report any hazards, near misses or incidents.
- Check performance to safety metrics – [Power BI OHS Metrics dashboard](#), and DCO/Ward and Program scorecards.

2. Protect your team – follow OHS procedures



- Refer to page 2 for a full list of OHS Procedures, Forms and Tools. These shape our Occupational Health and Safety Management System (OHSMS)
- Ensure you are familiar with [Safe Work Practices](#) for all hazardous manual handling tasks in your area, model best practice, and lead the way
- See it, Call it, Coach it – observe employees for competency in safe practice, call out unsafe practice and recognise safe behaviour
- Support the election and training of [Health Safety Representative \(HSRs\)](#) to represent your workgroup and attend local OHS committees

3. Investigate why the incident happened

Managers have accountability and responsibility to understand all workplace risks and implement processes to assess risk and controls, monitor compliance and ensure implementation of Risk Management procedures to ensure that plant, equipment and systems are safe. There is a legal requirement to consult with Health & Safety Representatives and employees. Encourage hazard and incident reporting.

How do I do this?



- Review and complete your Quarterly Workplace Inspections in [Protect](#), monitor actions and close out corrective actions on time
- Complete an [QVA Risk Assessment \(PROMPT\)](#) of your department, and plan annually or after a serious incident
- Complete the Managers Pre-occupancy Checklist when relocating and the [QVA Risk Assessment](#) within two months at a new location
- Record all chemicals in [ChemAlert](#) and complete your basic chemical training on LATTE
- Tag out faulty equipment and raise BEIMs for broken equipment and all repair works
- Consult with HSRs and employees on safety topics that impact employees
- [Complete Hazardous Manual Handling Risk Assessments](#). Move Smart = Monash Health Manual Handling Program – [Move Smart Intranet](#)
- Complete Riskman incident investigations and action timely controls to prevent further incidents, in consultation with HSR / employee
- Support employees in identifying hazards associated with their workstation through completion of the [OHS Workstation Self-Assessment Checklist](#)
- Participate in OHS internal assurance activities including OHS Audits for continual improvement
- Conduct Risk Assessments on new plant and equipment and train employees in safe operation – refer to the [OHS Risk Management](#) procedure

Manager Core Safety Responsibilities

- Incident Management and Investigation
- Training, instruction, supervision
- Safe Manual Handling
- Consultation HSRs
- Safe equipment
- Chemical safety/Chem Alert
- Workplace hazard inspection
- OVA RA & plan
- Contractor safety
- Injury Management
- Display OHS Information
- Return to work after injury
- Hazard Identification, Risk Assessment, Control

Supporting Resources

- [Safety Intranet page](#)
- [Move Smart Program page](#)
- [Safe Work Practices](#)
- [Injury Management page](#)
- [PROMPT](#)
- [ChemAlert Chemical Management System file](#)
- [Riskman incident notification system](#)
- [PROTECT Workplace Inspection System](#)
- [Guideline for Completing an QVA Risk Assessment](#)



Interview with Nicky

Lucilla Bucholtz, Manager, Health and Safety

Nicky Cassidy, Nurse Unit Manager





Workplace Audit criteria

- Incident investigation
- OVA Risk Assessment and Actions
- Workplace inspections in PROTECT
- OHS noticeboard
- Consultation with employees on OHS matters
- Employee OHS Induction
- Chem Alert Chemical Management System
- Health and Safety Representatives
- Latte mandatory OHS training

