

POLICY STATEMENT OCCUPATIONAL HEALTH & SAFETY

At ANAV, we are committed to providing a safe work environment for our staff members that are placed into different facilities. We endeavour to minimize the risks and potential hazards at your workplace. Our staffs are our most important asset and taking care of their safety is our topmost priority.

As workplace safety is a joint effort between everyone involved - we encourage our staffs, clients, employers, contractors and visitors to cooperate to maintain high standards of occupational health & safety. Although everyone puts their best efforts forward to prevent any mishaps, incidents may occur and we will take firm steps to deal with the situation.

Company Objectives

- Planning, Review and Evaluation
- Hazard Identification and Management
- Training and Supervision
- Incident Reporting and Investigation
- Consultation and Participation
- Emergency Planning and Response
- Preventive Measures

Procedures

- Health and Safety plan procedure
- Hazard Identification procedure
- Hazard Control procedure
- Induction procedure
- Training procedure
- Incident Reporting procedure
- Consultation procedure
- Emergency procedure
- Workplace inspection procedure
- Issue Resolution procedure

Employer Responsibilities

The employer is responsible for:

- Ensuring legislative compliance
- Managing OHS site induction
- Providing orientation about the nature of work and potential hazards
- Guidelines for risk assessment and implementing controls
- Managing incidents and accidents
- Reporting procedures
- Encouraging consultation and communication
- Effective injury management

Employee Responsibilities

The employees (including on-hire employees) are responsible for:

- Following health and safety procedures at their assigned workplace
- Keeping yourself and your surrounding safe while working
- Cooperate with the supervisor and other colleagues to keep your workplace safe
- Report injuries or potential risks to your supervisor, facility manager and to your agency

Reporting Procedure

If an injury occurs at work, you must:

- Stop working immediately
- Report to your supervisor, manager and agency
- Get first aid (if required)
- Provide your supervisor with the details of the incident and obtain a copy of the incident report to complete

OH & S Enquiries

All enquiries should be marked to Angels Nursing Agency Victoria (ANAV)